

**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 Upstairs Common Area of Mid-Way Regional Airport, 131 Airport Dr., Midlothian, Texas, on Thursday, November 10, 2022, at 4:00 pm

Members:	Nanette Paghi, Chair Alex Smith, Vice Chair Michael Williams, Secretary Drew Sambell Randall Porche Jennifer Chelwick Joshua Tate
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1. Call to Order
2. Invocation
3. **Public Comments:** *Persons may address the Mid-Way Regional Airport Joint Airport Board on any issues. This is the appropriate time for citizens to address the Board on any concern whether on this agenda or not. In accordance with the State of Texas Open Meetings Act, the Board may not comment or deliberate such statements during this period, except as authorized by Section 551.042, Texas Government Code.*
4. **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.*
 - a. Consider Minutes of Meeting scheduled October 13, 2022
 - b. Financial Report – Period Ending October 31, 2022
 - c. FBO Report on Fuel Sales – October 2022
5. Discuss Monthly Airport Operations and Projects Report – October 2022
6. Presentation on Surrounding Airport Fuel Prices
7. Consider Establishing Meeting Rules for the Mid-way Regional Airport Board Meetings
8. Comments by the Airport Board and Airport Administration
9. Adjourn

The Airport Board reserves the right to meet in Executive Session on any eligible posted item.

The Airport Board packet is available for viewing by going to the Airport's website.
www.mid-wayregional.com

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 ahead of the meeting. To make arrangements, call the City Secretary at 469-309-4006 or (TDD) 1-800-RELAY TX

<p><i>Notice of Potential Quorum</i></p> <p><i>One or more members of the Waxahachie City Council and/or Midlothian City Council may be present at this meeting.</i></p> <p><i>No action will be taken by the City Council at this meeting.</i></p>
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MID-WAY REGIONAL AIRPORT JOINT AIRPORT BOARD MINUTES

A regular meeting of the Mid-Way Regional Airport Joint Airport Board was held on Thursday, October 13, 2022, at 4:00 p.m., in the Upstairs Common Area of Mid-Way Regional Airport, 131 Airport Dr., Midlothian, Texas.

Members Present:	Nanette Paghi, Chair Alex Smith, Vice Chair Michael Williams, Secretary Jennifer Chelwick Joshua Tate
Members Absent:	Drew Sambell Randall Porche
Others Present:	Sharlette Wright, Airport Manager Tammy Bowen, Airport Operations Assistant Richard Abernethy, Director of Administrative Services, City of Waxahachie Clyde Melick, Assistant City Manager, City of Midlothian Chris Wright, Council Member, City of Waxahachie

Call to Order: Chair Nanette Paghi called the meeting to order.

Invocation: Chair Nanette Paghi gave the invocation.

Public Comments: Mr. Kevin Sills, Airport Tenant, commented that he understands one of the issues with fuel pricing at Mid-Way is because Southern Star Aviation cannot get a full load of fuel and that is why the Airport is looking at purchasing a bigger fuel tank. He believes that one of the thought processes was to get a new 12,000 gallon tank for self-service only and the City would control it, so we could get the prices where we need it.

Mr. Kevin Sills asked if the Airport could put something reflective on the electric gate to the hangars, so that people can see the gate better at night.

Mr. Kevin Sills mentioned that he called 811. They came out and marked utilities for the hangars.

CONSENT AGENDA:

- Minutes of Meeting Scheduled September 8, 2022
- Minutes of Special Meeting scheduled September 30, 2022
- FBO Report on Fuel Sales – September 2022

Secretary Michael Williams made a motion to approve the Consent Agenda as presented; second by Mr. Drew Sambell. All Ayes.

REGULAR AGENDA:

Monthly Airport Operations and Projects Report – August 2022: Ms. Sharlette Wright gave a brief overview and answered questions on the Airport Operations and Projects Reports. See attached Projects Report. Some additional comments are below.

Don Jackson Agreement – Ms. Wright reported that the utility lines have now been marked. Mr. Richard Abernethy shared that the lines are not through the middle of the property, which was a concern. They have a meeting with them tomorrow to talk about the next steps.

Airport Runway and Rehabilitation Design - Ms. Wright shared that she is looking at a FOD-Razor to keep the Airport surfaces clean. Mr. Richard Abernethy mentioned that they cannot use one of their street sweepers because the bristles can come off and leave FOD. They have looked in to a sweeper designed for runways that has a vacuum system built into it, but it is expensive and not sure that it would justify the cost. The FOD-Razor may be an alternative that is more affordable and still accomplish the same task.

