

**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, August 16, 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 June 14, 2018
- Financial Report
- Manager's Report
- Airport Operations Report
- FBO Report

REGULAR AGENDA

3. Consider FY 2019 Budget
4. Update on Security Fencing Project
5. Discuss Hosting an Open House for Government and Chamber of Commerce Officials.
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

MID-WAY REGIONAL AIRPORT JOINT AIRPORT BOARD MINUTES

A regular meeting of the Mid-Way Regional Airport Joint Airport Board was held on Thursday, June 14, 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, Chairman
Kent McGuire, Vice Chairman
Ray Barksdale, Secretary
David Box
Kyle Ballard
Randall Porche
Alex Smith

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

REGULAR AGENDA

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

Board Announcements: Judy Demoney told the Board that the runway repair for Monday was canceled due to the rain forecasted for next week. The next anticipated date is July 10th.

Judy said that the Midlothian City Council hired Clyde Melick as the new Assistant City Manager. He is currently the Waxahachie ISD Assistant Superintendent of Facilities, and was formerly the Director of Planning for the City of Waxahachie.

CONSENT AGENDA:

- Minutes of Meeting held May 10, 2018
- Financial Report
- Manager's Report
- FBO Report

Kyle Ballard moved to approve the Consent Agenda with the removal of the Airport Operation's Report over to the Regular Agenda; second by David Box. All Ayes.

REGULAR AGENDA:

Airport Operation's Report: Drew Sambell asked how the airport operations are calculated. Judy explained that there are cameras facing the runway that count the operations. One of the cameras was not working properly during the months of October 2017 through February 2018. Drew asked why the operations in April 2018 are about 30% less than April 2017. Ken Lantz said that there can be many factors and one being that there were a lot of IFRs due to weather that month.

Pancake Breakfast Fly-In Update: Tammy Bowen briefly went over the report for the Pancake Breakfast Fly-In. Tammy said that we broke a record this year by serving 1104 people pancakes in three hours. Sixty of those were volunteers and participants. Boy Scout Troop 524 was paid \$2,088 for 1044 plates @ \$2 per plate. They got an additional \$1,600 as a donation for all their help. Tammy explained that they not only cooked and served pancakes, but they did things that we used to do like set up the tables and chairs, cleaned tables, emptied trash, sold bottled water, cleaned up afterwards, and distributed the posters for us. This year they also helped with parking cars, so \$200 of that is what we would normally donate for parking. Total expenses were \$6,339, revenue \$6837 with \$497 as net proceeds. We had 30+ airplanes fly-in for the event. With everyone's participation we had a very successful event.

Enhancements to Hangar 9A by Southern Star Aviation: Ken Lantz said that they need to have an electrician run conduit through each hangar on the South side of the row of T-hangars in order to add 220v power to the 9A end cap to supply an air conditioning unit for an avionics shop. They would also need to insulate the interior walls between the abutting hangars and the restroom. Judy Demoney told the Board that it would require the tenant's aircraft to be moved for liability reasons. Judy said that the tenants would need to be contacted and either Southern Star can move the aircraft with the tenant's permission, or the tenant can move their own.

Alex Smith moved to approve the enhancements to Hangar 9a End Cap by Southern Star Aviation;
second by Ray Barksdale. 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 4:26 p.m.

Regular Session: The Board reconvened to Regular Session at 4:44 p.m.

Alex Smith made a motion to authorize the Airport Manager to negotiate and execute a memorandum of understanding with the Texas State Technical College to establish the framework for creating a training program on-site at Mid-Way Regional Airport; second by David Box. All Ayes.

Other Business: Judy Demoney told the Board that the AWOS has been repaired. It needed a new voice card, which cost \$3,065.

Public Comments: There were no public comments.

