

**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, March 9, 2017, at 4:00 pm

Kyle Ballard, Chairman
Randall Porche, Vice Chairman
Ray Barksdale, Secretary
David Box
Kent McGuire
Alex Smith
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 January 12, 2017
- Financial Report
- Manager's Report
- Airport Operations Report
- FBO Report

REGULAR AGENDA

3. Consider Catering Proposal from Boy Scout Troop 524
4. Hangar Construction Update
5. TxDOT Funding Update
6. Discuss Longbranch Estates Development
7. Board Committee Appointments
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 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, January 12, 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
Randall Porche, Vice Chairman
Ray Barksdale, Secretary
David Box
Kent McGuire
Drew Sambell

Members Absent: Alex Smith

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

REGULAR AGENDA

Opening: Chairman Kyle Ballard called the meeting to order, and Randall Porche gave the invocation.

Board Announcements: Kyle Ballard welcomed our newest Board member, Dr. Andrew Sambell.

CONSENT AGENDA:

- Minutes of Meeting held November 10, 2016
- Financial Report
- Airport Operation's Report
- FBO Report

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

REGULAR AGENDA:

Hangar Construction Update: Judy Demoney told the Board that the hangar construction project should be completed by the end of May. They will be completing the final grade this week, and will be starting the beam excavation next week. The estimated delivery of the pre-engineered hangars is March 18.

Judy said that parking has become a major issue since we are losing one row in the employee parking lot. They have to allow enough room for wing spans on the East side of the new hangars since it will be two way aircraft traffic. The KSA Project Manager is checking with the KSA engineers to see if there is any way that more concrete can be poured on the West end making it one way aircraft traffic in order to save the employee parking lot. Also, the parking lot that was put in a year and a half ago was striped wrong. The KSA Project Manager said that he will see that there are funds available from this grant to restripe it when they come to mark the new taxi lane. Restriping would give us at least six more parking spaces. Southern Star Aviation would like to add gravel to the north side of the hangar at their expense for additional parking space. Judy said that she is checking first to see how much of that area will be safety zone.

Airborne Imaging Project Update: Judy Demoney said that there was a meeting between the Waxahachie Economic Development Director, Airborne Imaging, Bank, and herself on Monday. The Bank said that they needed some more information/documentation before they could take it to the loan committee. Judy said that she provided the Bank with copies of all their hangar leases as well as a sample copy of another tenants ground lease. The term of Airborne's ground lease has been changed from thirty to twenty years, plus the option for two 10 year extensions. It will be an unimproved ground lease since they will be making some improvement to enhance the property, and the rate will be \$.25 per square foot rather than \$.30 for improved. Judy explained that at the end of the lease the building will revert back to the Airport.

Southern Star Aviation's request to add an air line system to their hangar: Vern Mitchell with Southern Star Aviation said that they are requesting at their expense to install some air lines with several outlets in their hangar at the terminal building. This would prevent them from having to drag a hose across the hangar, and would allow Hertz access without causing a trip hazard.

David Box moved to approve Southern Star Aviation's request to add an air line system to their hangar at their expense; second by Randall Porche. All Ayes.

Officer Election:

David Box moved to nominate Kyle Ballard as Chair; second by Kent McGuire. All Ayes.

David Box moved to nominate Kent McGuire as Vice Chair; second by Randall Porche. All Ayes.

Randall Porche moved to nominate Ray Barksdale as Secretary; second by Kent McGuire. All Ayes.

Other Business: Judy Demoney updated the Board on the issue with TxDOT/FAA funding. The ATAC funding sub-committee has continued to meet and pursue the TxDOT/FAA funding situation. Victor Vandergriff, Texas Transportation Commissioner, is now involved. Mr. Vandergriff was contacted by the FAA who said that ATAC and TAC were misinformed about the discretionary funding and suggested that they and TxDOT meet with them to explain. The groups are hoping to gain a better understanding of their project selection criteria. The meeting is set for the week of January 30th.

Public Comments: There were no public comments.

Adjournment: There being no further business,

Ray Barksdale moved to adjourn; second by Kent McGuire. All Ayes.

