



# GRAYSON COUNTY REGIONAL MOBILITY AUTHORITY

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January 7, 2016

## AGENDA

The Agenda for the Grayson County Regional Mobility Authority Board Meeting scheduled for 2:30p.m., Thursday, January 14, 2016, in the Greater Texoma Utility Authority conference room, 5100 Airport Drive, Denison, Texas 75020 is as follows:

1. Call To Order. \* \*\* \*\*\*
2. Consideration of approval of Minutes of December 14, 2015, Board Meeting.
3. Update from Captain Mike Hess on the operations of the Texas Army National Guard at the Airport.
4. Presentation by U.S. Aviation Group about their goal to secure the contract for the Initial Flight Training for the U.S. Air Force.
5. Director's Update to include discussion of Monthly Reports, Facility Upgrades and GCRMA and Airport Events/News.
6. Act on request to adjourn into Executive Session pursuant to Texas Government Code Sections:
  - i) 551.074, Deliberation regarding Personnel Matters – to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee;
  - ii) 551.087, Deliberations regarding Economic Development Negotiations – to deliberate the purchase, exchange, lease, or value of real property when deliberation in an open meeting would have a detrimental effect on the position of the government body in negotiations with a third person.
7. Reconvene Regular Session; Action on Executive Session Items:
8. Public Comments.
9. Adjourn.

**PUBLIC COMMENT PERIOD** – At the conclusion of all other agenda items, the Grayson County Regional Mobility Authority Board (GCRMA) will allow for a public comment, not to exceed fifteen minutes, to receive public comment on any other matter that is under the jurisdiction of the RMA. No action will be taken. Each speaker will be allowed a maximum of three minutes. Speakers must be signed up prior to the beginning of the public comment period. If you plan to attend this Meeting, and you have a disability that requires special arrangements, please contact the Administration Office at 903-786-2904 within 24 hours of the Meeting and reasonable accommodations will be made to assist you.

\* Members of Commissioners Court may be attending this meeting.

\*\* The Board may vote and/or act upon each of the items listed in this Agenda.

\*\*\* The Board reserves the right to retire into Executive Session concerning any of the items listed on this Agenda whenever it is considered necessary and legally justified under the Open Meetings Act.



NORTH TEXAS REGIONAL AIRPORT

www.northtexasregionalairport.com

## RMA BOARD AGENDA

ITEM NUMBER: Two  
MEETING DATE 01/14/16

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**ITEM TITLE:** Consideration of approval of Minutes of December 14, 2015, Board Meeting.

**SUBMITTED BY:** Terry Morrow, Interim Airport Director

**DATE SUBMITTED:** January 5, 2016

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**SUMMARY:**

Minutes of the December 14, 2015, RMA Board of Directors Meetings as transcribed from recorded tape.

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**ATTACHMENTS (LIST)**

Minutes

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**ALTERNATIVES/RECOMMENDATIONS:**

Approve minutes with changes, if any

**GRAYSON COUNTY REGIONAL MOBILITY AUTHORITY  
BOARD OF DIRECTORS MEETING  
DECEMBER 14, 2015**

**MEMBER'S PRESENT:**

Clyde Siebman, Chairman  
Bill Benton  
Randy Hensarling  
Bill Rasor  
Robert Brady

**MEMBER'S ABSENT:**

**OTHER'S PRESENT:**

Wm. B. (Ben) Munson, Esquire  
Terry Vogel, Lake Texoma Jet Center  
Jeff Whitmire, Grayson Co. Commissioner Pct. #1  
Mark Taylor, U.S. Aviation  
Craig Price, Asst. Grayson Co. District Attorney

Michael Hutchins, Herald Democrat  
Phyllis James, Grayson Co. Commissioner #3  
Bill Magers, Grayson County Judge  
Bart Lawrence, Grayson Co. Commissioner #4

**1.**

**Call to Order.**

Mr. Siebman, Chairman, called the meeting to order at 10:02 a.m.

**2.**

**Consideration of approval of Minutes of November 12, 2015, Board Meeting.**

Mr. Brady made the motion to approve the minutes of the previous meetings. Mr. Rasor seconded the motion. All members voted aye.

**3.**

**Consideration of approval of a Resolution in support of U.S. Aviation Group and their goal of securing a contract to conduct U.S. Air Force Initial Flight Training.**

Ms. Morrow advised the Board that U.S. Aviation will be bidding on a contract to conduct Initial Flight Training for the U.S. Air Force and have requested a resolution from the Board supporting this endeavor. Mr. Benton made the motion to approve the resolution in support of U.S. Aviation Group and their goal of securing a contract to conduct U.S. Air Force Initial Flight Training. Mr. Brady seconded the motion. All members voted aye.

