

## **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 14, 2019, at 4:00 p.m., in the Rex Odom Conference Room, at Mid-Way Regional Airport, 131 Airport Dr., Midlothian, Texas.

Members Present:	Drew Sambell, Chairman Alex Smith, Vice Chair Ray Barksdale, Secretary Kent McGuire Randall Porche Nanette Paghi Larry Johnson
Others Present:	Tammy Bowen, Airport Operations Assistant Albert Lawrence, Assistant Manager, City of Waxahachie

Opening: Chairman Drew Sambell called the meeting to order, and gave the invocation.

Public Comments: There were no public comments

### CONSENT AGENDA:

- Minutes of Meeting held September 12, 2019
- Financial Report
- Manager's Report
- Airport Operation's Report
- FBO Report

Alex Smith moved to approve the Consent Agenda as presented; second by Randall Porche. All Ayes.

### REGULAR AGENDA:

Board Announcements: Tammy Bowen announced that "Election of Officers" would be coming up in January.

Ms. Bowen announced that the Airport's annual tenant Christmas party will be on December 14<sup>th</sup>.

Update on Security Fencing Project: Tammy Bowen said that she and Judy Demoney met with TxDOT and KSA on September 25<sup>th</sup> for final design review of the security fencing project. A few changes were made and KSA submitted sealed bid documents to TxDOT on Oct 14<sup>th</sup>. She said that she received an email from TxDOT on October 31<sup>st</sup> stating that the coordinate points were not showing up in the correct locations on the aeronautical study for the project, so the study had to be terminated and resubmitted. She told the Board that we are now waiting for TxDOT to advertise for bids. Advertising to bid award will take six to eight weeks and bid award to construction will take another six to eight weeks. Construction will take thirty days, so we have estimated Phase 1 to be complete sometime in March or April. Ed Mayle with TxDOT told us that the fencing projects have been very competitive, so it is possible that we could get a refund back at the end of Phase 1 to help with completely fencing in our north property in Phase 2. Tammy reminded the Board that we would go idle in 2020 to accrue an additional \$150,000 in NPE funds for the game fencing in Phase 2.

Tammy Bowen said that the FAA had sent a letter last year asking that we have someone install a true north marker 100' of the AWOS to aid in sighting the wind direction sensor. The marker will be installed by the contractor as a part of the fencing contract.

Ms. Bowen showed the Board using an old Airport layout where the fence and gates would go in Phase 1. Chairman Drew Sambell said that as he speaks to some of our tenants there seems to be some anxiety out there about our Airport getting totally shut down and not being very user friendly. The Board suggested getting an updated layout of the Airport outlining the project. The layout would be displayed in the terminal for the tenants to see.

Ms. Bowen told the Board that one of the remaining items left to do in our current Master Plan after security fencing is pavement rehabilitation. Judy Demoney sent a "Letter of Intent" to TxDOT before she left to begin the process.

Update on Office Finish Outs in Terminal Upstairs: Tammy Bowen reminded the Board that in the September Board meeting they made a motion to approve finishing out the two office spaces upstairs in the terminal, and set a current lease rate of \$1.30 per square foot. She said that the walls, ceilings, floors and lighting are complete. The only thing left is the electrical outlets. The Board agreed that the electrical outlets could be put in now, but make sure that there are two outlets on the longer walls. Tammy said that the offices are approximately 19 x 13. The tenant would pay the lease rate, plus electricity. Currently, we have one potential tenant looking to relocate. They have to make a decision this month because their current lease will be up soon. They are an aviation related business. She told the Board that the finish out of the two offices upstairs would end up costing somewhere around \$9,000 and has been coming out of "Building Maintenance". The work for the ceilings, lighting and air conditioning ducts came out of last year's budget.

Hangar Waiting List: Chairman Drew Sambell told the Board that the Airport Operations Report shows that we currently have eighteen people waiting for a hangar. He explained that this is a good thing because it is a sign that the economy and our area is growing. He said that he brings this up to begin conversations about how we are going to procure our next group of hangars, especially since our funds will be tied up in the fencing project for the next few years. He said that he spoke with the Airport Manager at McKinney Airport. They have two public/private hangar projects that they have done over the last several years. Private development for hangars have been very successful for them. He suggested maybe inviting their developer to meet with our sub-committee to talk. Waxahachie Assistant City Manager, Albert Lawrence, said that from the City's perspective, he does not see a barrier to start looking at the idea and having discussions.

Adjournment: There being no further business,

Larry Johnson moved to adjourn; second by Ray Barksdale. All Ayes.

Respectfully submitted, Tammy Bowen, Airport Operations Assistant