Stormwater Pollution Prevention Plan – Ms. Wright shared that it will be the Environmental Coordinator with the City of Waxahachie that will be helping her get the Storm Water Pollution Plan up to date, since the City of Midlothian uses consultants. Mr. Abernethy noted that for clarification the Joint Airport Agreement says that the Stormwater Pollution prevention is mutually agreed upon between both City Managers. The City of Waxahachie has the staff to help address these issues. Going forward the Airport will need to budget for some equipment for collecting samples and the lab testing fees.

ADS-B Receiver – Ms. Wright explained that she decided to use the MotionInfo Tracking System for the Operation's count and reports to help with funding. They seem to be the best deal with less bells and whistles.

RFP for Fuel System at the Airport - The Board discussed the issue with Southern Star Aviation's higher fuel prices. Ms. Wright explained that Southern Star is a privately-owned company and they cannot be compared to Airports like Lancaster and Cleburne because they are City operated. You would need to look at other Fixed Based Operators like Signature and Harrison when comparing fuel prices because they are also privately owned. Ms. Jennifer Chelwick mentioned that their prices could be more optimal if they would buy full loads. It is her understanding that there is a flat fee for delivery and because Southern Star is not buying full loads it makes the cost per gallon go up significantly. Ms. Wright explained that you cannot put 10,000 gallons in a 10,000 gallon tank because you must allow for expansion. With a new 12,000 gallon tank they would be able to get a full load. When asked if they would buy full loads Ms. Wright stated that she did not know.

Establishing Future Workshop Meetings of the Mid-Way Regional Airport Joint Airport Board: Mr. Richard Abernethy shared that workshops would be to discuss specific items like policies, procedure, projects and long-range planning items. There would be no formal voting or decision making. Mr. Clyde Mylick noted that the objective for workshops is to have discussions about where we want to see this Airport going in the future.

Ms. Jennifer Chelwick made a motion to approve having future workshop meetings twice per year or as needed; second by Mr. Joshua Tate. All Ayes.

Designs and Estimates for Replacing the Airport Entrance Signs:

Vice Chair Alex Smith made a motion to approve the design and estimate from EZ Sign Works to replace the Airport Entrance Sign –Design for Front of Sign Option #1 and Design for Back of Sign Option #2; second by Mr. Joshua Tate. All Ayes.

Request for Proposal for Self-Serve Fueling System and Above Ground Storage Tank: Ms. Sharlette Wright reported that the RFP for the self-serve fueling system and above ground storage tank was pulled because there were few questions that needed to be addressed. Will the new tank replace the existing 10,000 gallon tank located at the fuel farm? Will the FBO be able to fuel their truck from the new tank? What will be done with the old tank? Will it be cleaned for use with Jet-A or be removed?

Ms. Wright noted that the addition of a new above ground storage tank would require a few changes. A new 12,000 gallon tank is quite large and would take up a significant portion of the ramp. There would need to be a procedure for deliveries and fueling the refueler. To comply with the SW3P there would need to be some sort of containment in case of a spill.

Ms. Wright mentioned that the RFP was reposted with changes today. There will be another pre-bid meeting on October 26 to answer any questions.

In addition, Ms. Wright informed the Board that there were some issues with compliance of the above ground storage tanks dealing with containment if there ever is a spill. These issues have been addressed with the FBO. After review, the current Storm Water Pollution Prevention Plan (SW3P) is in need of updating. There are best management practices that need to be instituted and followed. Some of these things have been addressed with a few Airport businesses. Since we are the holder of the permit we would be held responsible because it is up to us to maintain it. There are entities other than Southern Star Aviation that will have to be addressed in regards to outdoor maintenance and outdoor washing. Ms. Wright concluded that she will be bringing this back to the next Board meeting for discussion.

Secretary Michael Williams asked why we are buying brand new fueling equipment and just handing it over to Southern Star Aviation. He asked why we cannot buy the equipment and run the self-serve ourselves, so that we can keep the prices low. Mr. Richard Abernethy shared that per the agreement with the FBO we are responsible for replacement or any major changes because the Airport owns the equipment. The FBO manages the equipment, keeps up with maintenance and responsible for staying in compliance. Mr. Clyde Mylick noted that the tanks are probably originals, which would make them 30 years old. No matter what, they need to be replaced and it is up to us to maintain our equipment out there. Ms. Sharlette Wright explained that to run our own self-serve we would have to do inspections, daily sumps and fuel filter changes. Our maintenance employee is already at maximum capacity, so it could require additional staff. The Board had several questions about the FBO contract. Vice Chair Alex Smith suggested starting a tickler file for when it is time to re-negotiate the contract.

Ms. Wright reminded the Board that the original intention was to replace the card reader for the self-serve because it is ancient and needed replacing. This is all under our contract. Then it snowballed into we should purchase a bigger tank. She noted that with a new 12,000 gallon tank they would be able to fuel their truck from the tank too.

