

MID-WAY REGIONAL AIRPORT JOINT AIRPORT BOARD MINUTES

A regular meeting of the Mid-Way Regional Airport Joint Airport Board was held on Thursday, September 8, 2011, at 4:00 p.m., in the Administrative Conference Room, at Midlothian City Hall, 104 West Ave E, Midlothian, Texas.

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

Others Present: Andy Biery, Airport Manager
Tammy Bowen, Airport Administrative Assistant
Michael Scott, Assistant Manager, City of Waxahachie
Don Hastings, Manager, City of Midlothian
Chris Dick, Finance Director, City of Midlothian
Dave Wheeler, Partner, Southern Star Aviation

Opening: Chairman Paula Baucum called the meeting to order and Andy Biery gave the invocation.

Board Announcements: Ray Barksdale let the Board know that Jim Terry from Greatest Generation Aircraft at Meacham Airport visited our Airport on August 26th, to take a look at possible sights for building a 36,000 square foot hangar.

Minutes:

Ray Barksdale moved to approve the Minutes of August 11, 2011 as presented; second by George Kent.

All Ayes.

Financial Report: Andy Biery reported that the total income for last month was at 95% of planned and total expenses at 92%, with one month left in the fiscal year. Of our actual operating budget, the Airport has spent \$363K of \$411K. Andy said that the fiscal cycle should end with a surplus for a contribution to the Airport Reserves.

Managers Report:

- a. Operations Report: Andy Biery reported Airport Operations for the month of August.
- b. FBO Report: Dave Wheeler said that their report showed a total of 6,430 gallons of fuel sold in August, but should be closer to 8,000. Almost 2,000 gallons of AvGas was sold to Airborne Imaging in August that has not been billed yet. Dave commented on how professional, and considerate the contractor has been since work began on the Terminal Renovation. Dave told the Board that Southern Star has been having some discussions with someone who might be interested in bringing an upholstery shop to the Airport.
- c. Tenant Liaison Report: Ray Brindle was not present to give a report. Andy Biery told the Board that a tenant letter (Tenant Talk) was recently sent out to the tenants.
- d. Update on status of 7480 submission for turf runway east of main runway: Andy Biery reported that he received an official response from the FAA. They have determined that it does not meet the requirements of having an RSA because of the ditch. Andy said that if we truly want to develop a grass runway, then the only option would be to ask our consultants to look at the land further east between the Airport, and Long branch Road. Paula Baucum wanted to remind everyone that the reason that we went down that path in the first place was for the opportunity to have the gliders and banner towing in an area that is designated for them. It did not work, so we just have to move to the next step.
- e. Update on status of pilot controlled lighting repairs: Andy Biery reported that a professional radio company came out today to test the whole system. In the end, their conclusion was that it is working the way it should be working. It has been returned to normal operation where it is a three stage controller now. However, if someone is landing at Eagles Nest, and clicks to turn their runway lights on, it will also turn on Mid-Way's runway lights, and vice versa, because we are on the same frequency. Andy said that if someone is in our pattern, and ours is set at seven clicks, because Eagles Nest uses five clicks, it would dim our runway lights. Paula Baucum suggested that maybe a couple of our Board members visit with their Board to see if something could be worked out with them.

Request from Knights of Columbus Chapter 8417 to host their annual fundraiser at Midway Regional Airport on March 2 & 3, 2012: Dennis Williams, Project Coordinator for Knights of Columbus Council 8417, was present to make a formal request and presentation to the Board to host their annual fundraiser at the Airport. Mr. Williams explained that the proceeds from the event would go to benefit the Knights of Columbus Council 8417 charities, and provide barbeque brisket to the Ellis County Youth Expo Association in support of the 2012 Youth Expo. The Board asked that the Chapter provide their own bathroom facilities for the event.

Gary Richter moved to approve the request from the Knights of Columbus Chapter 8417 to host their annual fundraiser at Midway Regional Airport on March 2 & 3, 2012; second by Kyle Ballard. All Ayes.

Report from the Terminal Renovation Committee Chair, David Box, on recent activities of the Committee: David Box reported that the Committee did a walk through on Tuesday. David said that there had been discussion in the past regarding changing the configuration of the kitchen area, but it was decided that it would remain as is at this time. There was discussion about the two offices upstairs overlooking the deck, and obstructing over 50% of the view from where the restaurant would be. David said that the offices will be completed as is at this time. The ingress and egress from the West side upstairs was approved by the Fire Marshal as drawn, as long as only one occupant remains on that side of the kitchen area. If at any time there are multiple occupants on that side, then a hall would need to be developed, which would allow an emergency exit on the West side for those occupants. Lastly, a concern was raised about the ingress and egress from the elevator to the restaurant area after the FBO has closed, and has locked up the downstairs for security measures. Access to the elevator is located inside the building. There will be stairs outside to the second floor. David said that the restaurant is the pivotal point, and most of this will not be an issue unless it happens.

Report from the Budget Committee Chair: Kyle Ballard reported that there have not been any recent activities since the last Board meeting. Kyle said that the Airport budget was submitted to the Cities, so that the Councils could have the proper opportunity to review, and get feedback. Don Hastings and Michael Scott were in agreement that both Cities are good with the Airport budget, and that there is no need for a public presentation by the Airport during their budget adoption phase. Both Don and Michael agreed that the Airport has done a good job at keeping the City Councils up to date on intermediate and long term plans for the Airport. Paula Baucum said that the Board will continue to do that around January each year before the kickoff of the budget process.

