

**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 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 March 9, 2017
- Financial Report
- Manager's Report
- Airport Operations Report
- FBO Report

REGULAR AGENDA

3. Discuss FY 2018 Airport Budget
4. Consider Hangar Rates
5. Hangar Construction Update
6. Consider Sardis/Midlothian Waterline Conversion
7. Other Business
8. Public Comments
9. 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 9, 2017, 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 4:06 pm
Kent McGuire, Vice Chairman
Ray Barksdale, Secretary
David Box
Randall Porche
Drew Sambell
Alex Smith, 4:50 pm

Others Present: Judy Demoney, Airport Manager
Tammy Bowen, Airport Operations Assistant
Ken Lantz, FBO Partner, Southern Star Aviation

REGULAR AGENDA

Opening: Vice Chairman Kent McGuire called the meeting to order, and Ray Barksdale gave the invocation.

Board Announcements: There were no Board announcements.

CONSENT AGENDA:

- Minutes of Meeting held January 12, 2017
- Financial Report
- Airport Operation's Report
- FBO Report

David Box moved to approve the Consent Agenda with the removal of the Manager's Report over to the Regular Agenda; second by Randall Porche. All Ayes.

REGULAR AGENDA:

Manager's Report: Randall Porche asked Judy Demoney about the site visit on February 15 with a potential investor from Red Oak. Judy told the Board that she was contacted by the former Mayor of Red Oak about someone possibly interested in investing. This gentleman came to visit, and several development opportunities were discussed, Judy said the visit was mainly about seeing the Airport, and added his name to our hangar waiting list.

Catering Proposal from Boy Scout Troop 524: Tammy Bowen explained that the proposal that Boy Scout Troop 524 is presenting is very similar to the one that they presented two years ago except that they would like a three year commitment. The reason for the three year commitment is because the gentleman that owns the griddle is no longer involved with the Troop and would like to sell it. Tammy said that she was contacted by one of the parents to find out where the Airport was at in regards to the griddle. Tammy said that the Airport is not in the position to purchase the griddle this year as it is not in the budget. He said that they were already discussing other ways that the Troop could use the griddle and were considering purchasing it themselves if they could get a three year commitment. Judy said that she and Tammy discussed the possibilities of things that could happen if the Airport owned the griddle, and felt that it is best not to own it.

Drew Sambell moved to approve the catering proposal from Boy Scout Troop 524 as presented; second by Ray Barksdale. All Ayes.

Hangar Construction Update: The Midlothian Fire Marshal stopped by to take a look at the progress of the hangar construction project. He said that by City code anything over 150 feet would require a turnaround/access area for the fire trucks. The Fire Marshal said that although he had approved the plans it was missed and it must be corrected. Judy said that she spoke to Chris Dick and he said that it would not be necessary to have 7 inches for the fire lane. The fire lane can be 6 inches as scheduled. There was a construction meeting with the contractor, KSA Engineering, Midlothian Fire Marshal and the TxDOT Project Manager. The Fire Department wanted an entrance off of Airport Drive, but TxDOT said that it would be at the Airport's expense since it is local code. Judy said that putting it there would also limit future development. The next option was to widen the employee parking lane by connecting it to the RAMP. TxDOT said that since it would require only a small amount of concrete that they could probably handle it. However, there is a water line that would need to be encased. The contractor ended up submitting a change order for \$14,300 and a time extension of twelve calendar days. It was sent to TxDOT, and we are now awaiting approval.

The confirmed delivery date for the pre-engineered hangars is March 23rd.

TxDOT Funding Update: The ATAC Committee met with Jeff Austin, TxDOT Commissioner from Tyler. He was very receptive. He asked that they give him and Commissioner Vandergriff the opportunity to work on the issue. Three days later they were contacted by Marc Williams, Executive Deputy Director of TxDOT. He called to set up a meeting with the group. Judy said that it was a good meeting and seemed that everyone understood the issues and the fact that they are not rebels. In addition the Committee addressed the need for more State funding.

Longbranch Estates Development: Judy Demoney said that she read in the Daily Light about the county approval of Longbranch Estates, which will consist of 40 residential acre lots adjacent to the East side of our runway safety zone property line. Judy said that she inquired about it, and some information was sent. The property is adjacent to the boundaries of Midlothian, and subject to either a future 3-year annexation or ETJ swap with Waxahachie. The Texas local government code says that the largest City should have the platting authority, but Waxahachie ceded it to Midlothian. It went to the Midlothian P&Z Commission. There were no comments from Waxahachie, so it was approved on September 20, 2016. The County approved it last week, so it is a done deal. The Board agreed that it was disappointing that the Airport was not notified by the City. At one time the Board reached out to the Cities, and asked that they be notified of any possible developments around the Airport. Ken Lantz said that the development will be in the middle of the most used flight pattern with noise from helicopters, jets and other aircraft traffic. Judy said that another concern of hers is the safety of the residents.

