



GRAYSON COUNTY REGIONAL MOBILITY AUTHORITY

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NORTH TEXAS REGIONAL AIRPORT

www.northtexasregionalairport.com

RMA BOARD AGENDA

ITEM NUMBER: Two
MEETING DATE 05/11/17

ITEM TITLE: Consideration of approval of Minutes of April 13, 2017 Board Meeting.

SUBMITTED BY: Clyde Siebman, Chairman

DATE SUBMITTED: May 4, 2017

SUMMARY:

Minutes of the April 13, 2017 RMA Board of Directors Meeting as transcribed from recorded tape.

ATTACHMENTS (LIST)

Minutes

ALTERNATIVES/RECOMMENDATIONS:

Approve minutes with changes, if any

RMA BOARD AGENDA

ITEM NUMBER: Three
MEETING DATE 05/11/17

- I. **ITEM TITLE:** Committee Reports – Receive Updates
- a. Rail Committee
 - b. Road Committee
 - c. Special Committee
 - d. Airport Committee
 - i. Director Update

SUBMITTED BY: Clyde Siebman, Chairman

DATE SUBMITTED: May 4, 2017

SUMMARY:

ATTACHMENTS (LIST)

ALTERNATIVES/RECOMMENDATIONS:

**YEAR TO DATE FINANCIAL UPDATE
AS OF MARCH 31, 2017**

YTD REVENUE:	\$ 537,915.10
YTD EXPENSES:*	\$ 465,632.39
DIFFERENCE IN REVENUE & EXPENSE:	\$ 72,282.71

***YTD Expenses minus depreciation**

**NORTH TEXAS REGIONAL AIRPORT
REVENUE REPORT
MARCH, 2017**

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	44,147.72	235,053.24	55.00%
800.000.41520 Revenue Producing Facilities	334,562.00	24,177.07	156,336.94	46.73%
800.000.41530 Land - Agriculture	4,625.00	0.00	7,501.44	162.19%
800.000.41540 Land - Industrial	47,077.00	1,594.55	30,355.07	64.48%
800.000.41550 Land - Aviation	103,604.00	6,921.19	47,363.91	45.72%
800.000.41560 Insurance	55,836.00	3,333.34	19,942.72	35.72%
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	3,577.00	18,876.50	43.90%
800.000.49900 Insurance Proceeds	0.00	0.00	17,385.81	0.00%
800.000.49950 Miscellaneous	7,000.00	432.76	4,140.45	59.15%
800.000.49000 Interest Income	600.00	213.23	959.02	159.84%
800.000.49600 Donations	0.00	0.00	0.00	0.00%
800.000.49970 Transfer In	142,009.00	0.00	0.00	0.00%
GRAND TOTAL	1,219,243.00	84,396.86	537,915.10	44.12%

**NORTH TEXAS REGIONAL AIRPORT
EXPENSE REPORT
MARCH, 2017**

Budget Code	Account Name	Adopted Amount	Current Month Expenditures	Encumbered Amount	YTD Expenditures	% Budget Remaining
800.710.51030	Assistants	175,728.00	18,759.81	-	79,017.88	55.30%
800.710.1080	Part-Time	62,244.00	5,211.36	-	19,139.23	77.11%
800.710.52010	Social Security Taxes	17,870.00	1,835.70	-	7,517.38	62.68%
800.710.52020	Group Hospital Insurance	31,551.00	2,572.35	-	11,146.85	63.83%
800.710.52030	Retirement	22,959.00	1,981.64	-	8,337.36	66.32%
800.710.52031	457 Deferred Comp Expense	2,948.00	332.80	-	1,389.86	52.74%
800.710.52040	Unemployment Compensation	944.00	38.99	-	234.15	55.48%
800.710.52050	Workers Compensation	3,487.00	505.21	-	1,992.44	57.68%
800.710.52060	Other Post Employment Benefits	50,000.00	-	-	-	100.00%
800.710.53100	Office Supplies	3,000.00	28.17	-	1,011.81	66.27%
800.710.53200	Postage	800.00	-	-	-	100.00%
800.710.53300	Operating Expenses	9,551.00	665.99	-	8,063.12	19.78%
800.710.53350	Janitorial Supplies	1,000.00	-	-	107.56	89.24%
800.710.53560	Gas, Oil, Etc.	16,000.00	1,425.75	-	3,146.18	73.78%
800.710.53585	Vehicle Maintance	2,000.00	-	-	52.74	97.36%
800.710.53580	Parts	6,000.00	-	-	271.18	95.48%

