



**MINUTES OF MEETING
AIRPORT ADVISORY BOARD
Tuesday, September 11, 2012
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 Chris Chatmon

CC LIAISON PRESENT:

X Walter Weaver

STAFF PRESENT:

X Mark Divita, Airport Manager

X Kellen Benbrook, Operations Supervisor

X

CALL TO ORDER: The meeting was called to order by Chairman Keith Hutchinson at 7:00 p.m. with a quorum present.

Item #1: Consider and Approve the design/engineering plan from KSA Engineering for new south ramp project.

Engineers from KSA provided a brief on the current design on the new south ramp project. They answered questions from the board and covered drainage, budget and site layout. Mungenast motioned for approval, Fagan seconded, and the vote was unanimous.

Item #2: Airport Manager Staff Report

Divita provided a brief on the airport's fuel sales FY to date. Divita noted the fuel sales have recovered to the normal trend in August. Compared to last year the total sales are still higher than FY 11.

Divita reported on the profit and loss statement that showing an operational net income of \$30,000. This included the T-hangar re-roofing project as well as the RAMP grant reimbursement.

Divita provided a brief that the GCO (ground communications outlet) was now up and operational. This will give pilots the ability to obtain their clearances from ATC more easily.

Item #3: Discuss and consider recommending approval to City Council of the TxDOT Routine Airport Maintenance Program (RAMP) Grant fro FY13

Divita briefed the grant to the board explaining the grant is for 50% reimbursement on maintenance about the airfield up to \$100,000. Hutchinson asked what big project if any was planned for FY13 and Divita replied that a \$40-50,000 pavement repair/rehabilitation project on the ramp was planned. Dr. Waldrop motioned for recommending approval of the RAMP Grant to City Council, Mungenast seconded and the vote carried unanimously.

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

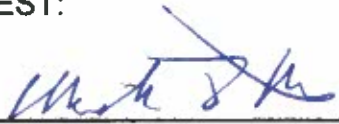
Motion was made by Dr. Waldrop to conduct next month's meeting. The motion was seconded by Mungenast. The vote carried unanimously.

Item #4: Set Agenda for Next Meeting

- Approval of Minutes
- Runway Café Financial Report
- Election of Officers
- Airport Manager Briefing
- Discuss and consider convening next month
- Set Agenda for Next Meeting

ADJOURNMENT: Stewart moved to adjourn. After a second by Dr. Waldrop, the motion was approved unanimously and the meeting adjourned at 8:12 p.m.

ATTEST:



Mark Divita
Airport Manager

APPROVED:



Keith Hutchinson
Chairman