

**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, May 10, 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 April 12, 2018
- Financial Report
- Manager's Report
- Airport Operations Report
- FBO Report

**REGULAR AGENDA**

3. Appoint Consultant Selection Committee for Security Fencing Project.
4. Budget Update
5. The Airport Board will adjourn into Executive Session to deliberate economic development negotiations as permitted by the Texas Government Code, Section 551.087.
6. Reconvene to take any necessary action resulting from the Executive Session.
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 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, April 12, 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  
Alex Smith

**Members Absent:** Kent McGuire

**Others Present:** Judy Demoney, Airport Manager  
Tammy Bowen, Airport Operations Assistant  
Chris Dick, Manager, City of Midlothian  
Albert Lawrence, Assistant Manager, City of Waxahachie

### 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 March 1, 2018
- Minutes of Special Meeting held March 26, 2018
- Financial Report
- Manager's Report
- Airport Operation's Report
- FBO Report

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

### REGULAR AGENDA:

Negotiating Committee for the 2019 FBO contract: Drew Sambell said that David Box agreed to Chair the Negotiating Committee for the 2019 FBO contract along with Ray Barksdale and himself.

FY 2019 airport budget: Judy Demoney said that she and Tammy Bowen attended budget training last week. The preliminary budget is due to the Finance Department on May 1st. The Airport Board Finance Committee agreed to meet on April 25th at 2:00 pm. Judy said that the whole Board would then need to approve the budget in the May 10th Board meeting. The Airport's budget review with the City team will be on May 22nd with the final budgets due June 1st.

Hangar Lease Rates: Judy Demoney reminded the Board that last year the Board increased the hangar rates by 8% which brought them up to twenty-five cents per square foot. The Board agreed to review the rates on an annual basis around April when the new survey comes out. Judy said that she recently received the survey of Airport rates and the average bumped up to twenty-eight cents per square foot. Judy's recommendation was to keep the rates the same this year since there has not been much of a change.

Alex Smith made a motion to keep the hangar rates the same and review the hangar rates again next year; second by Randal Porche. 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 4:10 p.m.

Regular Session: The Board reconvened to Regular Session at 4:38 p.m. No action was taken.

Other Business: Tammy Bowen told the Board that she has been working on the pancake breakfast fly-in, and will be sending out a work schedule in May.

Public Comments: There were no public comments.

Adjournment: There being no further business,

Ray Barksdale moved to adjourn; second by Randall Porsche. All Ayes.

Respectfully submitted, Tammy Bowen, Airport Operations Assistant



City of Waxahachie, TX

# Budget Report

## Account Summary

For Fiscal: FY 2018 Period Ending: 04/30/2018

	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	1,348.05	8,026.81	0.00	-7,373.19	52.12 %
<a href="#">530-47350</a> Renter Utility Payments	4,200.00	4,200.00	301.64	2,096.98	0.00	-2,103.02	49.93 %
<a href="#">530-47502</a> Interest From Cash Pool	950.00	950.00	0.00	826.58	0.00	-123.42	87.01 %
<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	6,241.21	0.00	-774.79	88.96 %
<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	20,705.00	148,078.20	0.00	-103,153.80	58.94 %
<a href="#">530-47615</a> Rent-Aircraft Parking	600.00	600.00	70.00	455.00	0.00	-145.00	75.83 %
<a href="#">530-47616</a> Rent-Aiport Box Hangars	73,670.00	73,670.00	6,139.00	42,973.00	0.00	-30,697.00	58.33 %
<a href="#">530-47618</a> Rent-Airport-Corporate Hangars	87,000.00	87,000.00	7,350.00	51,450.00	0.00	-35,550.00	59.14 %
<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	25.00	79,702.89	0.00	71,702.89	996.29 %
<b>Revenue Total:</b>	<b>530,912.00</b>	<b>530,912.00</b>	<b>36,875.69</b>	<b>410,090.09</b>	<b>0.00</b>	<b>-120,821.91</b>	<b>77.24 %</b>
<b>Expense</b>							
<a href="#">530-199-51100</a> Salaries	76,500.00	76,500.00	6,558.56	47,558.69	0.00	28,941.31	62.17 %
<a href="#">530-199-52100</a> Longevity	1,590.00	1,590.00	144.00	1,008.00	0.00	582.00	63.40 %
<a href="#">530-199-52200</a> Retirement-FICA	5,940.00	5,940.00	509.70	3,694.08	0.00	2,245.92	62.19 %
<a href="#">530-199-52400</a> Life & Health Insurance	15,870.00	15,870.00	1,315.14	9,319.05	0.00	6,550.95	58.72 %
<a href="#">530-199-52501</a> Retirement Plan Contribution-TMRS	12,120.00	12,120.00	1,040.23	7,539.42	0.00	4,580.58	62.21 %
<a href="#">530-199-52600</a> Workers' Compensation	410.00	410.00	35.09	254.61	0.00	155.39	62.10 %
<a href="#">530-199-53101</a> Airport Management	77,320.00	77,320.00	12,802.72	45,309.52	32,006.85	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	0.00	2,881.10	0.00	1,018.90	73.87 %
<a href="#">530-199-54101</a> Utilities - Water	8,500.00	8,500.00	692.67	4,534.44	0.00	3,965.56	53.35 %
<a href="#">530-199-54210</a> Refuse Services	1,300.00	1,300.00	105.40	737.80	0.00	562.20	56.75 %
<a href="#">530-199-54310</a> Maintenance, Building (Upkeep)	24,832.00	24,832.00	250.85	8,867.73	105.84	15,858.43	36.14 %
<a href="#">530-199-54320</a> Maintenance, Improvements	12,000.00	12,000.00	30.07	10,180.00	0.00	1,820.00	84.83 %
<a href="#">530-199-54330</a> Maintenance, Purchased Equipment	3,000.00	3,000.00	0.00	1,093.41	0.00	1,906.59	36.45 %
<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	275.03	0.00	324.97	45.84 %
<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 %