Respectfully submitted, Tammy Bowen, Airport Operations



City of Waxahachie, TX

Budget Report Account Summary

For Fiscal: FY 2017 Period Ending: 02/28/2017

	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	0.00	0.00	-12,000.00	0.00 %
530-47300	Airport-Fuel Flowage Fees	13,300.00	13,300.00	1,176.00	5,505.02	-7,794.98	41.39 %
530-47350	Renter Utility Payments	3,000.00	3,000.00	395.73	1,622.15	-1,377.85	54.07 %
530-47502	Interest From Cash Pool	710.00	710.00	0.00	295.03	-414.97	41.55 %
530-47607	Facility Rental	350.00	350.00	0.00	150.00	-200.00	42.86 %
530-47612	Rents-Airport Commercial Leasing	6,100.00	6,100.00	484.00	2,420.00	-3,680.00	39.67 %
530-47613	Rent-Airport Land Options	1,496.00	1,496.00	0.00	1,516.20	20.20	101.35 %
530-47614	Rent-Airport T-Hangars	185,980.00	185,980.00	15,601.00	78,365.00	-107,615.00	42.14 %
530-47615	Rent-Aircraft Parking	1,200.00	1,200.00	52.50	262.50	-937.50	21.88 %
530-47616	Rent-Aiport Box Hangars	73,670.00	73,670.00	6,139.00	30,695.00	-42,975.00	41.67 %
530-47618	Rent-Airport-Corporate Hangars	86,400.00	86,400.00	7,200.00	36,000.00	-50,400.00	41.67 %
530-48320	Contribution - City of Waxahachie	36,500.00	36,500.00	0.00	36,500.00	0.00	100.00 %
530-48325	Contribution - City of Midlothian	36,500.00	36,500.00	0.00	36,500.00	0.00	100.00 %
530-49650	Miscellaneous Revenue	8,000.00	8,000.00	0.00	100.00	-7,900.00	1.25 %
530-49652	Miscellaneous Revenue - NSF Check Fees	0.00	0.00	0.00	32.00	32.00	0.00 %
	Revenue Total:	465,206.00	465,206.00	31,048.23	229,962.90	0.00	49.43 %
Expense							
530-199-51100	Salaries	74,300.00	74,300.00	5,637.84	29,189.15	45,110.85	39.29 %
530-199-52100	Longevity	1,590.00	1,590.00	132.00	660.00	930.00	41.51 %
530-199-52200	Retirement-FICA	5,770.00	5,770.00	438.36	2,268.32	3,501.68	39.31 %
530-199-52400	Life & Health Insurance	14,440.00	14,440.00	1,202.66	6,125.06	8,314.94	42.42 %
530-199-52501	Retirement Plan Contribution-TMRS	11,690.00	11,690.00	896.05	4,540.36	7,149.64	38.84 %
530-199-52600	Workers' Compensation	650.00	650.00	49.85	259.33	390.67	39.90 %
530-199-53101	Airport Management	74,600.00	74,600.00	6,214.94	31,574.70	43,523.57	100.67 %
530-199-53201	Training	300.00	300.00	0.00	200.00	100.00	66.67 %
530-199-53310	Bank Service Charges	4,300.00	4,300.00	0.00	1,226.84	3,073.16	28.53 %
530-199-54101	Utilities - Water	7,000.00	7,000.00	658.85	3,285.57	3,714.43	46.94 %
530-199-54210	Refuse Services	1,300.00	1,300.00	105.40	527.00	772.60	40.54 %
530-199-54310	Maintenance, Building (Upkeep)	16,000.00	16,000.00	320.00	4,890.43	11,109.57	30.57 %
530-199-54320	Maintenance, Improvements	12,000.00	12,000.00	0.00	6,166.41	5,833.59	51.19 %
530-199-54330	Maintenance, Purchased Equipment	3,000.00	3,000.00	0.00	60.99	2,939.01	2.03 %
530-199-54340	Maintenance, Purchased - Vehicle	3,000.00	3,000.00	0.00	14.25	2,985.75	0.48 %
530-199-54345	Maintenance, Leased Vehicle	600.00	600.00	39.29	196.45	403.55	32.74 %

Budget Report

For Fiscal: FY 2017 Period Ending: 02/28/2017

	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	1,480.00	0.00	1,990.00	42.65 %
530-199-54430 Uniform/Janitorial Supply Rental	650.00	650.00	50.00	238.87	0.00	411.13	36.75 %
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	374.03	2,133.63	0.00	2,776.37	43.45 %
530-199-55200 Postage	75.00	75.00	0.00	0.00	0.00	75.00	0.00 %
530-199-55260 Advertising & Promotions	1,000.00	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	760.23	0.00	6,239.77	10.86 %
530-199-55350 Travel (Mileage Meals Lodging)	1,600.00	1,600.00	178.52	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	801.40	0.00	2,698.60	22.90 %
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	1,000.00	72.49	679.87	0.00	320.13	67.99 %
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	0.00	1,892.45	9.88 %
530-199-56204 Electricity	24,500.00	24,500.00	2,268.75	9,607.01	0.00	14,892.99	39.21 %
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	41,078.00	0.00	82,157.00	33.33 %
530-199-58750 Payment to City of Midlothian	36,835.00	36,835.00	0.00	12,278.00	24,557.00	0.00	100.00 %
Expense Total:	458,015.00	458,015.00	18,927.98	217,024.91	71,228.42	169,761.67	62.94 %
Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	7,191.00	7,191.00	12,120.25	12,937.99	-71,228.42	-65,481.43	-810.60 %
Report Surplus (Deficit):	7,191.00	7,191.00	12,120.25	12,937.99	-71,228.42	-65,481.43	-810.60 %

