

**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, July 14, 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 May 12, 2016
- Financial Report
- Manager's Report
- Airport Operations Report
- FBO Report

**REGULAR AGENDA**

3. Pancake Breakfast Report
4. Consider a Design Change for the Hangar Construction Project
5. Discuss Airport Illuminated Sign
6. Taxi Lane Drainage Grate Update
7. Airborne Project Update

**EXECUTIVE SESSION**

Section 551.072                      Real Estate: Deliberation regarding real property – to deliberate the purchase, exchange, lease or value of real property – Upstairs Terminal Lease Space

**REGULAR AGENDA**

8. Action resulting from Executive Session Item – Real Estate
9. Other Business
10. Public Comments
11. 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, May 12, 2016, at 4:00 p.m., in the Rex Odom Conference Room, at Mid-Way Regional Airport, 131 Airport Dr., Midlothian, Texas.

Members Present:            Randall Porche, Vice Chairman  
                                     Ray Barksdale, Secretary  
                                     David Box  
                                     Kent McGuire

Members Absent:            Kyle Ballard, Chairman  
                                     George Kent  
                                     Dennis Lauterbach Jr.

Others Present:             Judy Demoney, Airport Manager

### REGULAR AGENDA

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

Board Announcements: Ray Barksdale suggested that Judy Demoney check out Midlothian's Comprehensive Plan because it looked as though Rex Odom Rd would be a thoroughfare.

### CONSENT AGENDA:

- Minutes of Meeting held April 14, 2016
- Financial Report
- Airport Operation's Report
- FBO Report – There was no report to review.

David Box moved to approve the Consent Agenda with the removal of the Manager's Report over to the Regular Agenda; second by Kent McGuire. All Ayes.

### REGULAR AGENDA:

Manager's Report: Randall Porsche asked Judy Demoney if a meeting was ever set up between Airport personnel and emergency responders to discuss procedures from the NTSB on how to handle future aircraft accidents. Judy said that the only person that responded to her email was the City of Waxahachie Police Chief. The Board asked if they ever found out what caused the accident. Judy Demoney said that only a preliminary report has come out based upon witness statements, but until the NTSB completes their investigation and submits a final report we won't know what caused the accident.

Ray Barksdale moved to approve the Manager's Report; second by David Box. All Ayes.

Airborne Imaging Construction Project Update: There were no updates for the Airborne Imaging Construction Project.

Vacant Airport Office Space: Judy Demoney said that there is an economic development opportunity that we have been working on. The Economic Development Subcommittee met this week for discussion. One of the principles in that opportunity has leased the vacant office space upstairs plus half of the space that has to be finished out. He will not completely finish out the space because it will be used for storage. He will be putting up a wall and adding some outlets. The other half will remain storage space for the Airport, so we will have to add another door and light switch. Judy said that it is a total of 1,299 square feet that he will be leasing on a two year lease at \$10 a square foot with two two-year options. He will be paying for two years in advance.

David Box moved to approve accepting the plan to rent 1,299 square feet of office space upstairs for two years at \$10 per square foot with two two-year options effective June 1, 2016; second by Kent McGuire. All Ayes.

FY 2016-2017 Budget: Judy Demoney said that in front of the four big box hangars there is a drain with grates over it. There have been issues over the years where the weight of larger planes have been causing the grates to bend. Judy said that she spoke to Doug with the Nay Company because they were the ones that originally put the drains in several years ago. He said that since he did not work there at that time, so he was not sure why the drain was done that way. Doug said that the best thing to do would be to cut new grates to go in crosswise rather than lengthwise at 3/8 inch thickness. Since the work was out of warranty long ago the cost to resolve the issue is \$15,000 which is at their cost. RAMP will reimburse half. Judy spoke with Michael Scott, City of Waxahachie, and he said that the funds could be taken out of the fund balance account. This would need to be approved by the City Council first. Due to the circumstances this project will need to be done this fiscal year.

Judy Demoney told the Board that three security cameras will be installed on the outside of the terminal this budget year, and the cost for that will be \$1,700. These cameras will be tied into the camera system that we currently have for the runway.

Kent McGuire moved to approve the FY 2016-2017 budget as presented; second by Ray Barksdale. All Ayes.

Public Comments: There were no public comments.

