

**AGENDA
MID-WAY REGIONAL AIRPORT
JOINT AIRPORT BOARD**

A regular meeting of the Mid-Way Regional Airport Joint Airport Board will be held in the Rex Odom Conference Room of Mid-Way Regional Airport, 131 Airport Dr., Midlothian, Texas, on Thursday, July 13, 2017, at 4:00 pm

Kyle Ballard, Chairman
Kent McGuire, Vice Chairman
Ray Barksdale, Secretary
David Box
Alex Smith
Randall Porche
Drew Sambell

REGULAR AGENDA

1. Opening Prayer
2. Board Announcements

CONSENT AGENDA

All matters under Consent Agenda are considered to be routine by the Airport Board and will be enacted by one motion without separate discussion. If discussion is desired, that item will be removed from the Consent Agenda and considered separately.

- Consider Minutes of Meeting scheduled May 11, 2017
- Financial Report
- Manager's Report
- Airport Operations Report
- FBO Report

REGULAR AGENDA

3. Pancake Breakfast Fly-In Update
4. Consider request from Ken Lantz to reduce his end cap lease rate.
5. New T-Hangar Update
6. Sardis Water Line Update
7. Consider a month-to-month lease for small upstairs office space.
8. Discuss the Tenant Liaison position.
9. Other Business
10. Public Comments
11. Adjournment

The Airport Board reserves the right to meet in Executive Session on any eligible posted item.

This meeting location is wheelchair accessible. Parking for mobility-impaired persons is available. Any request for sign interpretive services must be made forty-eight hours in advance. To make arrangements, call the Waxahachie City Secretary at 469-309-4005 or (TDD) 1-800-RELAY TX

The Airport Board packet is available for viewing by going the City of Midlothian's website.

MID-WAY REGIONAL AIRPORT JOINT AIRPORT BOARD MINUTES

A regular meeting of the Mid-Way Regional Airport Joint Airport Board was held on Thursday, May 11, 2017, at 4:00 p.m., in the Rex Odom Conference Room, at Mid-Way Regional Airport, 131 Airport Dr., Midlothian, Texas.

Members Present: Ray Barksdale, Secretary
David Box
Randall Porche
Drew Sambell
Alex Smith

Members Absent: Kyle Ballard, Chair
Kent McGuire, Vice Chair

Others Present: Judy Demoney, Airport Manager

REGULAR AGENDA

Opening: David Box called the meeting to order, and Ray Barksdale gave the invocation.

Board Announcements: There were no Board announcements.

CONSENT AGENDA:

- Minutes of Meeting held April 13, 2017
- 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:

Hangar Construction Update: Judy Demoney told the Board that the new T-hangars are 45-50 days away from Completion. The new leases will probably begin July 1st. Currently we have nine out of eleven new T-hangars reserved for existing tenants, which will free up hangars for people on the "Hangar Waiting List". There are also two or three on the "Hangar Waiting List" that are interested, so all new hangars should be leased. The "Hangar Waiting List" will not totally be eliminated because there are a few still waiting for box hangars.

Sardis/Midlothian Waterline Conversion: Judy Demoney said that TxDOT quoted in an email that "after much internal conversation, TxDOT will not be able to participate in the solution concerning the Sardis water line running under an existing hangar".

Chris Aylor, KSA Sr. Project Manager, sent a change order accounting to Ryan Hindman, TxDOT Engineer, indicating a savings of \$16,548 because they could split-encase the line under the taxiway without having to replace the line as the plans show. In doing so, he asked that they reconsider their position on participating in the solution with the balance of funds remaining in the construction contract. They approved the change order, but made no reference to changing their position so the water line issue is now up to the Airport or Sardis or both to correct.