Board Committee Appointments: Chairman Kyle Ballard appointed Board members to Committees as follows:

Tenant Relations – Randal Porsche (Chair), Kent McGuire, and Drew Sambell
Finance – Ray Barksdale (Chair), Alex Smith and Kyle Ballard
Economic Development – David Box (Chair), Kyle Ballard, and Drew Sambell

Other Business: Drew Sambell informed the Board of a program that AOPA is rolling out trying to revitalize aviation by getting rusty pilots flying again. AOPA has a tool kit on how an Airport can host a seminar, or start a flying club. They are also trying to get more Airports to offer STEM education that is aviation based. Drew volunteered to initiate more conversation with an AOPA representative to do a Rusty Pilot Seminar after the Pancake Breakfast Fly-In in June.

Public Comments: There were no public comments.

Adjournment: There being no further business,

Kyle Ballard moved to adjourn; second by Drew Sambell. **All Ayes.**

Respectfully submitted, Tammy Bowen, Airport Operations



City of Waxahachie, TX

Budget Report Account Summary

For Fiscal: FY 2017 Period Ending: 03/31/2017

	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	12,000.00	12,000.00	4,821.30	4,821.30	0.00	-7,178.70 40.18 %
530-47300	Airport-Fuel Flowage Fees	13,300.00	13,300.00	874.00	6,379.02	0.00	-6,920.98 47.96 %
530-47350	Renter Utility Payments	3,000.00	3,000.00	295.03	1,926.18	0.00	-1,073.82 64.21 %
530-47502	Interest From Cash Pool	710.00	710.00	0.00	370.49	0.00	-339.51 52.18 %
530-47607	Facility Rental	350.00	350.00	0.00	150.00	0.00	-200.00 42.86 %
530-47612	Rents-Airport Commercial Leasing	6,100.00	6,100.00	484.00	2,904.00	0.00	-3,196.00 47.61 %
530-47613	Rent-Airport Land Options	1,496.00	1,496.00	0.00	1,516.20	0.00	20.20 101.35 %
530-47614	Rent-Airport T-Hangars	185,980.00	185,980.00	18,751.00	97,426.00	0.00	-88,554.00 52.39 %
530-47615	Rent-Aircraft Parking	1,200.00	1,200.00	52.50	315.00	0.00	-885.00 26.25 %
530-47616	Rent-Airport Box Hangars	73,670.00	73,670.00	6,139.00	36,834.00	0.00	-36,836.00 50.00 %
530-47618	Rent-Airport-Corporate Hangars	86,400.00	86,400.00	4,000.00	40,000.00	0.00	-46,400.00 46.30 %
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	0.00	100.00	0.00	-7,900.00 1.25 %
530-49652	Miscellaneous Revenue - NSF Check Fees	0.00	0.00	0.00	32.00	0.00	32.00 0.00 %
	Revenue Total:	465,206.00	465,206.00	35,416.83	265,774.19	0.00	-199,431.81 57.13 %
Expense							
530-199-51100	Salaries	74,300.00	74,300.00	8,456.76	37,645.91	0.00	36,654.09 50.67 %
530-199-52100	Longevity	1,590.00	1,590.00	132.00	792.00	0.00	798.00 49.81 %
530-199-52200	Retirement-FICA	5,770.00	5,770.00	654.03	2,922.35	0.00	2,847.65 50.65 %
530-199-52400	Life & Health Insurance	14,440.00	14,440.00	1,202.66	7,327.72	0.00	7,112.28 50.75 %
530-199-52501	Retirement Plan Contribution-TMRS	11,690.00	11,690.00	1,333.83	5,874.19	0.00	5,815.81 50.25 %
530-199-52600	Workers' Compensation	650.00	650.00	74.25	333.58	0.00	316.42 51.32 %
530-199-53101	Airport Management	74,600.00	74,600.00	0.00	31,574.70	43,523.57	-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	4,300.00	0.00	1,532.53	0.00	2,767.47 35.64 %
530-199-54101	Utilities - Water	7,000.00	7,000.00	697.05	3,982.62	651.65	2,365.73 66.20 %
530-199-54210	Refuse Services	1,300.00	1,300.00	105.40	632.40	-105.40	773.00 40.54 %
530-199-54310	Maintenance, Building (Upkeep)	16,000.00	15,000.00	3,983.60	9,377.58	0.00	5,622.42 62.52 %
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	3,000.00	0.00	100.87	0.00	2,899.13 3.36 %
530-199-54340	Maintenance, Purchased - Vehicle	3,000.00	3,000.00	0.00	14.25	0.00	2,985.75 0.48 %
530-199-54345	Maintenance, Leased Vehicle	600.00	600.00	39.29	235.74	0.00	364.26 39.29 %