Adjournment: There being no further business,

David Box 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 2016 Period Ending: 06/30/2016

	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	25,000.00	30,500.00	14,188.07	57,118.57	0.00	26,618.57	187.27 %
<a href="#">530-47300</a> Airport-Fuel Flowage Fees	9,500.00	11,500.00	1,136.07	9,257.43	0.00	-2,242.57	80.50 %
<a href="#">530-47350</a> Renter Utility Payments	3,000.00	3,000.00	214.98	2,333.20	0.00	-666.80	77.77 %
<a href="#">530-47502</a> Interest From Cash Pool	170.00	710.00	0.00	665.51	0.00	-44.49	93.73 %
<a href="#">530-47607</a> Facility Rental	250.00	250.00	0.00	250.00	0.00	0.00	100.00 %
<a href="#">530-47612</a> Rents-Airport Commercial Leasing	5,280.00	9,776.00	484.00	4,164.00	0.00	-5,612.00	42.59 %
<a href="#">530-47613</a> Rent-Airport Land Options	1,500.00	1,496.00	0.00	1,496.25	0.00	0.25	100.02 %
<a href="#">530-47614</a> Rent-Airport T-Hangars	185,980.00	185,980.00	14,644.00	141,104.00	0.00	-44,876.00	75.87 %
<a href="#">530-47615</a> Rent-Aircraft Parking	700.00	1,200.00	52.50	761.25	0.00	-438.75	63.44 %
<a href="#">530-47616</a> Rent-Airport Box Hangars	73,670.00	73,670.00	6,139.00	55,251.00	0.00	-18,419.00	75.00 %
<a href="#">530-47618</a> Rent-Airport-Corporate Hangars	83,320.00	83,320.00	6,950.00	62,550.00	0.00	-20,770.00	75.07 %
<a href="#">530-48320</a> Contribution - City of Waxahachie	35,975.00	35,975.00	0.00	35,975.00	0.00	0.00	100.00 %
<a href="#">530-48325</a> Contribution - City of Midlothian	35,975.00	35,975.00	0.00	35,975.00	0.00	0.00	100.00 %
<a href="#">530-49650</a> Miscellaneous Revenue	8,070.00	8,000.00	5,525.83	5,995.33	0.00	-2,004.67	74.94 %
<a href="#">530-49652</a> Miscellaneous Revenue - NSF Check Fees	0.00	0.00	0.00	32.00	0.00	32.00	0.00 %
<b>Revenue Total:</b>	<b>468,390.00</b>	<b>481,352.00</b>	<b>49,334.45</b>	<b>412,928.54</b>	<b>0.00</b>	<b>-68,423.46</b>	<b>85.79 %</b>
<b>Expense</b>							
<a href="#">530-199-51100</a> Salaries	71,420.00	71,800.00	5,473.62	55,372.59	0.00	16,427.41	77.12 %
<a href="#">530-199-52100</a> Longevity	1,520.00	1,210.00	120.00	1,080.00	0.00	130.00	89.26 %
<a href="#">530-199-52200</a> Retirement-FICA	5,520.00	5,160.00	425.14	4,293.66	0.00	866.34	83.21 %
<a href="#">530-199-52400</a> Life & Health Insurance	13,100.00	12,710.00	1,094.18	9,919.24	0.00	2,790.76	78.04 %
<a href="#">530-199-52501</a> Retirement Plan Contribution-TMRS	11,170.00	10,630.00	839.60	8,715.37	0.00	1,914.63	81.99 %
<a href="#">530-199-52600</a> Workers' Compensation	770.00	710.00	60.18	619.93	0.00	90.07	87.31 %
<a href="#">530-199-53101</a> Airport Management	72,410.00	72,410.00	6,033.92	54,805.28	0.00	17,604.72	75.69 %
<a href="#">530-199-53201</a> Training	300.00	200.00	0.00	200.00	0.00	0.00	100.00 %
<a href="#">530-199-53310</a> Bank Service Charges	4,300.00	4,000.00	0.00	2,710.20	0.00	1,289.80	67.76 %
<a href="#">530-199-54101</a> Utilities - Water	7,210.00	6,500.00	676.12	4,564.42	658.87	1,276.71	80.36 %
<a href="#">530-199-54210</a> Refuse Services	1,300.00	1,300.00	131.46	983.14	106.46	210.40	83.82 %
<a href="#">530-199-54310</a> Maintenance, Building (Upkeep)	13,000.00	13,000.00	929.85	10,055.15	868.00	2,076.85	84.02 %
<a href="#">530-199-54320</a> Maintenance, Improvements	12,000.00	12,000.00	480.00	7,566.65	0.00	4,433.35	63.06 %
<a href="#">530-199-54330</a> Maintenance, Purchased Equipment	5,000.00	2,500.00	0.00	175.60	0.00	2,324.40	7.02 %
<a href="#">530-199-54340</a> Maintenance, Purchased - Vehicle	3,000.00	3,000.00	0.00	1,992.18	0.00	1,007.82	66.41 %
<a href="#">530-199-54345</a> Maintenance, Leased Vehicle	600.00	470.00	39.29	350.61	0.00	119.39	74.60 %

