

MID-WAY REGIONAL AIRPORT JOINT AIRPORT BOARD MINUTES

A regular meeting of the Mid-Way Regional Airport Joint Airport Board was held on Thursday, March 8, 2012, at 4:00 p.m., in the Conference Room, at Mid-Way Regional Airport, 131 Airport Dr., Midlothian, Texas.

Members Present: Paula Baucum, Chairman
Gary Richter, Vice Chairman
Kent McGuire, Secretary
George Kent
Ray Barksdale
David Box
Kyle Ballard

Others Present: Judy Demoney, Airport Manager
Tammy Bowen, Airport Operations Assistant
Ray Brindle, Tenant Liaison
Chris Dick, Finance Director, City of Midlothian
Ken Lantz, Partner, Southern Star Aviation
Dave Wheeler, Partner, Southern Star Aviation

REGULAR AGENDA

Opening: Chairman Paula Baucum called the meeting to order, and Kyle Ballard gave the invocation.

Board Announcements: Ray Barksdale told the Board that he bumped into Jim Terry, the founder of the Greatest Generations Aircraft, from Meacham Airport, on Valentines Day. Ray reminded the Board that they are interested in relocating to another Airport, and would like to build a large hangar to house their vintage aircraft. They employ eight mechanics and have several volunteers. Mr. Terry told Ray that they really like our Airport, but the distance is holding them back because it is too far away for the people that work as volunteers.

Kyle Ballard said that Midlothian Economic Development interviewed four candidates for the Director's position. Paula and he got to give two of the potential candidates a tour of the Airport, and they both seemed really intrigued by the Airport and the enthusiasm for the Airport in our community. Kyle said that he was impressed with both of the candidates that he got to meet and it is exciting to see that there is some good interest in people wanting to come into our community and help us grow.

Paula Baucum said that she continues to receive very positive comments about Judy Demoney, Airport Manager, and wanted to thank her for doing a great job.

CONSENT AGENDA:

- Consider Minutes of Meeting held January 12, 2012
- Manager's Report
- Airport Operations Report
- FBO Fuel Sales Report
- Tenant Liaison Report

George Kent moved to approve the Consent Agenda as presented; second by Ray Barksdale. All Ayes.

REGULAR AGENDA:

Financial Report: Judy Demoney wanted to make everyone aware that the accounting department will be making some transfers within the Airport budget. Judy said that there will be a transfer from the Salaries account to the Professional Fees account to cover her salary, since she is a contract employee. Also, there will be a transfer of \$10,000 from the Salaries account and some of the other benefit accounts to the Supplies and Equipment account, which will help cover the furniture that was purchased for the terminal building, and for interior and exterior signage. Funds will be moved to the Maintenance for Purchased Equipment account, and the Supplies and Equipment for Vehicles account because there have been a lot of repairs to the fuel truck and vehicles this year. Judy said that the funds being moved were funds saved from all the months that there was not an Airport Manager. Paula Baucum explained that some of those accounts had been reduced for this Fiscal Year because there was anticipation that the FBO would be taking on some of the maintenance items through the new contract such as the fuel truck and tug, but that is not the direction that they are going.

Paula Baucum told the Board that both Cities approved for her to go to the Texas Aviation Conference this month, but she was not going to be able to go. Paula said that she would like to see someone else from the Board attend the conference with Judy, especially if we end up getting the award for most improved Airport.

Policy for Use of Conference Room:

George Kent moved to approve the "Rex Odom Guidelines for Conference Use" as presented; second by Kyle Ballard. All Ayes.

Signage Options for Terminal Building: Judy Demoney explained the different options from Quickway Signs for exterior signage on the elevator, which is to read "Mid-Way Regional Airport".

Gary Richter moved to approve the twelve inch cast metal letters with black finish for the total cost of \$1,680.60. second by Kent McGuire. All Ayes.

Judy Demoney explained the different options for interior signage, which would direct people where to go once they enter the building. Judy said that the contractor told her this morning that it is a possibility that all signage might have to be ADA in the building, so more research will need to be done before a decision can be made.

The Board had a discussion about what could be done in the future to provide adequate exterior directional signage to help promote the Airport, and the businesses at the Airport.

Policy for Wall Hangings in Common Area and Offices:

Public Comments: Bill Irvin, MotionAir, 131 Airport Dr, Midlothian, TX, registered as a speaker, expressed his concern in regards to a policy for wall hangings in the terminal building. Mr. Irvin said that he felt like the Board is shying away from keeping Mid-Way a community Airport by restricting people on what and where to hang things outside of their office space. Mr. Irvin said that he sees the building as being sterile.

Paula Baucum told Mr. Irvin that was not the direction that the Board is trying to move towards. The terminal does seem sterile right now, but only because a policy has not been established. The problem is that everyone's ideas of esthetics are different. Paula said that some recommendations and thoughts would be brought back to the Board at the next Board meeting.

