

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

Kyle Ballard, Chairman
Kent McGuire, Vice Chairman
Ray Barksdale, Secretary
David Box
Alex Smith
Randall Porche
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 September 14, 2017
- Financial Report
- Manager's Report
- Airport Operations Report
- FBO Report

REGULAR AGENDA

3. Discuss Upstairs Office Lease
4. Update to Property Adjacent to Airport
5. Report of the Rusty Pilot and Flying Club Seminars
6. Discuss Pavement Maintenance Program
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 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, September 14, 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, Chair
Kent McGuire, Vice Chair 4:32 PM
David Box
Randall Porche
Alex Smith

Members Absent: Ray Barksdale, Secretary
Drew Sambell

Others Present: Judy Demoney, Airport Manager
Tammy Bowen, Airport Operations Assistant
Ken Lantz, Partner, Southern Star Aviation
Chip Lamb, Tango 28 Group

REGULAR AGENDA

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

Board Announcements: There were no Board announcements.

CONSENT AGENDA:

- Minutes of Meeting held August 10, 2017
- 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:

Adjustment of the ground lease rate as requested by tenant, Tango 28 Group: Judy Demoney reminded the Board that at the last meeting she was directed to provide some additional survey information as well as last year's information on how they arrived at the figure of \$0.25 per square foot for the ground lease rate. Judy presented the 2016 survey of Airports in the metroplex area which showed the average rate of \$0.28 per square foot. The 2017 survey used to set the new hangar rates showed that the average ground lease rate is now \$0.33 per square foot. Hillsboro was not included in either survey. They base their rates on private and commercial opposed to improved and unimproved. Their current rate for commercial is \$0.15 and private \$0.07 but they will be going up on their rates in October to commercial \$0.25 and private \$0.12. Cleburne's ground lease rate is \$0.11 but the tenants pay property tax on the value of the structure at the commercial rate of \$.0267 per \$100. The Board agreed that the ground lease rate that they set at \$0.25 per square foot last year is accurate. Kyle Ballard asked the Board if there should be an adjustment to the Tango 28 Group rate. Chip Lamb asked that the Board leave their rate the same because they should not be given special consideration. Chip said that they are just interested in long-term success at the Airport.

David Box moved to maintain the existing ground lease rate at \$0.25 per square foot as established in 2016; second by Randal Porche; All Ayes.

Issuing a letter of support for a zoning request being submitted to the City of Midlothian by developer, David Jackson: Kyle Ballard told the Board that Mr. Jackson recently purchased eleven acres of property on the West side of Rex Odom Rd just after turning off Hwy 287. Mr. Jackson's intent is to develop a light industrial complex. The Economic Development Committee met with Mr. Jackson last week and he asked if the Board would issue a letter of support to the City of Midlothian because his proposed use requires a zoning change from agricultural to light industrial. Judy Demoney said that the types of businesses he would be looking for would be avionics/aviation related businesses, light fabrication, fix-it shop for aviation, household or commercial products, business/commercial showroom, printing shop, and accessory sales and service for aviation, avionics and auto. Kyle said that Mr. Jackson's objective and goal is to try to attract tenants that would be complimentary to the Airport. The Economic Development Committee agreed that this proposed use would be complimentary to an adjacent land use versus residential. Judy said that the two City Economic Development Directors agreed that there is a need for the smaller mom and pop type of businesses. Kyle said that ideally, we would like to be in control of the land around the Airport, but at this point we do not have the resources to do so. Judy told the Board that he plans to call it Mid-Way Business Park.

Alex Smith moved to approve the letter of support for a zoning request being submitted to the City of Midlothian by developer, David Jackson; second by Randal Porsche; All Ayes.

Other Business: There was no other business.

Public Comments: There were no public comments.

