

**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, June 14, 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 May 10, 2018
- Financial Report
- Manager's Report
- Airport Operations Report
- FBO Report

REGULAR AGENDA

3. Pancake Breakfast Fly-In Update
4. Consider Enhancements to Hangar 9A by Southern Star Aviation.
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

MID-WAY REGIONAL AIRPORT JOINT AIRPORT BOARD MINUTES

A regular meeting of the Mid-Way Regional Airport Joint Airport Board was held on Thursday, May 10, 2018, at 4:00 p.m., in the Rex Odom Conference Room, at Mid-Way Regional Airport, 131 Airport Dr., Midlothian, Texas.

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

Members Absent: Drew Sambell, Chairman

Others Present: Judy Demoney, Airport Manager

REGULAR AGENDA

Opening: Kent McGuire called the meeting to order, and Kyle Ballard gave the invocation.

Board Announcements: Judy Demoney reminded the Board of the upcoming Pancake Breakfast Fly-In on Saturday, June 2nd. Tammy Bowen will be sending out a volunteer schedule soon.

CONSENT AGENDA:

- Minutes of Meeting held April 12, 2018
- Financial Report
- Manager's Report
- Airport Operation's Report
- FBO Report

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

REGULAR AGENDA:

Appoint Consultant Selection Committee for Security Fencing Project: Judy Demoney said that the Airport will need to go through the consultant search process for the fencing project this year. The public hearing will be on June 4th. It will then go to commission for approval on June 28th. TxDOT will send the request for qualification out to consultants in July. TxDOT will put everything together for us, and then send the information to the Airport in August. The Consultant Selection Committee will then review the qualifications and make selection. TxDOT will notify the consultants of the results of selection in September, and begin negotiations with selected consultant. Construction should be begin within sixty days after the bid opening.

Ray Barksdale moved to appoint Randall Porche, Alex Smith and Judy Demoney as the Consultant Selection Committee for the Security Fencing Project; second by David Box. All Ayes.

Budget Update: Judy Demoney said that the Budget Committee met. The budget is relatively flat from last year's budget. There are still some grey areas that the City needs to fill in like salaries, electricity, etc... The only big thing that we are asking for this year is a scissor lift. For budget purposes we obtained an estimate on a new one, which was \$19,000. The one that we currently have is twenty years old and was not new when we got it. It is not tall enough to reach everything in and around the hangars for maintenance, and is not dependable. Judy told the Board that she will be meeting with the City on May 22nd to go over the budget draft. The budgets will then go to Council, so we probably will not have the final budget for Board approval until July.

Executive Session: The Board adjourned into Executive Session to deliberate economic development negotiations as permitted by the Texas Government Code, Section 551.087, at 4:15 p.m.

Regular Session: The Board reconvened to Regular Session at 4:45 p.m. No action was taken.

Other Business: There was no other business to discuss.

Public Comments: There were no public comments.

