

**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, April 14, 2016, at 4:00 pm

Kyle Ballard, Chairman
Randall Porche, Vice Chairman
Ray Barksdale, Secretary
David Box
Kent McGuire
George Kent
Dennis Lauterbach, Jr

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 March 17, 2016
- Financial Report
- Manager's Report
- Airport Operations Report
- FBO Report

REGULAR AGENDA

3. Airborne Imaging Construction Project Update
4. Economic Development Updates
5. Discuss Pancake Breakfast Fly-In
6. Consider Airport Board Committees
7. Public Comments
8. 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, March 17, 2016, at 4:00 p.m., in the Rex Odom Conference Room, at Mid-Way Regional Airport, 131 Airport Dr., Midlothian, Texas.

Members Present: Kyle Ballard, Chairman
Randall Porche, Vice Chairman
Ray Barksdale, Secretary
Kent McGuire

Members Absent: George Kent
David Box
Dennis Lauterbach, Jr.

Others Present: Judy Demoney, Airport Manager
Tammy Bowen, Airport Operations Assistant

REGULAR AGENDA

Opening: Chairman Kyle Ballard called the meeting to order, and Ray Barksdale gave the invocation.

Board Announcements: Tammy Bowen asked the Board to mark their calendars for the upcoming Pancake Breakfast Fly-In on Saturday, June 4th.

CONSENT AGENDA:

- Minutes of Meeting held February 11, 2016
- Financial Report
- Manager's Report
- Airport Operation's Report
- FBO Report

Kent McGuire moved to approve the Consent Agenda as presented; second by Ray Barksdale. All Ayes.

REGULAR AGENDA:

Airborne Imaging Construction Project Update: Kyle Ballard said that he and Judy met with Chris Dick, Manager, City of Midlothian, Michael Scott, Assistant Manager, City of Waxahachie, Kevin Lucia, Fire Marsha, City of Midlothian, and KSA Engineers. They went over the sight plan for Airborne Imaging's construction project. There were a few minor changes on the plan which helped maximize the space in that area for future development. The infrastructure for the project totals approximately \$613,000. The infrastructure would help develop the remainder of the land in the future. Kyle said that after their discussion it was decided that the proposal to be presented to the City Councils would be to ask the two Cities to handle the infrastructure costs in lieu of the some of the subsidy that the Airport gets from them each year for operating expenses. The Airport would get the revenue from the ground lease from Airborne Imaging which would come to approximately half of the subsidy that we get from the Cities. Kyle told the Board that this proposal would allow us to continue moving forward with trying to make the Airport self-sustaining. Judy Demoney said that she is still in discussions with a potential prospect about renting the hangar that Airborne is currently occupying. As soon as everything is set in stone with Airborne Imaging then we can begin negotiating with this prospect.

TxDOT Conference Report: Judy Demoney said that she was hoping to bring back some positive news about the funding for our hangar project. The FAA Reauthorization bill is on the table trying to get passed. The Reauthorization bill is up on March 31st. Judy said that she had been told that we would be getting our funding after that date, but heard at the Conference that they might be given another ninety day extension which would put us to July before funding with no hangars until next year.

Ground Lease Rates:

Randall Porche moved to approve ground lease rates at \$0.25 per square foot for unimproved land, and \$0.30 per square foot for improved land. Annual adjustments in rates would be tied to the CPI; second by Kent McGuire. All Ayes.

Airport Board Committees: Kyle Ballard said that we currently have several Committees in place, but need to decide what Committees are necessary, and look at appointing new members to these Committees. Judy Demoney said that the two key Committees would be Economic Development and Finance. The Board discussed the possibility of a Committee to work on Bi-Laws for the Airport. Since there were three members absent this item was tabled until next month's Board meeting.

Public Comments: There were no public comments.

Adjournment: There being no further business,

Ray Barksdale moved to adjourn; second by Kent McGuire All Ayes.

