



**MINUTES OF MEETING  
AIRPORT ADVISORY BOARD  
Tuesday, June 14, 2011  
7:00 P.M.**



**BOARD MEMBERS PRESENT:**

Keith Hutchinson, Chairman X  
 Andy Mungenast, Vice Chairman X  
 Dr. Charles Waldrop, Jr. X  
 John Stewart  
 Dean Byers X  
 Lester Elliott

**ALTERNATE PRESENT:**

Tim Fagan X

**CC LIAISON PRESENT:**

N/A

**STAFF PRESENT:**

Mark Divita, Airport Manager X  
 Kellen Benbrook, Operations Supervisor

**CALL TO ORDER:** The meeting was called to order by Chairman Keith Hutchinson at 7:01 p.m. with a quorum present.

**Item #1: Approval of Minutes from May 10, 2011 Meeting**

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

**Item #2: Airport Manager Staff Report**

Divita provided a brief on the airport's sales statement FY to date in both graphic and tabular form. Fuel sales have dropped in May due to the increased price of oil. Divita explain his process for enter the City's finance data from its STW program in to the airport's Quick Books program.

Divita provided a brief on the status of the Open House Day event. He asked for help spreading the word about the event to further the Airport's and City advertising of the event.

**Item #3: Discuss and consider cancelling the July AAB meeting.**

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

**Item #4: Set Agenda for Next Meeting**

- Approval of Minutes
- Airport Manager Briefing
- CAF "Warbirds on Parade" Event update.
- Set Agenda for Next Meeting

**ADJOURNMENT:** Byers moved to adjourn. After a second by Mungenast, the motion was approved unanimously and the meeting adjourned at 7:49 p.m.

ATTEST:



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Mark Divita  
Airport Manager

APPROVED:



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Keith Hutchinson  
Chairman