The Board asked for Ms. Wright's opinion. She explained that the optimal thing would be to get the 12,000 gallon tank. Have the old Avgas tank cleaned out professionally to use for Jet A. They would have 20,000 gallons for Jet A and 12,000 gallons for Avgas. This would make it easier for them to manage inventory levels. She explained that Southern Star Aviation has their business model and budgets for things they need to do. You have to think of their overhead too. All fuel distributor's prices are different and are based on fuel volume. The Board was interested in knowing why the FBO is not buying full loads of fuel when it is a flat fee for delivery. They feel that the price of fuel could be lowered with full loads. They asked staff to have this discussion with the FBO.

Airport Funding Opportunities: Ms. Sharlette Wright explained the different funding opportunities for the Airport.

Non-Primary Entitlement (NPE) Funds can be banked for up to 4 years and planned for a major project. This fund can be used for various types of projects including hangars if all airside items are met. The FAA annual is \$150,000 with a 90/10 or 75/25 match.

CIP funding is normally a 90/10 match for large projects. The project will be programmed and usually NPE funds will be included in the project to help with the funding. The CIP is planned in 4-year increments and funding is based on the type of project and how it ranks in the system. Funding starts with the centerline out. Runway/safety projects rank the highest and everything else falls into place. A runway project will take priority to an apron project unless there is a safety issue with the apron.

The RAMP grant is a 50/50 match up to \$50,000. We spend \$100,000 on maintenance and receive \$50,000 back. The RAMP grant helps with regular airport maintenance. RAMP covers items that CIP/NPE do not cover. RAMP can also be used to help with smaller projects in between funding years as preventative maintenance. RAMP covers painting, crack sealing, hangar maintenance, terminal maintenance, herbicide and various building and grounds maintenance. It helps the maintenance budget at the airport.

BIL money will fall under the same restrictions as NPE or CIP money. Currently, our Airport will receive \$159,000 every year for the next 4 years. These funds can be banked and used for a larger project or be used each year. Due to TXDOT and FAA not agreeing on who will administer the grants, these funds are currently not available to use. If there is a project planned, and it is decided to move forward, we can apply for a reimbursement after the project is completed. These funds are good for the next 4 years so we can plan on how we would like to use them and be prepared once the administrator of the grant is determined.

Ms. Wright explained that originally FY2023 Mid-Way was scheduled for engineering and design of a rehab project for the runway, taxiway and apron. In lieu of this project the Master Plan Update was moved to FY2023.

In FY2024 the engineering for the runway, taxiway and apron rehab will take place. The cost for engineering is estimated at \$50,000 and our match is \$5,000.

In FY2025 the construction for the rehab will take place. The construction cost is estimated at \$1,350,000 and our match is \$135,000.

The AWOS can be programmed for replacement in 2026. All the funding for 2023-2025 has been allocated, so any new projects not listed in the CIP will have to wait to be funded in 2026 if it meets the criteria for funding. Currently, a new AWOS is estimated at \$200,000 so our match would be \$50,000 and the grant is a 75/25. If it is deemed necessary to replace the AWOS before 2026 we can fund the project ourselves and request reimbursement in 2026.

It's all about planning. The grants that we will be using are CIP/NPE and ARPA for the currently planned projects. We can start planning the next projects and submit them to TXDOT for the next funding cycle. All the funds have been allocated until 2026, so nothing new will be added until then.

With BIL money, if we have the funds to cover the project, we can use the \$159,000 and apply for a reimbursement. We just must make sure that the project is eligible and we follow all the normal procurement rules.

Currently, the AWOS needs to be addressed and there are more items that will be brought to the board as they are identified and a cost estimate can be submitted.

Mr. Richard Abernethy informed the Board that the Airport has a working capital account of about \$348,000 that we can potentially use to help with some of the matched dollars.

Comments by the Airport Board and Airport Administration: Mr. Josh Tate thanked Ms. Sharlette Wright for sharing all the information at the meeting today.

Adjournment: There being no further business,

Ms. Jennifer Chelwick made a motion to adjourn; second by Mr. Michael Williams. All Ayes.