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
<a href="#">530-199-54400</a> Vehicle Lease	3,467.00	3,467.00	288.95	2,038.90	0.00	1,428.10	58.81 %
<a href="#">530-199-54430</a> Uniform/Janitorial Supply Rental	650.00	650.00	75.00	338.87	0.00	311.13	52.13 %
<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	464.75	3,311.79	0.00	2,288.21	59.14 %
<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	89.22	804.21	0.00	7,695.79	9.46 %
<a href="#">530-199-55350</a> Travel (Mileage Meals Lodging)	1,100.00	1,100.00	659.45	1,077.46	22.54	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	7.98	0.00	142.02	5.32 %
<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	0.00	2,851.06	0.00	3,848.94	42.55 %
<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	36.11	1,516.02	0.00	883.98	63.17 %
<a href="#">530-199-56204</a> Electricity	22,500.00	22,500.00	1,341.23	12,658.45	0.00	9,841.55	56.26 %
<a href="#">530-199-58700</a> Payment to City of Waxahachie	123,835.00	123,835.00	0.00	62,517.00	0.00	61,318.00	50.48 %
<a href="#">530-199-58750</a> Payment to City of Midlothian	36,835.00	36,835.00	0.00	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>26,478.43</b>	<b>268,505.94</b>	<b>50,553.23</b>	<b>164,484.83</b>	<b>65.98 %</b>
<b>Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):</b>	<b>47,368.00</b>	<b>47,368.00</b>	<b>10,397.26</b>	<b>141,584.15</b>	<b>-50,553.23</b>	<b>43,662.92</b>	<b>192.18 %</b>
<b>Report Surplus (Deficit):</b>	<b>47,368.00</b>	<b>47,368.00</b>	<b>10,397.26</b>	<b>141,584.15</b>	<b>-50,553.23</b>	<b>43,662.92</b>	<b>192.18 %</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	36,875.69	410,090.09	0.00	-120,821.91	77.24 %
Expense	483,544.00	483,544.00	26,478.43	268,505.94	50,553.23	164,484.83	65.98 %
<b>Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):</b>	<b>47,368.00</b>	<b>47,368.00</b>	<b>10,397.26</b>	<b>141,584.15</b>	<b>-50,553.23</b>	<b>43,662.92</b>	<b>192.18 %</b>
<b>Report Surplus (Deficit):</b>	<b>47,368.00</b>	<b>47,368.00</b>	<b>10,397.26</b>	<b>141,584.15</b>	<b>-50,553.23</b>	<b>43,662.92</b>	<b>192.18 %</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	10,397.26	141,584.15	-50,553.23	43,662.92
<b>Report Surplus (Deficit):</b>	<b>47,368.00</b>	<b>47,368.00</b>	<b>10,397.26</b>	<b>141,584.15</b>	<b>-50,553.23</b>	<b>43,662.92</b>

## Manager's Report – April 2018

The operation continues to run smoothly.

This was the month for inspections as we had the 1-year and 5-year inspections of the fire suppression system, the annual inspection of all hangar fire extinguishers and the elevator inspection with no major corrections required.



**AIRPORT OPERATIONS REPORT**

	<b>Based Aircraft</b>	<b>Waiting List</b>	<b>Inquires</b>	<b>Placement</b>	<b>Accident/Incident</b>	<b>Noise Complaints</b>	<b>Other Complaints</b>	<b>Total Ops</b>	<b>100LL</b>	<b>Jet</b>
<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
	<b>Based Aircraft</b>	<b>Waiting List</b>	<b>Inquires</b>	<b>Placement</b>	<b>Accident/Incident</b>	<b>Noise Complaints</b>	<b>Other Complaints</b>	<b>Total Ops</b>	<b>100LL</b>	<b>Jet</b>
<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	3193	9062
April	101	7	2	0	0	0	0	2371		