



**MINUTES OF MEETING
AIRPORT ADVISORY BOARD
Tuesday, April 10, 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

X

CC LIAISON PRESENT:

X Walter Weaver

STAFF PRESENT:

X Mark Divita, Airport Manager

X

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 March 13, 2012 Meeting

Dr. Waldrop motioned for approval. This was seconded by Byers. 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 March grew substantially due to the opening of the self-serve fuel facility. Divita reported the airport experience record profits this month. Divita also reported that after rechecked the accounting software, that the airport is operating in the "black" showing a profit of \$113,000. Hutchinson requested a report at the next meeting showing how many "after hours" purchases occur at the self serve.

Divita provided a brief that the RCO (remote communications outlet) was denied by the FAA because it is not a requirement for the airport. Divita briefed that he replied to the FAA asking how it can be made a requirement. He also briefed his alternate plan if the FAA denies the request again. That plan is to contact Mike Nicely, FAA Airport District Office Regional Manager, to get the request approved

Divita briefed that during the TxDOT Aviation conference he had the preliminary design meeting w/ KSA and the TxDOT program manager. This initialized the contract and a review of the scope of work was conducted. The program manager agreed to concrete vice asphalt in the project as long as it fit within the budget. To date core samples have been taken at the airport as work has just begun.

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 Manager decided she would rather the board just vote each meeting whether or not to have the next month's meeting.

Item #4: Discuss and consider convening next month's meeting of the Airport Advisory Board

Motion was made by Mungenast to cancel next month's meeting provided a financial report was emailed out in place of the meeting to board members by Divita. The motion was seconded by Dr. Waldrop. The vote carried unanimously.

Item #5: Set Agenda for Next Meeting

- Approval of Minutes
- Airport Manager Briefing
- Discuss and consider convening next month
- Set Agenda for Next Meeting

ADJOURNMENT: Mungenast moved to adjourn. After a second by Dr. Waldrop, the motion was approved unanimously and the meeting adjourned at 7:29 p.m.

ATTEST:



Mark Divita
Airport Manager

APPROVED:



Keith Hutchinson
Chairman