



**MINUTES OF MEETING
AIRPORT ADVISORY BOARD
Tuesday, June 12, 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
X	CC LIAISON PRESENT:	
X	Walter Weaver	X
X	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 Mungenast. The vote carried unanimously.

Item #2: Airport Manager Staff Report

Divita provided a brief on the airport's fuel sales FY to date. Divita noted the fuel sales in dropped slightly in May. This was attributed to now have for price set at its full mark up and fuel in general costing more to purchase for sale. Compared to last year the sales are still higher than FY 11. Divita reported the airport experience descent profits this month.

Divita reported that 38 "after hours" transactions occurred from 3/11 to 4/6. That is an average of 3 per day.

Divita briefed on the preliminary engineering review completed recently between TxDOT-Aviation, KSA Engineering and the Airport. The project is expected to be within budget and concrete is approved thus far. The design drawing has been tweaked and expected to be in final draft form in August for the Board to review.

Divita provided a brief that the RCO (remote communications outlet) was denied by the FAA because the airport does not receive enough IFR traffic. Divita briefed that he believes this is the final decision on this request and is now pursuing getting the GCO fixed and up and running.

Divita briefed on the release of an FAA report concerning General Aviation Airports. Lancaster Regional Airport was listed as a local airport vice regional due to not having at least 1,000 IFR flights annually. The Airport only has 905 currently. The FAA will review this report every 3 years at which time the Airport may be boosted to the "regional"

designation. At this time these new designations have no monetary impact, but it may in the future, so Divita said he will continue to monitor this situation.

Item #3: Discuss and consider convening next month's meeting of the Airport Advisory Board

Motion was made by Dr. Waldrop 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 Mungenast. The vote carried unanimously.

Item #4: Set Agenda for Next Meeting

- Approval of Minutes
- Consider and approve design & engineering plan from KSA Engineering for the new south ramp project.
- Airport Manager Briefing
- Discuss and consider convening next month
- Set Agenda for Next Meeting

ADJOURNMENT: Stewart moved to adjourn. After a second by Mungenast, the motion was approved unanimously and the meeting adjourned at 7:33 p.m.

ATTEST:



Mark Divita
Airport Manager

APPROVED:



Keith Hutchinson
Chairman