**4.**

**Director's Update.**

Ms. Morrow advised the Board that they had the Fuel Flowage Report for November and that fuel deliveries were down 29% from last November and they were down 12.53% for the fiscal year.

Ms. Morrow advised the Board that they had the Airport Traffic Record for the month of November and the traffic was down 0.05% from the same month last year.

Mr. Hensarling asked for an update on the Texas Army National Guard exercise in November. Ms. Morrow advised the Board that there were approximately 198 jumpers on that Sunday morning and that the exercise was a success.

Mr. Siebman asked about the emergency landing at the Airport. Mr. Taylor advised the Board that the aircraft had issues with the landing gear but that the aircraft landed with minimal damage to the aircraft.

**5.**

**Act on request to adjourn into Executive Session pursuant to Texas Government Code Sections 551.074  
Deliberations regarding Personnel Matters and 551.087, Deliberations Regarding Economic  
Development.**

At this time, Mr. Siebman stated that the Board would be recessing into Executive Session. Mr. Brady made the motion to adjourn into Executive Session. Mr. Benton seconded the motion. All members voted aye. The Board adjourned into Executive Session at 10:16 a.m.

**6.**

**Reconvene Regular Session.**

The Board reconvened into regular session at 11:44 a.m. At this time, Mr. Siebman stated that there would be no action taken on items discussed in Executive Session. Mr. Siebman stated that members of Commissioners Court and Mr. Price could remain in the Executive Session..

**7.**

**Public Comments.**

At this time, Mr. Siebman asked if there were any public comments. There were no comments.

**8.**

**Adjourn.**

There being no other business, Mr. Brady made the motion to adjourn. Mr. Hensarling seconded the motion. The meeting was adjourned at 11:45 a.m.

**9.**

**Next Meeting.**

The next regularly scheduled Board of Director's Meeting will be held on January 14, 2016, at 10:00 a.m. in the meeting room of the GTUA, 5100 Airport Drive, Denison, Texas.

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Clyde Siebman, Chairman

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Terry Morrow, Interim Airport Director

## **RMA BOARD AGENDA**

**ITEM NUMBER: Three**  
**MEETING DATE: 01/14/16**

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**ITEM TITLE:** Update from Captain Mike Hess on the operations of the Texas Army National Guard at the Airport.

**SUBMITTED BY:** Terry Morrow, Interim Airport Director

**DATE SUBMITTED:** January 5, 2016

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**SUMMARY:**

Captain Hess will update the Board on the November exercise and their plan for an upcoming night time exercise in April.

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**ATTACHMENTS (LIST)**

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**ALTERNATIVES/RECOMMENDATIONS**

## **RMA BOARD AGENDA**

**ITEM NUMBER: Four**  
**MEETING DATE: 01/14/16**

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**ITEM TITLE:** Presentation by U.S. Aviation Group about their goal to secure the contract for the Initial Flight Training for the U.S. Air Force.

**SUBMITTED BY:** Terry Morrow, Interim Director

**DATE SUBMITTED:** January 5, 2016

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**SUMMARY:**

U. S. Aviation will make a presentation to the Board about the goal to secure the contract for the Initial Flight Training for the U.S. Air Force.

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**ATTACHMENTS (LIST)**

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**ALTERNATIVES/RECOMMENDATIONS:**

## RMA BOARD AGENDA

**ITEM NUMBER: Five**  
**MEETING DATE: 01/14/16**

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**ITEM TITLE:** Director's Update to include discussion of Monthly Reports, Facility Upgrades and GCRMA and Airport Events/News

**SUBMITTED BY:** Terry Morrow, Interim Director

**DATE SUBMITTED:** January 5, 2016

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**SUMMARY:**

Monthly Reports:

1. Monthly Fuel Flowage Report
2. Monthly Airport Traffic Control Tower Report
3. Budget Report

Facility Upgrades:

GCRMA/Airport Events/News:

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**ATTACHMENTS (LIST)**

Fuel Flowage Report – December 2015  
ATCT Report – December 2015  
Budget Report – October 2015

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**ALTERNATIVES/RECOMMENDATIONS:**

