

**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 12, 2018, at 4:00 pm

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

**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 1, 2018
- Consider Minutes of Special Meeting scheduled March 26, 2018
- Financial Report
- Manager's Report
- Airport Operations Report
- FBO Report

**REGULAR AGENDA**

3. Appoint the negotiating committee for the 2019 FBO contract.
4. Discuss FY2019 airport budget.
5. Consider hangar lease rates.
6. The Airport Board will adjourn into Executive Session to deliberate economic development negotiations as permitted by the Texas Government Code, Section 551.087.
7. Reconvene to take any necessary action resulting from the Executive Session.
8. Other Business
9. Public Comments
10. 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 to the Airport's website.  
[www.mid-wayregional.com](http://www.mid-wayregional.com)

## **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 1, 2018, at 4:00 p.m., in the Rex Odom Conference Room, at Mid-Way Regional Airport, 131 Airport Dr., Midlothian, Texas.

Members Present:       Drew Sambell, Chair  
                              Kent McGuire, Vice Chair  
                              Ray Barksdale, Secretary  
                              David Box  
                              Kyle Ballard  
                              Randall Porche  
                              Alex Smith

Others Present:         Judy Demoney, Airport Manager  
                              Tammy Bowen, Airport Operations Assistant  
                              Chris Dick, Manager, City of Midlothian  
                              Chelsey Gordon, Assistant to the Waxahachie City Manager  
                              Ken Lantz, Partner, Southern Star Aviation

### REGULAR AGENDA

Opening: Drew Sambell called the meeting to order, and gave the invocation.

Board Announcements: There were no Board announcements.

### CONSENT AGENDA:

- Minutes of Meeting held January 11, 2018
- Financial Report
- Manager's Report
- Airport Operation's Report
- FBO Report

David Box moved to approve the Consent Agenda as presented; second by Kyle Ballard. All Ayes.

### REGULAR AGENDA:

TxDOT Aviation Grant for Security Fencing: Judy Demoney told the Board that Congress approved the FAA Budget. Through the NPE program, the Airport is eligible to receive \$150,000 annually for capital development projects. The funds can be accumulated up to four years. Judy said that the Airport can now proceed with the security-fencing project doing it over a 4-year period. Whenever you do a revenue-producing project like the hangars we built last year you have to wait three years before you can get AIP (Airport Improvement Program) funds, so it is to our advantage to do it this way because it will save us \$38,000. Judy reminded the Board that it is also in our Masterplan to do it over a 4-year period. The Airport has \$85,200 out of \$150,000 in NPE left over from last year, so we can do the design and engineering this year. The construction of the chain link fence and gates around the terminal area will be in 2019. No construction will happen in 2020 so that we can bank another \$150,000 of NPE. In 2021 we will do the construction of the game fence around the entire property. The total 4-year estimate for the project is \$790,000 with \$79,000 being our local share. Judy said that TxDOT has completed the audit for the hangar project and we should be getting back a little over \$79,000 which by Grant Assurances will have to go into a fund account for the Airport. If approved by the Board, Judy will present to the City Councils for approval.

Kyle Ballard made a motion to proceed with the security-fencing project and for Judy Demoney to present the project to both the City of Midlothian and City of Waxahachie Councils; second by David Box. All Ayes.

Appoint Sub-Committees for 2018: Drew Sambell appointed:

Economic Development: Kyle Ballard – Chair, David Box and Drew Sambell.

Tenant Relations: Randall Porche – Chair, Kent McGuire and Drew Sambell.

Finance: Alex Smith – Chair, Ray Barksdale and Randall Porche.

Randall Porche moved to approve the Airport Board sub-committees as appointed; second by David Box.  
All Ayes.

Executive Session: The Board adjourned into Executive Session to deliberate economic development negotiations as permitted by the Texas Government Code, Section 551.087, at 4:17 p.m.

Regular Session: The Board reconvened to Regular Session at 5:34 p.m. No action was taken.

Other Business: Drew Sambell said that he is in a Boy Scout troop and there are some Scouts that would like to do an Eagle project. Drew asked the Board to be thinking of some ideas that might make a good Eagle project at the Airport.

Public Comments: There were no public comments.

Adjournment: There being no further business,

Kent McGuire moved to adjourn; second by Randall Porsche. All Ayes.

Respectfully submitted, Tammy Bowen, Airport Operations Assistant

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

A special meeting of the Mid-Way Regional Airport Joint Airport Board was held on Monday, March 26, 2018, at 4:00 p.m., in the Rex Odom Conference Room, at Mid-Way Regional Airport, 131 Airport Dr., Midlothian, Texas.