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: 07/31/2018

	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	20,000.00	20,000.00	0.00	14,247.33	0.00	-5,752.67 71.24 %
530-47300	Airport-Fuel Flowage Fees	15,400.00	15,400.00	1,595.77	12,531.99	0.00	-2,868.01 81.38 %
530-47350	Renter Utility Payments	4,200.00	4,200.00	355.33	2,972.84	0.00	-1,227.16 70.78 %
530-47502	Interest From Cash Pool	950.00	2,350.00	0.00	1,781.51	0.00	-568.49 75.81 %
530-47607	Facility Rental	350.00	200.00	0.00	0.00	0.00	-200.00 0.00 %
530-47612	Rents-Airport Commercial Leasing	7,016.00	10,916.00	1,020.00	9,218.21	0.00	-1,697.79 84.45 %
530-47613	Rent-Airport Land Options	2,494.00	2,494.00	0.00	2,493.75	0.00	-0.25 99.99 %
530-47614	Rent-Airport T-Hangars	251,232.00	251,232.00	36,923.00	228,112.75	0.00	-23,119.25 90.80 %
530-47615	Rent-Aircraft Parking	600.00	850.00	52.50	630.00	0.00	-220.00 74.12 %
530-47616	Rent-Airport Box Hangars	73,670.00	73,670.00	6,139.00	61,390.00	0.00	-12,280.00 83.33 %
530-47618	Rent-Airport-Corporate Hangars	87,000.00	88,200.00	7,350.00	73,500.00	0.00	-14,700.00 83.33 %
530-48320	Contribution - City of Waxahachie	30,000.00	30,000.00	0.00	30,000.00	0.00	0.00 100.00 %
530-48325	Contribution - City of Midlothian	30,000.00	30,000.00	0.00	30,000.00	0.00	0.00 100.00 %
530-49650	Miscellaneous Revenue	8,000.00	8,270.00	25.00	8,304.78	0.00	34.78 100.42 %
	Revenue Total:	530,912.00	537,782.00	53,460.60	475,183.16	0.00	-62,598.84 88.36 %
Expense							
530-199-51100	Salaries	76,500.00	83,640.00	6,558.56	67,234.38	0.00	16,405.62 80.39 %
530-199-52100	Longevity	1,590.00	1,710.00	144.00	1,440.00	0.00	270.00 84.21 %
530-199-52200	Retirement-FICA	5,940.00	6,490.00	509.70	5,223.19	0.00	1,266.81 80.48 %
530-199-52400	Life & Health Insurance	15,870.00	15,240.00	1,315.14	13,264.47	0.00	1,975.53 87.04 %
530-199-52501	Retirement Plan Contribution-TMRS	12,120.00	13,250.00	1,040.23	10,660.11	0.00	2,589.89 80.45 %
530-199-52600	Workers' Compensation	410.00	450.00	35.09	359.88	0.00	90.12 79.97 %
530-199-53101	Airport Management	77,320.00	77,320.00	6,401.36	64,513.60	12,802.77	3.63 100.00 %
530-199-53201	Training	300.00	300.00	0.00	0.00	0.00	300.00 0.00 %
530-199-53310	Bank Service Charges	3,900.00	5,950.00	150.00	4,432.42	0.00	1,517.58 74.49 %
530-199-54101	Utilities - Water	8,500.00	8,500.00	120.05	6,015.11	0.00	2,484.89 70.77 %
530-199-54210	Refuse Services	1,300.00	1,300.00	105.40	1,054.00	0.00	246.00 81.08 %
530-199-54310	Maintenance, Building (Upkeep)	24,832.00	19,832.00	1,592.23	16,571.11	105.84	3,155.05 84.09 %
530-199-54320	Maintenance, Improvements	12,000.00	19,000.00	0.00	17,872.83	0.00	1,127.17 94.07 %
530-199-54330	Maintenance, Purchased Equipment	3,000.00	3,000.00	0.00	1,206.61	0.00	1,793.39 40.22 %
530-199-54340	Maintenance, Purchased - Vehicle	3,000.00	1,000.00	0.00	0.00	0.00	1,000.00 0.00 %
530-199-54345	Maintenance, Leased Vehicle	600.00	600.00	39.29	392.90	0.00	207.10 65.48 %
530-199-54350	Maintenance, Other City Property	1,500.00	1,000.00	0.00	170.44	0.00	829.56 17.04 %