Respectfully submitted, Ms. Tammy Bowen, Airport Operations Assistant

Monthly Airport Operations and Projects Report - September 2022

Attachment A - Airport Projects

Project Name	Description	Status	Funding
Airport Master Plan Update	Airport Master Plan update through TxDOT. This will also update the business plan, rates and charges, rules and regulations and minimum standards	Next step is to form the selection committee and wait for the RFP to go out.	TxDOT Grant 90/10*
Don Jackson Agreement	Agreement to construct six private box hangars just west of the Airport Terminal Building. This would be a private development.	There is an Oncor line that apparently runs through the middle of the property. It would need to be relocated in order to start the project. Don Jackson put a request in to Oncor at the end of June asking for three things: 1.) conduct a line locate, 2.) provide any easements that may exist 3.) provide a cost for relocating the line. Staff has been assisting with this request through both Cities Oncor rep.	Private
RFP for Fuel System at the Airport	Replace the credit/debit card reader and add a 12,000 gallon double wall tank for fueling.	After review, there were some changes that needed to be made to the RFP. It will be updated and reposted in October.	Potential funding from Midlothian Economic Development (MED)

Monthly Airport Operations and Projects Report - September 2022

Attachment A - Airport Projects

Runway and Taxiway Paint	Re-stripe runway. The runway is in good condition except for the current markings which need to be re-striped.	Currently staff is compiling a list of vendors for the RFQ to go out. Should have ready for posting October 17th at the latest.	Airport Fund and potential grant funding options
Courtesy Cars	Consider replacing existing vehicles. Review the insurance coverage/requirements for the Courtesy Vehicles.	Spoke with Ken Lantz and he is going to see if there can be an agreement made with Hertz to help with the courtesy car situation.	
Airport Runway Rehab design	As part of the Airport's Capital Improvement Program this project would rehabilitate the runway surface.	TxDOT has a new program where they are combining like projects to get better pricing. We would have to use the consultant that TXDOT has chosen to utilize the program.	TxDOT Grants 90/10

Monthly Airport Operations and Projects Report - September 2022

Attachment A - Airport Projects

Infrastructure Investment and Jobs Act (IIJA) Funds	Mid-Way Regional Airport received \$159,000 in grant funding from this infrastructure law passed in late 2021.	Staff is still waiting on guidance from FAA or TXDOT on to whom we can apply for the grant funds.	IIJA Funds
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*Funding for updating the business plan, rates and charges, rules and regulations and the minimum standards will have to come from another source. TxDOT grant funding will only apply to the Master Plan.

Stormwater Pollution Prevention Plan	The SW3P has not been properly followed, there are issues with compliance that need to be addressed.	The monthly inspection is complete, working with environmental on the addition of water testing twice a year and training. Also need to address outdoor exposure issues with waste fuel, outdoor maintenance and vehicle/aircraft washing.	Airport Fund
ADS-B Reciever	An ADS-B reciever gives accurate operations counts and reports to help with funding.	There are 3 different companies offering the system. Currently working on which would suit our needs. And how much we want to spend.	Airport Fund



