

**Alpine Advisory Board
Draft Minutes
Meeting 5-15-19**

1. Call to Order 5:32 pm
2. All members present, there is a quorum – verified by MM, *sign in sheet attached*.
Others present:
Linda Shank, acting secretary in IB's absence
Rick Stevens, Alpine City Councilman
Darin Nance
3. Minutes of 4/17/19 approved
JB motion to accept
NK 2nd
Unanimous Vote
4. Financials
 - a. Monthly financials April 2019 – MA was unable to attend
Request Meghan correct the AV fuel sold spreadsheet heading to reflect fiscal year 2017,
Change Oct 15 to Oct 16 and the same for each month to end Sep 17.
This was brought to her attention at the April meeting.

MGM offered a spreadsheet format drafted by LS that presented income & expenses by months for the designated accounts. *Example attached*. The spreadsheet is the monthly airport financial Budget Analysis Usage Report for each of the months in the current fiscal year. The objective is to provide an easier way to see trends and compare month to month without having to refer back to previous months' reports. It was agreed that the format was helpful and to ask Meghan if the current city accounting software could duplicate this format for the AAB each month in lieu of manually updating the Excel spreadsheet.

CW asked if the report can be converted to a graph presentation.

LS asked if it would be alright to draft a format for a fuel report to analyze fuel used, purchased, beginning and ending balances, as well as incorporating the changing purchase cost. Board agreed.

5. Discuss & Consider Airport correspondence – tabled in the absence of MA
6. Updates:
 - a. In the absence of MA, Councilman Stevens spoke on raising jet fuel FS & SS markup. He said the resolution to increase the markup by \$.59 on Jet Fuel was read and passed unanimously at the last council meeting;
There will be another reading on Tues the 21st at the next Council meeting and if it passes, the airport manager will be authorized to raise Jet Fuel price immediately.

- b. Corrections/accuracy of FAA Airport Master Record – tabled until MA can report on status
 - c. Airport Tenant Emergency Contact List – tabled until MA can report on status
 - d. Airspace Study – tabled until MA can report on status
 - e. Joint Airport Zoning Board – in the absence of MA, Councilman Stevens recommended that the AAB appoint 2 members to the JAZB. CW and JM volunteered to represent the AAB on the zoning board.
 - f. Letter of Interest for Runway 01-19 rehabilitation –
There was general discussion on the LOI and agreement to alert MA to include surfacing rehab on taxiway foxtrot with 19 rehab request.
NK recommended that an item be added to future AAB agendas to track progress on existing LOI projects as well as adding suggestions for other projects The current LOI includes:
Lighting
Moving AWAS
Update of Master Plan, last done in 1996.
 - g. Request for covered vehicle parking area – tabled in the absence of MA
7. MM gave update on current runway paving project.
 8. Alpine Airport Fuel Strategy/Policy – Councilman Stevens handed out his draft of a “Maintenance & Fuel Sales Strategy”, which is attached. There was extensive discussion but no resulting Board resolution. There was general agreement on the importance of determining the expected useful life for the fuel tanks. There was discussion about buying fuel, particularly jet fuel, on an annual, competitive contract basis rather than on the spot market.
 9. There were no Board member comments
 10. There were no Citizen comments
 11. No additional items for the next agenda were specifically reference.
 12. MGM stated that he would not be able to attend a June meeting. CW said June was a very busy month for him and he was unable to commit at this time; the next meeting was not scheduled but will probably not be until July.
 13. JB moved to Adjourn; Seconded by JM; Unanimous vote to adjourn at 7:35 pm