Adjournment: There being no further business,
Alex Smith 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 2018 Period Ending: 10/31/2017

	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	20,000.00	20,000.00	0.00	0.00	-20,000.00	0.00 %	
530-47300	Airport-Fuel Flowage Fees	15,400.00	15,400.00	1,186.50	1,186.50	-14,213.50	7.70 %	
530-47350	Renter Utility Payments	4,200.00	4,200.00	310.71	310.71	-3,889.29	7.40 %	
530-47502	Interest From Cash Pool	950.00	950.00	0.00	0.00	-950.00	0.00 %	
530-47607	Facility Rental	350.00	350.00	0.00	0.00	-350.00	0.00 %	
530-47612	Rents-Airport Commercial Leasing	7,016.00	7,016.00	849.00	849.00	-6,167.00	12.10 %	
530-47613	Rent-Airport Land Options	2,494.00	2,494.00	2,493.75	2,493.75	-0.25	99.99 %	
530-47614	Rent-Airport T-Hangars	251,232.00	251,232.00	22,039.00	22,039.00	-229,193.00	8.77 %	
530-47615	Rent-Aircraft Parking	600.00	600.00	52.50	52.50	-547.50	8.75 %	
530-47616	Rent-Airport Box Hangars	73,670.00	73,670.00	6,139.00	6,139.00	-67,531.00	8.33 %	
530-47618	Rent-Airport-Corporate Hangars	87,000.00	87,000.00	7,350.00	7,350.00	-79,650.00	8.45 %	
530-48320	Contribution - City of Waxahachie	30,000.00	30,000.00	0.00	0.00	-30,000.00	0.00 %	
530-48325	Contribution - City of Midlothian	30,000.00	30,000.00	0.00	0.00	-30,000.00	0.00 %	
530-49650	Miscellaneous Revenue	8,000.00	8,000.00	22.00	22.00	-7,978.00	0.28 %	
	Revenue Total:	530,912.00	530,912.00	40,442.46	40,442.46	0.00	-490,469.54	7.62 %
Expense								
530-199-51100	Salaries	76,500.00	76,500.00	5,806.98	5,806.98	70,693.02	7.59 %	
530-199-52100	Longevity	1,590.00	1,590.00	144.00	144.00	1,446.00	9.06 %	
530-199-52200	Retirement-FICA	5,940.00	5,940.00	452.22	452.22	5,487.78	7.61 %	
530-199-52400	Life & Health Insurance	15,870.00	15,870.00	1,428.21	1,428.21	14,441.79	9.00 %	
530-199-52501	Retirement Plan Contribution-TMRS	12,120.00	12,120.00	924.19	924.19	11,195.81	7.63 %	
530-199-52600	Workers' Compensation	410.00	410.00	31.01	31.01	378.99	7.56 %	
530-199-53101	Airport Management	77,320.00	77,320.00	6,214.91	6,214.91	70,601.46	503.63	99.35 %
530-199-53201	Training	300.00	300.00	0.00	0.00	300.00	0.00 %	
530-199-53310	Bank Service Charges	3,900.00	3,900.00	0.00	0.00	3,900.00	0.00 %	
530-199-54101	Utilities - Water	8,500.00	8,500.00	0.00	0.00	8,500.00	0.00 %	
530-199-54210	Refuse Services	1,300.00	1,300.00	105.40	105.40	1,194.60	8.11 %	
530-199-54310	Maintenance, Building (Upkeep)	24,832.00	24,832.00	283.69	283.69	24,548.31	1.14 %	
530-199-54320	Maintenance, Improvements	12,000.00	12,000.00	5,966.00	5,966.00	6,034.00	49.72 %	
530-199-54330	Maintenance, Purchased Equipment	3,000.00	3,000.00	719.90	719.90	2,280.10	24.00 %	
530-199-54340	Maintenance, Purchased - Vehicle	3,000.00	3,000.00	-29.22	-29.22	3,029.22	-0.97 %	
530-199-54345	Maintenance, Leased Vehicle	600.00	600.00	39.29	39.29	560.71	6.55 %	
530-199-54350	Maintenance, Other City Property	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %	