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	31,048.23	229,962.90	0.00	-235,243.10	49.43 %
Expense	458,015.00	458,015.00	18,927.98	217,024.91	71,228.42	169,761.67	62.94 %
Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	7,191.00	7,191.00	12,120.25	12,937.99	-71,228.42	-65,481.43	-810.60 %
Report Surplus (Deficit):	7,191.00	7,191.00	12,120.25	12,937.99	-71,228.42	-65,481.43	-810.60 %

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	12,120.25	12,937.99	-71,228.42	-65,481.43
Report Surplus (Deficit):	7,191.00	7,191.00	12,120.25	12,937.99	-71,228.42	-65,481.43

MANAGER'S REPORT JANUARY & FEBRUARY, 2017

Equipment Repairs

Unexpected repairs were required on the scissor lift and major parts required on the tractor. Costs were contained on the tractor by labor being done by the City Garage staff.

Terminal De-Humidifier

A de-humidifier was added to the air conditioning system for the upstairs terminal area. High humidity levels have been an issue due to the system having been engineered for a restaurant and kitchen. Cost of the new equipment was approximately \$4000.

On-site Mission

Mid-Way was the site of a joint testing mission between Airborne Imaging and the National Air & Space Intelligence Center during the week of February 28th.

Economic Development

- There was a site visit on February 15 with a potential investor from Red Oak. Several development opportunities were discussed.
- Discussions continue with Airborne Imaging on their proposed construction project.

Air Transportation Advisory Committee

I attended the following meetings in Arlington and Irving in my position as Chair of ATAC for NCTCOG:

- January 25 – UAS (drone) Sub-committee meeting to develop a municipal code template for cities in the North Texas area
- February 2 – ATAC quarterly meeting
- February 8 & 28 – Meetings with state officials regarding FAA/TxDOT Aviation funding issues

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		

January FBO REPORT – March 3, 2017

Please Note fuel totals will be from the month of January

FUEL SALES: (Totals for January 2017)

AvGas (Truck): 3,533 gallons

AvGas (Self Serve): 2,245 gallons

Jet-A: 5,982 gallons

TOTAL GALLONS OF FUEL FOR January 2017: 11,761 gallons.

Fuel totals have continued to trend up for January. Sky Lens will continue to operate out of JWY for January and then move to another section of the country. They have indicated that they will be back in late February/Early March. The owner from Hammond, LA has visited JWY and our facility several times and continues to be impressed with the airport and the operation. They are keeping our operation totals and our fuel totals up for a normally slow time of the year. The unusual warm spring-like weather has contributed to increased operations with the Gen Av flyers and students. Maybe the ground-hog was wrong. Airborne has seen an increase in operations. They have indicated upcoming increases in flying in late February/March.

Ken Lantz



Southern Star Aviation

March 3, 2017

Ms. Judy Demoney
Midway Regional Airport
131 Airport Drive
Midlothian, Texas 76065

Dear Ms. Demoney,

This letter is to serve as commitment as to what Troop 524 will provide and do for the airport's annual pancake breakfast in 2017, 2018, and 2019.

The Troop will be responsible for:

1. Labor to go to businesses to put up posters.
2. All paper goods(fork, knife ,napkins, plates and cups-both coffee and juice).
3. Unlimited coffee and juice.
4. Pancakes (all you can eat).
5. Meat product (either sausage patties, links, or little smokies), limited to one serving per person.
6. Margarine, syrup (both regular and sugar free),sugar and creamer.
7. Labor to set up all tables and chairs, prepare and serve food, refill syrup and margarine, remove all trash to Dumpster, and maintain a clean serving and dining area.
8. Provide griddles, burners, stoves, various equipment, coolers, and drink dispensers.
9. Labor to break down all tables, chairs, and equipment. The Troop would then sweep and mop the entire area.

The airport will be responsible for:

1. Securing permission from the cities for the event.
2. Obtaining tables, chairs, and table covers.
3. Printing of posters, with Troop 524 listed as cooking the breakfast.
4. A list of businesses that have allowed posters in the past.
5. Wash cloths, trash bags, and trash cans.
6. Ice
7. Any entertainment (band ,etc.) and any labor needed for other than breakfast(e.g..directing traffic)
8. Provide access to electricity and water.
9. Provide access to hanger the night prior.

Conditions

1. Scouts, Scouters, from Troop 524, event staff (police, fireman, volunteers, etc.) would eat free.
2. The airport will reimburse the troop \$2.00 per plate. Any increase in this amount would be only for increases in the actual cost of food and paper goods. The Troop would notify the Airport at least 45 days prior to the event of any increase.
3. Allow Troop 524 to place donation jars on the tables.
4. Allow Troop to set up one table for the current Troop fund raising project t(i.e. the selling of Troop 524 Salsa)

Mike Ferguson
Committee Chairman
Troop 524, BSA

David R. Miller
Scoutmaster
Troop 524, BSA