Budget Code	Account Name	Adopted Amount	Current Month Expenditures	Encumbered Amount	YTD Expenditures	% Budget Remaining
800.710.53590	Repair & Maintenance Supplies	30,000.00	818.82	-	3,536.50	88.21%
800.710.53750	Small Equipment	1,000.00	-	-	770.00	23.00%
800.710.54000	Professional Services	281,600.00	23,291.67	140,245.02	140,525.02	0.30%
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	-	-	-	100.00%
800.710.4220	Dues & Publications	3,550.00	27.15	-	2,803.95	21.02%
800.710.54255	Attorney Fees	10,000.00	2,250.00	-	4,450.00	55.50%
800.710.54300	Liability Insurance	49,220.00	-	-	37,618.68	23.57%
800.710.54340	Contract Services	4,404.00	366.98	-	1,834.90	58.34%
800.710.54520	Telephone	6,800.00	718.81	-	4,526.69	43.42%
800.710.54540	Utilities	80,000.00	353.90	-	24,178.98	70.51%
800.710.54550	Repairs & Maintenance	158,300.00	2,775.00	5,381.23	53,388.95	41.23%
800.710.54552	Hangar Repairs	25,000.00	289.38	-	7,789.38	68.84%
800.710.54555	Casualty Loss Repairs	10,000.00	-	-	-	100.00%
800.710.54580	Airport Equipment Maintenance	42,586.00	3,270.00	15,660.00	25,827.93	5.25%

Budget Code	Account Name	Adopted Amount	Current Month Expenditures	Encumbered Amount	YTD Expenditures	% Budget Remaining
800.710.54600	Office Equipment Rental	1,572.00	220.04	-	910.28	44.63%
800.710.54930	Property Taxes	11,000.00	-	-	10,281.59	6.53%
800.710.54940	Depreciation Internal Funds	-	-	-	155,406.61	0.00%
800.710.55250	Vehicles	40,000.00	-	-	41,845.00	-4.61%
800.710.55570	RAMP Grant Expenditures	100,000.00	-	(14,540.00)	16,344.00	98.20%
800.710.55599	Asset Purchase Offset	-	-	-	(52,427.20)	0.00%
TOTAL		1,269,514.00	67,739.52		621,039.00	41.36%

TOTAL EXPENSES (MINUS DEPRECIATION):

\$ 465,632.39

**North Texas Regional Airport
Fuel Flowage Report
FY: 2017**

Total Fuel Flowage in Gallons for FY 2017 as reported by Lake Texoma Jet Center

	Avgas	Jet-A	Total	Last Year's Total
Oct. 2016	3,982.0	23,280.0	27,262.0	27,174.0
Nov. 2016	3,994.0	23,834.0	27,828.0	19,849.0
Dec. 2016	4,040.0	16,103.0	20,143.0	27,460.0
Jan. 2017	-	23,526.0	23,526.0	30,358.0
Feb. 2017	4,000.0	15,903.0	19,903.0	27,443.0
Mar. 2017	7,765.0	15,980.0	23,745.0	25,185.0
Apr. 2017	7,906.0	23,667.0	31,573.0	30,205.0
May. 2017			-	19,738.0
Jun. 2017			-	27,558.0
Jul. 2017			-	11,752.0
Aug. 2017			-	23,027.0
Sep. 2017			-	32,489.0
Total:	31,687.0	142,293.0	173,980.0	302,238.0
Last Year's To Date Gallons Received Total:				187,674.0
Percent Change Over Last Year by Month:				4.53%
Percent Change Over Last Year:				-7.30%

% of Avgas:	18.21%
% of Jet-A:	81.79%

Combined Annual Fuel Sales	267,130.0
Percent Change Over Last Year by Month:	3.08%
Percent Change Over Last Year:	-1.80%

Total Fuel Flowage in Gallons for FY 2017 as reported by U.S. Aviation Academy

	Avgas	Jet-A	Total	Last Year's Total
Oct. 2016	15,664.0	-	15,664.0	15,862.0
Nov. 2016	15,453.0	-	15,453.0	8,073.0
Dec. 2016	8,021.0	-	8,021.0	16,071.0
Jan. 2017	15,098.0	-	15,098.0	8,046.0
Feb. 2017	15,867.0	-	15,867.0	14,043.0
Mar. 2017	7,860.0	-	7,860.0	7,994.0
Apr. 2017	15,187.0	-	15,187.0	14,253.0
May. 2017			-	-
Jun. 2017			-	15,446.0
Jul. 2017			-	8,321.0
Aug. 2017			-	15,145.0
Sep. 2017			-	7,786.0
Total:	93,150.0	-	93,150.0	131,040.0
Last Year's To Date Gallons Received Total:				84,342.0
Percent Change Over Last Year by Month:				6.55%
Percent Change Over Last Year:				10.44%