Adjournment: There being no further business,

Kyle Ballard 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: 05/31/2018

| | 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 | 7,745.67 | 0.00 | -12,254.33 38.73 % |
| 530-47300 | Airport-Fuel Flowage Fees | 15,400.00 | 15,400.00 | 1,299.21 | 9,326.02 | 0.00 | -6,073.98 60.56 % |
| 530-47350 | Renter Utility Payments | 4,200.00 | 4,200.00 | 325.54 | 2,422.52 | 0.00 | -1,777.48 57.68 % |
| 530-47502 | Interest From Cash Pool | 950.00 | 950.00 | 0.00 | 1,125.83 | 0.00 | 175.83 118.51 % |
| 530-47607 | Facility Rental | 350.00 | 350.00 | 0.00 | 0.00 | 0.00 | -350.00 0.00 % |
| 530-47612 | Rents-Airport Commercial Leasing | 7,016.00 | 7,016.00 | 937.00 | 7,178.21 | 0.00 | 162.21 102.31 % |
| 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 | 21,352.55 | 169,685.75 | 0.00 | -81,546.25 67.54 % |
| 530-47615 | Rent-Aircraft Parking | 600.00 | 600.00 | 70.00 | 525.00 | 0.00 | -75.00 87.50 % |
| 530-47616 | Rent-Aiport Box Hangars | 73,670.00 | 73,670.00 | 6,139.00 | 49,112.00 | 0.00 | -24,558.00 66.66 % |
| 530-47618 | Rent-Airport-Corporate Hangars | 87,000.00 | 87,000.00 | 7,350.00 | 58,800.00 | 0.00 | -28,200.00 67.59 % |
| 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 | 8,000.00 | -78,900.71 | 802.18 | 0.00 | -7,197.82 10.03 % |
| | Revenue Total: | 530,912.00 | 530,912.00 | -41,427.41 | 369,216.93 | 0.00 | -161,695.07 69.54 % |
| Expense | | | | | | | |
| 530-199-51100 | Salaries | 76,500.00 | 76,500.00 | 6,558.56 | 54,117.25 | 0.00 | 22,382.75 70.74 % |
| 530-199-52100 | Longevity | 1,590.00 | 1,590.00 | 144.00 | 1,152.00 | 0.00 | 438.00 72.45 % |
| 530-199-52200 | Retirement-FICA | 5,940.00 | 5,940.00 | 509.70 | 4,203.78 | 0.00 | 1,736.22 70.77 % |
| 530-199-52400 | Life & Health Insurance | 15,870.00 | 15,870.00 | 1,315.14 | 10,634.19 | 0.00 | 5,235.81 67.01 % |
| 530-199-52501 | Retirement Plan Contribution-TMRS | 12,120.00 | 12,120.00 | 1,040.23 | 8,579.65 | 0.00 | 3,540.35 70.79 % |
| 530-199-52600 | Workers' Compensation | 410.00 | 410.00 | 35.09 | 289.70 | 0.00 | 120.30 70.66 % |
| 530-199-53101 | Airport Management | 77,320.00 | 77,320.00 | 6,401.36 | 51,710.88 | 25,605.49 | 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 | 3,900.00 | -62.63 | 3,276.82 | 0.00 | 623.18 84.02 % |
| 530-199-54101 | Utilities - Water | 8,500.00 | 8,500.00 | 0.00 | 4,593.03 | 0.00 | 3,906.97 54.04 % |
| 530-199-54210 | Refuse Services | 1,300.00 | 1,300.00 | 105.40 | 843.20 | 0.00 | 456.80 64.86 % |
| 530-199-54310 | Maintenance, Building (Upkeep) | 24,832.00 | 19,832.00 | 4,626.10 | 14,047.62 | 105.84 | 5,678.54 71.37 % |
| 530-199-54320 | Maintenance, Improvements | 12,000.00 | 17,000.00 | 739.83 | 10,919.83 | 0.00 | 6,080.17 64.23 % |
| 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 | 3,000.00 | 0.00 | 0.00 | 0.00 | 3,000.00 0.00 % |
| 530-199-54345 | Maintenance, Leased Vehicle | 600.00 | 600.00 | 39.29 | 314.32 | 0.00 | 285.68 52.39 % |
| 530-199-54350 | 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: 05/31/2018

| | 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 | 2,327.85 | 0.00 | 1,139.15 | 67.14 % |
| 530-199-54430 Uniform/Janitorial Supply Rental | 650.00 | 650.00 | 50.00 | 388.87 | 0.00 | 261.13 | 59.83 % |
| 530-199-55100 Insurance & Bonds | 16,550.00 | 16,550.00 | 0.00 | 18,640.58 | 0.00 | -2,090.58 | 112.63 % |
| 530-199-55150 Phones, Pagers, Internet, Cable | 5,600.00 | 5,600.00 | 465.29 | 3,777.08 | 0.00 | 1,822.92 | 67.45 % |
| 530-199-55200 Postage | 75.00 | 75.00 | 0.00 | 0.00 | 0.00 | 75.00 | 0.00 % |
| 530-199-55260 Advertising & Promotions | 1,400.00 | 1,400.00 | 0.00 | 0.00 | 0.00 | 1,400.00 | 0.00 % |
| 530-199-55270 Special Events | 8,500.00 | 8,500.00 | 1,145.00 | 1,949.21 | 0.00 | 6,550.79 | 22.93 % |
| 530-199-55350 Travel (Mileage Meals Lodging) | 1,100.00 | 1,100.00 | 44.15 | 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 | 150.00 | 0.00 | 7.98 | 0.00 | 142.02 | 5.32 % |
| 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 | 80.00 | 3,051.65 | 0.00 | 3,648.35 | 45.55 % |
| 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 | 500.00 | 0.00 | 32.99 | 0.00 | 467.01 | 6.60 % |
| 530-199-56202 Gasoline & Oil for Vehicle/Equip | 2,400.00 | 2,400.00 | 38.01 | 1,554.03 | 0.00 | 845.97 | 64.75 % |
| 530-199-56204 Electricity | 22,500.00 | 22,500.00 | 1,171.72 | 13,830.17 | 0.00 | 8,669.83 | 61.47 % |
| 530-199-58700 Payment to City of Waxahachie | 123,835.00 | 123,835.00 | 0.00 | 72,936.50 | 0.00 | 50,898.50 | 58.90 % |
| 530-199-58750 Payment to City of Midlothian | 36,835.00 | 36,835.00 | 0.00 | 21,486.50 | 15,348.50 | 0.00 | 100.00 % |
| 530-199-59710 Miscellaneous Expense | 0.00 | 0.00 | 800.00 | 800.00 | 0.00 | -800.00 | 0.00 % |
| Expense Total: | 483,544.00 | 483,544.00 | 25,535.19 | 308,834.65 | 41,059.83 | 133,649.52 | 72.36 % |
| Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit): | 47,368.00 | 47,368.00 | -66,962.60 | 60,382.28 | -41,059.83 | -28,045.55 | 40.79 % |
| Report Surplus (Deficit): | 47,368.00 | 47,368.00 | -66,962.60 | 60,382.28 | -41,059.83 | -28,045.55 | 40.79 % |

