

**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 11, 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 April 13, 2017
- Financial Report
- Manager's Report
- Airport Operations Report
- FBO Report

REGULAR AGENDA

3. Hangar Construction Update
4. Consider Sardis/Midlothian Waterline Conversion
5. Consider Hangar End Cap Rates
6. Discuss Airport Tenant Liaison Position
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 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 13, 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
Kent McGuire, Vice Chairman
David Box
Randall Porche
Drew Sambell
Alex Smith

Members Absent: Ray Barksdale, Secretary

Others Present: Judy Demoney, Airport Manager
Tammy Bowen, Airport Operations Assistant
Ken Lantz, FBO 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 will be attending the TxDOT Aviation Conference in San Marcos, Texas, April 19th – 21st.

CONSENT AGENDA:

- Minutes of Meeting held March 9, 2017
- Financial Report
- Manager's Report
- Airport Operation's Report

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

FBO Report: There was no FBO report to review.

REGULAR AGENDA:

FY 2018 Airport Budget: Judy Demoney said that she and Tammy Bowen have been working on the budget this week. The budget is due to the City by May 1st so we are on a very tight schedule. The Finance Committee agreed to meet on Thursday, April 27th at 9:30 am to go over the numbers for the balance of the budget for the remainder of the year, and the full budget for 2018. Kyle said that whatever the Committee comes up with will be emailed to the Board for individual review. It will be sent to the Finance Department on April 28th. Judy said that she will be meeting with the City on May 24th to negotiate the budget. The Board will then need to approve the final budget in the next Board meeting.

Hangar Rates: Judy Demoney explained that in 2007 there was a 6% increase for the T-hangars, but there was not another increase until 2012 because of the inconvenience that tenants experienced during the runway and terminal expansions. At that time the rates were increased by 13%. The last increase for hangar rates we had was in September of 2015 at a 12% increase.

Judy said that she met with the Finance Committee to review a survey of other Southern Metroplex Airports. After review the Committee recommended hangar rate increases of 11% for the small T-hangars, 14% for the four large T-hangars and 11% for the three box hangars with sliding power doors. They did not recommend a change for the box hangars with no power doors. The Cities said no increase on the four box hangars with bi-fold and fire suppression. The revenue from those go to Midlothian and Waxahachie. It was recommended that the rate for the new T-hangars be set at \$388 per month. The new T-Hangars will be larger with bi-fold power doors, man door, insulated, no charge for electricity and located near the terminal and parking lot with restroom. Judy said that our hangar rates were compared with other comparable sized Airports in the Southern metroplex. The recommended hangar rate increases would bring us closer to average, yet still below average. The Board discussed the recommendations.

Drew Sambell moved to approve an 8% increase on the existing hangars effective July 1st as follows. Small T-hangars (\$255 per month), four large T-hangars (\$300 per month), three box hangars with sliding power doors (\$900 per month), and the new T-hangars to be set at \$388 per month. The hangar rates are to be reviewed on an annual basis around April for any adjustments, if necessary, that would be effective on July 1st each year; second by David Box. All Ayes.

Hangar Construction Update: Judy Demoney said that the construction crew started the steel erection for the hangars two days ago. They added a concrete entrance for the Fire Department behind the terminal building. They are not on schedule due to weather, but they working hard to catch up.

Sardis/Midlothian Waterline Conversion: Kyle Ballard explained to the Board that while working towards tying into the proper waterlines to service the new T-hangars it was discovered that there is a Sardis waterline running 10 to 15 feet under one of the box hangars. The Airport would have a big problem if it ever busted. We do not have any idea where the fault might lie because this was done 10 years ago. There was a meeting that included Sardis Lone Elm and the City of Midlothian. Paul Tischler of Sardis put together three viable options for the Sardis Board to consider. All options being considered would be at the Airport's expense. Their Sardis Board will be meeting on Tuesday, April 18th. The Airport Board discussed the options, and agreed that they would like to pursue the option for Sardis to dedicate its current facilities over to the Airport leaving a closed valve in between the two for an emergency interconnect if the cost is right. Kyle told the Board that they would kill the 8-inch line running under the hangar and tie it into Midlothian's 10-inch line right next to it. All of the Airport property would then be served by the City of Midlothian's water system. If the Airport ever develops on the East side of the runway that would be Sardis because it is in their CCN. Tammy Bowen said that two sub-meters would need to be installed so that we could read and invoice the two tenants that are currently on Sardis. Judy Demoney said that there have been some change orders in the hangar project that should free up some funds, so it is possible that it can be done with the new T-Hangar project. The TxDOT representative had said that he was pretty sure that as long as the cost of doing the water line is not greater than the savings that we would ok. Judy explained that the project might possibly be cheaper if the City did the work, but taking that route would delay the hangar project.