Judy Demoney reminded the Board that they had voted in April to pursue Sardis dedicating its current facilities over to the Airport leaving a valve in between Sardis' system, and the Airport's system turned off as an emergency interconnect. In one of the construction meetings, she was told that the Airport would have to do water testing every month, and flush the lines. Judy said that she was not happy with the idea, so they discussed the possibility of encasing the line by running a six-inch line through the eight-inch line from the front of the box hangar to within five to ten feet of the taxiway. This fix would also allow for a fix to the future development of the box hangars. Judy said that she has no idea of the cost at this time.

Judy said that she researched to see if there are any Sardis utility easements at the Airport, and the last easement on record was in 2010 when we did the runway expansion. To go back any further would require an official request, and there would be a cost if we chose to do so.

Judy told the Board that the options are to run a 6-inch line through the 8-inch line, do nothing because it has been ten years and nothing has happened, or pursue this further with Sardis. Judy suggested that the Board come up with a recommendation, but the Cities should be a part of the decision since they hold the liability, and are owners of the Airport.

Judy reminded the Board that the Cities had put up an additional \$40,000 to cover the shortage for the 4th year of NPE funds in order to get the hangar project started. TxDOT assured us that we would get those funds back once they received the 2017 NPE funds from the FAA in July or August. The Board asked that Judy follow-up on the 2017 NPE funds.

Alex Smith moved to approve Judy Demoney presenting to the Cities information on the Sardis/Midlothian Water line conversion, and propose some options to consider; second by Drew Sambell. All Ayes.

Hangar End Cap Rates: Judy Demoney told the Board that after the new T-hangar rates were set in April she realized that there was an end cap that would need to be rented. The new end cap is 591 square feet. There are also two other end caps that are currently being rented which has not had an increase since 2010. The tenant in hangar #1, Bill Fuller, Midway Aircraft Maintenance, is currently paying \$75 or \$.19 per square foot for a 378 square foot end cap. The tenant in hangar #22, Ken Lantz, Southern Star Aviation, is currently paying \$53 or \$.13 per square foot for a 385 square foot end cap. At the time, the Board voted to reduce the amount for Ken Lantz's end cap because Ken felt that there should be a difference in rates due to the fact that Bill Fuller's hangar was a Commercial lease, and the hangar itself had been enhanced with firewalls allowing him to do maintenance. After discussion the Board decided that the rates should be across the Board at \$.25 per square foot like the hangars.

Ray Barksdale moved to approve all three hangar end cap rates at \$.25 per square foot; second by Aex Smith. All Ayes.

Airport Tenant Liaison Position: Judy Demoney told the Board that Brad Wrezinski would like to resign as Tenant Liaison because he no long has time to devote to the position. Brad would be forfeiting his third year in the position. Judy explained that normally the tenants would make nominations, and then the tenants would vote. The Board agreed to follow the normal procedure for a new Tenant Liaison.

Other Business: Drew Sambell said that he has been speaking to Pat Brown, AOPA Representative, about having a Rusty Pilot Seminar and Flying Club meeting at the Airport. Pat suggested some dates that were available in the Fall. There would be a three hour Rusty Pilot Seminar in the morning, break for lunch and a Flying Club meeting in the afternoon. Typically, there are 40 to 60 people to attend. They charge a small fee that goes to AOPA. Drew said that he would do some research to see what date would work best for the Airport. The Board suggested getting Southern Star Aviation involved.

Public Comments: There were no public comments.

Adjournment: There being no further business,
Randall Porche moved to adjourn; second by Alex Smith. All Ayes.

