

MID-WAY REGIONAL AIRPORT JOINT AIRPORT BOARD MINUTES

A regular meeting of the Mid-Way Regional Airport Joint Airport Board was held on Thursday, January 12, 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: Tammy Bowen, Airport Administrative Assistant
Michael Scott, Assistant Manager, City of Waxahachie
Chris Dick, Finance Director, City of Midlothian
Ken Lantz, Partner, Southern Star Aviation

Opening: Chairman Paula Baucum called the meeting to order, and Ray Barksdale gave the invocation.

Board Announcements: Paula Baucum said that North Central Texas Council of Governments is hosting the 5th Annual Aviation Summit on February 16th, and she would like to see some representation at the summit.

The Midlothian Chamber of Transportation will be meeting at the Airport on February 16th at 9:00 a.m. This is the working group that helped get the Hwy 287 Bypass.

Leadership of Midlothian will be coming out to the Airport on Wednesday, May 16th. A short presentation and tour will be given. All Board members are invited to attend.

Minutes of Meeting held December 8, 2011:

Gary Richter moved to approve the Minutes of Meeting held December 8, 2011 with correction as presented; second by Kent McGuire. All Ayes.

Financial Report: A Financial Report was reviewed by the Board. Paula Baucum said that there was talk that the savings we have on the salaries due to no management could be ear marked to be used for the engineering for the apron expansion ,if the Airport Development Plan shows it to be a priority.

Operations Report: Paula Baucum said that there was an issue in regards to signage on the restrooms. Building code enforced by the City says that there has to be separate facilities for men and women, so we will not be having unisex restrooms.

There was an issue with countertops. There were some mixed messages whether they were supposed to be granite, or engineered stone. The terminal renovation documents show engineered stone, but the quality of the work will need to be addressed.

A tenant emailed some concerns/observations in regards to Airport lighting. He said that the beacon cannot be seen until almost in the pattern, the default for runway lighting is dim, and the PAPI lights for runway 36 seems to be set incorrectly. David Box volunteered to work with Tammy Bowen to figure out what is going on.

There was a concern in regards to the handicap zone out front, and the railing being put in. The railing is due to the deep step off of the curb. The concern was that direct access to the front door would be blocked off. The railing has been shortened in order to resolve that issue.

The Board will need to start talking about, and creating solutions for security and monitoring upstairs.

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

FBO Report: Ken Lantz reported that fuel flowage was down from last month. A total of 5,911 gallons was sold in December.

Executive Session: The Board adjourned into Executive Session to discuss the progress of hiring an Airport Manager as permitted by the Texas Government Code, Section 551.074, at 4:13 p.m.

Regular Session: The Board reconvened to Regular Session at 4:45 p.m. No action was taken.

Knights of Columbus chili cook-off fundraiser: Grand Knight, Dennis Williams, asked the Board if the request for liability insurance could be waived for their event, considering it is a charity. Also, the Knights of Columbus was contacted by one of the youth groups of Saint Josephs Catholic Church. They asked if they could put on a fish fry during the event. Dennis said that they would like to allow them to do the fish fry Friday night in conjunction with the cook-off, and run a concession stand for drinks. Michael Scott said that for Waxahachie, City sanctioned events on City property do require liability insurance. Paula Baucum said that she is pretty sure that Midlothian is the same, and the Board does not have the authority to waive the request for insurance. Paula suggested that Mr. Williams put his request in writing, specifically about adding the additional youth group. Paula said that her company would donate \$100 to help defer the cost of insurance. Mr. Williams inquired about a map of the facilities, so that he can lay out a master plan for parking.

Progress of FBO Negotiations: Gary Richter said that they are still working out details on the FBO Contract, and are very close. Gary wanted to remind everyone that they have a responsibility to two Cities, tax payers, Airport, TxDOT Aviation, and the FAA, so there are some constraints as to how many concessions they can make in regards to the contract.

Protocol for Work orders for maintenance and/or repairs: Paula Baucum said that Tammy Bowen will be creating a work order form to be filled out for maintenance and/or repairs for a paper trail.

Security for upstairs of terminal building: Paula Baucum said that we have already had some damage occur with the elevator, and some damage, and graffiti in one of the offices, so there will need to be some discussion on security for upstairs.

Securing a maintenance contract with an elevator service contract: Tammy Bowen explained that the warranty, and New Product Service for the elevator began on January 5, 2012 and will run for one year. During that time period, there will be three scheduled preventive maintenance visits. In addition, the NPS will include eight hour business day callback coverage for normal wear and tear. After that, it is highly recommended that the Airport purchase an extended warranty agreement. Tammy explained the different options to consider from Schindler. Michael Scott said that he is in the process of reviewing a similar contract for the City's Government parking garage. Michael said that we are actually required by the Texas Department of Licensing to have a maintenance contract in place. Michael suggested maybe seeing if we can piggy back the two together to get better pricing.

October 23, 2011 power outage, and Big Q Aviation: Paula Baucum reminded the Board that this was considered in the November Board meeting, and it was decided that Big Q Aviation would need to make the full investment to hook onto the Airport's generator. Paula said that she wanted to bring it back to the Board because we found out that it would qualify for some ramp funds. Big Q Aviation would pay for half of the total cost, and the Airport would pay the other half. Tammy Bowen is working on getting estimates to do the work.

David Box moved to approve up to \$1000 expenditure to be submitted to TxDOT for Ramp reimbursement of 50% of the actual cost in order to address the electrical needs of Big Q Aviation's box hangar for using the Airport's generator; second by Gary Richter. All Ayes.

Public Comments: There were no public comments.

Adjournment: There being no further business,

David Box moved to adjourn; second by Gary Richter. All Ayes.

Respectfully submitted, Tammy Bowen, Airport Administrative Assistant