Respectfully submitted, Tammy Bowen, Airport Operations



City of Waxahachie, TX

Budget Report Account Summary

For Fiscal: FY 2016 Period Ending: 03/31/2016

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
Fund: 530 - MID-WAY REGIONAL AIRPORT							
Revenue							
530-43200 Grant Reimb-Operating	25,000.00	25,000.00	4,302.50	4,302.50	0.00	-20,697.50	17.21 %
530-47300 Airport-Fuel Flowage Fees	9,500.00	9,500.00	1,114.80	5,758.52	0.00	-3,741.48	60.62 %
530-47350 Renter Utility Payments	3,000.00	3,000.00	379.32	1,649.43	0.00	-1,350.57	54.98 %
530-47502 Interest From Cash Pool	170.00	170.00	0.00	298.90	0.00	128.90	175.82 %
530-47607 Facility Rental	250.00	250.00	0.00	0.00	0.00	-250.00	0.00 %
530-47612 Rents-Airport Commercial Leasing	5,280.00	5,280.00	440.00	2,800.00	0.00	-2,480.00	53.03 %
530-47613 Rent-Airport Land Options	1,500.00	1,500.00	0.00	1,496.25	0.00	-3.75	99.75 %
530-47614 Rent-Airport T-Hangars	185,980.00	185,980.00	17,011.00	94,931.00	0.00	-91,049.00	51.04 %
530-47615 Rent-Aircraft Parking	700.00	700.00	70.00	603.75	0.00	-96.25	86.25 %
530-47616 Rent-Aiport Box Hangars	73,670.00	73,670.00	6,143.00	36,834.00	0.00	-36,836.00	50.00 %
530-47618 Rent-Airport-Corporate Hangars	83,320.00	83,320.00	6,950.00	41,700.00	0.00	-41,620.00	50.05 %
530-48320 Contribution - City of Waxahachie	35,975.00	35,975.00	0.00	35,975.00	0.00	0.00	100.00 %
530-48325 Contribution - City of Midlothian	35,975.00	35,975.00	0.00	35,975.00	0.00	0.00	100.00 %
530-49650 Miscellaneous Revenue	8,070.00	8,070.00	0.00	25.00	0.00	-8,045.00	0.31 %
530-49652 Miscellaneous Revenue - NSF Check Fees	0.00	0.00	32.00	32.00	0.00	32.00	0.00 %
Revenue Total:	468,390.00	468,390.00	36,442.62	262,381.35	0.00	-206,008.65	56.02 %
Expense							
530-199-51100 Salaries	71,420.00	72,160.00	5,473.64	36,214.89	0.00	35,945.11	50.19 %
530-199-52100 Longevity	1,520.00	1,520.00	120.00	720.00	0.00	800.00	47.37 %
530-199-52200 Retirement-FICA	5,520.00	5,600.00	425.14	2,808.88	0.00	2,791.12	50.16 %
530-199-52400 Life & Health Insurance	13,100.00	13,100.00	1,094.18	6,636.70	0.00	6,463.30	50.66 %
530-199-52501 Retirement Plan Contribution-TMRS	11,170.00	11,340.00	839.60	5,785.78	0.00	5,554.22	51.02 %
530-199-52600 Workers' Compensation	770.00	770.00	60.18	409.88	0.00	360.12	53.23 %
530-199-53101 Airport Management	72,410.00	72,410.00	6,033.92	36,703.52	36,206.48	-500.00	100.69 %
530-199-53201 Training	300.00	300.00	0.00	0.00	0.00	300.00	0.00 %
530-199-53310 Bank Service Charges	4,300.00	4,300.00	732.23	2,140.67	0.00	2,159.33	49.78 %
530-199-54101 Utilities - Water	7,210.00	7,210.00	642.15	2,582.23	634.29	3,993.48	44.61 %
530-199-54210 Refuse Services	1,300.00	1,300.00	106.46	638.76	106.46	554.78	57.32 %
530-199-54310 Maintenance, Building (Upkeep)	13,000.00	13,000.00	625.00	6,032.79	270.85	6,696.36	48.49 %
530-199-54320 Maintenance, Improvements	12,000.00	12,000.00	0.00	6,517.74	0.00	5,482.26	54.31 %
530-199-54330 Maintenance, Purchased Equipment	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00 %
530-199-54340 Maintenance, Purchased - Vehicle	3,000.00	3,000.00	0.00	1,612.18	0.00	1,387.82	53.74 %
530-199-54345 Maintenance, Leased Vehicle	600.00	600.00	39.29	232.74	0.00	367.26	38.79 %