Receive report from the Economic Development Committee Chair, Gary Richter, on recent activities of the Committee: Gary Richter reported that the Committee interviewed the respondents to the FBO RFP on August 31. After the interview was completed, each person on the panel was given sheets to score each respondent. The scores were compiled, and Southern Star Aviation came out with the highest score. Southern Star Aviation will be the first on the list to go through the negotiating process.

Gary said that he is at a stand still on getting aviation related courses going at Navarro College until he can get them more information they need to get it all figured out.

Gary said that Kaufman & Associates and TxDOT were here to discuss the Airport Development Plan on August 26. Andy Biery was able to provide an abundance of information to Kaufman to help with the process. Gary said that there will be several people asked to be involved on a Planning Advisory Committee.

Outcome of eviction process in hangar #14. Applicability to other tenants with same status: Andy Biery told the Board that the tenant responded to the last letter from the attorney by providing the documents requested, and by making an appointment with him to let him watch him fly his airplane. Andy said that Bill Gunn from TxDOT said that to his knowledge, we are the first ones to successfully navigate this particular procedure without causing a lawsuit, or review by the FAA, and being found at fault. Mr. Gunn told Andy that the method has been set. Andy said that in the end, we do not have the obligation to argue airworthiness, we have every right to ask for the documents, and view the airplane flying to prove airworthiness. Andy told the Board we would follow the same process by giving the tenant time, communicate, be courteous and patient, and in the end, draw a line and make them prove airworthiness. Paula Baucum asked Andy to make sure to document the process that we went through, so that we will have something to refer back to next time this happens.

Expenditure for acquisition/installation of a radio repeater allowing pilots to access DFW Approach Control via radio from ground at Mid-way: Andy Biery explained that at one time the Airport had a Ground Communication Outlet (GCO), which is a radio connection through the telephone to Fort Worth TRACON that provides IFR releases, and air traffic control services to airplanes in this region. The GCO was so unreliable that it was better not to have it than to have people trying to use it, and it always failing on them. Andy said that Bill Gunn with TxDOT told him that they were no longer going to reimburse half the cost of GCOs because they are so undependable. Andy said that he and Mike Tucker with Southern Star Aviation, in Avionics, have come up with a repeater that utilizes the frequency that we already have (121.72), but will rebroadcast it on (125.2) which is the frequency that TRACON is using to control airplanes in this area. Clearance is typically a ten to fifteen minute process, but it could take as little as one minute if they are allowed to communicate by radio to TRACON. Andy asked that the Board table this item until they have finished talking to the technical people with TRACON. This is something that they have never done before, and we want to make sure that we have their blessing before we start broadcasting on their frequency. The acquisition/installation of the radio repeater would cost approximately \$5,800. TxDOT would reimburse 50%.

Ray Barksdale moved to table this item until the next meeting; second by Gary Richter. All Ayes.

Draft Lease and RFP documents for proposed agricultural lease of 63 acres of non-aviation airport property:

Andy Biery explained that a piece of the contractor's obligation for the runway extension project was to seed grass, and get it established on the acquired property. They seeded the grass the last week of January, and it froze. Instead of the contractor reseeding those sixty-three acres themselves, the contractor has agreed to reimburse the successful proposer for the cost of weed control, fertilization, and seed expense for initial establishment of a hay crop. The successful bidder will be required to provide for and establish a hay crop for the next five years. This would provide the Airport with additional income, and lessen mowing requirements for the Airport. Don Hastings said that he would check with the Attorney to see if workman's comp should be required. Andy said that if workman's comp is required, then it could preclude anyone from bidding. In that case, Austin, Bridge & Road would reseed it themselves, and we would have an additional sixty-three acres to mow.

Gary Richter moved to approve the draft lease and RFP documents for proposed agricultural lease of 63 acres of non-aviation Airport property contingent on meeting City criteria; second by George Kent. All Ayes.

Lease Agreement for G.A.S.T. for installation of Flight Simulator in new terminal building:

Gary Richter moved to approve the lease agreement for G.A.S.T. for installation of Flight Simulator in new terminal building; second by Ray Barksdale. All Ayes.

Executive Session: The Board adjourned into Executive Session to discuss personnel matters arising from resignation of the Airport Manager as permitted by the Texas Government Code, Section 551.074, at 5:20 pm.

Regular Session: The Board reconvened to Regular Session at 6:02 pm.

Gary Richter made a motion to proceed with advertising for the position of Airport Manager at Mid-Way Regional Airport; second by Ray Barksdale; All Ayes.

Liaisons to participate with HR in selection of Airport Manager candidates: Paula Baucum suggested that the Committee consist of the two City Managers, or their appointees from each of the Cities, Gary Richter, Paula Baucum, and Ray Barksdale from the Airport Board, and Ray Brindle, Tenant Liaison. Michael Scott wanted to reiterate that this position is an employee of the City of Waxahachie, and their HR Department will be taking the lead on the hiring process. Dave Wheeler said that someone might check to see if it is a requirement for an Airport Manager to be TSA certified.

Job Description for Airport Manager:

Gary Richter moved to approve the Airport Manager job description as presented with the addition of a double check on certifications for Airport Managers, and the addition that a pilot's license is preferable; second by George Kent. All Ayes.

Adjournment: There being no further business,

GeorgeKent moved to adjourn; second by Kent McGuire. All Ayes.

Respectfully submitted, Tammy Bowen, Airport Administrative Assistant