Barbecue Cook-off and Guidelines for Public Use of Airport: Judy Demoney reported that the Barbecue Cook-off was a good event, and the group left the Airport in clean condition. Judy said that there were some safety concerns about people with children hanging around next to the active ramp. Judy asked the Board if they wanted to continue to allow these types of events in the future that allow overnight stays, and if a fee or security deposit should be charged. Paula Baucum said that another issue was that there was alcohol consumption on sight. Paula suggested that Kyle Ballard and Ray Barksdale work with Judy and Tammy to come up with some new guidelines and recommendations, but not too detailed. Paula said that the FBO really stepped up to the plate to accommodate the Knights of Columbus.

RFP for Restaurant/Food Service: After discussion the Board was in agreement that they were not ready to put out an RFP for a restaurant. They agreed that they should proceed very cautiously because they do not want a restaurant to come in and fail. There is limited visibility at the Airport, so it would take a company with a very deep pocket to be able to survive. The Board decided that they would like to explore other options such as local catering services, high end vending, etc.

Agricultural RFP: Paula Baucum reminded the Board that an Agricultural RFP was sent out last fall, and no bids were received. The purpose of the RFP was to keep from having to mow everything on the North side of the Airport. Judy Demoney said that Steve Dueboay checked with some local farmers, and several said that there are a lot of areas around where people want to keep their agriculture designation for tax purposes, and they are just giving it away. The Airport was trying to receive revenue for it. Paula said that also the timing was bad due to the seed being spread in the winter with no chance to grow, the drought, and the need for insurance coverage by the farmer. After discussion the Board agreed that they would be willing to have someone come in and mow it free of charge. Paula suggested contacting TxDOT and the FAA to make sure that there are not any rules or regulations that would prevent the Airport from letting someone mow Airport property free of charge. Paula also suggested talking with five farmers in the area to see if there would be any interest, and check with the City about insurance requirements. The Board agreed that they want Austin, Bridge and Road to come back out and re-seed.

Update on terminal building renovation: Paula Baucum told the Board that they met with Scott Tucker Construction this morning. They have been working down the punch list. It looks like it will be up to the Airport to find ways to make sure that the pipes will not freeze in the hangar. Scott Tucker Construction did have the heaters repaired, but there is inadequate pressure from the propane tank to maximize the heaters. Also, the heat from the heaters could potentially damage aircraft.

There is some pretty severe cracking on the upstairs patio. The Contractor did acknowledge today that it is abnormal, and they are having structural engineers to take a look at it.

There is a significant water drainage issue regarding the roof. Paula said the Contractor has proven to her and Judy that the problem does not stem from anything that they did.

The Contractor will be addressing the water fall issue over the door to the downstairs patio with guttering running under the upstairs patio.

There are some ADA requirements that got missed in construction, and they are addressing those.

Paula said that there were three liens that were issued against the project by subcontractors, but the contractor assured her that they will get back to her in writing that all have been resolved. Paula said that she still sees a construction firm that is ready and willing to do the right thing.

FBO Lease Agreement: Paula Baucum told the Board that all parties are in agreement to the contract that is being presented for approval. There is one minor change on Page 2 under Airport Courtesy Cars. The "arrange for gasoline" was scratched. Paula explained that it was missed this morning in the meeting with the FBO, and that everyone recognizes that the cars are being used for their aviation clients. The cars will be refilled by the FBO or their clients. The new contract is very much the same as their old contract. The upstairs will belong to the Airport which would include the rent from MotionAir. It is an eighteen month contract, which will institute some reporting of data and information to encapsulate some costs of the upstairs and downstairs of the terminal building. The Lease Agreement can be extended in eighteen months, or renegotiated to reflect terms that are more in line with what the committee was looking for before. It is the intent of the committee that the FBO will have the flexibility to come back before the contract ends to renegotiate the term if they prove a need to borrow money in order to grow their business by accommodating a potential prospect.

Gary Richter moved to approve the FBO Lease Agreement; second by Ray Barksdale. All Ayes.

Recommendations for Future Development: The Board discussed three different landside alternatives on the southwest portion of the Airport that has been approved for apron expansion, and the potential for T- hangars. Paula Baucum said that TxDOT has already approved our Airport for an estimated \$1.9 million dollar apron expansion project. TxDOT would go out to bid to see what the apron expansions would actually cost. If it cost more than \$1.9 million, then the Board would need to prioritize the areas for apron expansion. If that is the case, then it may make more sense to use what money they have to expand the two areas further south first, so that we might be able to take advantage of access to a row of T-hangars. The Airport is eligible for federal financial assistance through TxDOT for 90% of the eligible project costs (\$666,000) to build hangars. Paula said that they will be talking to Coffman and Associates about their concerns, and bringing back their suggestions to the next Board meeting. At that time the Board will need to approve a letter of intent to TxDOT for the apron expansion, so that there will be time to get both City Council approvals before TxDOT has to go to Commission with it in August.

Paula Baucum said that the grass runway is out of the question because it is not the best use of resources. The reality is that the grass runway is very expensive, hard to get funded, and there is not a user on the Airport that would be obligated to use it. Secondly, it cuts off the potential of the property on the East side for economic development for the Airport.

Adjournment: There being no further business,

Kyle Ballard moved to adjourn; second by George Kent. All Ayes.

Respectfully submitted, Tammy Bowen, Airport Operations Assistant