

**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 12, 2016, at 4:00 pm

Kyle Ballard, Chairman
Randall Porche, Vice Chairman
Ray Barksdale, Secretary
David Box
Kent McGuire
George Kent
Dennis Lauterbach, Jr

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 14, 2016
- Financial Report
- Manager's Report
- Airport Operations Report
- FBO Report

REGULAR AGENDA

3. Airborne Imaging Construction Project Update
4. Consider FY 2016 Budget
5. Consider Vacant Airport Office Space
6. Other Business
7. Public Comments
8. 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, April 14, 2016, 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
David Box
Kent McGuire
Dennis Lauterbach, Jr.

Members Absent: George Kent
Ray Barksdale, Secretary

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

REGULAR AGENDA

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

Board Announcements: Judy Demoney said that she received a lot of information from the NTSB after the accident on Friday on how we should be handling future aircraft accidents. This information was forwarded to the two City Fire Departments, Police Departments, and anyone else involved. Airport personnel are planning to meet to go over these procedures. Judy told the Board that there has been a change in command in several departments since we last met four years ago, so hopes to meet with the other departments at some point. Both police chiefs have been in discussion about having a training session at the Airport. Judy told the Board that she thought everything was very organized Friday.

CONSENT AGENDA:

- Minutes of Meeting held March 17, 2016
- Financial Report
- Manager's Report
- Airport Operation's Report
- FBO Report

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

REGULAR AGENDA:

Airborne Imaging Construction Project Update: Judy Demoney reminded the Board that the two Cities agreed to take care of the infrastructure for the Airborne Imaging project. The Cities will reimburse Airborne Imaging at the time that the CO is established. Airborne is trying to find a lender that will give them a thirty year note for the \$2.9 million project. Their goals are to stay at Mid-Way, and to protect their DC-3s since that is their livelihood. They are continuing to pursue financing to build the hangar. Once Airborne has the funding the Cities will get the 380 agreement done, which is the collateral for the bank. If something happens with the financing they have discussed with Michael Scott, City of Waxahachie, the possibility of purchasing the building they are in now so that they could expand. Michael Scott said that he would check into it.

Economic Development Updates: Judy Demoney told the Board that she had a conversation with the company interested in leasing the hangar that Airborne is currently in. They have not made a decision yet as to whether they want to be at Mid-Way. Judy did explain to them that once we get the final go on the project they will need to commit to leasing the hangar if they want it because we will have to start marketing it.

Judy said that she spoke with the Waxahachie Economic Development Department in regards to the tail rotor project. They said that the Company will conclude their fact finding in May, and make a final decision sometime in June.

Judy said that it has been one year and three months, and we have not had any aviation related businesses interested in leasing the space upstairs in the terminal building. Judy said that she is planning on calling Bill Gunn with TxDOT again to see if it would be possible to rent to a non-aviation related business, and without the month to month agreement that they would have to leave if an aviation related business did come along. That kind of agreement makes it very difficult to lease as well. Judy explained that we have done advertising in magazines and on websites, and have sent flyers to aircraft insurance and sales brokers.

Judy reported that she does not expect to get T-hangars this budget year because they did not do the aviation agreement by March 31st and it was extended ninety days.

Judy told the Board that there has been talk that a solar farm company may be looking at the property on the East side of the Airport. Ken Lantz said that they can be highly reflective.

Pancake Breakfast Fly-In: Tammy Bowen told the Board that they had a meeting with the Scout Masters of Troop 524 on Tuesday in order to come up with a plan to help speed up the breakfast line at the fly-in. The plan is to sell tickets at two tables instead of one. The Scouts will hand out the plates and sell the bottled water for us removing those responsibilities from the ticket table area. We will also be serving breakfast between 7 am and 8 am to all those who have comp tickets. The Scouts will be prepared to serve up to 1,100 people this year. Last year we fed 957 people. New participants to the fly-in will be a clown to help work the line, ice cream vendor will be selling snow cones and ice cream bars, remote controlled model airplanes, tethered hot air balloons, and hopefully an educational booth for drone operations. The Board discussed the location of the ticket tables,, and maybe having someone walk the line selling tickets. A petting zoo was discussed, but it was decided that the goal is to find aviation related things for the event. There will be enough things for the kids to do at the event this year, and it would be an expense.