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

NORTH TEXAS REGIONAL AIRPORT
Airport Traffic Record
FY 2017

Month	ITINERANT										LOCAL			IFR/VFR Overflight Count	FY 2017 Airport Ops	FY 2016 Airport Ops
	IFR					VFR					CIVIL	MI	TOTAL LOCAL			
AC	AT	GA	MI	TOTAL	AC	AT	GA	MI	TOTAL							
Oct-16	0	17	370	1	388	0	0	3,083	5	3,088	4,405	0	4,405	256	8,137	6,887
Nov-16	0	8	386	2	396	0	1	2,035	0	2,036	3,168	0	3,168	160	5,760	5,500
Dec-16	0	4	330	4	338	0	0	2,158	0	2,158	2,254	0	2,254	112	4,862	6,981
Jan-17	0	4	303	1	308	0	0	2,419	1	2,420	2,725	60	2,785	158	5,671	5,688
Feb-17	0	5	340	1	346	0	0	2,342	0	2,342	2,704	0	2,704	180	5,572	6,934
Mar-17	0	2	417	10	429	0	0	2,179	12	2,191	2,176	14	2,190	260	5,070	5,365
Apr-17	0	8	330	5	343	0	0	1,974	5	1,979	2,070	0	2,070	178	4,570	5,805
May-17					0					0			0	0	0	5,490
Jun-17					0					0			0	0	0	6,515
Jul-17					0					0			0	0	0	5,368
Aug-17					0					0			0	0	0	5,393
Sep-17					0					0			0	0	0	11,885
Total	0	48	2,476	24	2,548	0	1	16,190	23	16,214	19,502	74	19,576	1,304	39,642	77,811

OVERFLIGHT COUNT											
Month	IFR OVERFLIGHTS					VFR OVERFLIGHTS					TOTAL OVERFLIGHTS
	AC	AT	GA	MI	TOTAL	AC	AT	GA	MI	TOTAL	
Oct-16	0	0	0	0	0	0	62	194	0	256	256
Nov-16	0	0	0	0	0	0	36	124	0	160	160
Dec-16	0	0	0	0	0	0	28	84	0	112	112
Jan-17	0	0	0	0	0	0	42	116	0	158	158
Feb-17	0	0	0	0	0	0	48	132	0	180	180
Mar-17	0	0	2	0	2	0	48	210	0	258	260
Apr-17	0	0	0	0	0	0	62	116	0	178	178
May-17					0					0	0
Jun-17					0					0	0
Jul-17					0					0	0
Aug-17					0					0	0
Sep-17					0					0	0
Total	0	0	2	0	2	0	326	976	0	1,302	1,304

% Change Last Year/Same Time:	
Itinerant	-44.60%
Local	-52.35%
Overflight	-54.53%
Total	-49.05%

% Change Last Year by Month:	
Itinerant	-12.51%
Local	-29.90%
Overflight	-10.10%
Total	-21.27%

Daily Summary of Ops for April 2017:	# / Days	# / Ops	Avg.
0 - Daily Ops	1	0	0.0
1-99 Daily Ops	10	314	31.4
100 - 199 Daily Ops	10	1,488	148.8
200 - 299 Daily Ops	6	1,453	242.2
300 - 399 Daily Ops	4	1,315	328.8
400 - Plus Daily Ops	0	0	0.0

Peak Day - 339 operations on April 11, 2017
Slowest day - 0 Operations on April 31, 2017
Average daily operation for April: 147.42 ops

RMA BOARD AGENDA

ITEM NUMBER: Four (a)
MEETING DATE 05/11/17

ITEM TITLE: Consider and take possible action to amend the GCRMA Ethics and Compliance Policy.

SUBMITTED BY: Clyde Siebman, Chairman

DATE SUBMITTED: May 4, 2017

SUMMARY:

ATTACHMENTS (LIST)

ALTERNATIVES/RECOMMENDATIONS:

GRAYSON COUNTY REGIONAL MOBILITY AUTHORITY
ETHICS & COMPLIANCE POLICY

I. General Statement of Policy

The Grayson County Regional Mobility Authority (“GCRMA”) is committed to conducting its business in an ethical, honest, and open manner and to maintaining high ethical standards among its officers and employees. In furtherance of that commitment, the GCRMA adopts the Ethics & Compliance Policy set forth herein.

