

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, January 10, 2019, at 4:00 pm

Drew Sambell, Chairman
Kent McGuire, Vice Chairman
Ray Barksdale, Secretary
Randall Porche
Nanette Paghi
Alex Smith
Larry Johnson

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 November 8, 2018
- Financial Report
- Manager's Report
- Airport Operation's Report
- FBO Report

REGULAR AGENDA

3. Recognition of Outgoing Board Members, David Box and Kyle Ballard.
4. Introduction of New Board Member.
5. Update on Nova Avionics
6. Election of 2019 Officers
7. The Airport board will adjourn into Executive Session to deliberate economic development negotiations as permitted by the Texas Government Code, Section 551.087.
8. Reconvene to take any necessary action resulting from the Executive Session.
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 to 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, November 8, 2018, at 4:00 p.m., in the Rex Odom Conference Room, at Mid-Way Regional Airport, 131 Airport Dr., Midlothian, Texas.

Members Present: Drew Sambell, Chairman
Kent McGuire, Vice Chairman
Ray Barksdale, Secretary
Kyle Ballard
Randall Porche
Alex Smith
Nanette Paghi

Others Present: Judy Demoney, Airport Manager
Clyde Melick, Assistant Manager, City of Midlothian
Ken Lantz, Partner, Southern Star Aviation

REGULAR AGENDA

Opening: Drew Sambell called the meeting to order, and gave the invocation.

Board Announcements: Drew Sambell welcomed the newest Board member, Nanette Paghi.

CONSENT AGENDA:

- Minutes of Meeting held September 13, 2018
- Financial Report
- Manager's Report
- Airport Operation's Report
- FBO Report

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

REGULAR AGENDA:

Request by Southern Star Aviation for a Building Permit Waiver: Ken Lantz said that they are in the process of purchasing an FAA certified repair station for avionics. They are in the final negotiations with a company that is an established avionics shop in the metroplex. They will relocate here and be owned by LMW Partners dba Southern Star Aviation and operate under its own name. Southern Star Aviation is currently leasing an end cap at the Airport. They will be spending about \$20,000 to run electricity, insulate walls, and install lighting. Ken said that Southern Star Aviation is requesting that the Board ask the City of Midlothian to waive the building permit and inspection fees, since they will be making improvements to a City building. Ken told the Board that the work will be done by a certified electrician, etc. Clyde Melick said that he would take care of the request for the Board.

Alex Smith moved to approve Southern Star Aviation's request that the Board ask the City of Midlothian to waive the building permit fees for the improvements they will be making to their end cap; second by Nanette Paghi; All Ayes.

Engineering Consultants for the Security Fencing Project: Judy Demoney said that TxDOT Aviation submitted the RFQ for proposals for the design and engineering of the fencing project. There were three companies that submitted information, KSA Engineers, Lochner and IEA Inc. Each committee member studied their proposals, scored, and ranked the companies. The committee members consisted of Alex Smith, Randall Porche and Judy Demoney. The committee looked at things like years of experience and background in the type of project that we will be doing. KSA scored the highest.

Kyle Ballard moved to approve KSA for the Engineering Consultants for the Security Fencing Project; second by Randall Porche. All Ayes.

Airport Christmas Party: Judy Demoney said that the Airport Christmas party will be on Saturday, December 1st. We would like to take the opportunity to present plaques to both David Box and Kyle Ballard at the party because they will be leaving the Board.

Executive Session: The Board adjourned into Executive Session to deliberate economic development negotiations as permitted by the Texas Government Code, Section 551.087, at 4:28 p.m.

Regular Session: The Board reconvened to Regular Session at 5:10 p.m. No action was taken.

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 Ray Barksdale. All Ayes.