Budget Report

For Fiscal: FY 2016 Period Ending: 06/30/2016

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
<a href="#">530-199-54350</a> Maintenance, Other City Property	2,000.00	16,500.00	0.00	650.00	15,000.00	850.00	94.85 %
<a href="#">530-199-54400</a> Vehicle Lease	3,470.00	3,470.00	288.95	2,600.55	0.00	869.45	74.94 %
<a href="#">530-199-54430</a> Uniform/Janitorial Supply Rental	650.00	650.00	25.00	400.00	0.00	250.00	61.54 %
<a href="#">530-199-55100</a> Insurance & Bonds	15,750.00	14,285.00	0.00	14,285.58	0.00	-0.58	100.00 %
<a href="#">530-199-55150</a> Phones, Pagers, Internet, Cable	8,800.00	4,910.00	411.17	3,679.73	0.00	1,230.27	74.94 %
<a href="#">530-199-55200</a> Postage	75.00	0.00	0.00	0.00	0.00	0.00	0.00 %
<a href="#">530-199-55260</a> Advertising & Promotions	4,000.00	1,000.00	150.00	600.00	0.00	400.00	60.00 %
<a href="#">530-199-55270</a> Special Events	7,000.00	7,000.00	4,126.15	5,771.00	0.00	1,229.00	82.44 %
<a href="#">530-199-55300</a> Printing & Binding	50.00	0.00	0.00	0.00	0.00	0.00	0.00 %
<a href="#">530-199-55350</a> Travel (Mileage Meals Lodging)	1,400.00	1,200.00	0.00	980.69	0.00	219.31	81.72 %
<a href="#">530-199-55400</a> Memberships/License/Cert Renewal	500.00	500.00	0.00	475.00	0.00	25.00	95.00 %
<a href="#">530-199-55450</a> Board & Local Meetings	150.00	100.00	0.00	31.45	0.00	68.55	31.45 %
<a href="#">530-199-55800</a> State/EPA Permit Fees	200.00	200.00	0.00	200.00	0.00	0.00	100.00 %
<a href="#">530-199-56100</a> Supplies & Equipment	4,000.00	4,000.00	1,700.00	3,629.94	0.00	370.06	90.75 %
<a href="#">530-199-56101</a> Supplies & Equip-Chem/Janitorial/Lab/Medical/Tool	250.00	250.00	0.00	199.96	0.00	50.04	79.98 %
<a href="#">530-199-56103</a> Supplies & Equip-Motor Vehicle Parts & Equipment	1,000.00	1,000.00	17.97	677.05	0.00	322.95	67.71 %
<a href="#">530-199-56104</a> Supplies & Equip-Computers & Accessories	500.00	500.00	0.00	29.60	0.00	470.40	5.92 %
<a href="#">530-199-56202</a> Gasoline & Oil for Vehicle/Equip	3,150.00	1,800.00	29.91	1,051.10	0.00	748.90	58.39 %
<a href="#">530-199-56204</a> Electricity	22,575.00	22,575.00	1,501.44	15,820.48	389.79	6,364.73	71.81 %
<a href="#">530-199-57200</a> Buildings	0.00	221,465.00	0.00	0.00	0.00	221,465.00	0.00 %
<a href="#">530-199-57400</a> Improvements Other Than Bldgs	22,500.00	22,500.00	0.00	22,500.00	0.00	0.00	100.00 %
<a href="#">530-199-58700</a> Payment to City of Waxahachie	120,150.00	120,150.00	0.00	80,156.00	0.00	39,994.00	66.71 %
<a href="#">530-199-58750</a> Payment to City of Midlothian	36,830.00	36,835.00	3,069.50	27,625.50	9,204.50	5.00	99.99 %
<a href="#">530-199-59710</a> Miscellaneous Expense	0.00	0.00	-800.00	0.00	0.00	0.00	0.00 %
<b>Expense Total:</b>	<b>477,620.00</b>	<b>698,490.00</b>	<b>26,823.45</b>	<b>344,767.65</b>	<b>26,227.62</b>	<b>327,494.73</b>	<b>53.11 %</b>
<b>Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):</b>	<b>-9,230.00</b>	<b>-217,138.00</b>	<b>22,511.00</b>	<b>68,160.89</b>	<b>-26,227.62</b>	<b>259,071.27</b>	<b>-19.31 %</b>
<b>Report Surplus (Deficit):</b>	<b>-9,230.00</b>	<b>-217,138.00</b>	<b>22,511.00</b>	<b>68,160.89</b>	<b>-26,227.62</b>	<b>259,071.27</b>	<b>-19.31 %</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	468,390.00	481,352.00	49,334.45	412,928.54	0.00	-68,423.46	85.79 %
Expense	477,620.00	698,490.00	26,823.45	344,767.65	26,227.62	327,494.73	53.11 %
<b>Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):</b>	<b>-9,230.00</b>	<b>-217,138.00</b>	<b>22,511.00</b>	<b>68,160.89</b>	<b>-26,227.62</b>	<b>259,071.27</b>	<b>-19.31 %</b>
<b>Report Surplus (Deficit):</b>	<b>-9,230.00</b>	<b>-217,138.00</b>	<b>22,511.00</b>	<b>68,160.89</b>	<b>-26,227.62</b>	<b>259,071.27</b>	<b>-19.31 %</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	-9,230.00	-217,138.00	22,511.00	68,160.89	-26,227.62	259,071.27
Report Surplus (Deficit):	-9,230.00	-217,138.00	22,511.00	68,160.89	-26,227.62	259,071.27