City of Waxahachie, TX

Budget Report

Account Summary

For Fiscal: FY 2023 Period Ending: 10/31/2022

		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	30,000.00	30,000.00	6,710.51	6,710.51	0.00	-23,289.49	22.37 %
530-47300	Airport-Fuel Flowage Fees	24,000.00	24,000.00	2,888.00	2,888.00	0.00	-21,112.00	12.03 %
530-47350	Renter Utility Payments	4,925.00	4,925.00	316.06	316.06	0.00	-4,608.94	6.42 %
530-47502	Interest From Cash Pool	2,400.00	2,400.00	0.00	0.00	0.00	-2,400.00	0.00 %
530-47607	Facility Rental	2,000.00	2,000.00	360.00	360.00	0.00	-1,640.00	18.00 %
530-47612	Rent-Airport Commercial Leasing	28,276.00	28,276.00	2,323.00	2,323.00	0.00	-25,953.00	8.22 %
530-47613	Rent-Airport Land Options	6,120.00	6,120.00	90.00	90.00	0.00	-6,030.00	1.47 %
530-47614	Rent-Airport T-Hangars	308,616.00	308,616.00	26,712.00	26,712.00	0.00	-281,904.00	8.66 %
530-47615	Rent-Aircraft Parking	4,500.00	4,500.00	183.75	183.75	0.00	-4,316.25	4.08 %
530-47616	Rent-Airport Box Hangars	81,057.00	81,057.00	6,754.00	6,754.00	0.00	-74,303.00	8.33 %
530-47618	Rent-Airport-Corporate Hangars	102,996.00	102,996.00	8,583.00	8,583.00	0.00	-94,413.00	8.33 %
530-49650	Miscellaneous Revenue	8,000.00	8,000.00	0.00	0.00	0.00	-8,000.00	0.00 %
Revenue Total:		602,890.00	602,890.00	54,920.32	54,920.32	0.00	-547,969.68	9.11 %
Expense								
530-199-51100	Salaries	217,700.00	217,700.00	16,273.15	16,273.15	0.00	201,426.85	7.48 %
530-199-51400	Seasonal/Temporary Salary	11,630.00	11,630.00	0.00	0.00	0.00	11,630.00	0.00 %
530-199-52100	Longevity	2,670.00	2,670.00	204.00	204.00	0.00	2,466.00	7.64 %
530-199-52200	Retirement-FICA	17,750.00	17,750.00	1,242.25	1,242.25	0.00	16,507.75	7.00 %
530-199-52400	Life & Health Insurance	26,160.00	26,160.00	2,006.73	2,006.73	0.00	24,153.27	7.67 %
530-199-52501	Retirement Plan Contribution-TMRS	35,470.00	35,470.00	2,600.10	2,600.10	0.00	32,869.90	7.33 %
530-199-52600	Workers' Compensation	4,910.00	4,910.00	332.61	332.61	0.00	4,577.39	6.77 %
530-199-53200	Professional Services	3,300.00	3,300.00	3,804.43	3,804.43	0.00	-504.43	115.29 %
530-199-53201	Training	900.00	900.00	0.00	0.00	0.00	900.00	0.00 %
530-199-53310	Bank Service Charges	7,320.00	7,320.00	0.00	0.00	0.00	7,320.00	0.00 %
530-199-54101	Utilities - Water	9,318.00	9,318.00	0.00	0.00	0.00	9,318.00	0.00 %
530-199-54210	Refuse Services	1,400.00	1,400.00	0.00	0.00	0.00	1,400.00	0.00 %
530-199-54310	Maintenance, Building (Upkeep)	27,823.00	27,823.00	682.68	682.68	373.34	26,766.98	3.80 %
530-199-54320	Maintenance, Improvements	18,720.00	18,720.00	10,051.50	10,051.50	4,165.46	4,503.04	75.95 %
530-199-54330	Maintenance, Purchased Equipment	4,800.00	4,800.00	0.00	0.00	0.00	4,800.00	0.00 %
530-199-54340	Maintenance, Purchased - Vehicle	360.00	360.00	0.00	0.00	0.00	360.00	0.00 %
530-199-54345	Maintenance, Leased Vehicle	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
530-199-54350	Maintenance, Other City Property	1,700.00	1,700.00	0.00	0.00	0.00	1,700.00	0.00 %
530-199-54395	Maintenance, Contingency	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00 %

Budget Report

For Fiscal: FY 2023 Period Ending: 10/31/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
530-199-54400	Vehicle Lease	0.00	0.00	256.62	256.62	0.00	-256.62	0.00 %
530-199-54410	Facilities Rental-Land & Bldgs	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00 %
530-199-54420	Equipment & Vehicle Rental	2,849.00	2,849.00	0.00	0.00	75.32	2,773.68	2.64 %
530-199-54430	Uniform/Janitorial Supply Rental	650.00	650.00	27.78	27.78	0.00	622.22	4.27 %
530-199-55100	Insurance & Bonds	28,475.00	28,475.00	29,589.38	29,589.38	0.00	-1,114.38	103.91 %
530-199-55150	Phones, Pagers, Internet, Cable	1,360.00	1,360.00	52.47	52.47	0.00	1,307.53	3.86 %
530-199-55200	Postage	75.00	75.00	0.00	0.00	0.00	75.00	0.00 %
530-199-55260	Advertising & Promotions	500.00	500.00	0.00	0.00	0.00	500.00	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)	2,200.00	2,200.00	0.00	0.00	0.00	2,200.00	0.00 %
530-199-55400	Memberships/License/Cert Renewal	940.00	940.00	0.00	0.00	275.00	665.00	29.26 %
530-199-55450	Board & Local Meetings	100.00	100.00	0.00	0.00	0.00	100.00	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	3,250.00	3,250.00	753.97	753.97	0.00	2,496.03	23.20 %
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	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
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	5,752.00	5,752.00	0.00	0.00	0.00	5,752.00	0.00 %
530-199-56204	Electricity	23,983.00	23,983.00	0.00	0.00	0.00	23,983.00	0.00 %
530-199-57500	Office & Other Equipment	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00 %
Expense Total:		504,765.00	504,765.00	67,877.67	67,877.67	4,889.12	431,998.21	14.42 %
Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):		98,125.00	98,125.00	-12,957.35	-12,957.35	-4,889.12	-115,971.47	-18.19 %
Report Surplus (Deficit):		98,125.00	98,125.00	-12,957.35	-12,957.35	-4,889.12	-115,971.47	-18.19 %