Budget Report

For Fiscal: FY 2016 Period Ending: 03/31/2016

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
530-199-54350 Maintenance, Other City Property	2,000.00	2,000.00	0.00	0.00	650.00	1,350.00	32.50 %
530-199-54400 Vehicle Lease	3,470.00	3,470.00	288.95	1,733.70	0.00	1,736.30	49.96 %
530-199-54430 Uniform/Janitorial Supply Rental	650.00	650.00	50.00	300.00	25.00	325.00	50.00 %
530-199-55100 Insurance & Bonds	15,750.00	15,750.00	0.00	14,285.58	0.00	1,464.42	90.70 %
530-199-55150 Phones, Pagers, Internet, Cable	8,800.00	8,800.00	412.63	2,446.35	0.00	6,353.65	27.80 %
530-199-55200 Postage	75.00	75.00	0.00	0.00	0.00	75.00	0.00 %
530-199-55260 Advertising & Promotions	4,000.00	4,000.00	0.00	450.00	0.00	3,550.00	11.25 %
530-199-55270 Special Events	7,000.00	7,000.00	0.00	753.35	0.00	6,246.65	10.76 %
530-199-55300 Printing & Binding	50.00	50.00	0.00	0.00	0.00	50.00	0.00 %
530-199-55350 Travel (Mileage Meals Lodging)	1,400.00	1,400.00	561.80	1,136.41	0.00	263.59	81.17 %
530-199-55400 Memberships/License/Cert Renewal	500.00	500.00	0.00	475.00	0.00	25.00	95.00 %
530-199-55450 Board & Local Meetings	150.00	150.00	0.00	31.45	0.00	118.55	20.97 %
530-199-55800 State/EPA Permit Fees	200.00	200.00	0.00	200.00	0.00	0.00	100.00 %
530-199-56100 Supplies & Equipment	4,000.00	4,000.00	0.00	869.84	0.00	3,130.16	21.75 %
530-199-56101 Supplies & Equip-Chem/Janitorial/Lab/Medical/Tool	250.00	250.00	0.00	0.00	0.00	250.00	0.00 %
530-199-56103 Supplies & Equip-Motor Vehicle Parts & Equipment	1,000.00	1,000.00	0.00	634.09	0.00	365.91	63.41 %
530-199-56104 Supplies & Equip-Computers & Accessories	500.00	500.00	0.00	29.60	0.00	470.40	5.92 %
530-199-56202 Gasoline & Oil for Vehicle/Equip	3,150.00	3,150.00	0.00	146.40	0.00	3,003.60	4.65 %
530-199-56204 Electricity	22,575.00	22,575.00	1,293.37	11,037.73	392.38	11,144.89	50.63 %
530-199-57400 Improvements Other Than Bldgs	22,500.00	22,500.00	0.00	0.00	0.00	22,500.00	0.00 %
530-199-58700 Payment to City of Waxahachie	120,150.00	120,150.00	10,021.50	60,117.00	0.00	60,033.00	50.03 %
530-199-58750 Payment to City of Midlothian	36,830.00	36,830.00	3,071.50	18,417.00	18,413.00	0.00	100.00 %
Expense Total:	477,620.00	478,610.00	31,891.54	222,100.26	56,698.46	199,811.28	58.25 %
Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	-9,230.00	-10,220.00	4,551.08	40,281.09	-56,698.46	-6,197.37	160.64 %
Report Surplus (Deficit):	-9,230.00	-10,220.00	4,551.08	40,281.09	-56,698.46	-6,197.37	160.64 %

Budget Report

For Fiscal: FY 2016 Period Ending: 03/31/2016

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	468,390.00	468,390.00	36,442.62	262,381.35	0.00	-206,008.65	56.02 %
Expense	477,620.00	478,610.00	31,891.54	222,100.26	56,698.46	199,811.28	58.25 %
Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	-9,230.00	-10,220.00	4,551.08	40,281.09	-56,698.46	-6,197.37	160.64 %
Report Surplus (Deficit):	-9,230.00	-10,220.00	4,551.08	40,281.09	-56,698.46	-6,197.37	160.64 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)
530 - MID-WAY REGIONAL AIRPC	-9,230.00	-10,220.00	4,551.08	40,281.09	-56,698.46	-6,197.37
Report Surplus (Deficit):	-9,230.00	-10,220.00	4,551.08	40,281.09	-56,698.46	-6,197.37

MANAGER'S REPORT MARCH 2016

The day-to-day operations of the airport continue to run smoothly with nothing major to report.

Operations – 1739

Manager's meetings:

March 4 – ATAC Officers' meeting at NCTCOG in Arlington

March 9-11 – TxDOT Aviation Conference in Houston (report presented last Airport Board meeting)

March 21 – Waxahachie City Council and March 22 – Midlothian City Council – Subject was infrastructure funding for the Airborne expansion project. Both Cities approved the expenditure.

