



**MINUTES OF MEETING  
AIRPORT ADVISORY BOARD  
Tuesday, August 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 X

**CC LIAISON PRESENT:**

X Walter Weaver

**STAFF PRESENT:**

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 June 12, 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 fuel sales FY to date. Divita noted the fuel sales in dropped more than usual in July, but August is seeing normal weekly sales again. Compared to last year the total sales are still higher than FY 11.

Divita reported on the profit and loss statement that showing an operational net income of \$74,000.

Divita provided a brief that the GCO (ground communications outlet) was sent back to the manufacturer for repair and up grades in July. The GCO is now up and running up and running. This will give pilots the ability to obtain their clearances from ATC more easily.

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

Motion was made by Dr. Waldrop to conduct next month's meeting so KSA and Divita may present the final draft of the new south ramp project to the board for approval. 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
- Election of officers
- 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 7:28 p.m.

ATTEST:

APPROVED:



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Mark Divita  
Airport Manager



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Keith Hutchinson  
Chairman