Budget Report

For Fiscal: FY 2023 Period Ending: 10/31/2022

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	602,890.00	602,890.00	54,920.32	54,920.32	0.00	-547,969.68	9.11 %
Expense	504,765.00	504,765.00	67,877.67	67,877.67	4,889.12	431,998.21	14.42 %
Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	98,125.00	98,125.00	-12,957.35	-12,957.35	-4,889.12	-115,971.47	-18.19 %
Report Surplus (Deficit):	98,125.00	98,125.00	-12,957.35	-12,957.35	-4,889.12	-115,971.47	-18.19 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)
530 - MID-WAY REGIONAL AIRPORT	98,125.00	98,125.00	-12,957.35	-12,957.35	-4,889.12	-115,971.47
Report Surplus (Deficit):	98,125.00	98,125.00	-12,957.35	-12,957.35	-4,889.12	-115,971.47



OCTOBER FBO REPORT – November 4, 2022

FUEL SALES: (Totals for October 2022)

AVGAS (Truck): 5,683 gallons
AVGAS (Self-Serve): 647 gallons
Jet-A (Truck): 14,139 gallons

TOTAL GALLONS OF FUEL FOR October 2022 – 20,469 gallons (Note: Fuel totals may change slightly with final reports).

October was another good fuel month. The NHRA Nationals in Ennis drew a lot of race teams, sponsors, and fans. We had near pre-COVID traffic levels this year. We always get positive comments about our airport and FBO from the groups flying in every year.

As we move into the holidays, we should see steady traffic until we approach the holidays.

Sincerely,

Ken Lantz

Southern Star Aviation/Nova Avionics





SOUTHERN STAR
AVIATION

October 2022 Meter Readings

Start Date: 10/01/2022 Name: KL Time: 0600

100LL FARM: 254410.6 JET-A FARM: 365728.6

100LL TRUCK: 71192.7

JET-A TRUCK FWD: 416463 AFT: 435468

SELF SERVE: 289143

End Date: 10/31/22 Name: Jerri Time: 0900

100LL FARM: 259046.1 JET-A FARM: 380839.3

100LL TRUCK: 75540.4

JET-A TRUCK FWD: 419623 AFT: 447539

SELF SERVE: 299773



Shell Aviation

	AIRPORT OPERATIONS REPORT									
	Based Aircraft	Waiting List	Inquires	Placement	Accident/Incident	Noise Complaints	Other Complaints	Total Ops	100LL	Jet
2021										
Jan	100	33	2	0	0	0	0	1876	3954	4992
Feb	98	35	2	0	0	0	0	Not Available	1662	10785
Mar	99	33	3	1	0	0	0	3109	4459	7557
April	99	35	4	0	0	1	0	2035	4359	6456
May	101	37	2	0	0	0	0	2230	2449	6951
June	101	39	2	0	0	0	0	Not Available	5083	8651
July	102	39	1	0	0	0	0	Not Available	4320	6743
Aug	101	40	1	1	0	0	0	Not Available	4480	8780
Sept	101	43	3	0	0	0	0	1234	5535	5862
Oct	101	43	0	0	0	0	0	1292	6174	12059
Nov	101	46	3	0	0	0	0	Not Available	2875	7753
Dec	95	50	5	0	0	0	0	Not Available	3095	15091
	Based Aircraft	Waiting List	Inquires	Placement	Accident/Incident	Noise Complaints	Other Complaints	Total Ops	100LL	Jet
2022										
Jan	95	52	4	0	0	0	0	Not Available	1717	4219
Feb	95	55	3	0	0	0	0	Not Available	2539	9128
Mar	95	47	2	0	0	0	0	Not Available	5018	9142
Apr	95	48	1	0	0	0	0	1695	4708	6378
May	95	49	3	1	0	0	0	2653	3795	5976
June	95	50	2	0	0	0	0	1736	6312	4997
July	95	51	3	0	0	0	0	Not Available	5178	10184
Aug	95	50	2	0	0	0	0	1029	3710	10398
Sept	92	51	0	0	0	0	0	1593	7537	10513
Oct	92	52	1	0	0	0	0	7975	6330	14139

Monthly Airport Operations and Projects Report - October 2022

Attachment A - Airport Projects

Project Name	Description	Status	Funding
Airport Master Plan Update	Airport Master Plan update through TxDOT. This will also update the business plan, rates and charges, rules and regulations and minimum standards	Next step is for TXDOT to post the RFP and then the selection committee will review the proposals and if needed conduct interviews of the consultants.	TxDOT Grant 90/10*
Don Jackson Agreement	Agreement to construct six private box hangars	The agreement has been signed by Don Jackson.	Private
RFP for Fuel System at the Airport	Replace the credit/debit card reader and add a 12,000 gallon double wall tank for fueling.	The bid opening will be Tuesday November 15th in the Midlothian Council Chambers @ 10:00am	Potential funding from Midlothian Economic Development (MED)

