



**NOTICE OF REGULAR MEETING AND SPECIAL WORK SESSION AGENDA
AIRPORT ADVISORY BOARD
LANCASTER REGIONAL AIRPORT
730 FERRIS ROAD, SUITE 101, LANCASTER, TEXAS**



Tuesday, May 10, 2022 - 7:00 PM

Please click the link below for forms:

<https://www.lancaster-tx.com/1413/Notice-Regarding-Public-Participation>

7:00 P.M. REGULAR MEETING

CALL TO ORDER

PUBLIC TESTIMONY:

At this time, citizens who have pre-registered before the call to order will be allowed to speak on consent or action items on the agenda, with the exception of public hearings, for a length of time not to exceed three minutes. Anyone desiring to speak on an item scheduled for a public hearing is requested to hold their comments until the public hearing on that item.

CONSENT AGENDA:

Items listed under the consent agenda are considered routine and are generally enacted in one motion. The exception to this rule is that a Board or Commission Member may request one or more items to be removed from the consent agenda for separate discussion and action.

1. Consider approval of minutes for the Airport Advisory Board Regular Meeting held on July 13, 2021.

ACTION:

2. Discuss and consider the election of a Chair for the Airport Advisory Board.
3. Discuss and consider the election of a Vice-Chair for the Airport Advisory Board.

ADJOURN REGULAR MEETING

7:15 P.M. SPECIAL WORK SESSION

CALL TO ORDER


1. Discuss and receive a financial update on the second quarter of Fiscal Year (FY) 2021/2022 for the Lancaster Regional Airport.

ADJOURNMENT

ACCESSIBILITY STATEMENT: Meetings of the Lancaster Boards and Commissions are held in municipal facilities that are wheelchair-accessible. For sign interpretive services, call the City Secretary's office, 972-218-1311, or TDD 1-800-735-2989, at least 72 hours prior to the meeting. Reasonable accommodation will be made to assist your needs.

Certificate

I hereby certify the above Notice of Meeting was posted at Lancaster City Hall on May 6, 2022 @ 4:30 p.m. and copies thereof were provided to the Airport Advisory Board members.



**Kellen Benbrook,
Board Secretary**

CITY OF LANCASTER BOARDS AND COMMISSIONS

Airport Advisory Board

1.

Meeting Date: 05/10/2022

Policy Statement: This request supports the City Council 2021-2022 Policy Agenda

Goal(s): Healthy, Safe & Engaged Community

Submitted by: Kellen Benbrook, Airport Manager

Agenda Caption:

Consider approval of minutes for the Airport Advisory Board Regular Meeting held on July 13, 2021.

Background:

Attached for your review and consideration are minutes from the Airport Advisory Board Regular Meeting held on July 13, 2021.

Attachments

July 13, 2021 Minutes

MINUTES

LANCASTER REGIONAL AIRPORT ADVISORY BOARD REGULAR MEETING OF July 13, 2021

The Airport Advisory Board of the City of Lancaster, Texas, met in a called regular meeting in the Lancaster Regional Airport terminal building conference room, 950 Ferris Road, on July 13, 2021 at 7:00 p.m. with a quorum present to-wit:

Boardmembers Present:

Andy Mungenast, Chair
Dean Byers, Vice Chair
Kurtis Samples
John Stewart
Gary Wilson

City Staff Present:

Airport Manager, Kellen Benbrook
Assistant City Manager, Carey Neal

Call to Order:

Chair Mungenast called the meeting to order at 7:04 p.m. on July 13, 2021.

Consent Agenda:

Board Secretary Benbrook read the consent agenda.

1. Approval of Minutes from the January 12, 2021 Meeting and Minutes from the April 29, 2021 Joint Special Meeting.

MOTION: Boardmember Stewart made a motion, seconded by Vice Chairman Byers to approve the consent item. The vote was cast 5 for, 0 against.

2. Discuss and consider the election of a Chair for the Airport Advisory Board.

MOTION: Boardmember Stewart made a motion, seconded by Vice Chair Byers to nominate Chair Mungenast as the Airport Advisory Board Chair. The vote was cast 5 for, 0 against.

3. Discuss and consider the election of a Vice-Chair for the Airport Advisory Board.

MOTION: Boardmember Stewart made a motion, seconded by Boardmember Samples to nominate Vice Chair Byers as the Airport Advisory Board Vice Chair. The vote was cast 5 for, 0 against.