Respectfully submitted, Tammy Bowen, Airport Operations



Budget Report Account Summary

For Fiscal: FY 2017 Period Ending: 06/30/2017

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance (Unfavorable)	Percent Used
Fund: 530 - MID-WAY REGIONAL AIRPORT							
Revenue							
530-43200	Grant Reimb-Operating	12,000.00	12,000.00	0.00	4,821.30	0.00	-7,178.70 40.18 %
530-47300	Airport-Fuel Flowage Fees	13,300.00	13,300.00	1,039.20	9,834.52	0.00	-3,465.48 73.94 %
530-47350	Renter Utility Payments	3,000.00	4,000.00	195.53	2,770.23	0.00	-1,229.77 69.26 %
530-47502	Interest From Cash Pool	710.00	710.00	0.00	623.66	0.00	-86.34 87.84 %
530-47607	Facility Rental	350.00	350.00	0.00	250.00	0.00	-100.00 71.43 %
530-47612	Rents-Airport Commercial Leasing	6,100.00	6,100.00	484.00	4,356.00	0.00	-1,744.00 71.41 %
530-47613	Rent-Airport Land Options	1,496.00	1,516.00	0.00	1,516.20	0.00	0.20 100.01 %
530-47614	Rent-Airport T-Hangars	185,980.00	202,094.00	15,671.00	140,754.00	0.00	-61,340.00 69.65 %
530-47615	Rent-Aircraft Parking	1,200.00	600.00	35.00	455.00	0.00	-145.00 75.83 %
530-47616	Rent-Aiport Box Hangars	73,670.00	73,670.00	6,139.00	55,251.00	0.00	-18,419.00 75.00 %
530-47618	Rent-Airport-Corporate Hangars	86,400.00	86,400.00	7,200.00	64,800.00	0.00	-21,600.00 75.00 %
530-48320	Contribution - City of Waxahachie	36,500.00	36,500.00	0.00	36,500.00	0.00	0.00 100.00 %
530-48325	Contribution - City of Midlothian	36,500.00	36,500.00	0.00	36,500.00	0.00	0.00 100.00 %
530-49650	Miscellaneous Revenue	8,000.00	8,000.00	4,391.50	4,740.67	0.00	-3,259.33 59.26 %
530-49652	Miscellaneous Revenue - NSF Check Fees	0.00	32.00	0.00	32.00	0.00	0.00 100.00 %
	Revenue Total:	465,206.00	481,772.00	35,155.23	363,204.58	0.00	-118,567.42 75.39 %
Expense							
530-199-51100	Salaries	74,300.00	74,300.00	5,637.84	54,559.41	0.00	19,740.59 73.43 %
530-199-52100	Longevity	1,590.00	1,590.00	132.00	1,188.00	0.00	402.00 74.72 %
530-199-52200	Retirement-FICA	5,770.00	5,770.00	438.36	4,237.43	0.00	1,532.57 73.44 %
530-199-52400	Life & Health Insurance	14,440.00	14,440.00	1,202.66	10,935.70	0.00	3,504.30 75.73 %
530-199-52501	Retirement Plan Contribution-TMRS	11,690.00	11,690.00	896.05	8,562.35	0.00	3,127.65 73.25 %
530-199-52600	Workers' Compensation	650.00	650.00	49.85	483.13	0.00	166.87 74.33 %
530-199-53101	Airport Management	74,600.00	74,600.00	6,214.94	56,434.46	18,663.81	-498.27 100.67 %
530-199-53201	Training	300.00	300.00	0.00	200.00	0.00	100.00 66.67 %
530-199-53310	Bank Service Charges	4,300.00	3,700.00	0.00	2,444.40	0.00	1,255.60 66.06 %
530-199-54101	Utilities - Water	7,000.00	7,000.00	720.50	6,048.03	615.80	336.17 95.20 %
530-199-54210	Refuse Services	1,300.00	1,300.00	105.40	948.60	-105.40	456.80 64.86 %
530-199-54310	Maintenance, Building (Upkeep)	16,000.00	15,000.00	1,152.50	12,094.71	0.00	2,905.29 80.63 %
530-199-54320	Maintenance, Improvements	12,000.00	12,000.00	0.00	6,219.01	2,309.46	3,471.53 71.07 %
530-199-54330	Maintenance, Purchased Equipment	3,000.00	2,000.00	0.00	554.70	0.00	1,445.30 27.74 %
530-199-54340	Maintenance, Purchased - Vehicle	3,000.00	2,000.00	0.00	14.25	0.00	1,985.75 0.71 %
530-199-54345	Maintenance, Leased Vehicle	600.00	600.00	39.29	352.61	0.00	247.39 58.77 %