Airport Board Committees:

David Box moved to appoint Randall Porche, Kyle Ballard and Ray Barksdale to the Finance Committee with Ray Barksdale as the Committee Chair; second by Kent McGuire. All Ayes.

David Box moved to appoint Dennis Lauterbach, Jr., Kent McGuire and David Box to the Economic Development Committee with David Box as Committee Chair; second by Randall Porche. All Ayes.

Judy Demoney said that the budget will need to be finalized by May 2nd. May 10th will be our department meeting with the Finance Department, and City Managers to negotiate the budget. On May 12th the Board will need to approve the final budget with the final due date of May 27th.

Public Comments: There were no public comments.

Adjournment: There being no further business,

Kent McGuire moved to adjourn; second by David Box. All Ayes.

Respectfully submitted, Tammy Bowen, Airport Operations



City of Waxahachie, TX

Budget Report Account Summary

For Fiscal: FY 2016 Period Ending: 04/30/2016

	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	25,000.00	25,000.00	0.00	4,302.50	0.00	-20,697.50 17.21 %
530-47300	Airport-Fuel Flowage Fees	9,500.00	9,500.00	1,534.03	7,292.55	0.00	-2,207.45 76.76 %
530-47350	Renter Utility Payments	3,000.00	3,000.00	192.52	1,841.95	0.00	-1,158.05 61.40 %
530-47502	Interest From Cash Pool	170.00	170.00	0.00	417.15	0.00	247.15 245.38 %
530-47607	Facility Rental	250.00	250.00	250.00	250.00	0.00	0.00 100.00 %
530-47612	Rents-Airport Commercial Leasing	5,280.00	5,280.00	440.00	3,240.00	0.00	-2,040.00 61.36 %
530-47613	Rent-Airport Land Options	1,500.00	1,500.00	0.00	1,496.25	0.00	-3.75 99.75 %
530-47614	Rent-Airport T-Hangars	185,980.00	185,980.00	15,626.00	110,557.00	0.00	-75,423.00 59.45 %
530-47615	Rent-Aircraft Parking	700.00	700.00	52.50	656.25	0.00	-43.75 93.75 %
530-47616	Rent-Airport Box Hangars	73,670.00	73,670.00	6,139.00	42,973.00	0.00	-30,697.00 58.33 %
530-47618	Rent-Airport-Corporate Hangars	83,320.00	83,320.00	6,950.00	48,650.00	0.00	-34,670.00 58.39 %
530-48320	Contribution - City of Waxahachie	35,975.00	35,975.00	0.00	35,975.00	0.00	0.00 100.00 %
530-48325	Contribution - City of Midlothian	35,975.00	35,975.00	0.00	35,975.00	0.00	0.00 100.00 %
530-49650	Miscellaneous Revenue	8,070.00	8,070.00	305.50	330.50	0.00	-7,739.50 4.10 %
530-49652	Miscellaneous Revenue - NSF Check Fees	0.00	0.00	0.00	32.00	0.00	32.00 0.00 %
	Revenue Total:	468,390.00	468,390.00	31,489.55	293,989.15	0.00	-174,400.85 62.77 %
Expense							
530-199-51100	Salaries	71,420.00	72,160.00	8,210.44	44,425.33	0.00	27,734.67 61.57 %
530-199-52100	Longevity	1,520.00	1,520.00	120.00	840.00	0.00	680.00 55.26 %
530-199-52200	Retirement-FICA	5,520.00	5,600.00	634.50	3,443.38	0.00	2,156.62 61.49 %
530-199-52400	Life & Health Insurance	13,100.00	13,100.00	1,094.18	7,730.88	0.00	5,369.12 59.01 %
530-199-52501	Retirement Plan Contribution-TMRS	11,170.00	11,340.00	1,250.39	7,036.17	0.00	4,303.83 62.05 %
530-199-52600	Workers' Compensation	770.00	770.00	89.69	499.57	0.00	270.43 64.88 %
530-199-53101	Airport Management	72,410.00	72,410.00	6,033.92	42,737.44	0.00	29,672.56 59.02 %
530-199-53201	Training	300.00	300.00	0.00	0.00	0.00	300.00 0.00 %
530-199-53310	Bank Service Charges	4,300.00	4,300.00	0.00	2,140.67	0.00	2,159.33 49.78 %
530-199-54101	Utilities - Water	7,210.00	7,210.00	613.76	3,195.99	666.38	3,347.63 53.57 %
530-199-54210	Refuse Services	1,300.00	1,300.00	106.46	745.22	106.46	448.32 65.51 %
530-199-54310	Maintenance, Building (Upkeep)	13,000.00	13,000.00	816.35	6,849.14	0.00	6,150.86 52.69 %
530-199-54320	Maintenance, Improvements	12,000.00	12,000.00	0.00	6,807.02	0.00	5,192.98 56.73 %
530-199-54330	Maintenance, Purchased Equipment	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00 0.00 %
530-199-54340	Maintenance, Purchased - Vehicle	3,000.00	3,000.00	0.00	1,612.18	0.00	1,387.82 53.74 %
530-199-54345	Maintenance, Leased Vehicle	600.00	600.00	39.29	272.03	0.00	327.97 45.34 %