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 | 530,912.00 | -41,427.41 | 369,216.93 | 0.00 | -161,695.07 | 69.54 % |
| Expense | 483,544.00 | 483,544.00 | 25,535.19 | 308,834.65 | 41,059.83 | 133,649.52 | 72.36 % |
| Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit): | 47,368.00 | 47,368.00 | -66,962.60 | 60,382.28 | -41,059.83 | -28,045.55 | 40.79 % |
| Report Surplus (Deficit): | 47,368.00 | 47,368.00 | -66,962.60 | 60,382.28 | -41,059.83 | -28,045.55 | 40.79 % |

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 | 47,368.00 | -66,962.60 | 60,382.28 | -41,059.83 | -28,045.55 |
| Report Surplus (Deficit): | 47,368.00 | 47,368.00 | -66,962.60 | 60,382.28 | -41,059.83 | -28,045.55 |

MANAGER'S REPORT – MAY, 2018

Maintenance Items

- It was discovered that water had been leaking under the terminal building causing damage to two offices. Flashing was installed around two sides, a small amount of mold was removed in a storage area and carpet was replaced with vinyl
- There were issues with the insulation on several of the doors in the new hangars. Don Jackson Construction made repairs under warranty.

Flight Operations

Flight traffic has increased with 4393 operations in May, almost double the previous month.

June 9th I attended the Air Transportation Advisory Committee quarterly meeting at North Central Texas Council of Governments.

| AIRPORT OPERATIONS REPORT | | | | | | | | | | |
|---------------------------|----------------|--------------|----------|-----------|-------------------|------------------|------------------|-------------|-------|-------|
| | 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 |
| 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 |
| 2018 | | | | | | | | | | |
| 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 | 103 | 7 | 2 | 0 | 0 | 0 | 0 | 2371 | 5379 | 6432 |
| May | 105 | 6 | 1 | 1 | 0 | 0 | 0 | 4393 | 3792 | 12310 |

MAY FBO REPORT – JUNE 8, 2018

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

AvGas (Truck): 2795 gallons

AvGas (Self Serve): 997 gallons

Jet-A: 12,071 gallons

Government JET-A: 239 gallons

TOTAL GALLONS OF FUEL FOR May 2018: 16,102 gallons.

May fuel sales trended up this month with an increase in JET-A. There was even a small benefit of Government JET-A this month. We are seeing a steady upward trend in corporate turbine aircraft as the south end of the Metroplex continues to grow. As we move through the unstable spring May weather into mid June, our training and pleasure flying should increase.

Ken Lantz



Southern Star Aviation

**Mid-Way Airport Pancake Breakfast
Fly-In Report
2018**

| | |
|--|----------|
| 1. Confetti's (Chairs, tables, fans and tablecloths) | 879.17 |
| 2. Boy Scout Troop 524 (Catering) | 2,088.00 |
| 3. Boy Scout Troop 524 Donation | 1,600.00 |
| 4. Jazz Band | 300.00 |
| 5. BFI (Porta-Potties) | 184.95 |
| 6. Gingerbread Press (Printing of posters) | 89.22 |
| 7. Misc. (rags, water, mops, ice, safety vests) | 203.00 |
| 8. Train | 540.00 |
| 9. Dusty the Clown | 185.00 |
| 10. Face Painter | 120.00 |
| 11. Remedy Church Donation – Bounce House | 150.00 |

*** Ice donated by the City of Midlothian Fire Department

Total Expenses **\$6339.34**

Total Revenue: **\$6837.00**

Net Proceeds **\$ 497.66**

1044 people served