## MANAGER'S REPORT JUNE, 2016

We began the month celebrating the 20<sup>th</sup> anniversary of the Pancake Breakfast on June 4<sup>th</sup>. The weather was overcast which kept the fly-in attendance down but we still served pancakes to over 900 people. A full report will be distributed at the July 14<sup>th</sup> Board Meeting.

We experienced a lightning strike during a storm on July 13<sup>th</sup> which caused a fire in our illuminated entry sign. A passing motorist saw the fire and called 911. The Midlothian Fire Department came and extinguished it. Damage incurred - \$1500.

Installation of the video surveillance cameras around the terminal has been completed. Signs have been posted by the front and back doors, and tenants have been notified they are in use.

On June 9<sup>th</sup> we hosted the Waxahachie Employee Academy. Power point presentations were made by the Airport, Economic Development Department and the Downtown Main Street Program.



AIRPORT OPERATIONS REPORT										
	Based Aircraft	Waiting List	Inquires	Placement	Accident/Incident	Noise Complaints	Other Complaints	Total Ops	100LL	Jet
<b>2015</b>										
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
<b>2016</b>										
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	9	1	2	0	0	0	3176		

**June FBO REPORT** – July 6, 2016,

**Please Note fuel totals will be from the month of MAY.**

FUEL SALES: **(Totals for May 2016)**

AvGas (Truck): 3,841 gallons

AvGas (Self Serve): 1,466 gallons

Jet-A: 7329 gallons

Jet-A Government: 0

TOTAL GALLONS OF FUEL FOR March 2016: 12,624 gallons.

The month of May started off with the usual rain/storms that we expect with spring time in Texas. Even with the weather, the fuel sales continued to climb as we move out of the late winter/early spring. June started off wet and continued with somewhat cooler and wetter than usual. Business as well as personnel flying in on the increase. The Trojan Phlyers are heavy into the airshow season with practice and travel to the shows. Airborne has seen an increase in flying as well. Our corporate customers continue to increase as well as Hertz rentals. Greg and his crew continue to be tops in the Metroplex for rentals. They have definitely put JWY on the map.

  
Ken Lantz

Southern Star Aviation

**Mid-Way Airport Pancake Breakfast  
Fly-In Report  
2016**

1. Confetti's (Chairs, tables, fans and tablecloths)	837.20
2. Boy Scout Troop 524 (Catering)	1804.00
3. Boy Scout Troop 524 Donation	1000.00
4. Jazz Band	300.00
5. Waxahachie Explorers Donation	150.00
6. Civil Air Patrol Donation	150.00
7. BFI (Porta-Potties)	184.95
8. Gingerbread Press (Printing of posters)	66.50
9. Misc. (rags, water and mops)	142.10
10. Train	425.00
11. Dusty the Clown	150.00

\*\*\* Ice donated by the City of Midlothian Fire Department  
\*\*\* Trash bags donated by City of Midlothian Public Works

**Total Expenses** **\$5,409.75**

**Total Revenue:** **\$ 5,024**

**Net Proceeds** **(185.75 )**

**902 people served**