Respectfully submitted, Tammy Bowen, Airport Operations Assistant



City of Waxahachie, TX

Budget Report Account Summary

For Fiscal: FY 2019 Period Ending: 12/31/2018

	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	18,000.00	18,000.00	1,542.87	4,037.65	-13,962.35	22.43 %
530-47350	Renter Utility Payments	4,200.00	4,200.00	190.99	725.85	-3,474.15	17.28 %
530-47502	Interest From Cash Pool	2,500.00	2,500.00	0.00	702.01	-1,797.99	28.08 %
530-47607	Facility Rental	200.00	200.00	0.00	0.00	-200.00	0.00 %
530-47612	Rents-Airport Commercial Leasing	12,240.00	12,240.00	1,020.00	3,060.00	-9,180.00	25.00 %
530-47613	Rent-Airport Land Options	2,494.00	2,494.00	0.00	2,581.03	87.03	103.49 %
530-47614	Rent-Airport T-Hangars	251,232.00	251,232.00	20,333.74	63,901.74	-187,330.26	25.44 %
530-47615	Rent-Aircraft Parking	1,200.00	1,200.00	70.00	315.00	-885.00	26.25 %
530-47616	Rent-Airport Box Hangars	73,670.00	73,670.00	6,220.98	18,498.98	-55,171.02	25.11 %
530-47618	Rent-Airport-Corporate Hangars	91,200.00	91,200.00	7,600.00	22,800.00	-68,400.00	25.00 %
530-48320	Contribution - City of Waxahachie	25,000.00	25,000.00	0.00	25,000.00	0.00	100.00 %
530-48325	Contribution - City of Midlothian	25,000.00	25,000.00	0.00	25,000.00	0.00	100.00 %
530-49650	Miscellaneous Revenue	8,000.00	8,000.00	20.00	510.16	-7,489.84	6.38 %
	Revenue Total:	534,936.00	534,936.00	36,998.58	167,132.42	-367,803.58	31.24 %
Expense							
530-199-51100	Salaries	89,680.00	89,680.00	6,820.90	21,462.69	68,217.31	23.93 %
530-199-52100	Longevity	1,730.00	1,730.00	156.00	468.00	1,262.00	27.05 %
530-199-52200	Retirement-FICA	6,950.00	6,950.00	530.39	1,667.67	5,282.33	24.00 %
530-199-52400	Life & Health Insurance	16,320.00	16,320.00	1,359.78	4,130.91	12,189.09	25.31 %
530-199-52501	Retirement Plan Contribution-TMRS	13,940.00	13,940.00	1,082.82	3,403.66	10,536.34	24.42 %
530-199-52600	Workers' Compensation	360.00	360.00	27.62	87.46	272.54	24.29 %
530-199-53101	Airport Management	80,589.00	80,589.00	6,657.45	20,472.35	59,917.65	99.75 %
530-199-53201	Training	300.00	300.00	0.00	-3,000.00	3,300.00	-1,000.00 %
530-199-53310	Bank Service Charges	6,250.00	6,250.00	0.00	886.01	5,363.99	14.18 %
530-199-54101	Utilities - Water	8,700.00	8,700.00	690.81	1,444.73	7,279.41	16.33 %
530-199-54210	Refuse Services	1,300.00	1,300.00	108.35	325.05	974.95	25.00 %
530-199-54310	Maintenance, Building (Upkeep)	19,000.00	19,000.00	1,199.76	5,893.47	13,068.67	31.22 %
530-199-54320	Maintenance, Improvements	13,000.00	13,000.00	0.00	6,101.53	6,898.47	46.93 %
530-199-54330	Maintenance, Purchased Equipment	3,000.00	3,000.00	0.00	472.75	2,527.25	15.76 %
530-199-54340	Maintenance, Purchased - Vehicle	2,800.00	2,800.00	0.00	1,137.71	1,662.29	40.63 %
530-199-54345	Maintenance, Leased Vehicle	600.00	600.00	39.29	117.87	482.13	19.65 %
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 2019 Period Ending: 12/31/2018

	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	289.92	858.54	0.00	2,608.46	24.76 %
530-199-54430 Uniform/Janitorial Supply Rental	725.00	725.00	0.00	106.64	26.66	591.70	18.39 %
530-199-55100 Insurance & Bonds	22,910.00	22,910.00	0.00	20,086.08	0.00	2,823.92	87.67 %
530-199-55150 Phones, Pagers, Internet, Cable	5,700.00	5,700.00	401.92	942.64	0.00	4,757.36	16.54 %
530-199-55200 Postage	50.00	50.00	0.00	0.00	0.00	50.00	0.00 %
530-199-55260 Advertising & Promotions	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
530-199-55270 Special Events	8,500.00	8,500.00	26.82	146.85	0.00	8,353.15	1.73 %
530-199-55350 Travel (Mileage Meals Lodging)	1,100.00	1,100.00	0.00	59.69	1,040.31	0.00	100.00 %
530-199-55400 Memberships/License/Cert Renewal	700.00	700.00	0.00	300.00	0.00	400.00	42.86 %
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	200.00	200.00	50.00 %
530-199-56100 Supplies & Equipment	6,000.00	6,000.00	0.00	1,318.51	0.00	4,681.49	21.98 %
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	2,800.00	2,800.00	0.00	0.00	0.00	2,800.00	0.00 %
530-199-56104 Supplies & Equip-Computers & Accessories	100.00	100.00	0.00	0.00	0.00	100.00	0.00 %
530-199-56202 Gasoline & Oil for Vehicle/Equip	3,500.00	3,500.00	0.00	1,404.53	0.00	2,095.47	40.13 %
530-199-56204 Electricity	22,500.00	22,500.00	1,409.89	3,653.34	0.00	18,846.66	16.24 %
530-199-57500 Office & Other Equipment	19,000.00	19,000.00	0.00	18,141.73	0.00	858.27	95.48 %
530-199-58700 Payment to City of Waxahachie	128,035.00	128,035.00	0.00	21,339.00	0.00	106,696.00	16.67 %
530-199-58750 Payment to City of Midlothian	36,835.00	36,835.00	0.00	6,139.00	30,696.00	0.00	100.00 %
Expense Total:	529,741.00	529,741.00	20,801.72	139,568.41	91,894.34	298,278.25	43.69 %
Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	5,195.00	5,195.00	16,196.86	27,564.01	-91,894.34	-69,525.33	-1,238.31 %
Report Surplus (Deficit):	5,195.00	5,195.00	16,196.86	27,564.01	-91,894.34	-69,525.33	-1,238.31 %