Budget Report

For Fiscal: FY 2016 Period Ending: 04/30/2016

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
530-199-54350 Maintenance, Other City Property	2,000.00	2,000.00	650.00	650.00	0.00	1,350.00	32.50 %
530-199-54400 Vehicle Lease	3,470.00	3,470.00	288.95	2,022.65	0.00	1,447.35	58.29 %
530-199-54430 Uniform/Janitorial Supply Rental	650.00	650.00	75.00	375.00	0.00	275.00	57.69 %
530-199-55100 Insurance & Bonds	15,750.00	15,750.00	0.00	14,285.58	0.00	1,464.42	90.70 %
530-199-55150 Phones, Pagers, Internet, Cable	8,800.00	8,800.00	411.04	2,857.39	0.00	5,942.61	32.47 %
530-199-55200 Postage	75.00	75.00	0.00	0.00	0.00	75.00	0.00 %
530-199-55260 Advertising & Promotions	4,000.00	4,000.00	0.00	450.00	0.00	3,550.00	11.25 %
530-199-55270 Special Events	7,000.00	7,000.00	0.00	753.35	0.00	6,246.65	10.76 %
530-199-55300 Printing & Binding	50.00	50.00	0.00	0.00	0.00	50.00	0.00 %
530-199-55350 Travel (Mileage Meals Lodging)	1,400.00	1,400.00	0.00	1,136.41	44.28	219.31	84.34 %
530-199-55400 Memberships/License/Cert Renewal	500.00	500.00	0.00	475.00	0.00	25.00	95.00 %
530-199-55450 Board & Local Meetings	150.00	150.00	0.00	31.45	0.00	118.55	20.97 %
530-199-55800 State/EPA Permit Fees	200.00	200.00	0.00	200.00	0.00	0.00	100.00 %
530-199-56100 Supplies & Equipment	4,000.00	4,000.00	0.00	944.49	0.00	3,055.51	23.61 %
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	0.00	634.09	0.00	365.91	63.41 %
530-199-56104 Supplies & Equip-Computers & Accessories	500.00	500.00	0.00	29.60	0.00	470.40	5.92 %
530-199-56202 Gasoline & Oil for Vehicle/Equip	3,150.00	3,150.00	0.00	182.14	804.58	2,163.28	31.32 %
530-199-56204 Electricity	22,575.00	22,575.00	1,596.82	12,634.55	448.54	9,491.91	57.95 %
530-199-57400 Improvements Other Than Bldgs	22,500.00	22,500.00	0.00	0.00	22,500.00	0.00	100.00 %
530-199-58700 Payment to City of Waxahachie	120,150.00	120,150.00	0.00	60,117.00	0.00	60,033.00	50.03 %
530-199-58750 Payment to City of Midlothian	36,830.00	36,830.00	0.00	18,417.00	18,413.00	0.00	100.00 %
Expense Total:	477,620.00	478,610.00	22,030.79	244,530.72	42,983.24	191,096.04	60.07 %
Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	-9,230.00	-10,220.00	9,458.76	49,458.43	-42,983.24	16,695.19	-63.36 %
Report Surplus (Deficit):	-9,230.00	-10,220.00	9,458.76	49,458.43	-42,983.24	16,695.19	-63.36 %

