

MID-WAY REGIONAL AIRPORT JOINT AIRPORT BOARD MINUTES

A regular meeting of the Mid-Way Regional Airport Joint Airport Board was held on Tuesday, October 7, 2008, at 4:00 p.m. at the Mid-Way Regional Airport, 131 Airport Drive.

Members Present: Al Castleman, Chairman
Dale Stevenson, Vice Chairman
Mark Morgan, Secretary
George Kent
Glynn Hall
Paula Baucum

Members Absent: Aubrey Price

Others Present: Tammy Bowen, Interim Airport Manager
Ray Brindle, Airport Tenant Liaison
Doug Barnes, Director of Economic Development, City of Midlothian

Opening: Chairman Al Castleman called the meeting to order and Paula Baucum gave the invocation.

Minutes:

Mark Morgan moved to approve the Minutes of September 2, 2008 as presented; second by George Kent. All Ayes.

Paula Baucum moved to approve the Minutes of September 8, 2008 as presented; second by Dale Stevenson. All Ayes.

Financial Report: A Financial Report was reviewed by the Board. There were several line items over budget for FY 2008. Tammy Bowen said that after research, it appeared that it simply had to do with the way the funds were allocated last fiscal year. The Board asked Tammy to see if the funds can be budgeted differently for fiscal year 2009. Paula Baucum suggested that when the Airport holds the next workshop that the Board takes a look at ways to be able to have tracking ability of fuel and electrical usage. Paula also suggested maybe having an electrical evaluation company come out and do an evaluation of the electricity usage at the Airport.

Manager's Report: Tammy Bowen reported:

The new tenant in hangar B8 would like the Board to consider changing the monthly lease amount on the next agenda.

Tammy Bowen suggested that the Board re-consider action made during the September 2, 2008 meeting concerning deleting the vehicle requirements for FBOs in the Airport's Minimum Standards on the next agenda.

The Board discussed the need for extra signage for the purpose of keeping people from driving around on the ramp.

The Board asked Al Castleman to continue working with the City of Waxahachie to try to come to a solution concerning the discrepancy in the Interim Manager's monthly salary to satisfy the action and agreement made by the Board. Paula Baucum stated that Tammy Bowen agreed to act as Interim Airport Manager based on what the Board offered her and it needs to be honored.

See Airport Manager's Report attached.

Presentation by KSA to give update on runway expansion: Steve Creamer with KSA Engineers said that there will be a 1,500 ft. runway extension and a parallel taxiway extension to the North. The total length of the runway will be 6,500 feet. The existing will also be widened from 75 ft. to 100 ft. The runway will support up to 90,000 lbs. dual wheel. All of the other asphalts on the ramp and taxiway will be overlaid. TXU will be relocating a power line and the water district had to readjust some air valves. Property should be acquired soon. All of the runway lights and PAPI will need to be moved during construction. The Airport will be getting a GPS approach with vertical guidance. There will be drainage improvements. The schedule is that it is on the agenda as a preliminary item to go the Texas Transportation Commission for November 20th. Once the TTC approves it, it will be ready to bid. At that point TxDOT will ask the Airport for the 10% match. The project estimate for the engineering for construction and the construction cost is approximately \$850 million, which means the Airport will need to send a check for \$850,000 by December 1st. Once TxDOT receives the check, they will go out for bids. It will be posted for thirty days. It will take about forty-five days from the time the bid opens to see construction begin. There is over four hundred days in the contract for construction and bad weather is included in these four hundred days. If the schedule goes as planned, the earliest for construction would be around March 2009. The runway construction will be done in six different phases. There should be about 4,000 ft. of runway or taxiway open at all times during construction for landings and takeoffs. Ray Brindle said that there is one tenant that may need to move their operations for a period during this time because they would not be able to use the taxiway because of wing span.

Location and parking fee for glider trailers: Carol Walker said that typically other Airports will have a tie down available for the glider trailers, which consist of some concrete and chains about five feet apart. Carol said that normally if the glider is being stored in a hangar, the Airport would not charge for the trailer to sit outside somewhere, but if the glider is being stored in the trailer outside then there is usually a charge for parking. This item was tabled until the next Board meeting.

Options for getting rid of the old fuel trucks, sweeper and tug: Ray Brindle stated that the tug and sweeper were both purchased from a surplus store. Ray is not sure if the Airport can auction them because he has seen a government employee show up twice to do an audit on them. Al Castleman said that he would talk with Michael Scott to see what the Airport would need to do to have the fuel trucks auctioned and if the proceeds could go towards the expenses of repairing the new Avgas truck.

Job description and qualification for Airport Manager's position: Al Castleman said that after Paula Baucum, Ray Brindle and he met to discuss some minor changes in the description, Don Hastings from the City of Midlothian finalized it and sent a copy to Michael Scott, City of Waxahachie. The only thing that Michael said was that because this person would be an employee of the City of Waxahachie, the format of the description/qualifications for the Airport Manager would need to be changed to fit the format of the City of Waxahachie job descriptions. The Board requested that the function, "directly supervises two airport employees" be changed to "directly supervises airport employees".

George Kent moved to approve the job description and qualifications for the Airport Manager's position with the change as presented and in the same format that the City of Waxahachie uses for their job descriptions; second by Mark Morgan. All Ayes.

Al Castleman told the Board that the salary for the Airport Manager position would need to be discussed in the next meeting because there is a difference in the salary ranges between the City of Midlothian and the City of Waxahachie. The mid point for this job grade is \$73,627 for Waxahachie and Midlothian suggested between \$60,000 and \$65,000 for the range. Paula Baucum suggested appointing a committee to work with both Cities to come up with a salary range before the next meeting.

Executive Session to discuss the land appraisals for the land acquisition on the runway expansion project: This item was tabled because the land appraisals did not arrive in time for the meeting.

Adjournment: There being no further business,

Paula Baucum moved to adjourn; second by Dale Stevenson. All Ayes.