Budget Report

For Fiscal: FY 2018 Period Ending: 07/31/2018

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
530-199-54400 Vehicle Lease	3,467.00	3,467.00	288.95	2,905.75	0.00	561.25	83.81 %
530-199-54430 Uniform/Janitorial Supply Rental	650.00	650.00	79.98	495.51	0.00	154.49	76.23 %
530-199-55100 Insurance & Bonds	16,550.00	21,820.00	0.00	18,640.58	0.00	3,179.42	85.43 %
530-199-55150 Phones, Pagers, Internet, Cable	5,600.00	5,330.00	401.08	4,753.45	0.00	576.55	89.18 %
530-199-55200 Postage	75.00	50.00	0.00	0.00	0.00	50.00	0.00 %
530-199-55260 Advertising & Promotions	1,400.00	500.00	0.00	150.00	0.00	350.00	30.00 %
530-199-55270 Special Events	8,500.00	8,500.00	0.00	7,062.67	0.00	1,437.33	83.09 %
530-199-55350 Travel (Mileage Meals Lodging)	1,100.00	1,100.00	0.00	1,121.61	0.00	-21.61	101.96 %
530-199-55400 Memberships/License/Cert Renewal	600.00	600.00	0.00	600.00	0.00	0.00	100.00 %
530-199-55450 Board & Local Meetings	150.00	100.00	0.00	7.98	0.00	92.02	7.98 %
530-199-55800 State/EPA Permit Fees	400.00	400.00	0.00	200.00	0.00	200.00	50.00 %
530-199-56100 Supplies & Equipment	6,700.00	6,700.00	71.04	3,682.03	0.00	3,017.97	54.96 %
530-199-56101 Supplies & Equip-Chem/Janitorial/Lab/Medical/Tool	300.00	300.00	0.00	0.00	0.00	300.00	0.00 %
530-199-56103 Supplies & Equip-Motor Vehicle Parts & Equipment	3,300.00	3,300.00	0.00	70.31	0.00	3,229.69	2.13 %
530-199-56104 Supplies & Equip-Computers & Accessories	500.00	100.00	0.00	32.99	0.00	67.01	32.99 %
530-199-56202 Gasoline & Oil for Vehicle/Equip	2,400.00	2,400.00	110.21	1,795.57	0.00	604.43	74.82 %
530-199-56204 Electricity	22,500.00	22,500.00	1,459.95	17,214.94	0.00	5,285.06	76.51 %
530-199-58700 Payment to City of Waxahachie	123,835.00	123,835.00	0.00	93,775.50	0.00	30,059.50	75.73 %
530-199-58750 Payment to City of Midlothian	36,835.00	36,835.00	3,069.50	30,695.00	6,140.00	0.00	100.00 %
Expense Total:	483,544.00	497,069.00	23,491.76	393,614.94	19,048.61	84,405.45	83.02 %
Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	47,368.00	40,713.00	29,968.84	81,568.22	-19,048.61	21,806.61	153.56 %
Report Surplus (Deficit):	47,368.00	40,713.00	29,968.84	81,568.22	-19,048.61	21,806.61	153.56 %

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	530,912.00	537,782.00	53,460.60	475,183.16	0.00	-62,598.84	88.36 %
Expense	483,544.00	497,069.00	23,491.76	393,614.94	19,048.61	84,405.45	83.02 %
Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	47,368.00	40,713.00	29,968.84	81,568.22	-19,048.61	21,806.61	153.56 %
Report Surplus (Deficit):	47,368.00	40,713.00	29,968.84	81,568.22	-19,048.61	21,806.61	153.56 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)
530 - MID-WAY REGIONAL AIRPC	47,368.00	40,713.00	29,968.84	81,568.22	-19,048.61	21,806.61
Report Surplus (Deficit):	47,368.00	40,713.00	29,968.84	81,568.22	-19,048.61	21,806.61

MANAGER'S REPORT JULY, 2018

Airborne Fire

A piece of equipment outside the Airborne building caught fire. The fire department was able to put the fire out with no damage to the building. It was determined the probable cause was the extreme air temperature with the equipment sitting in the sun. I sent a reminder to all airport businesses to remove any ignitable material away from their structures.