Take action as necessary

North Texas Regional Airport  
Fuel Flowage Report  
FY: 2016

Total Fuel Flowage in Gallons for FY 2016 as reported by Lake Texoma Jet Center

	Avgas	Jet-A	Total	Last Year's Total
Oct. 2015	3,958.0	23,216.0	27,174.0	35,202.0
Nov. 2015	3,934.0	15,915.0	19,849.0	37,959.0
Dec. 2015	4,024.0	23,436.0	27,460.0	20,640.0
Jan. 2016			-	15,688.0
Feb. 2016			-	24,132.0
Mar. 2016			-	22,566.0
Apr. 2016			-	19,842.0
May. 2016			-	14,719.0
Jun. 2016			-	23,118.0
Jul. 2016			-	53,890.0
Aug. 2016			-	18,800.0
Sep. 2016			-	30,556.0
<b>Total:</b>	<b>11,916.0</b>	<b>62,567.0</b>	<b>74,483.0</b>	<b>317,112.0</b>
<b>Last Year's To Date Gallons Received Total: 93,801.0</b>				
<b>Percent Change Over Last Year by Month: 33.04%</b>				
<b>Percent Change Over Last Year: -20.59%</b>				

% of Avgas:	16.00%
% of Jet-A:	84.00%

Combined Annual Fuel Sales	114,489.0
Percent Change Over Last Year by Month:	43.37%
Percent Change Over Last Year:	12.51%

Total Fuel Flowage in Gallons for FY 2016 as reported by U.S. Aviation Academy

	Avgas	Jet-A	Total	Last Year's Total
Oct. 2015	15,862.0	-	15,862.0	-
Nov. 2015	8,073.0	-	8,073.0	7,961.0
Dec. 2015	16,071.0		16,071.0	-
Jan. 2016			-	15,576.0
Feb. 2016			-	7,962.0
Mar. 2016			-	3,983.0
Apr. 2016			-	7,941.0
May. 2016			-	7,916.0
Jun. 2016			-	15,676.0
Jul. 2016			-	19,596.0
Aug. 2016			-	14,811.0
Sep. 2016			-	15,731.0
<b>Total:</b>	<b>40,006.0</b>	<b>-</b>	<b>40,006.0</b>	<b>117,153.0</b>
<b>Last Year's To Date Gallons Received Total: 7,961.0</b>				
<b>Percent Change Over Last Year by Month: #DIV/0!</b>				
<b>Percent Change Over Last Year: 402.52%</b>				

% of Avgas:	100.00%
% of Jet-A:	0.00%



NORTH TEXAS REGIONAL AIRPORT  
Airport Traffic Record  
FY 2016

Month	ITINERANT										LOCAL			IFR/VFR Overflight Count	FY 2016 Airport Ops	FY 2015 Airport Ops
	IFR					VFR					CIVIL	MI	TOTAL LOCAL			
	AC	AT	GA	MI	TOTAL	AC	AT	GA	MI	TOTAL						
Oct-15	0	6	350	1	357	0	0	3,249	1	3,250	3,080	2	3,082	198	6,887	6,457
Nov-15	0	4	299	8	311	0	0	2,031	34	2,065	2,936	0	2,936	188	5,500	5,503
Dec-15	0	12	209	4	225	0	4	2,712	14	2,730	3,810	8	3,818	208	6,981	5,052
Jan-16					0					0			0	0	0	8,117
Feb-16					0					0			0	0	0	5,740
Mar-16					0					0			0	0	0	5,783
Apr-16					0					0			0	0	0	5,729
May-16					0					0			0	0	0	5,785
Jun-16					0					0			0	0	0	7,485
Jul-16					0					0			0	0	0	6,294
Aug-16					0					0			0	0	0	6,423
Sep-16					0					0			0	0	0	12,596
<b>Total</b>	<b>0</b>	<b>22</b>	<b>858</b>	<b>13</b>	<b>893</b>	<b>0</b>	<b>4</b>	<b>7,992</b>	<b>49</b>	<b>8,045</b>	<b>9,826</b>	<b>10</b>	<b>9,836</b>	<b>594</b>	<b>19,368</b>	<b>80,964</b>

Month	OVERFLIGHT COUNT										TOTAL VERFLIGHTS
	IFR OVERFLIGHTS					VFR OVERFLIGHTS					
	AC	AT	GA	MI	TOTAL	AC	AT	GA	MI	TOTAL	
Oct-15	0	0	2	0	2	0	48	148	0	196	198
Nov-15	0	0	2	0	2	0	64	104	18	186	188
Dec-15	0	0	0	0	0	0	66	140	2	208	208
Jan-16					0					0	0
Feb-16					0					0	0
Mar-16					0					0	0
Apr-16					0					0	0
May-16					0					0	0
Jun-16					0					0	0
Jul-16					0					0	0
Aug-16					0					0	0
Sep-16					0					0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>178</b>	<b>392</b>	<b>20</b>	<b>590</b>	<b>594</b>

