



**MINUTES OF MEETING  
AIRPORT ADVISORY BOARD  
Tuesday, January 08, 2013  
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

**CC LIAISON PRESENT:**

X Walter Weaver

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 November 13, 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. He noted is will continue to watch the trends and may propose a marketing initiative to boost sale when the weather gets better in spring.

Divita reported on the Runway Café giving notice to close operations after two years of operating at a net loss. Divita also noted a new bid is in the works to fill the vacancy as soon as possible.

Divita noted that while the Café is vacant it would be a good location for Airport Advisory Board to meet.

**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. The motion was seconded by Mungenast. The vote carried unanimously.

**Item #4: 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 Fagan, the motion was approved unanimously and the meeting adjourned at 7:23 p.m.

ATTEST:



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Mark Divita  
Airport Manager

APPROVED:



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Keith Hutchinson  
Chairman