



**MINUTES OF MEETING  
AIRPORT ADVISORY BOARD  
Tuesday, November 10, 2015  
6:30 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 James Knight X

**CC LIAISON PRESENT:**

X Councilmember Jaglowski

**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 6:32 p.m. with a quorum present.

**Item #1: Approval of Minutes from August 11, 2015 Meeting**

Dr. Waldrop 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 and the FY15 end of year review. He said fuel sales in September and October finished nicely with full service avgas a little higher than usual.

Divita briefed the airport's profit and loss statement for FY15. He pointing out that fuel sales are slightly less by 7.5% compared to this year than last year due to the cost of fuel dropping in FY15 because the airport sold about 10,000 more gallons in FY15 and FY14.. Café sales percentage ended the year at 77% as compared to last year.

Next Divita covered FY15 budget vs actual report. He noted the income fell short by 3% primarily due to the drop in fuel sales income but that the gross profit exceeded expectations by 3% due to the cheaper fuel as a cost of goods sold. He noted that he spent about 20% less on maintenance than budgeted and 2% less on services, but supplies exceeded by 4%. That was mainly due to a runway closure kit that was purchased with RAMP grant money. Over all he noted the airport did better than budgeted because the budget called for a net income loss of \$87,845 but actuals were a loss of \$36,613. He noted while this is better than the budget he is still striving to make the airport breakeven.

Divita briefed on current Aviation Capital Improvement Projects at the airport. He stated the apron project is finished except for the final fence work which will be done after Oncon installs electricity at the site. The 12,000 gallon self-serve fuel farm is almost done. It is just lacking added power, POTS lines, and final fixes and testing. The terminal building

design has completed phase 3 and is awaiting being sealed. Funding of the construction has been submitted for Nov 16<sup>th</sup> on the City Council's agenda.

**Item #3: Discuss and consider convening next month's meeting of the Airport Advisory Board.**

A motion was made by Mr. Mungenast and seconded by Dr. Waldrop to cancel the December meeting. The vote carried unanimously.

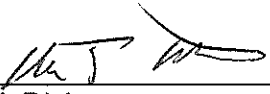
**Item #4: Set Agenda for Next Meeting**

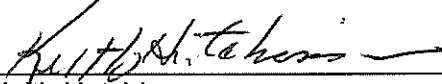
- Approval of Minutes
- Airport Manager briefing
- Discuss and consider convening next month's meeting
- Set agenda for next meeting

**ADJOURNMENT:** Mr. Mungenast moved to adjourn. After a second by Dr. Waldrop, the motion was approved unanimously and the meeting adjourned at 7:03 p.m.

ATTEST:

APPROVED:

  
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Mark Divita  
Airport Manager

  
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Keith Hutchinson  
Chairman