

## **MID-WAY REGIONAL AIRPORT JOINT AIRPORT BOARD MINUTES**

A regular meeting of the Mid-Way Regional Airport Joint Airport Board was held on Thursday, December 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  
Ray Barksdale  
David Box  
Kyle Ballard

Members Absent: George Kent

Others Present: Tammy Bowen, Airport Administrative Assistant  
Chris Dick, Finance Director, City of Midlothian  
Vernon Mitchell, Partner, Southern Star Aviation  
Michael Hedges, Scott Tucker Construction

Opening: Chairman Paula Baucum called the meeting to order, and Gary Richter gave the invocation.

Board Announcements: There were no Board announcements.

Terminal Renovation Report from Michael Hedges, Scott Tucker Construction: Michael Hedges said that the upstairs is substantially complete. They will be doing the final cleanup upstairs tomorrow. The only holdup on moving people up is the staircase on the east side next to the tarmac. Michael said that the staircase has come out twice from the fabricator, and has been wrong both times. Weather permitting, they should be re-hanging the staircase Monday or Tuesday of next week. If all goes well, both the upstairs and downstairs will be completed by December 16<sup>th</sup>. Most likely there will be some punch list work to do beyond that date. Michael said that there are two outstanding changes that they are still trying to come up with a plan on. One is air conditioning/heating for the Grimes Lab, and the other is a way to solve the problem with the high step off from the curb at the main entrance for the wheelchair access. The architect will be out next week to give his opinion. Paula Baucum asked Michael to explain the fire suppression system issue. Michael said that they put a wet pipe sprinkler system in the hangar because during the design phase it was relayed to the architect that the hangar was heated. Later they found out that this was not the case because the heaters did not work. There is now concern that the pipes could freeze during the winter. Michael explained that repairing the existing heaters with contingency money would be the most economical fix, costing around \$2,500. At twenty degrees the heaters would have the ability to keep the space heated above sixty degrees. The Board agreed that this topic will need more discussion, and an action.

Airport video presentation from Norman and Hester Pender: Norman Pender reminded the Board that Don Hastings with the City of Midlothian had offered to pay to have a video done to promote the Airport. Norman explained that the goal was to create interest in the Airport, and show reasons why to fly into Mid-Way. The video will be available to watch on the Airport's website. The Board viewed the finished product.

### Minutes:

Gary Richter moved to approve the Minutes of November 10, 2011 as presented; second by Kent McGuire. All Ayes.

Financial Report: The financial report was reviewed by the Board.

Operations Report: The Operations Report was reviewed by the Board.

FBO Report: Vernon Mitchell reported that fuel flowage was down from last month. A total of 7,552 gallons was sold in November.

Vernon said that there was a fuel spill in the FBO hangar this week. There was an Ag plane being worked on by the owners, and someone accidentally bumped a lever underneath the plane releasing the fuel from the hopper. Both City fire departments were called out. Pro Tech Environmental. was called out to clean up the spill. In the meantime, kitty litter was thrown out which absorbed a lot of the fuel, and the rest of the fuel had been contained by being captured in the grease trap in the floor of the hangar. The spill did not impact water at the Airport or in the ground. Pro Tech Environmental will be submitting a report to be forwarded to TCEQ.

Tenant Liaison Report: Ray Brindle was not present to give a Tenant Liaison Report.

FBO Contract: Paula Baucum said that there was nothing to report at this time as far as contact negotiations except that in general terms they are positively ongoing. The FBO Contract will be consider in the January meeting.

Furniture purchase for the Airport terminal building: Paula Baucum said that a part of the FBO negotiations is that the FBO is planning on putting some money toward the purchase of furniture as well. This furniture will be purchased to furnish the pilot's lounge, and front lobby.

Kyle Ballard moved to approve up to \$6,000 for the purchase of furniture for the terminal building with the Terminal Building Renovation Committee's approval before purchase; second by Ray Barksdale. All Ayes.

Executive Session: The Board adjourned into Executive Session to discuss the Airport Manager position as permitted by the Texas Government Code, Section 551.074, at 4:52 pm.

Regular Session: The Board reconvened to Regular Session at 5:04 pm.

Ray Barksdale moved to approve proceeding tomorrow with the Airport Manager Selection Committee representing both Cities to interview two additional applicants, and make a recommendation to the full Board for the next stage of hiring for the Airport Manager position; second by Kyle Ballard. All Ayes.

Public Comments; There were no public comments.

Adjournment: There being no further business,

Kyle Ballard moved to adjourn; second by Gary Richter. All Ayes.

Respectfully submitted, Tammy Bowen, Airport Administrative Assistant