

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

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

Members Present:	Paula Baucum, Chairman Kent McGuire, Secretary George Kent David Box Ray Barksdale
Members Absent:	Gary Richter, Vice Chairman Kyle Ballard
Others Present:	Judy Demoney, Airport Manager Tammy Bowen, Airport Operations Assistant Ken Lantz, Partner, Southern Star Aviation

### REGULAR AGENDA

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

Board Announcements: There were no Board announcements.

### CONSENT AGENDA:

- Minutes of Meeting held October 11, 2012
- Financial Report
- Manager's Report
- Airport Operations Report
- Tenant Liaison Report

Ray Barksdale moved to approve the Consent Agenda with the removal of the FBO Reports over to the Regular Agenda; second by Kent McGuire. All Ayes.

### REGULAR AGENDA:

FBO Reports: David Box asked if the FBO has been seeing an upward trend of fuel sales to the military in the past months. Ken Lantz reported that it has been staying fairly steady. The military that came in last month was actually new to the Airport. Paula Baucum said that she wanted to clarify something about the Consent Agenda because she understands that the FBO has been a little concerned about having the opportunity to speak about the good things that they are doing. Paula said that there are several processes in place for the opportunity to speak. If at any point the FBO would like their report pulled from the Consent Agenda and put onto the Regular Agenda in order to make a particular point or a special announcement just let her know. Other ways would be under "Public Comments" or an informational email can be sent to the Airport Manager who can then email the entire Airport Board as long as it is not an action item.

David Box moved to approve the FBO Reports; second by George Kent. All Ayes.

Bids for Sign Replacement: Judy Demoney reminded the Board that last month it was agreed that the top two bids were from Russell Byrum Sign Company and Spirit Signs, but another estimate was requested from Spirit for a

4 x 8 reader board in order to better compare the two. Judy recommended the non-lighted reader board because it is too difficult to read the Board from the highway at night driving 65 mph. Judy said that she feels at night the focus should be on the lighted Mid-Way Regional Airport logo sign on the right. There are no funds in the budget for a lighted reader board, and it could be even a greater cost if electrical work is needed. Insurance would cover 100% of the non-lighted reader board.

David Box moved to approve the bid from Spirit Sign for the non-lighted box sign with logo and changeable fonts in the amount of \$1, 550; second by Kent McGuire. All Ayes

Rental of unfinished space upstairs in terminal building: Judy Demoney reminded the Board that last month they discussed the fact that it is not the time to put a restaurant upstairs. Judy said that we now need to figure out what to do with the unfinished space. After discussion the Board agreed that the space should be put up for rental, and if at all possible saving some of the space for Airport storage. The space would need to be rented as a tenant finish out because there are no funds in the budget to finish out the space. They would be open to the idea of the wall being moved out utilizing more of the upstairs space if needed. The space should be advertised in as many places as possible without spending money. Paula Baucum asked Tammy Bowen to check to see if a finish out of this space would qualify for RAMP reimbursement.

David Box moved to approve putting the unfinished space upstairs in the terminal building on market for rental for aviation related use; second by Ray Barksdale. All Ayes.

Apron Expansion: Judy Demoney said that the survey has been completed, and they are getting ready to do the core drilling. There will be a pre-design conference Monday afternoon with KSA Engineering , TxDOT, David Box (Committee Chair), Ken Lantz (FBO) and herself.

Update on upstairs decking of terminal building: Judy Demoney reported that they were out today to sand down the sealer in the cracks, and power wash it. They will be back tomorrow to apply the traffic deck coating. Bill Scott will be here to inspect before the application.

Food Service Update: Ken Lantz wanted to let the Board know that they will be offering breakfast type sandwiches and an assortment of microwaveable meals for a cost. If they get a good response then they will look into purchasing a refrigerated vending machine. They would like to place a couple of small tables with chairs downstairs in front of the windows for dining. The Board agreed that this was a great idea.

Hangar Rates: Judy Demoney explained the survey that was done to compare Mid-Way's T-hangar rates with other airports within our area. Mid-Way rates were the lowest of those surveyed. The last increase was in October 2007. Paula Baucum said that the Cities have been asking us to get to the point where we are self-sufficient. The time will come when we will need to go to the Cities to ask for money to build more hangars, and if we are not in the market with our T-hangar rates it would be hard to convince them that it would be a good expense. Rates have not been increased during the past few years because of the economy and the inconvenience experienced during the runway and terminal expansions. Judy Demoney recommended a sliding scale for rate increases, 13% for T-hangars, 6% for box hangars, and 3% for the four box hangars that are sprinkled, and with power doors. The increase would still leave us just below market. The Board agreed that the increase should not start until February 2013.

George Kent moved to approve the 13%/6%/3 % sliding scale hangar rate increases as presented. These increases will be effective as of February 2013; second by Kent McGuire. All Ayes.

Public Comments: There were no public comments.

Adjournment: There being no further business,

David Box moved to adjourn; second by George Kent. All Ayes.

Respectfully submitted, Tammy Bowen, Airport Operations Assistant