Budget Report

For Fiscal: FY 2017 Period Ending: 06/30/2017

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
530-199-54350 Maintenance, Other City Property	1,500.00	1,500.00	0.00	525.00	0.00	975.00	35.00 %
530-199-54400 Vehicle Lease	3,470.00	3,470.00	288.95	2,635.80	0.00	834.20	75.96 %
530-199-54430 Uniform/Janitorial Supply Rental	650.00	650.00	38.58	427.45	0.00	222.55	65.76 %
530-199-55100 Insurance & Bonds	14,500.00	15,612.00	0.00	15,612.38	0.00	-0.38	100.00 %
530-199-55150 Phones, Pagers, Internet, Cable	4,910.00	4,910.00	444.92	3,981.46	0.00	928.54	81.09 %
530-199-55200 Postage	75.00	75.00	0.00	53.49	0.00	21.51	71.32 %
530-199-55260 Advertising & Promotions	1,000.00	1,000.00	150.00	696.00	0.00	304.00	69.60 %
530-199-55270 Special Events	7,000.00	7,000.00	3,514.12	5,338.85	0.00	1,661.15	76.27 %
530-199-55350 Travel (Mileage Meals Lodging)	1,600.00	1,200.00	0.00	936.22	463.78	-200.00	116.67 %
530-199-55400 Memberships/License/Cert Renewal	500.00	500.00	0.00	500.00	0.00	0.00	100.00 %
530-199-55450 Board & Local Meetings	100.00	100.00	0.00	45.00	0.00	55.00	45.00 %
530-199-55800 State/EPA Permit Fees	250.00	300.00	0.00	300.00	0.00	0.00	100.00 %
530-199-56100 Supplies & Equipment	3,500.00	3,500.00	0.00	2,577.97	0.00	922.03	73.66 %
530-199-56101 Supplies & Equip-Chem/Janitorial/Lab/Medical/Tool	250.00	250.00	0.00	241.65	0.00	8.35	96.66 %
530-199-56103 Supplies & Equip-Motor Vehicle Parts & Equipment	1,000.00	2,000.00	0.00	1,931.91	0.00	68.09	96.60 %
530-199-56104 Supplies & Equip-Computers & Accessories	500.00	500.00	0.00	168.97	0.00	331.03	33.79 %
530-199-56202 Gasoline & Oil for Vehicle/Equip	2,100.00	2,100.00	61.33	1,491.87	0.00	608.13	71.04 %
530-199-56204 Electricity	24,500.00	24,500.00	1,626.24	16,426.63	0.00	8,073.37	67.05 %
530-199-57200 Buildings	0.00	41,552.00	0.00	39,552.00	0.00	2,000.00	95.19 %
530-199-58700 Payment to City of Waxahachie	123,235.00	123,235.00	0.00	82,156.00	0.00	41,079.00	66.67 %
530-199-58750 Payment to City of Midlothian	36,835.00	36,835.00	0.00	24,556.00	12,279.00	0.00	100.00 %
530-199-59710 Miscellaneous Expense	0.00	0.00	-800.00	0.00	0.00	0.00	0.00 %
Expense Total:	458,015.00	497,729.00	21,913.53	365,431.44	34,226.45	98,071.11	80.30 %
Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	7,191.00	-15,957.00	13,241.70	-2,226.86	-34,226.45	-20,496.31	228.45 %
Report Surplus (Deficit):	7,191.00	-15,957.00	13,241.70	-2,226.86	-34,226.45	-20,496.31	228.45 %

Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
Fund: 530 - MID-WAY REGIONAL AIRPORT							
Revenue	465,206.00	481,772.00	35,155.23	363,204.58	0.00	-118,567.42	75.39 %
Expense	458,015.00	497,729.00	21,913.53	365,431.44	34,226.45	98,071.11	80.30 %
Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	7,191.00	-15,957.00	13,241.70	-2,226.86	-34,226.45	-20,496.31	228.45 %
Report Surplus (Deficit):	7,191.00	-15,957.00	13,241.70	-2,226.86	-34,226.45	-20,496.31	228.45 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)
530 - MID-WAY REGIONAL AIRPC	7,191.00	-15,957.00	13,241.70	-2,226.86	-34,226.45	-20,496.31
Report Surplus (Deficit):	7,191.00	-15,957.00	13,241.70	-2,226.86	-34,226.45	-20,496.31

MANAGER'S REPORT – JUNE, 2017

Pancake Breakfast

For the first time in 21 years, the Pancake Breakfast was detrimentally affected by rain. Several vendors were unable to participate, but the skies partially cleared by 10:00 and Airborne Imaging was able to offer DC-3 rides and the Trojan Phlyers entertained with fly-bys in their T'28s. The children were treated to train rides around the ramp and balloon animals by Dusty the Clown, and the Classic Swing Band performed for the 625 people that came for pancakes.

New Hangars

The new T-hangar construction has been completed with the final walk-through on June 29 with TxDOT Aviation, KSA Engineering and Don Jackson Construction. Move-in began the following day, and we welcomed five new tenants and four moving up from smaller hangars.

Airport Tours

June 8 – Waxahachie Employee Academy

June 16 and 23 – Cobblestone Learning Center from Midlothian

June 20 – ECCHO Homeschool

AIRPORT OPERATIONS REPORT										
	Based Aircraft	Waiting List	Inquires	Placement	Accident/Incident	Noise Complaints	Other Complaints	Total Ops	100LL	Jet
2016										
Jan	91	16	3	0	0	0	0	2449	4332	5269
Feb	92	15	0	1	0	0	0	2404	5353	8582
Mar	91	15	2	1	0	0	0	1739	6557	3868
April	92	14	0	0	1	2	0	3734	2947	6262
May	91	10	1	0	0	0	0	2782	5294	7329
June	91	11	1	2	0	0	0	3176	5582	6745
July	88	9	0	1	0	0	0	3812	6100	3939
Aug	88	9	1	0	0	0	0	4157	3165	4535
Sept	86	8	2	2	0	0	0	3642	3054	9108
Oct	86	10	3	0	0	0	0	4156	6052	9171
Nov	88	9	1	1	0	0	0	4560	5002	7652
Dec	88	9	3	0	1	0	0	3957	4756	4758
	Based Aircraft	Waiting List	Inquires	Placement	Accident/Incident	Noise Complaints	Other Complaints	Total Ops	100LL	Jet
2017										
Jan	88	9	3	0	0	0	0	3709	5778	5982
Feb	88	11	3	1	0	0	0	3035	4072	4668
Mar	88	11	1	0	1	0	0	3226	7191	6751
April	86	12	4	0	0	0	0	3322	5571	4650
May	85	15	3	1	0	0	0	4213	4897	5495
June	85	11	0	0	0	0	0	4109		

**Mid-Way Airport Pancake Breakfast
Fly-In Report
2017**

1. Confetti's (Chairs, tables, fans and tablecloths)	879.17
2. Boy Scout Troop 524 (Catering)	1250.00
3. Boy Scout Troop 524 Donation	1000.00
4. Jazz Band	300.00
5. Waxahachie Explorers Donation	100.00
6. Civil Air Patrol Donation	100.00
7. BFI (Porta-Potties)	184.95
8. Gingerbread Press (Printing of posters)	68.50
9. Misc. (rags, water, mops, & concrete)	128.52
10. Train	475.00
11. Dusty the Clown	150.00

*** Ice donated by the City of Midlothian Fire Department

Total Expenses **\$4636.14**

Total Revenue: **\$ 3733.00**

Net Proceeds **(903.14)**

625 people served