Drew Sambell moved to approve authorizing Judy Demoney to pursue Option #3- Sardis dedicate its current facilities over to the Airport leaving a valve in between Sardis' system, and the Airport's system turned off as an emergency interconnect. Judy should continue to negotiate and gather cost to bring back to the Board in order to make a final decision on whether to do that option; second by Randall Porche. All Ayes.

Other Business: Drew Sambell informed the Board that he spoke with an AOPA representative about doing a Rusty Pilot Seminar during our Pancake Breakfast Fly-In in June, but that date did not work. Drew said that they are very interested in doing a seminar for us maybe sometime in the Fall.

Kyle Ballard told Ken Lantz that he noticed that there were ample parking spaces today, and thanked him for working with Hertz on that issue.

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 2017 Period Ending: 04/30/2017

	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	4,821.30	0.00	-7,178.70 40.18 %
530-47300	Airport-Fuel Flowage Fees	13,300.00	13,300.00	1,394.20	7,773.22	0.00	-5,526.78 58.45 %
530-47350	Renter Utility Payments	3,000.00	3,000.00	308.58	2,234.76	0.00	-765.24 74.49 %
530-47502	Interest From Cash Pool	710.00	710.00	0.00	457.57	0.00	-252.43 64.45 %
530-47607	Facility Rental	350.00	350.00	0.00	150.00	0.00	-200.00 42.86 %
530-47612	Rents-Airport Commercial Leasing	6,100.00	6,100.00	484.00	3,388.00	0.00	-2,712.00 55.54 %
530-47613	Rent-Airport Land Options	1,496.00	1,496.00	0.00	1,516.20	0.00	20.20 101.35 %
530-47614	Rent-Airport T-Hangars	185,980.00	185,980.00	14,946.00	109,172.00	0.00	-76,808.00 58.70 %
530-47615	Rent-Aircraft Parking	1,200.00	1,200.00	52.50	367.50	0.00	-832.50 30.63 %
530-47616	Rent-Aiport 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	86,400.00	86,400.00	7,200.00	50,400.00	0.00	-36,000.00 58.33 %
530-48320	Contribution - City of Waxahachie	36,500.00	36,500.00	0.00	36,500.00	0.00	0.00 100.00 %
530-48325	Contribution - City of Midlothian	36,500.00	36,500.00	0.00	36,500.00	0.00	0.00 100.00 %
530-49650	Miscellaneous Revenue	8,000.00	8,000.00	6.00	106.00	0.00	-7,894.00 1.33 %
530-49652	Miscellaneous Revenue - NSF Check Fees	0.00	0.00	0.00	32.00	0.00	32.00 0.00 %
	Revenue Total:	465,206.00	465,206.00	30,530.28	296,391.55	0.00	-168,814.45 63.71 %
Expense							
530-199-51100	Salaries	74,300.00	74,300.00	5,637.85	43,283.76	0.00	31,016.24 58.26 %
530-199-52100	Longevity	1,590.00	1,590.00	132.00	924.00	0.00	666.00 58.11 %
530-199-52200	Retirement-FICA	5,770.00	5,770.00	438.36	3,360.71	0.00	2,409.29 58.24 %
530-199-52400	Life & Health Insurance	14,440.00	14,440.00	1,202.66	8,530.38	0.00	5,909.62 59.07 %
530-199-52501	Retirement Plan Contribution-TMRS	11,690.00	11,690.00	896.06	6,770.25	0.00	4,919.75 57.91 %
530-199-52600	Workers' Compensation	650.00	650.00	49.85	383.43	0.00	266.57 58.99 %
530-199-53101	Airport Management	74,600.00	74,600.00	12,429.88	44,004.58	31,093.69	-498.27 100.67 %
530-199-53201	Training	300.00	300.00	0.00	200.00	0.00	100.00 66.67 %
530-199-53310	Bank Service Charges	4,300.00	4,300.00	0.00	1,835.94	0.00	2,464.06 42.70 %
530-199-54101	Utilities - Water	7,000.00	7,000.00	672.12	4,654.74	0.00	2,345.26 66.50 %
530-199-54210	Refuse Services	1,300.00	1,300.00	105.40	737.80	-105.40	667.60 48.65 %
530-199-54310	Maintenance, Building (Upkeep)	16,000.00	15,000.00	335.85	9,924.21	0.00	5,075.79 66.16 %
530-199-54320	Maintenance, Improvements	12,000.00	12,000.00	0.00	6,219.01	2,309.46	3,471.53 71.07 %
530-199-54330	Maintenance, Purchased Equipment	3,000.00	3,000.00	106.70	207.57	0.00	2,792.43 6.92 %
530-199-54340	Maintenance, Purchased - Vehicle	3,000.00	3,000.00	0.00	14.25	0.00	2,985.75 0.48 %
530-199-54345	Maintenance, Leased Vehicle	600.00	600.00	38.29	274.03	0.00	325.97 45.67 %