Monthly Airport Operations and Projects Report - October 2022

Attachment A - Airport Projects

Runway and Taxiway Paint	Re-stripe runway. The runway is in good condition except for the current markings which need to be re-striped.	The RFP will be in the newspaper on November 11th and will post on the website.	Airport Fund and potential grant funding options
Courtesy Cars	Consider replacing existing vehicles. Review the insurance coverage/requirements for the Courtesy Vehicles.	Spoke with Ken Lantz and he is going to see if there can be an agreement made with Hertz to help with the courtesy car situation.	
Airport Runway Rehab design	As part of the Airport's Capital Improvement Program this project would rehabilitate the runway surface.	TxDOT has a new program where they are combining like projects to get better pricing. We would have to use the consultant that TXDOT has chosen to utilize the program.	TxDOT Grants 90/10
Infrastructure Investment and Jobs Act (IIJA) Funds	Mid-Way Regional Airport received \$159,000 in grant funding from this infrastructure law passed in late 2021.	Staff is still waiting on guidance from FAA or TXDOT on to whom we can apply for the grant funds.	IIJA Funds

*Funding for updating the business plan, rates and charges, rules and regulations and the minimum standards will have

Monthly Airport Operations and Projects Report - October 2022

Attachment A - Airport Projects

to come from another source. TxDOT grant funding will only apply to the Master Plan.

Stormwater Pollution Prevention Plan	The SW3P has not been properly followed, there are issues with compliance that need to be addressed.	The monthly inspection is complete, working with environmental on the addition of water testing twice a year and training. Also need to address outdoor exposure issues with waste fuel, outdoor maintenance and vehicle/aircraft washing.	Airport Fund
ADS-B Reciever	An ADS-B reciever gives accurate operations counts and reports to help with funding.	There are 3 different companies offering the system. Currently working on which would suit our needs. And how much we want to spend.	Airport Fund



AREA AIRPORT FUEL PRICES





AREA FBO FUEL PRICES

Private FBO's with Self-Service

- Mid-Way – 6.60
- Arlington – 5.60
- Dallas Exec – 6.15
- Spinks – 5.60
- Ennis – 5.25

City FBO's with Self-Service

- Grand Prairie – 5.41
- Lancaster – 5.00
- Cleburne – 5.35
- Hillsboro – 5.22

* Prices as of 11/2/22 on AirNav.com



FBO TYPES

Privately run FBOs are owned and operated by an individual. They have overhead and expenses to consider.

- Equipment
- Personnel
- Building lease
- Utilities

City run FBOs have an advantage over private individuals that need to be considered.

- Budget to cover any overages
- Better benefits packages
- No facility charges



WHY DO CITY OWNED FACILITIES HAVE AN ADVANTAGE?

City owned FBO's have an advantage due to the FBO not having to make a profit. The FAA states that airports should charge enough to be self sustaining. Most Cities that have FBOs are not self sustaining. When the FBO does not make enough money to cover the expenses the City will fund any overages. This is where the City subsidizes the operations of the airport. Unless the airport sells large amounts of fuel and has quite a few hangars and businesses on the airport, it will normally rely on the City to cover what it cannot.

A privately run FBO does not have the safety net of a City. If they do not make the money to pay their employees and expenses, they will not be in business for very long.



MASTER PLAN

The current FBO contract will expire in 2029. Since we are updating the Master Plan, now is the time to look at the options and plan for the future. The lease does not expire for 7 years, that is ample time to plan and budget.



NEXT STEPS

During the Master Plan process we can look at the following for the future:

1. Will we upgrade the fuel farm for capacity? The current location for the self service is not a good location due to the amount of room it takes up on the ramp.
2. When the time comes for another RFP, will the Airport retain the self service portion and just request proposals for full service?
3. Cost for training and upgrades
4. The expenses of testing and maintaining the self service

The Master Plan can help lay the foundation and give insight on what will be needed for the future growth of the airport.

QUESTIONS?





Memorandum

To: Mid-Way Regional Airport Joint Airport Board

From: Sharlette Wright, Airport Manager

Date: November 10, 2022

Re: Consider Establishing Meeting Rules for the Mid-Way Regional Airport Board meetings

Item Description: Consider Establishing Meeting Rules for the Mid-way Regional Airport Board meetings

Item Summary: Recently the Mid-Way Regional Airport Joint Airport Board received a proposal for meeting rules to be considered at a future board agenda (Attachment A.). These proposed set of rules focus primarily on public comments during board meetings.

Staff is seeking direction from the Airport Board to see if they would like to have a set of rules for board meetings. If the Airport Board does want to move forward with a set of rules, staff is seeking clarification if these rules would pertain to public comments. Staff would then bring back a proposed set of rules for consideration at the December 2022 airport board meeting.

Fiscal Impact: There is no direct financial impact for this item.