Hangar Warranty Inspection

Don Jackson Construction, KSA Engineering and I completed the one-year warranty inspection of the eleven T-hangars. There were door insulation and some taxiway concrete issues that will be repaired/replaced under warranty by the contractor.

Security Issues

There were two security issues to report:

- A man was found sleeping in the pilot's lounge overnight on two occasions and using the shower, etc. He had gained access to the outdoor code and entered after hours. I handled the situation without calling the authorities and he has not returned.
- A homeless man was riding a bicycle on the taxiway as an airplane was about to take off. He was stopped by the FBO staff and he told them he was "going to Dallas". They called the police for assistance.

AIRPORT OPERATIONS REPORT

Based Aircraft	Waiting List	Inquires	Placement	Accident/Incident	Noise Complaints	Other Complaints	Total Ops	100LL	Jet		
Jan	88	9	3	0	0	0	3709	5778	5982		
Feb	88	11	3	1	0	0	3035	4072	4668		
Mar	88	11	1	0	0	0	3226	7191	6751		
April	86	12	4	0	0	0	3322	5571	4650		
May	85	15	3	1	0	0	4213	4897	5495		
June	85	11	0	0	0	0	4109	5378	7176		
July	94	3	5	9	0	0	3629	4613	6524		
Aug	94	3	4	5	0	0	2638	8239	5154		
Sept	96	4	2	2	0	0	3600	4895	6970		
Oct	97	6	4	1	0	0	2000 Est	3567	14713		
Nov	102	6	1	0	0	0	1127	4173	7473		
Dec	102	6	2	1	0	0	1051	2325	6423		
2017											
Jan	102	5	2	0	0	0	Unavailable	2630	4162		
Feb	102	6	3	0	0	0	Unavailable	1430	5140		
Mar	102	6	3	0	0	0	2568	3193	9062		
April	103	7	2	0	0	0	2371	5379	6432		
May	105	6	1	1	0	0	4393	3792	12310		
June	105	6	2	0	0	0	4245	4768	9739		
July	103	6	2	2	0	0	3151				

June/July FBO REPORT – August 7, 2018

FUEL SALES: **(Totals for JUNE 2018)**

AvGas (Truck): 3318 gallons

AvGas (Self Serve): 1450 gallons

Jet-A: 9306 gallons

Government JET-A: 433 gallons

TOTAL GALLONS OF FUEL FOR JUNE 2018: 14,507 gallons.

FUEL SALES: **(Totals for JULY 2018)**

AvGas (Truck): 3234 gallons

AvGas (Self Serve): 1766 gallons

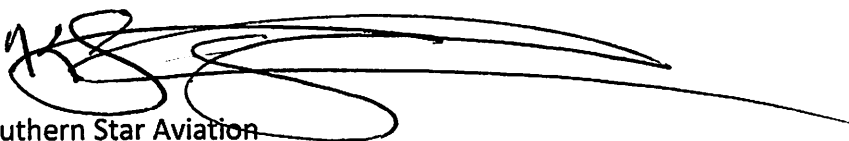
Jet-A: 9099 gallons

Government JET-A: 0 gallons

TOTAL GALLONS OF FUEL FOR JULY 2018: 14,099 gallons.

June/July fuel totals continue mostly unchanged from the 14,000 gallon Mark from May. We continue to see the steady normal flow of corporate activity. Airborne's flying has rolled on an up cycle for the past two months as well. With the end of summer (as far as school goes) very near, we can expect some decline in both corporate and weekend warriors as families take the last end of the summer get away before the start of school.

Ken Lantz



Southern Star Aviation