**Members Present:** Drew Sambell, Chair  
Ray Barksdale, Secretary  
David Box  
Kyle Ballard  
Randall Porche

**Members Absent:** Kent McGuire, Vice Chair  
Alex Smith

**Others Present:** Judy Demoney, Airport Manager  
Tammy Bowen, Airport Operations Assistant  
Larry Barnett, President/CEO, Midlothian Economic Development

Opening: Chair Drew Sambell called the meeting to order, and Kyle Ballard gave the invocation.

Executive Session: The Board adjourned into Executive Session to deliberate economic development negotiations as permitted by the Texas Government Code, Section 551.087, at 4:03 p.m.

Regular Session: The Board reconvened to Regular Session at 4:40 p.m. No action was taken.

Adjournment: There being no further business,

David Box moved to adjourn; second by Ray Barksdale. All Ayes.

Respectfully submitted, Tammy Bowen, Airport Operations Assistant



City of Waxahachie, TX

# Budget Report Account Summary

For Fiscal: FY 2018 Period Ending: 03/31/2018

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 530 - MID-WAY REGIONAL AIRPORT</b>							
<b>Revenue</b>							
<a href="#">530-43200</a>	Grant Reimb-Operating	20,000.00	20,000.00	0.00	7,745.67	0.00	-12,254.33 38.73 %
<a href="#">530-47300</a>	Airport-Fuel Flowage Fees	15,400.00	15,400.00	722.70	6,678.76	0.00	-8,721.24 43.37 %
<a href="#">530-47350</a>	Renter Utility Payments	4,200.00	4,200.00	229.69	1,795.34	0.00	-2,404.66 42.75 %
<a href="#">530-47502</a>	Interest From Cash Pool	950.00	950.00	0.00	592.23	0.00	-357.77 62.34 %
<a href="#">530-47607</a>	Facility Rental	350.00	350.00	0.00	0.00	0.00	-350.00 0.00 %
<a href="#">530-47612</a>	Rents-Airport Commercial Leasing	7,016.00	7,016.00	937.00	5,304.21	0.00	-1,711.79 75.60 %
<a href="#">530-47613</a>	Rent-Airport Land Options	2,494.00	2,494.00	0.00	2,493.75	0.00	-0.25 99.99 %
<a href="#">530-47614</a>	Rent-Airport T-Hangars	251,232.00	251,232.00	21,126.00	127,373.20	0.00	-123,858.80 50.70 %
<a href="#">530-47615</a>	Rent-Aircraft Parking	600.00	600.00	70.00	385.00	0.00	-215.00 64.17 %
<a href="#">530-47616</a>	Rent-Airport Box Hangars	73,670.00	73,670.00	6,139.00	36,834.00	0.00	-36,836.00 50.00 %
<a href="#">530-47618</a>	Rent-Airport-Corporate Hangars	87,000.00	87,000.00	7,350.00	44,100.00	0.00	-42,900.00 50.69 %
<a href="#">530-48320</a>	Contribution - City of Waxahachie	30,000.00	30,000.00	0.00	30,000.00	0.00	0.00 100.00 %
<a href="#">530-48325</a>	Contribution - City of Midlothian	30,000.00	30,000.00	0.00	30,000.00	0.00	0.00 100.00 %
<a href="#">530-49650</a>	Miscellaneous Revenue	8,000.00	8,000.00	79,655.89	79,677.89	0.00	71,677.89 995.97 %
	<b>Revenue Total:</b>	<b>530,912.00</b>	<b>530,912.00</b>	<b>116,230.28</b>	<b>372,980.05</b>	<b>0.00</b>	<b>-157,931.95 70.25 %</b>
<b>Expense</b>							
<a href="#">530-199-51100</a>	Salaries	76,500.00	76,500.00	9,837.84	41,000.13	0.00	35,499.87 53.59 %
<a href="#">530-199-52100</a>	Longevity	1,590.00	1,590.00	144.00	864.00	0.00	726.00 54.34 %
<a href="#">530-199-52200</a>	Retirement-FICA	5,940.00	5,940.00	760.56	3,184.38	0.00	2,755.62 53.61 %
<a href="#">530-199-52400</a>	Life & Health Insurance	15,870.00	15,870.00	1,315.14	8,003.91	0.00	7,866.09 50.43 %
<a href="#">530-199-52501</a>	Retirement Plan Contribution-TMRS	12,120.00	12,120.00	1,549.17	6,499.19	0.00	5,620.81 53.62 %
<a href="#">530-199-52600</a>	Workers' Compensation	410.00	410.00	52.28	219.52	0.00	190.48 53.54 %
<a href="#">530-199-53101</a>	Airport Management	77,320.00	77,320.00	0.00	32,506.80	44,809.57	3.63 100.00 %
<a href="#">530-199-53201</a>	Training	300.00	300.00	0.00	0.00	0.00	300.00 0.00 %
<a href="#">530-199-53310</a>	Bank Service Charges	3,900.00	3,900.00	62.63	2,420.47	0.00	1,479.53 62.06 %
<a href="#">530-199-54101</a>	Utilities - Water	8,500.00	8,500.00	722.84	3,841.77	638.98	4,019.25 52.71 %
<a href="#">530-199-54210</a>	Refuse Services	1,300.00	1,300.00	105.40	632.40	0.00	667.60 48.65 %
<a href="#">530-199-54310</a>	Maintenance, Building (Upkeep)	24,832.00	24,832.00	1.55	8,609.93	105.84	16,116.23 35.10 %
<a href="#">530-199-54320</a>	Maintenance, Improvements	12,000.00	12,000.00	3,850.00	10,149.93	0.00	1,850.07 84.58 %
<a href="#">530-199-54330</a>	Maintenance, Purchased Equipment	3,000.00	3,000.00	0.00	1,075.12	0.00	1,924.88 35.84 %
<a href="#">530-199-54340</a>	Maintenance, Purchased - Vehicle	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00 0.00 %
<a href="#">530-199-54345</a>	Maintenance, Leased Vehicle	600.00	600.00	39.29	235.74	0.00	364.26 39.29 %
<a href="#">530-199-54350</a>	Maintenance, Other City Property	1,500.00	1,500.00	0.00	170.44	0.00	1,329.56 11.36 %

