

## MID-WAY REGIONAL AIRPORT JOINT AIRPORT BOARD MINUTES

A regular meeting of the Mid-Way Regional Airport Joint Airport Board was held on Tuesday, November 4, 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  
Aubrey Price  
Glynn Hall  
Paula Baucum

Others Present: Tammy Bowen, Interim Airport Manager  
Ray Brindle, Airport Tenant Liaison  
Michael Scott, Assistant City Manager, City of Waxahachie  
Chris Dick, Finance Director, City of Midlothian  
Don Stout, Airport Attorney  
Dave Wheeler, FBO Partner

Opening: Chairman Al Castleman called the meeting to order and George Kent gave the invocation.

Minutes:

George Kent moved to approve the Minutes of October 7, 2008 as presented: second by Mark Morgan. All Ayes.

Financial Report: A Financial Report was reviewed by the Board.

Manager's Report: Tammy Bowen reported:

Spoke with Frank at the City garage of Waxahachie about installing a strobe light on the top of the Airport's maintenance truck for extra precautionary measures. The truck is used in the vicinity of the runway when making repairs to lights on runway and AWOS.

It was reported today that the PAPI lights on runway 18 were not working. The FAA is responsible for the maintenance on those lights. Contacted the FAA to come out and make repairs.

There have been a few tenants to express their concerns about the security of their hangars. They feel that there may be too many master keys floating around. Tammy Bowen said that since it hasn't been done in a long time, it might be wise to spend the money to have all of the hangars rekeyed to a new master. A locksmith gave a rough estimate of between \$650 and \$700. The Board agreed. Tammy said that she would like for the Airport to get into the practice of having a hangar rekeyed when a tenant leaves and before the next tenant moves in. The Board would like this item on the next agenda as an action item.

There are no updates on the land acquisition negotiations. I spoke with Scott Bryan, land acquisition specialist from TxDOT, today and he has not received any of the certified receipts back with signatures.

One of the businesses at the Airport asked if it would be ok to put up a sign for his business above his hangar door. The FBO and the Trojan Phylor's have signs on their hangars. Paula Baucum suggested that a policy is created for signage on hangars so that everyone would be required to meet the standards.

The Board briefly talked about the policy for subleases and aircraft in hangars that are not airworthy. Paula Baucum said that she would like to know what other Airports do in these cases.

See Airport Manager's report attached.

Proposal from Carol Walker to decrease the lease amount on hangar B8: After a lengthy discussion on this subject, the Board suggested that the tenant resubmits a new proposal saying that they will pay to have a restroom built out in their hangar if the Airport will install the water and sewer lines. The Board also told the tenant that the lease amount would stay the same. In the mean time Tammy will get estimates on what it would cost to have a plumber install water and sewer lines and tie into the existing mains.

Paula Baucum moved to approve keeping the hangar lease amount the same and asked that the tenant make any additional request in writing and that Tammy Bowen look into further information on the cost to have the water and sewer lines installed; second by George Kent. All Ayes.

Auctioning old fuel trucks:

Dale Stevenson moved to approve having the City of Waxahachie auction off both of the old fuel trucks in the next City auction; second by Aubrey Price. All Ayes.

Location and parking fee for glider trailers: The Board asked Tammy Bowen to decide on a location for the glider trailers and to have someone fix up a weed free pad for the trailers so that Mario wouldn't need to worry about mowing around them. The Board agreed that there is no need to charge the tenants to park their trailers since the gliders are based in a hangar.

Change in the AAAE Certification requirement for the Airport Manager's position:

Mark Morgan moved to approve changing the requirement for getting the AAAE Certification from required to desired; second by Paula Baucum. All Ayes.

Updating Airport Hazard Zoning Regulation: Don Stout told the Board that Chapter 241.014 of the Local Government Code states that there would need to be a City Ordinance to create a Joint Airport Zoning Board and each City would need to appoint two representatives to that Board. Also, there would need to be a County Order to create a JAZB and the County would also appoint two representatives to that Board. Then those six representatives would elect a seventh member who would serve as the chairperson on that Board. Paula Baucum asked Don if there would be any reason that some of the Airport Board members couldn't serve on this Board. Don's opinion was that it would be best to have new people elected to this Board in order to stay away from any possible conflicts. Paula stated that she feels like someone with a strong history of the Airport should be included in the mix. This item was tabled.

TXU Utility Easement to move power line for runway expansion: Don Stout said that his understanding is that there is an easement that needs to be acquired from a land owner for the power line relocation. The land owner wants another \$51,175 than what the land was appraised for. Don said that he would like to take a look at the actual appraisal to see if he could give a better opinion on how things might come out in a condemnation suit. Don explained to the Board the process of a condemnation suit.

Salary for the Airport manager's position: Michael Scott discussed with the Board where the position could be posted. Michael said that they will post the job on both of the City websites as well as with the Texas Work Force Commission. Michael said that all resumes should be sent to human resources at the City of Waxahachie. Al Castleman told the Board that the salary range for a Grade 12 employee is between \$61,356 and \$92,034. Michael suggested that the Board target the \$61,356 as the salary.

Paula Baucum moved to approve the salary range for the Airport Manager's position to be between \$61,356 and \$92,034; second by Glynn Hall. All Ayes.

Correction on the Interim Airport Manager's Salary: The Interim Airport Manager's salary was discussed.

Paula Baucum moved to keep the pay plan that has been presented by the City of Waxahachie that fits their human resource plan and reiterate that the Interim Manager will be receiving \$4,051 per month at settlement during termination of the Interim Manager position; second by Mark Morgan. All Ayes.

Adjournment: There being no further business,

George Kent moved to adjourn; second by Aubrey Price. All Ayes.

