



**MINUTES OF MEETING
AIRPORT ADVISORY BOARD
Tuesday, March 13, 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

X
X
X
X

ALTERNATE PRESENT:

Chris Chatmon

X

CC LIAISON PRESENT:

Walter Weaver

STAFF PRESENT:

Mark Divita, Airport Manager

X

Kellen Benbrook, Operations Supervisor

CALL TO ORDER: The meeting was called to order by Chairman Keith Hutchinson at 7:00 p.m. with a quorum present.

Item #1: Approval of Minutes from February 14, 2012 Meeting

Dr. Waldrop motioned for approval. This was seconded by Stewart. 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 are still flat this year, but are nearly \$10,000 more than last year. Divita reported the airport is currently operating in the "black" showing a profit of \$73,291. Stewart questioned how such a large change could have occurred when comparing last year's net income of -\$72,679. Divita concluded it was due to the new pricing model for all resale that has been in effect since summer 2011, an aggressive cut to spending and more in house maintenance being performed. Divita said he would double check all data to ensure there were no data entry errors.

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. No specific date could be obtained from the FAA as to when approval may be given.

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 the end of March.

Divita briefed that we are currently waiting on the sponsor payment form the City of Lancaster to clear so the initial planning meeting between the Airport, TxDOT-Aviation, and KSA Engineering may begin.

Item #3: Brief on outcome of discussion with City Secretary on the changing to quarterly meeting for the airport advisory board.

Divita briefed that the City Secretary brought the item to the City Attorney who reviewed the board's charter and commented the charter may need revamping and the change to quarterly meetings needs to go before the City Council as a resolution. The City Attorney is researching the issue. The City Secretary informed Divita to await the City Attorney's decision on the charter and resolution.

Item #4: Set Agenda for Next Meeting

- Approval of Minutes
- Airport Manager Briefing
- Update on discussion with City Secretary on the changing to quarterly meeting for the airport advisory board.
- Set Agenda for Next Meeting

ADJOURNMENT: Stewart moved to adjourn. After a second by Byers, the motion was approved unanimously and the meeting adjourned at 7:25 p.m.

ATTEST:



Mark Divita
Airport Manager

APPROVED:



Keith Hutchinson
Chairman