



**MINUTES OF MEETING
AIRPORT ADVISORY BOARD
Tuesday, November 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

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 October 9, 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 for FY to date. Divita noted the fuel sales were slightly lower compared to the same time frame last year, but that it wasn't enough to cause concern.

Divita reported the profit and loss statement was not available due to data not being available from the Finance dept as FY 12 is still being closed out.

Item #3: Discuss and consider approving City of Lancaster Mayoral letter of intent to TxDOT Aviation.

Divita explained that the TxDOT Aviation planner requested a new 5 year letter of intent (LOI) from the City. The LOI follows the master plan.

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

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. The motion was seconded by Byers. 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: Stewart moved to adjourn. After a second by Mungenast, the motion was approved unanimously and the meeting adjourned at 7:14 p.m.

ATTEST:

APPROVED:



Mark Divita
Airport Manager



Keith Hutchinson
Chairman