Budget Report

For Fiscal: FY 2018 Period Ending: 03/31/2018

		Original	Current	Period	Fiscal		Variance	
		Total Budget	Total Budget	Activity	Activity	Encumbrances	Favorable (Unfavorable)	Percent Used
<a href="#">530-199-54400</a>	Vehicle Lease	3,467.00	3,467.00	288.95	1,749.95	0.00	1,717.05	50.47 %
<a href="#">530-199-54430</a>	Uniform/Janitorial Supply Rental	650.00	650.00	50.00	263.87	25.00	361.13	44.44 %
<a href="#">530-199-55100</a>	Insurance & Bonds	16,550.00	16,550.00	0.00	18,640.58	0.00	-2,090.58	112.63 %
<a href="#">530-199-55150</a>	Phones, Pagers, Internet, Cable	5,600.00	5,600.00	466.54	2,847.04	0.00	2,752.96	50.84 %
<a href="#">530-199-55200</a>	Postage	75.00	75.00	0.00	0.00	0.00	75.00	0.00 %
<a href="#">530-199-55260</a>	Advertising & Promotions	1,400.00	1,400.00	0.00	0.00	0.00	1,400.00	0.00 %
<a href="#">530-199-55270</a>	Special Events	8,500.00	8,500.00	0.00	714.99	0.00	7,785.01	8.41 %
<a href="#">530-199-55350</a>	Travel (Mileage Meals Lodging)	1,100.00	1,100.00	0.00	418.01	681.99	0.00	100.00 %
<a href="#">530-199-55400</a>	Memberships/License/Cert Renewal	600.00	600.00	0.00	600.00	0.00	0.00	100.00 %
<a href="#">530-199-55450</a>	Board & Local Meetings	150.00	150.00	0.00	0.00	0.00	150.00	0.00 %
<a href="#">530-199-55800</a>	State/EPA Permit Fees	400.00	400.00	0.00	200.00	0.00	200.00	50.00 %
<a href="#">530-199-56100</a>	Supplies & Equipment	6,700.00	6,700.00	86.23	2,788.50	0.00	3,911.50	41.62 %
<a href="#">530-199-56101</a>	Supplies & Equip-Chem/Janitorial/Lab/Medical/Tool	300.00	300.00	0.00	0.00	0.00	300.00	0.00 %
<a href="#">530-199-56103</a>	Supplies & Equip-Motor Vehicle Parts & Equipment	3,300.00	3,300.00	0.00	70.31	0.00	3,229.69	2.13 %
<a href="#">530-199-56104</a>	Supplies & Equip-Computers & Accessories	500.00	500.00	0.00	32.99	0.00	467.01	6.60 %
<a href="#">530-199-56202</a>	Gasoline & Oil for Vehicle/Equip	2,400.00	2,400.00	37.56	1,456.11	36.11	907.78	62.18 %
<a href="#">530-199-56204</a>	Electricity	22,500.00	22,500.00	1,784.74	11,317.22	0.00	11,182.78	50.30 %
<a href="#">530-199-58700</a>	Payment to City of Waxahachie	123,835.00	123,835.00	0.00	52,097.50	0.00	71,737.50	42.07 %
<a href="#">530-199-58750</a>	Payment to City of Midlothian	36,835.00	36,835.00	3,069.50	18,417.00	18,418.00	0.00	100.00 %
	<b>Expense Total:</b>	<b>483,544.00</b>	<b>483,544.00</b>	<b>24,224.22</b>	<b>231,027.80</b>	<b>64,715.49</b>	<b>187,800.71</b>	<b>61.16 %</b>
	<b>Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):</b>	<b>47,368.00</b>	<b>47,368.00</b>	<b>92,006.06</b>	<b>141,952.25</b>	<b>-64,715.49</b>	<b>29,868.76</b>	<b>163.06 %</b>
	<b>Report Surplus (Deficit):</b>	<b>47,368.00</b>	<b>47,368.00</b>	<b>92,006.06</b>	<b>141,952.25</b>	<b>-64,715.49</b>	<b>29,868.76</b>	<b>163.06 %</b>