Budget Report

For Fiscal: FY 2018 Period Ending: 10/31/2017

	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	288.95	0.00	3,178.05	8.33 %
530-199-54430 Uniform/Janitorial Supply Rental	650.00	650.00	38.87	38.87	0.00	611.13	5.98 %
530-199-55100 Insurance & Bonds	16,550.00	16,550.00	18,640.58	18,640.58	0.00	-2,090.58	112.63 %
530-199-55150 Phones, Pagers, Internet, Cable	5,600.00	5,600.00	493.23	493.23	0.00	5,106.77	8.81 %
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	0.00	0.00	0.00	8,500.00	0.00 %
530-199-55350 Travel (Mileage Meals Lodging)	1,100.00	1,100.00	0.00	0.00	1,100.00	0.00	100.00 %
530-199-55400 Memberships/License/Cert Renewal	600.00	600.00	325.00	325.00	0.00	275.00	54.17 %
530-199-55450 Board & Local Meetings	150.00	150.00	0.00	0.00	0.00	150.00	0.00 %
530-199-55800 State/EPA Permit Fees	400.00	400.00	0.00	0.00	0.00	400.00	0.00 %
530-199-56100 Supplies & Equipment	6,700.00	6,700.00	0.00	0.00	0.00	6,700.00	0.00 %
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	70.31	70.31	0.00	3,229.69	2.13 %
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	2,400.00	2,400.00	0.00	0.00	0.00	2,400.00	0.00 %
530-199-56204 Electricity	22,500.00	22,500.00	1,345.02	1,345.02	0.00	21,154.98	5.98 %
530-199-58700 Payment to City of Waxahachie	123,835.00	123,835.00	0.00	0.00	0.00	123,835.00	0.00 %
530-199-58750 Payment to City of Midlothian	36,835.00	36,835.00	0.00	0.00	0.00	36,835.00	0.00 %
Expense Total:	483,544.00	483,544.00	43,288.54	43,288.54	71,701.46	368,554.00	23.78 %
Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	47,368.00	47,368.00	-2,846.08	-2,846.08	-71,701.46	-121,915.54	-157.38 %
Report Surplus (Deficit):	47,368.00	47,368.00	-2,846.08	-2,846.08	-71,701.46	-121,915.54	-157.38 %

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	40,442.46	40,442.46	0.00	-490,469.54	7.62 %
Expense	483,544.00	483,544.00	43,288.54	43,288.54	71,701.46	368,554.00	23.78 %
Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	47,368.00	47,368.00	-2,846.08	-2,846.08	-71,701.46	-121,915.54	-157.38 %
Report Surplus (Deficit):	47,368.00	47,368.00	-2,846.08	-2,846.08	-71,701.46	-121,915.54	-157.38 %

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	-2,846.08	-2,846.08	-71,701.46	-121,915.54
Report Surplus (Deficit):	47,368.00	47,368.00	-2,846.08	-2,846.08	-71,701.46	-121,915.54

MANAGER'S REPORT – SEPTEMBER-OCTOBER, 2017

The operation continued to run smoothly with some unexpected repairs required on major equipment:

- Tractor – Hydraulic line repair and tires replaced
- Fuel farm – Flow counter was replaced
- Big Q Aviation box hangar – Cable broke making the door inoperative so it was replaced

End of Summer Fun Money

We offered a fuel incentive for the month of September for our tenants in part as customer service/tenant relations but also to increase fuel sales. Each tenant was given \$20 Fun Money credit (one per hangar) toward a single fuel purchase. Only 20 out of 71 credits were redeemed. Southern Star said some took advantage of just the \$20 while a few others purchased additional fuel. We reimbursed Southern Star for the \$400 in credits.

Economic Development

I attended a meeting with Midlothian staff—Assistant City Manager, Engineering, Planning & Zoning, Public Works, Fire Marshal—to discuss best use of land adjacent or near the airport for future development. This information is for their comprehensive plan. I reiterated the best use is light industrial but definitely not residential for safety and noise concerns.

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	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		

OCTOBER FBO REPORT – November 4, 2017

Please Note fuel totals will be from the month of September

FUEL SALES: **(Totals for September 2017)**

AvGas (Truck): 3,861 gallons

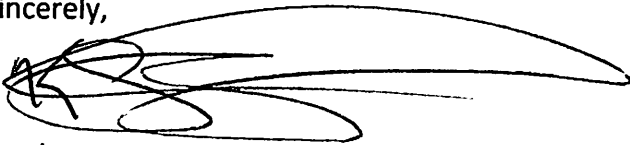
AvGas (Self Serve): 1,045 gallons

Jet-A: 6,970 gallons

TOTAL GALLONS OF FUEL FOR September 2017: 11,876 gallons.

Fuel sales fell slightly for the month September. This is a normal decrease with corporate flying as well as general aviation. October is shaping up well with increased flying. As we move into fall and cooler flying weather we will see an increase of GEN AV flying up to the holidays.

Sincerely,

A handwritten signature in black ink, appearing to be 'Ken Lantz', written over a large, light-colored oval shape.

Ken Lantz

Southern Star Aviation