



**MINUTES OF MEETING  
AIRPORT ADVISORY BOARD  
Tuesday, June 11, 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 Vacant

**CC LIAISON PRESENT:**

Vacant

**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 April 9, 2012 Meeting**

Mr. Mungenast motioned for approval. This was seconded by Mr. 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 that fuel sales have somewhat plateaued for the spring. He noted in comparison to last March the numbers are not comparable because this was when the self serve first opened and there was discounted pricing. Divita said in increase in turbine traffic, especially crop dusters, has provided a modest increase in fuel sales.

Divita noted that expenses are under control and even with the lower than average fuel sales, the airport is still turning a profit of about \$12,000.

**Item #3: Discuss and consider the airport's pavement repair bid for a recommendation of approval to the city council**

Divita briefed the bid turned in and explained which line items would be done this FY and which would be done in FY14 due to budget constraints. He explained that the most critical repairs are being done this FY for flight safety reasons. The bid total was \$162,878.40. \$62,828.80 will be expended in FY 13, while the remaining balance of \$100,049.60 will be expended in FY14.

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

**Item #4: Discuss and consider the airport's FY 14 fee schedule for a recommendation of approval to the city council**

Divita briefed the survey spreadsheet. He explained the various fees and how they compared to other local airports. Divita explained that our pricing is too near the bottom end and the fees should be raised modestly to stay competitive in the market. The goal was stated to get the square foot rate for all hangars to 20 cents over the next 3 years. Tie down, ground lease and fuel flowage fees are all proposed to be raised to levels more comparable with other airports in the area.

Mr. Byers motioned for approval. This was seconded by Mr. Stewart. The vote carried unanimously.

**Item #5: Discuss and consider changing the Airport Advisory Board meeting time to 6:30pm vice 7:00pm.**

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

**Item #6: Discuss and consider convening next month's meeting of the Airport Advisory Board.**

Mr. Mungenast motioned to cancel the July meeting. This was seconded by Mr. Byers. The vote carried unanimously.

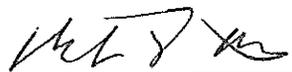
**Item #7: Set Agenda for Next Meeting**

- 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 Mr. Fagan, the motion was approved unanimously and the meeting adjourned at 7:42 p.m.

ATTEST:

APPROVED:

  
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Mark Divita  
Airport Manager

  
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Keith Hutchinson  
Chairman