In addition to complying with the requirements of this Policy, GCRMA officers and employees must at all times abide by applicable federal and state laws and regulations, the GCRMA bylaws, and GCRMA policies.

II. Employee Code of Conduct

Employees of the GCRMA and/or employees of Grayson County working on behalf of the GCRMA (collectively, “Employees”) are expected to conduct the business of the authority in an open, honest, and ethical manner. Employees must adhere to the highest standards of ethical conduct in the performance of their responsibilities and must refrain from engaging in any activity that could raise questions as to the honesty or integrity of the GCRMA or damage the GCRMA’s reputation or credibility. Employees must at all times comply with the Grayson County Employee Handbook, a copy of which is attached as Attachment “A”, including, without limitation, the policies on Equal Employment Opportunity, Harassment, Use of County Equipment, and Fraud, Misconduct and Dishonesty. Additionally, Employees must comply with the standards of conduct set forth below.

Conflicts of Interest

Employees are prohibited from engaging in any activity that could create a conflict of interest or even the appearance of a conflict of interest with the Employee’s duties and responsibilities to the GCRMA. Activities that could create a conflict of interest include, but are not limited to:

1. Transaction of GCRMA business with any entity in which the Employee is an officer, agent, member, or owner of a controlling interest;
2. Participation in a GCRMA project in which the Employee has a direct or indirect monetary interest;
3. Outside business or professional activities that could interfere with the Employee’s performance of duties on behalf of the GCRMA or impair the Employee’s independence of judgment with respect to the Employee’s performance of GCRMA duties;

4. Personal investments that are likely to create a substantial conflict between the Employee’s private interest and the interest of the GCRMA; and
5. Any activity that could result in the disclosure of confidential or sensitive information that the Employee has access to as a result of the Employee’s position with the GCRMA.

If an Employee is uncertain as to whether a particular activity could create a conflict of interest, the Employee should consult the GCRMA’s General Counsel prior to engaging in the activity.

Gifts and Honoraria

Employees are prohibited from accepting gifts, favors, benefits, or other compensation, whether in the form of money or other thing of value, which could influence them or even have the appearance of influencing them in the performance of their official duties. Employees may accept meals offered in the course of normal business relationships. Additionally, Employees may accept promotional items that do not exceed an estimated \$25 in value and are distributed as a normal means of advertising.

Employees may not accept an honorarium for appearing at a conference, workshop seminar, or symposium as an official representative of the GCRMA other than reimbursement for food, transportation, or lodging.

If an Employee is uncertain as to whether he or she may accept a gift, favor, or benefit, the Employee should consult the GCRMA’s General Counsel prior to acceptance.

Criminal Activity

The GCRMA will perform criminal background checks on all final applicants for any position involving the disbursement of GCRMA funds or the handling of cash, checks or credit cards; negotiable documents and materials; or highly confidential or sensitive information. All applicants admitting a felony conviction on their application materials will also be subject to a criminal background check. Additionally, the GCRMA may at its discretion perform criminal background checks on applicants for any other position.

If an Employee is charged with a felony or a misdemeanor other than a traffic violation, the Employee is required to immediately inform the Director or Chairman of the GCRMA. The GCRMA may take steps to respond to criminal violations consistent with Section V below, up to and including termination of employment.

Records Retention and Open Records

Employees must maintain all GCRMA records for at least the minimum amount of time prescribed by the records retention schedules applicable to local governmental entities adopted by the Texas State Library and Archives Commission. In the event that litigation is filed against the GCRMA or is reasonably anticipated to be filed, the GCRMA’s General Counsel may determine that it is necessary to implement a litigation hold in order to ensure the preservation of all records related to the lawsuit. Employees must refrain from destroying any records that are

the subject of a litigation hold. Additionally, Employees must comply with all records retention policies adopted by the GCRMA.

Members of the public may make written requests for records maintained by the GCRMA. In the event that an Employee receives a written request for information, the Employee must notify the Director immediately so that the GCRMA can respond to the request within the time frame prescribed by the Texas Public Information Act. Employees must refrain from destroying any records that are the subject of a pending public information request.

Acknowledgement

All Employees must sign an acknowledgment, in the form attached as Attachment “B”, acknowledging that they have received, read, and understand this Code of Conduct and that they will comply with the requirements herein.