Budget Report

For Fiscal: FY 2017 Period Ending: 03/31/2017

	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	0.00	0.00	1,500.00	0.00 %
530-199-54400 Vehicle Lease	3,470.00	3,470.00	288.95	1,768.95	0.00	1,701.05	50.98 %
530-199-54430 Uniform/Janitorial Supply Rental	650.00	650.00	50.00	288.87	0.00	361.13	44.44 %
530-199-55100 Insurance & Bonds	14,500.00	14,500.00	0.00	15,176.28	0.00	-676.28	104.66 %
530-199-55150 Phones, Pagers, Internet, Cable	4,910.00	4,910.00	446.44	2,646.35	0.00	2,263.65	53.90 %
530-199-55200 Postage	75.00	75.00	0.00	0.00	0.00	75.00	0.00 %
530-199-55260 Advertising & Promotions	1,000.00	1,000.00	0.00	546.00	0.00	454.00	54.60 %
530-199-55270 Special Events	7,000.00	7,000.00	0.00	869.37	0.00	6,130.63	12.42 %
530-199-55350 Travel (Mileage Meals Lodging)	1,600.00	1,600.00	0.00	456.21	943.79	200.00	87.50 %
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	250.00	0.00	300.00	0.00	-50.00	120.00 %
530-199-56100 Supplies & Equipment	3,500.00	3,500.00	0.00	881.28	0.00	2,618.72	25.18 %
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	2,000.00	0.00	679.87	0.00	1,320.13	33.99 %
530-199-56104 Supplies & Equip-Computers & Accessories	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
530-199-56202 Gasoline & Oil for Vehicle/Equip	2,100.00	2,100.00	0.00	207.55	89.32	1,803.13	14.14 %
530-199-56204 Electricity	24,500.00	24,500.00	1,740.86	11,347.87	0.00	13,152.13	46.32 %
530-199-57200 Buildings	0.00	0.00	0.00	39,552.00	0.00	-39,552.00	0.00 %
530-199-58700 Payment to City of Waxahachie	123,235.00	123,235.00	0.00	51,347.50	0.00	71,887.50	41.67 %
530-199-58750 Payment to City of Midlothian	36,835.00	36,835.00	0.00	15,347.50	21,487.50	0.00	100.00 %
Expense Total:	458,015.00	458,015.00	19,205.12	250,726.05	68,899.89	138,389.06	69.79 %
Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	7,191.00	7,191.00	16,211.71	15,048.14	-68,899.89	-61,042.75	-748.88 %
Report Surplus (Deficit):	7,191.00	7,191.00	16,211.71	15,048.14	-68,899.89	-61,042.75	-748.88 %

Budget Report

For Fiscal: FY 2017 Period Ending: 03/31/2017

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	465,206.00	35,416.83	265,774.19	0.00	-199,431.81	57.13 %
Expense	458,015.00	458,015.00	19,205.12	250,726.05	68,899.89	138,389.06	69.79 %
Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	7,191.00	7,191.00	16,211.71	15,048.14	-68,899.89	-61,042.75	-748.88 %
Report Surplus (Deficit):	7,191.00	7,191.00	16,211.71	15,048.14	-68,899.89	-61,042.75	-748.88 %

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	7,191.00	16,211.71	15,048.14	-68,899.89	-61,042.75
Report Surplus (Deficit):	7,191.00	7,191.00	16,211.71	15,048.14	-68,899.89	-61,042.75

MANAGER'S REPORT – MARCH, 2017

Hangar Construction

Construction has been progressing although with a few delays. We are still estimating an early June completion. A full report will be made at the April Board meeting.

Emergency False Alarm

Midlothian police received a call the night of March 13 indicating an anticipated emergency landing due to a landing gear issue. Police and fire personnel were dispatched but fortunately the pilot was able to return to the departure airport and landed safely.

Aircraft Incident

On the evening of March 22 an aircraft landed safely with a flat nose gear tire. FBO personnel quickly removed the airplane without having to close the runway.

Career Day

I had the opportunity to speak to a 6th grade class at Waxahachie's Howard Jr. High about Mid-Way Airport and future aviation career opportunities. They were very interested and asked great questions. Maybe there will be a future pilot, mechanic or airport manager in the group—there is definitely a demand in the industry.

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	