

CITY OF LEBANON
AIRPORT ADVISORY BOARD MINUTES
JANUARY 16, 2018

BE IT REMEMBERED that the Airport Advisory Board of the City of Lebanon, Missouri, met on January 16 2018 at 6:00 p.m. at the Floyd W. Jones Airport FBO Building, 2407 S. Jefferson.

ROLL CALL AND DECLARATION OF A QUORUM

Upon roll call, the following board members were present: Chairman Curtis Mather, Tommy Files, Fred Mayes, Councilman Chuck Jordan, Dave Simmons, and Councilman Randy Wall; Absent: Tommy Files.

A quorum was declared.

Staff members and others in attendance: Airport Manager Sandra Shore.

Minutes were taken by Airport Manager Sandra Shore.

APPROVAL OF MINUTES

Randy Wall moved and Chuck Jordan seconded that the Board approve the minutes from the November 20, 2017 meeting as presented. Motion carried as follows: Yea: (6) Files, Mather, Mayes, Jordan, Simmons, Wall; Nay: (0) None; Absent: (1) VanStavern.

FINANCIAL REPORT

Ms. Shore informed the board of growing concern over the airport's increasingly negative fund balance. The fund balance will have to be addressed with City Council this budget season and properly maintained moving forward.

Ms. Shore presented members of the Airport Board the financial statement for FY18 ending December 31, 2017.

Dave Simmons moved and Chuck Jordan seconded that the Board approve the financial statement as presented. Motion carried as follows: Yea: (6) Files, Mather, Mayes, Jordan, Simmons, Wall; Nay: (0) None; Absent: (1) VanStavern.

DISCUSSION ITEMS

OTC Update

Ms. Shore shared the OTC Board of Trustees passed the lease agreement for the old FBO building. OTC and the City are working towards an agreed upon set of building plans and a future joint press release. Ms. Shore is responsible for naming two people to the OTC Aviation Advisory Board. She plans to recommend Mr. Mather and Mr. Simmons.

Hangar Update

Ms. Shore informed the board the City won the bid for the blue t-hangar building for \$800. A structural analysis is being done on the building, upon completion an invitation for bids will be published.

EAA Update

The effort to start an EAA chapter has succeed in establishing provisional status. Chapter 1613 Show-Me Blue Skies is now located on the field. Their first meeting is at the end of the month.

Airport 2020-2024 CIP Discussion

Ms. Shore presented her recommendations for the 2020-2024 CIP. The board discussed and will revisit the CIP at the next meeting.

Pilot Supplies Sales Memo

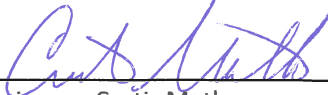
Ms. Shore present a memo proposing the sale of pilot supplies at the FBO. Airport staff has begun modifying the sales counter to include a display cabinet for the products. Dave Simmons moved and Tommy Files seconded the board approve the memo as presented. Motion carried as follows: Yea: (6) Files, Mather, Mayes, Jordan, Simmons, Wall; Nay: (0) None; Absent: (1) VanStavern.

Call Out Fee Discussion

Ms. Shore recommend the board consider a Call Out fee for fuel sales less than 30 gallons after hours. The board discussed. Ms. Shore will bring a memo for the board to approve in the future.

ADJOURNMENT

Dave Simmons moved and Chuck Jordan seconded that the Airport Advisory Board meeting be adjourned. Motion passed unanimously. Meeting adjourned at 7:25 P.M..



Chairman, Curtis Mather

Minutes Approved March 19, 2018