III. Training Regarding Ethics & Compliance Standards

Upon beginning service or employment with the GCRMA, all officers and Employees shall be provided with an a copy of this Ethics & Compliance Policy and shall receive orientation on ethics laws and policies. Additionally, officers and Employees of the GCRMA shall receive periodic training on the requirements of this Ethics & Compliance Policy and on ethics issues generally.

IV. Oversight & Reporting of Suspected Violations

The Director and the Chairman of the GCRMA are responsible for monitoring and enforcing compliance with this Ethics & Compliance Policy and have full authority over all Employee functions and activities concerning the GCRMA.

If an officer or Employee becomes aware of a suspected violation of this Ethics & Compliance Policy, a violation of law, or a breach of fiduciary duty by any officer, Employee, or agent of the GCRMA, he or she must immediately report the suspected violation to the Director or Chairman of the GCRMA. Retaliation against those who come forward to raise concerns or report suspected violations will not be tolerated by the GCRMA.

V. Internal Audits & Monitoring

The GCRMA will conduct annual internal audits and other risk evaluations to monitor compliance and assist in the reduction of identified problem areas.

VI. Enforcement & Response to Offenses

Conduct that violates state or federal law or this Ethics & Compliance Policy or that discredits or interferes with operations of the GCRMA will not be tolerated and may result in an Employee’s immediate dismissal. Additionally, Employees are subject to discipline and dismissal under the terms of the Grayson County Employee Handbook.

Examples of behavior that may result in an Employee’s immediate dismissal include, but are not limited to:

- gross negligence of job duties
- theft or misuse of GCRMA or Grayson County property
- fraud, dishonesty, or falsification of GCRMA records
- unlawful use, sale, manufacture, distribution, dispensation, or possession of narcotics, drugs, or controlled substances while on GCRMA or Grayson County premises
- prohibited sexual harassment or offensive or degrading remarks about another person’s race, ethnicity, color, creed, religion, ancestry, national origin, sex, gender, sexual orientation, age, disability, or any other characteristic protected by law
- assault of or verbal threat to a fellow Employee, officer, agent, or customer
- criminal conduct
- failure to address a recurring problem for which the Employee has already been disciplined
- unprofessional conduct or behavior that negatively impacts the GCRMA’s public image, credibility, or integrity.

The GCRMA may, but is not required, to take corrective action to make an Employee aware of a problem related to the Employee’s conduct and to provide an opportunity for the Employee to remedy the problem. Such corrective action may include an oral conference, a written warning, and/or suspension. However, nothing herein shall limit the GCRMA’s right to terminate an at will employee at any time, for any reason, with or without cause or notice.

Attachment “A”

Grayson County Employee Handbook

Attachment “B”

Employee Acknowledgement

EMPLOYEE CODE OF CONDUCT

Acknowledgement

**I, _____, DO HEREBY ACKNOWLEDGE THAT I
HAVE RECEIVED, READ, AND UNDERSTAND THE GCRMA EMPLOYEE CODE OF
CONDUCT.**

Employee

Date

ATTEST



RESOLUTION No. 17-__

WHEREAS, the Grayson County Regional Mobility Authority (“GCRMA”) was created pursuant to the request of Grayson County and in accordance with provisions of the Transportation Code and the petition and approval process established in 43 Tex. Admin. Code § 26.1, *et seq.* (the “RMA Rules”); and

WHEREAS, the Board of Directors of the GCRMA has been constituted in accordance with the Transportation Code and the RMA Rules; and

WHEREAS, pursuant to 43 Tex. Admin. Code § 26.56, a regional mobility authority must adopt and enforce an ethics and compliance program that meets certain requirements set forth in 43 Tex. Admin. Code § 10.51; and

WHEREAS, on December 10, 2009, the Board of Directors adopted the GCRMA Ethics and Compliance Policy to guide the operations of the Board of Directors and the GCRMA; and

WHEREAS, GCRMA consultants have prepared a proposed revision to the Ethics and Compliance Policy, attached hereto as Attachment “A”, setting forth a requirement to perform internal audits and monitoring of the compliance program; and

WHEREAS, the GCRMA is committed to ensuring that the Authority’s compliance standards and procedures are effectively implemented.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the GCRMA hereby approves and adopts the amendment to the GCRMA Ethics and Compliance Policy, attached hereto as Attachment “A”; and

BE IT FURTHER RESOLVED, that the Ethics and Compliance Policy may be further amended from time to time in accordance with procedures set forth therein.

Adopted by the Board of Directors of the Grayson County Regional Mobility Authority on the 11th day of May, 2017.

Approved:

Clyde Siebman
Chairman, Board of Directors
Resolution Number 17-
Date Passed 05/11/17