Budget Report

For Fiscal: FY 2017 Period Ending: 04/30/2017

	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	525.00	525.00	0.00	975.00	35.00 %
530-199-54400 Vehicle Lease	3,470.00	3,470.00	288.95	2,057.90	0.00	1,412.10	59.31 %
530-199-54430 Uniform/Janitorial Supply Rental	650.00	650.00	50.00	338.87	0.00	311.13	52.13 %
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	0.00	2,646.35	0.00	2,263.65	53.90 %
530-199-55200 Postage	75.00	75.00	0.00	49.00	0.00	26.00	65.33 %
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	68.50	937.87	0.00	6,062.13	13.40 %
530-199-55350 Travel (Mileage Meals Lodging)	1,600.00	1,600.00	480.01	936.22	463.78	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	1,132.47	0.00	2,367.53	32.36 %
530-199-56101 Supplies & Equip-Chem/Janitorial/Lab/Medical/Tool	250.00	250.00	0.00	81.85	0.00	168.15	32.74 %
530-199-56103 Supplies & Equip-Motor Vehicle Parts & Equipment	1,000.00	2,000.00	473.03	1,815.36	0.00	184.64	90.77 %
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	89.32	296.87	0.00	1,803.13	14.14 %
530-199-56204 Electricity	24,500.00	24,500.00	1,816.10	13,163.97	0.00	11,336.03	53.73 %
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	61,617.00	0.00	61,618.00	50.00 %
530-199-58750 Payment to City of Midlothian	36,835.00	36,835.00	0.00	18,417.00	18,418.00	0.00	100.00 %
Expense Total:	458,015.00	458,015.00	25,835.93	291,459.67	52,179.53	114,375.80	75.03 %
Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	7,191.00	7,191.00	4,694.35	4,931.88	-52,179.53	-54,438.65	-657.04 %
Report Surplus (Deficit):	7,191.00	7,191.00	4,694.35	4,931.88	-52,179.53	-54,438.65	-657.04 %

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	30,530.28	296,391.55	0.00	-168,814.45	63.71 %
Expense	458,015.00	458,015.00	25,835.93	291,459.67	52,179.53	114,375.80	75.03 %
Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	7,191.00	7,191.00	4,694.35	4,931.88	-52,179.53	-54,438.65	-657.04 %
Report Surplus (Deficit):	7,191.00	7,191.00	4,694.35	4,931.88	-52,179.53	-54,438.65	-657.04 %

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	4,694.35	4,931.88	-52,179.53	-54,438.65
Report Surplus (Deficit):	7,191.00	7,191.00	4,694.35	4,931.88	-52,179.53	-54,438.65

MANAGER'S REPORT – APRIL, 2017

The day-to-day operations of the airport continue to run smoothly with nothing major to report.

Hangar Project

The hangar construction is progressing with building walls now being installed. Weather has delayed the concrete work but should not delay the project schedule.

Airport Tour

We hosted the Italy Junior High School STEM/Civil Air Patrol group on April 13th. Our Fixed Based Operator owner, Ken Lantz, introduced them to various types of aircraft. The students indicated they had a great time and they learned a lot.

Manager's Meetings:

April 19-21 – Attended TxDOT Aviation Conference in San Marcos

April 26 – Attended Air Transportation Advisory Committee quarterly meeting at NCTCOG in Arlington

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		

APRIL FBO REPORT – May 5, 2017

Please Note fuel totals will be from the month of March

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

AvGas (Truck): 6,386 gallons


AvGas (Self Serve): 806 gallons

Jet-A: 6,751 gallons

TOTAL GALLONS OF FUEL FOR March 2017: 13,943 gallons.

Fuel totals have continued to trend up for March. Aside from the usual spring storms it has been good flying weather. Airborne flying has been steady as well as Big Q. With spring winding down the corporate flying has trended up as well. We will be in constant contact with the weather forecasters for good weather for the pancake breakfast.

Ken Lantz

A handwritten signature in black ink, appearing to read 'Ken Lantz', with a large, sweeping flourish extending to the right.

Southern Star Aviation