Proposal for Rules for Public Comment for Mid-Way Regional Airport Board Meetings

I. Purpose and Application

- A. Purpose:** Public engagement is a vital component to the democratic process and it assists the Mid-Way Regional Board Members "Board" in shaping effective policy for Mid-Way Regional Airport "Airport". Further, the Board Members volunteered to serve as a voice for residents and cities, so resident participation naturally enhances that role. To help balance public participation during public meetings with the obligation to complete necessary scheduled business, many public bodies establish a set of rules and procedures to help manage the public comment process.
- B. Application:** The rules and procedures adopted herein ("Rules") by the Board shall govern the Board, provided, however, that in the event that a different or more specific protocol or procedure is required by law, or by a declaration of a federal, state, or local emergency, the different or more specific protocol or procedure shall govern and control. For the purposes of these Rules, meetings of those bodies shall be defined as "public body meetings."

II. Forms of Comment

- A. Primary Methods:** Residents, visitors and other interested parties generally have two primary methods for participation in a public body meeting. Those methods are:
 - 1. Written:** Persons may submit, in advance of or at a public body meeting, written comments for the Board. Comments may be submitted by mail, courier, electronic mail, or presented in-person during a public body meeting. Written comments submitted in advance of a meeting should be addressed to the Board and should contain the contact information of the commenter. Submitting a written comment does not eliminate an individual's opportunity to address the public body in-person at the meeting. However, it may be used as an effective means to convey complex information when presenting an overview in-person.
 - 2. In-Person:** Persons in attendance at public body meetings may wish to address the public bodies during the meeting. Generally, there are two times to do so and those are addressed in the Rules for In-Person Comments in Section III of these Rules.

III. Rules for In-Person Comments

- A. General Procedure:** The Board welcomes public comment at meetings for both items being discussed as part of the topic being discussed and new items that are not on the meeting's agenda. Members of the public wishing to comment on specific agenda items will have the opportunity to do so once the presentation has concluded and the Board has had an opportunity to ask initial questions. At that time, the meeting Chair or delegated presider, "Presider" will ask if there are members of the public who wish to comment, or commenters may ask to be recognized. Members of the public wishing to comment on items not listed on the agenda, but related to Airport business, will have the opportunity to do so during the meeting's designated public comment period.
- B. Relevant Comments:** To help keep meetings effective and efficient, presenters' comments must be relevant to Airport business and individuals must not be disruptive, threatening or act in a discourteous manner. Robert's Rules of Order, as revised, shall govern the conduct of Airport business to the extent these do not conflict with applicable law.
- C. Specific Rules:** The following rules shall be followed by members of the public who are addressing the Board. Members of the public who refuse to conform with the rules despite being cautioned to do so by the Presider may be asked to stop speaking and/or leave the meeting.
 - 1. Permission to Speak and Order of Speakers:** No person shall address the public body until the Presider has recognized and given him or her leave to speak. Speakers will be entitled to address the public body on a first-recognized basis by the Presider. If a speaker sign-up form was passed out, speakers will address the public body in the order they called by the Presider.
 - 2. Speaker Identification:** Each speaker shall state his or her name so it can be recorded in the minutes of the meeting. The speaker may also provide other identifying information about himself or herself.
 - 3. Representation of Others:** If a speaker is representing or speaking on behalf of other persons, groups or entities, then the speaker shall state the nature of that representation.
 - 4. Pertinence of Comments:** Public comments shall relate to matters within the purview of the Board. Comments shall relate to either items on the agenda or other matters related to Airport business.
 - 5. Repetitive Comments:** Speakers shall refrain from repeating their own comments and testimony and the comments and testimonies of others. The Presider may limit or end the speaker's time if the speaker is excessively repetitive.

6. **Poor Behavior Prohibited:** No person shall engage in disruptive, discourteous, belligerent, impertinent, threatening, disparaging, or otherwise uncivil behavior. The Presider may limit or end the comments of any person who engages in this conduct.
7. **Interruption of Speakers:** Members of the public shall refrain from interrupting the designated speaker. The Presider may interrupt a speaker at any time to enforce the rules.
8. **Individual Speaker Time Limit:** The Presider may establish a time limit for all commenters. The established time limit shall not be less than three minutes per commenter. No commenter may speak for longer than the time limit established by the Presider unless the Presider grants additional time for that speaker based on the circumstances at-hand (such as representation by that speaker of a larger group of persons, complexity of the speaker's topic, or other factors). The determination to designate a longer period for a speaker rests in the discretion of the Presider. The Presider may also shorten a speaker's time limit based on repetition of comments or other circumstances as provided by the rules of public comment including efficient conduct of the meeting.

IV. Reasonable Accommodations

- A. All public meetings are opened to all members of the public. Those wishing to address a public body may request reasonable accommodations be made in order for them to do so.