

CITY OF LEBANON
AIRPORT ADVISORY BOARD MEETING MINUTES
August 7, 2023

BE IT REMEMBERED that the Airport Advisory Board of the City of Lebanon, Missouri, met on August 7, 2023, 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: Chuck Jordan, Bob Van Stavern, Fred Mayes, Curtis Mather, and Tommy Files. Absent: Randy Wall and Dave Simmons.

A quorum was declared.

Staff members and others in attendance: Airport Manager Mike Wood.

The minutes were taken by Airport Manager Mike Wood.

APPROVAL OF MINUTES

Files moved and Mayes seconded to approve the June 5, 2023, meeting minutes with a correction noted on the approved June 5th minutes. Motion passed unanimously.

REVIEW OF THE MARCH FINANCIAL REPORT

The Board reviewed the End of Year Financial Report as presented.

DISCUSSION ITEMS

Courtesy Car Policies and Procedures

Mike Wood inquired about reviewing and establishing procedures for the use of the courtesy car loaned to the airport customers. At the end of discussion, it was decided to suggest several procedures. These were: 1.) Obtain a copy of the borrower's driver license and insurance. 2.) Obtain the Tail No. of the aircraft the borrower flew in on 3.) The vehicle shall be loaned only for in town use. 4.) The vehicle shall be loaned to only fuel purchasing customers. It was also decided to use these and other suggestions to establish a policy to be presented to Council.

Bob Van Stavern presented drawings of his proposed building/hanger with proposed thru-gate privileges. All board members present were supportive of this venture.

BOARD COMMENTS

Chairman Curtis Mather voiced concern that we were missing sales the weekends before and after the OSHKOSH air show by not having staff here on duty and asked if those days could be staffed.

ADJOURNMENT

Jordan moved and Files seconded to adjourn the meeting. Motion passed unanimously and the meeting was adjourned at 6:50 pm.



Curtis Mather, Chairman

September 18, 2023
Minutes Approved