

CITY OF LEBANON
AIRPORT ADVISORY BOARD MINUTES
AUGUST 20, 2018

BE IT REMEMBERED that the Airport Advisory Board of the City of Lebanon, Missouri, met on August 20, 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, Fred Mayes, Councilman Chuck Jordan, Bob VanStavern, and Councilman Randy Wall; Absent: Tommy Files, Dave Simmons, and Councilman Randy Wall.

A quorum was declared.

Staff members and others in attendance: Airport Manager Sandra Shore and Communications Director Derek Gean.

Minutes were taken by Airport Manager Sandra Shore.

APPROVAL OF MINUTES

Chuck Jordan moved and Fred Mayes seconded that the Board approve the minutes from the July 16, 2018 meeting as presented. Motion carried as follows: Yea: (4) Mather, Mayes, Jordan, VanStavern, Nay: (0) None; Absent: (3) Files, Simmons, Wall.

FINANCIAL REPORT

Ms. Shore presented members of the Airport Board the financial statement for FY18 ending June 30, 2018.

Fred Mayes moved and Chuck Jordan seconded that the Board approve the financial statement as presented. Motion carried as follows: Yea: (4) Mather, Mayes, Jordan, VanStavern, Nay: (0) None; Absent: (3) Files, Simmons, Wall.

DISCUSSION ITEMS

Fuel Sales

Fuel sales increased 22% in July from the previous year. Ms. Shore reported the Oshkosh promotion was successful. The airport sold more than 1,000 gallons of aviation fuel in ten days and more than doubled the promotional sales from last year.

Fuel Truck

Ms. Shore informed the board that the City did not receive any bids for the new Jet Fuel truck. After researching leasing, Ms. Shore found it to be unfeasible at \$2,000 to \$3,000 a month. Discussion.

Ms. Shore will look into alternatives including rebuilding the current truck.

Hangar Project Phasing

Ms. Shore received the hangar project phasing plan. There are two phases to the project, a 32-day phase and an 18-day phase. The 18-day phase will affect the tenant's in the south side of the existing t-hangar as it will close the normal access to the taxiway. Tenants will still be able to access the airfield around the east side.

Ms. Shore will coordinate with the tenants and offer towing services during the construction.

OTC Timeline

Ms. Shore updated the board on the OTC project. The construction project is nearing completion.

Ms. Shore also informed the board that the decision was made to postpone the program's start date to Fall of 2019. OTC's lease will still start January 1, 2019. OTC has hired an Aviation Department Chair and will be holding their first Lebanon Information Session October 11th.

Hay Agreement

Ms. Shore is looking into leasing out the field surrounding the old east-west runway. An agreement would bring in additional revenue and relieve the airport from maintaining the area. Ms. Shore is looking into publishing a bid.

ADJOURNMENT

Chuck Jordan moved and Fred Mayes seconded the Airport Advisory Board meeting be adjourned. Motion passed unanimously. Meeting adjourned at 7:09 P.M.



Chairman, Curtis Mather

Minutes Approved October 15, 2018