% Change Last Year/Same Time:	
Itinerant	47.10%
Local	-3.04%
Overflight	-25.00%
<b>Total</b>	<b>13.85%</b>

% Change Last Year by Month:	
Itinerant	24.46%
Local	-11.94%
Overflight	-27.69%
<b>Total</b>	<b>-0.05%</b>

Daily Summary of Ops for August 2015:	# / Days	# / Ops	Avg.
0 - Daily Ops	0	0	0
1-99 Daily Ops	7	124	17.7
100 - 199 Daily Ops	4	659	164.8
200 - 299 Daily Ops	9	2,338	259.8
300 - 399 Daily Ops	9	2,962	329.1
400 - Plus Daily Ops	2	898	449.0

Peak Day - 476 operations on December 9, 2015  
Slowest day - 1 Operations on December 27, 2015  
Average daily operation for December: 225.2 ops

YEAR TO DATE FINANCIAL UPDATE  
AS OF OCTOBER 31, 2015

YTD REVENUE:	\$	79,177.00
YTD EXPENSES:*	\$	51,406.76
DIFFERENCE IN REVENUE & EXPENSE:	\$	27,770.24

\*YTD Expenses minus depreciation

NORTH TEXAS REGIONAL AIRPORT  
REVENUE REPORT  
OCTOBER, 2015

Budget Code	Adopted Amount	Current Month Collected	Actual YTD Collected	YTD % of Budget Collected
800.000.43000 State Grant Revenue	50,000.00	0.00	0.00	0.00%
800.000.41500 Aviation Facilities	427,403.00	35,638.06	35,638.06	8.34%
800.000.41520 Revenue Producing Facilities	334,562.00	26,239.27	26,239.27	7.84%
800.000.41530 Land - Agriculture	4,625.00	0.00	0.00	0.00%
800.000.41540 Land - Industrial	47,077.00	1,594.19	1,594.19	3.38%
800.000.41550 Land - Aviation	103,604.00	7,430.34	7,430.34	7.17%
800.000.41560 Insurance	55,836.00	3,676.35	3,676.35	6.59%
800.000.41570 Oil Lease	3,527.00	0.00	0.00	0.00%
800.000.49500 Sale of Fixed Assets	0.00	0.00	0.00	0.00%
800.000.49530 Fuel Flowage Fee	43,000.00	4,303.60	4,303.60	10.01%
800.000.49900 Insurance Proceeds	0.00	0.00	0.00	0.00%
800.000.49950 Miscellaneous	7,000.00	215.00	215.00	3.07%
800.000.49000 Interest Income	600.00	80.19	80.19	13.36%
800.000.4900 Donations	0.00	0.00	0.00	0.00%
800.000.49970 Transfer In	142,009.00	0.00	0.00	0.00%
<b>GRAND TOTAL</b>	<b>1,219,243.00</b>	<b>79,177.00</b>	<b>79,177.00</b>	<b>6.49%</b>

NORTH TEXAS REGIONAL AIRPORT  
EXPENSE REPORT  
OCTOBER, 2015

Budget Code	Account Name	Adopted Amount	Current Month Expenditures	Encumbered Amount	YTD Expenditures	% Budget Remaining
800.710.51030	Assistants	175,728.00	6,514.64		6,514.64	96.29%
800.710.1080	Part-Time	62,244.00	4,269.04		4,269.04	93.14%
800.710.52010	Social Security Taxes	17,870.00	833.82		833.82	95.33%
800.710.52020	Group Hospital Insurance	31,551.00	1,755.74		1,755.74	94.44%
800.710.52030	Retirement	22,959.00	801.11		801.11	96.51%
800.710.52031	457 Deferred Comp Expense	2,948.00	439.73		439.73	85.08%
800.710.52040	Unemployment Compensation	944.00	42.64		42.64	95.48%
800.710.52050	Workers Compensation	3,487.00	248.75		248.75	92.87%
800.710.52060	Other Post Employment Benefits	50,000.00	-		-	100.00%
800.710.53100	Office Supplies	3,000.00	67.28		67.28	97.76%
800.710.53200	Postage	800.00	-		-	100.00%
800.710.53300	Operating Expenses	9,551.00	1,927.88		1,927.88	0.00%
800.710.53350	Janitorial Supplies	1,000.00	116.28		116.28	88.37%
800.710.53560	Gas, Oil, Etc.	16,000.00	1,074.25		1,074.25	93.29%
800.710.53570	Tires, Batteries & Accessories	2,000.00	-		-	100.00%
800.710.53580	Parts	6,000.00	-		-	100.00%

