



**MINUTES OF MEETING  
AIRPORT ADVISORY BOARD  
Tuesday, February 14, 2012  
7:00 P.M.**



**BOARD MEMBERS PRESENT:**

Keith Hutchinson, Chairman  
Andy Mungenast, Vice Chairman  
Dr. Charles Waldrop, Jr.  
John Stewart  
Dean Byers  
Tim Fagan

**ALTERNATE PRESENT:**

X Chris Chatmon

**CC LIAISON PRESENT:**

X Walter Weaver

**STAFF PRESENT:**

X Mark Divita, Airport Manager X  
Kellen Benbrook, Operations Supervisor

**CALL TO ORDER:** The meeting was called to order by Chairman Keith Hutchinson at 7:03 p.m. with a quorum present.

**Item #1: Approval of Minutes from January 10, 2012 Meeting**

Dr. Waldrop motioned for approval. This was seconded by Mungenast. The vote carried unanimously.

**Item #2: Airport Manager Staff Report**

Divita provided a brief on the airport's sales statement FY to date in both graphic and tabular form. Divita noted the fuel sales in January were flat as they were in November and December. It was noted that this a similar trend occurred last year during the same months except sales are about \$10,000 higher each month this year. Divita reported the airport is currently operating in the "black" showing a profit of \$46,386.

Divita provided a brief that an RCO (remote communications outlet) is on request with the FAA and he is waiting to hear back on the request.

Divita provided a brief the status on the self serve fuel facility construction. He handed out pictures showing the latest progress. The self serve fuel facility should be operational by March.

**Item #3: Brief on outcome of selection of the design/engineering firm for the new south ramp and terminal building.**

Divita briefed that KSA Engineering won the selection from a panel of four. He noted that KSA was best-qualified, had the best bid, best concrete plan, best drainage plan, and knew the airport well because they have worked on the airport before. Hutchinson added that the selection was very close but in the end KSA edged ahead because they best understood the engineering issues at the airport.

**Item #4: Set Agenda for Next Meeting**

- Approval of Minutes
- Airport Manager Briefing
- Consider and vote on changing to quarterly meeting and schedule each quarter's meeting date.
- Set Agenda for Next Meeting

**ADJOURNMENT:** Stewart moved to adjourn. After a second by Dr. Waldrop, the motion was approved unanimously and the meeting adjourned at 7:32 p.m.

ATTEST:



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Mark Divita  
Airport Manager

APPROVED:



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Keith Hutchinson  
Chairman