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	468,390.00	468,390.00	31,489.55	293,989.15	0.00	-174,400.85	62.77 %
Expense	477,620.00	478,610.00	22,030.79	244,530.72	42,983.24	191,096.04	60.07 %
Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	-9,230.00	-10,220.00	9,458.76	49,458.43	-42,983.24	16,695.19	-63.36 %
Report Surplus (Deficit):	-9,230.00	-10,220.00	9,458.76	49,458.43	-42,983.24	16,695.19	-63.36 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)
530 - MID-WAY REGIONAL AIRPC	-9,230.00	-10,220.00	9,458.76	49,458.43	-42,983.24	16,695.19
Report Surplus (Deficit):	-9,230.00	-10,220.00	9,458.76	49,458.43	-42,983.24	16,695.19

MANAGER'S REPORT APRIL, 2016

1. On April 8 there was an airplane crash resulting in the death of a flight student and injury to a flight instructor. The airplane was operated by Big Q Aviation, a business tenant of Mid-Way Airport. Midlothian and Waxahachie fire and police personnel were dispatched along with DPS troopers. The victim was treated at the scene by Midlothian EMTs and then transported to Baylor Dallas by Careflight where he expired. The instructor was taken to Methodist Mansfield by ground where he was treated and released.

FAA representatives arrived on scene that evening and NTSB representatives from Houston and Washington, DC arrived the following morning. The preliminary report was released indicating witness interviews and weather conditions but the investigation continues with the final report due at its conclusion.

The airport was closed from approximately 3:15 PM April 8th until 10:30 AM April 9th.

2. April 25-April 27 Mid-Way was host to Bell Helicopter conducting exercises with its V-22 Osprey. The Osprey put on quite a show with low altitude hovering and fly-bys. Several spectators stopped in to watch/photograph and we received only two noise complaints.
3. I attended the quarterly Air Transportation Advisory Committee meeting April 8th at NCTCOG offices in Arlington.

AIRPORT OPERATIONS REPORT										
	Based Aircraft	Waiting List	Inquires	Placement	Accident/Incident	Noise Complaints	Other Complaints	Total Ops	100LL	Jet
2015										
Jan	85	15	0	0	0	0	0		5610	4604
Feb	84	15	1	1	0	0	0		2591	3553
Mar	83	16	3	0	1	0	0		2326	3507
April	85	14	4	1	0	1	0		4194	3833
May	87	15	2	3	0	0	0		4175	4462
June	87	13	2	0	0	0	0		6831	8473
July	87	13	1	0	0	0	0	1819	7028	7868
Aug	87	13	3	1	1	0	0	2965	8372	4552
Sept	92	16	2	0	0	0	0	3362	8156	8575
Oct	92	16	1	0	0	0	0	4802	4754	7277
Nov	92	15	2	1	0	0	0	3150	3098	9652
Dec	92	15	0	1	0	0	0	2110	2720	5015
	Based Aircraft	Waiting List	Inquires	Placement	Accident/Incident	Noise Complaints	Other Complaints	Total Operatio	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		