4. Adjournment.

MOTION: Boardmember Samples made a motion, seconded by Boardmember Stewart to adjourn the meeting. The vote was cast 5 for, 0 against.

The meeting was adjourned at 7:10 p.m.

ATTEST:

Kellen B. Benbrook, Airport Manager

APPROVED:

Andy Mungenast, Chairman

CITY OF LANCASTER BOARDS AND COMMISSIONS

Airport Advisory Board

2.

Meeting Date: 05/10/2022

Policy Statement: This request supports the City Council 2021-2022 Policy Agenda

Goal(s): Healthy, Safe & Engaged Community

Submitted by: Kellen Benbrook, Airport Manager

Agenda Caption:

Discuss and consider the election of a Chair for the Airport Advisory Board.

Background:

The newly established Chapter 5, "Boards, Commissions and Committees", Section 5.01.001 Board and Commission appointments, terms, removal and meetings; (b) of the Code of Ordinances states that "All appointments to Boards, Commissions and Committees of the City shall expire on December 1st, a chairperson and vice-chairperson shall be elected by the members of the board of commissions. Should no appointment be made at the time a term would otherwise expire, the sitting board, commission, or committee member will continue to serve in an interim capacity until the replacement appointment has been made."

This item is for the Airport Advisory Board consideration.

CITY OF LANCASTER BOARDS AND COMMISSIONS

Airport Advisory Board

3.

Meeting Date: 05/10/2022

Policy Statement: This request supports the City Council 2021-2022 Policy Agenda

Goal(s): Healthy, Safe & Engaged Community

Submitted by: Kellen Benbrook, Airport Manager

Agenda Caption:

Discuss and consider the election of a Vice-Chair for the Airport Advisory Board.

Background:

The newly established Chapter 5, "Boards, Commissions and Committees", Section 5.01.001 Board and Commission appointments, terms, removal and meetings; (b) of the Code of Ordinances states that "All appointments to Boards, Commissions and Committees of the City shall expire on December 1st, a chairperson and vice-chairperson shall be elected by the members of the board of commissions. Should no appointment be made at the time a term would otherwise expire, the sitting board, commission, or committee member will continue to serve in an interim capacity until the replacement appointment has been made."

This item is for the Airport Advisory Board consideration.

CITY OF LANCASTER BOARDS AND COMMISSIONS

Airport Advisory Board

1.

Meeting Date: 05/10/2022

Policy Statement: This request supports the City Council 2021-2022 Policy Agenda

Goal(s): Financially Sound Government

Submitted by: Kellen Benbrook, Airport Manager

Agenda Caption:

Discuss and receive a financial update on the second quarter of Fiscal Year (FY) 2021/2022 for the Lancaster Regional Airport.

Background:

The Airport Advisory Board will receive a financial update regarding the Lancaster Regional Airport.

Attachments

FY22 2nd Qtr

AIRPORT FUND

Second Quarter Financials FY2022 - January thru March 2022

		2021	2021	2022	2022	2022	2022
		Qtr. Ending	Actual	Qtr. Ending	Actual	Adopted	% of Budget
REVENUES		03/2021	To Date	03/2022	To Date	Budget	
	Airport Operations	53,782	118,836	67,356	119,112	325,000	37%
	Net Fuel Sale	27,233	70,301	122,055	281,622	103,000	273%
	Other Revenue	11,776	21,652	27,872	38,965	66,500	59%
	Grant Revenue	-	-	-	-	(50,000)	0%
Total		\$ 92,790	\$ 210,788	\$ 217,283	\$ 439,698	\$ 444,500	99%

		2021	2021	2022	2022	2022	2022
		Qtr. Ending	Actual	Qtr. Ending	Actual	Adopted	% of budget
EXPENDITURES		03/2021	To Date	03/2022	To Date	Budget	Used
40	AIRPORT	126,704	210,154	196,929	409,792	525,042	78%
50	DEBT SERVICE	10,896	10,896	10,251	10,251	11,050	93%
80	TRANSFERS OUT	10,842	21,684	10,603	21,207	42,413	50%
Total		\$ 148,441	\$ 242,734	\$ 217,783	\$ 441,250	\$ 578,505	76%