**Group Summary**

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 530 - MID-WAY REGIONAL AIRPORT</b>							
Revenue	530,912.00	530,912.00	116,230.28	372,980.05	0.00	-157,931.95	70.25 %
Expense	483,544.00	483,544.00	24,224.22	231,027.80	64,715.49	187,800.71	61.16 %
<b>Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):</b>	<b>47,368.00</b>	<b>47,368.00</b>	<b>92,006.06</b>	<b>141,952.25</b>	<b>-64,715.49</b>	<b>29,868.76</b>	<b>163.06 %</b>
<b>Report Surplus (Deficit):</b>	<b>47,368.00</b>	<b>47,368.00</b>	<b>92,006.06</b>	<b>141,952.25</b>	<b>-64,715.49</b>	<b>29,868.76</b>	<b>163.06 %</b>

**Fund Summary**

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Encumbrances</b>	<b>Variance Favorable (Unfavorable)</b>
530 - MID-WAY REGIONAL AIRPC	47,368.00	47,368.00	92,006.06	141,952.25	-64,715.49	29,868.76
<b>Report Surplus (Deficit):</b>	<b>47,368.00</b>	<b>47,368.00</b>	<b>92,006.06</b>	<b>141,952.25</b>	<b>-64,715.49</b>	<b>29,868.76</b>



## MANAGER'S REPORT – MARCH, 2019

### AWOS

The automated weather observation system (AWOS) was inoperative for several days due to an electrical storm. Two transformers were replaced totaling \$3850.

### TxDOT Grant

TxDOT Aviation Division approved our request for a funding grant for security fencing. The Midlothian and Waxahachie City Councils approved the sponsors' share of 10% and the project will now move forward to the June meeting of the Texas Transportation Commission. The project will include chain link and game fencing with electric and pedestrian gates.

I attended the TxDOT Aviation Conference held March 27-29 in Galveston. There were over 500 airport and city representatives, exhibitors and TxDOT/FAA staff attending.

AIRPORT OPERATIONS REPORT										
	Based Aircraft	Waiting List	Inquires	Placement	Accident/Incident	Noise Complaints	Other Complaints	Total Ops	100LL	Jet
<b>2017</b>										
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	5378	7176
July	94	3	5	9	0	0	0	3629	4613	6524
Aug	94	3	4	5	0	0	0	2638	8239	5154
Sept	96	4	2	2	0	0	0	3600	4895	6970
Oct	97	6	4	1	0	0	0	2000 Est	3567	14713
Nov	102	6	1	0	0	0	0	1127	4173	7473
Dec	102	6	2	1	0	0	0	1051	2325	6423
	Based Aircraft	Waiting List	Inquires	Placement	Accident/Incident	Noise Complaints	Other Complaints	Total Ops	100LL	Jet
<b>2018</b>										
Jan	102	5	2	0	0	0	0	Unavailable	2630	4162
Feb	102	6	3	0	0	0	0	Unavailable	1430	5140
Mar	102	6	3	0	0	0	0	2568		