Budget Code	Account Name	Adopted Amount	Current Month Expenditures	Encumbered Amount	YTD Expenditures	% Budget Remaining
800.710.53590	Repair & Maintenance Supplies	30,000.00	204.16	4,553.76	204.16	81.14%
800.710.53750	Small Equipment	1,000.00	-	-	-	100.00%
800.710.54000	Professional Services	281,600.00	22,916.67	253,583.37	22,916.67	1.81%
800.710.54030	Training & Education	6,200.00	-	-	-	100.00%
800.710.54080	Local Travel	200.00	-	-	-	100.00%
800.710.54200	Printing	2,000.00	-	360.00	-	82.00%
800.710.4220	Dues & Publications	3,550.00	-	-	-	100.00%
800.710.54255	Attorney Fees	10,000.00	1,050.00	-	1,050.00	89.50%
800.710.54300	Liability Insurance	49,220.00	-	-	-	100.00%
800.710.54340	Contract Services	4,404.00	-	-	-	100.00%
800.710.54520	Telephone	6,800.00	645.98	-	645.98	90.50%
800.710.54540	Utilities	80,000.00	(1,473.22)	-	(1,473.22)	101.84%
800.710.54550	Repairs & Maintenance	158,300.00	150.00	-	150.00	94.18%
800.710.54552	Hangar Repairs	25,000.00	-	-	-	100.00%
800.710.54555	Casualty Loss Repairs	10,000.00	-	68,188.00	-	-581.88%
800.710.54580	Airport Equipment Maintenance	42,586.00	9,728.00	26,920.00	9,728.00	13.94%

Budget Code	Account Name	Adopted Amount	Current Month Expenditures	Encumbered Amount	YTD Expenditures	% Budget Remaining
800.710.54600	Office Equipment Rental	1,572.00	94.04		94.04	94.02%
800.710.54930	Property Taxes	14,602.00	-		-	100.00%
800.710.54940	Depreciation Internal Funds	-				
800.625.5100	Improvements	-				
800.710.55150	Machinery	45,200.00	-		-	100.00%
800.710.55200	Equipment	-	-	45,103.73	-	0.00%
800.710.55570	RAMP Grant Expenditures	100,000.00	-		-	100.00%
<b>TOTAL</b>		<b>1,278,316.00</b>	<b>51,406.79</b>		<b>51,406.79</b>	

**TOTAL EXPENSES (MINUS DEPRECIATION):**

**\$ 51,406.79**

**RMA BOARD AGENDA**

**ITEM NUMBER: Six**  
**MEETING DATE: 01/14/16**

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**ITEM TITLE:** Act on request to adjourn into Executive Session pursuant to Texas Government Code Section 551.074 Deliberations regarding Personnel Matters and Section 551.087, Deliberations regarding Economic Development Negotiations.

**SUBMITTED BY:** Terry Morrow, Interim Airport Director

**DATE SUBMITTED:** January 5, 2016

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**SUMMARY:**

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**ATTACHMENTS (LIST)**

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**ALTERNATIVES/RECOMMENDATIONS:**

**RMA BOARD AGENDA**

**ITEM NUMBER: Seven**  
**MEETING DATE: 01/14/16**

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**ITEM TITLE:** Reconvene Regular Session; Action on Executive Session Item

**SUBMITTED BY:** Terry Morrow, Interim Director

**DATE SUBMITTED:** January 5, 2016

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**SUMMARY:**

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**ATTACHMENTS (LIST)**

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**ALTERNATIVES/RECOMMENDATIONS:**



## **RMA BOARD AGENDA**

**ITEM NUMBER: Eight**  
**MEETING DATE: 01/14/16**

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**ITEM TITLE:** Public Comment.  
**SUBMITTED BY:** Terry Morrow, Interim Director  
**DATE SUBMITTED:** January 5, 2016

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### **SUMMARY:**

This item has been added so that the public may address the Board. Each person will be limited to three minutes.

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### **ATTACHMENTS (LIST)**

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### **ALTERNATIVES/RECOMMENDATIONS:**