



**MINUTES OF MEETING
AIRPORT ADVISORY BOARD
Tuesday, November 11, 2014
6:30 P.M.**



BOARD MEMBERS PRESENT:

Keith Hutchinson, Chairman
 Andy Mungenast, Vice Chairman
 Dr. Charles Waldrop, Jr.
 John Stewart
 Dean Byers
 Tim Fagan

X
 X
 X
 X
 X
 X

ALTERNATE PRESENT:

James Knight X

CC LIAISON PRESENT:

Councilmember Jaglowski

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 6:30 p.m. with a quorum present.

Item #1: Approval of Minutes from October 14, 2014 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 FY to date financial status. He noted fuel sales continued to be up from the previous month. He also said October fuel sales set a record high since 2011.

Divita briefed the airport's profit and loss statement pointing out that fuel sales are higher this year than last year by \$10,000. Divita noted that overall the airport's net income was in the red mainly because the hangar rental information was not available at the time of the brief so not all income was represented. He noted payroll items were not input for the same reason.

Divita briefed on current Aviation Capital Improvement Projects at the airport. He stated concrete is almost done being laid. The bid was awarded to Bassco for the 12,000 gallon self serve fuel farm and we are waiting for a notice to proceed with construction from TxDOT – Aviation. The terminal building design phase one is complete. Phase two has been given a notice to proceed from TxDOT – Aviation. The architectural committee will be called to meet soon after the first phase two meeting begins. Then the City Council will be briefed on the architectural look of the design for a concurrence to proceed. The design will continue in FY15 and the construction of the terminal building is planned for FY16.

Item #3: Discuss and consider election of officers to the Airport Advisory Board

Mr. Mungenast nominated for Mr. Hutchinson to be the Chairman of the Board. This was seconded by Mr. Byers. The vote carried unanimously.

Mr. Stewart nominated Mr. Mungenast to be Vice Chairman of the Board. This was seconded by Mr. Fagan. The vote carried unanimously.

Item #4: Discuss and consider convening next month's meeting of the Airport Advisory Board.

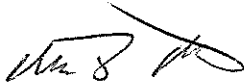
A motion was made by Mr. Mungenast and seconded by Mr. Stewart to cancel December's meeting. The vote carried unanimously.

Item #5: Set Agenda for Next Meeting

- Approval of Minutes
- Airport manager briefing
- Discuss and consider convening next month's meeting
- Set agenda for next meeting

ADJOURNMENT: Mr. Stewart moved to adjourn. After a second by Mr. Mungenast, the motion was approved unanimously and the meeting adjourned at 6:46 p.m.

ATTEST:



Mark Divita
Airport Manager

APPROVED:



Keith Hutchinson
Chairman