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	534,936.00	534,936.00	36,998.58	167,132.42	0.00	-367,803.58	31.24 %
Expense	529,741.00	529,741.00	20,801.72	139,568.41	91,894.34	298,278.25	43.69 %
Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	5,195.00	5,195.00	16,196.86	27,564.01	-91,894.34	-69,525.33	-1,238.31 %
Report Surplus (Deficit):	5,195.00	5,195.00	16,196.86	27,564.01	-91,894.34	-69,525.33	-1,238.31 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)
530 - MID-WAY REGIONAL AIRPORT	5,195.00	5,195.00	16,196.86	27,564.01	-91,894.34	-69,525.33
Report Surplus (Deficit):	5,195.00	5,195.00	16,196.86	27,564.01	-91,894.34	-69,525.33

MANAGER'S REPORT – NOVEMBER/ DECEMBER

Security Fencing Project

KSA Engineering was selected as the design and engineering company for the project. They are currently in the process of negotiating the contract with TxDOT Aviation and pre-design meetings will begin upon its completion.

Major Repairs

- AvGas fuel truck and fuel farm required \$1500 in equipment repairs and replacements
- Two box hangar doors required motor/cable replacement

Tenant Christmas Party

The party was held Saturday, December 1st and was very well attended by 80 tenants and employees. A BBQ lunch was provided and several tenants brought delicious, calorie-filled desserts.

I attended the quarterly meeting of the Air Transportation Advisory Committee at NCTCOG in Arlington and continued to work on several economic development opportunities.

AIRPORT OPERATIONS REPORT										
	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	3567	14713
Nov	102	6	1	0	0	0	0	1127	4173	7473
Dec	102	6	2	1	0	0	0	1051	2325	6423
2018										
Jan	102	5	2	0	0	0	0	Unavailable	2630	4162
Feb	102	6	3	0	0	0	0	Unavailable	1430	5140
Mar	102	6	3	0	0	0	0	2568	3193	9062
April	103	7	2	0	0	0	0	2371	5379	6432
May	105	6	1	1	0	0	0	4393	3792	12310
June	105	6	2	0	0	0	0	4245	4768	9739
July	103	6	2	2	0	0	0	3151	5000	9099
Aug	103	8	7	1	0	0	0	2911	4290	6241
Sept	103	9	1	0	0	0	0	3801	4148	3918
Oct	101	11	3	1	0	0	0	2147	3717	9679
Nov	101	12	1	1	0	0	0	3555	6455	6402
Dec	98	12	2	3	0	0	0	3278	3470	7309



DECEMBER FBO REPORT – JANURARY 3, 2019

FUEL SALES: **(Totals for December 2018)**

AvGas (Truck): 2045 gallons

AvGas (Self Serve): 1425 gallons

Jet-A: 7309 gallons

Government JET-A: 0 gallons

TOTAL GALLONS OF FUEL FOR DECEMBER 2018: 10,779 gallons. (Note: Final fuel totals may change slightly with final reports)

As anticipated, December fuel sales dropped off by about 300 gallons. Most of this was in JET-A sales. With the Thanksgiving Holidays behind, a lot of corporate travel slows in December with many corporations spending the month at home base and not on the road. While AVGAS had a very slight decline it did produce a better than anticipated results with the unpredictable Texas weather.

Southern Star Aviation is excited to have completed the task of bringing Nova Avionics to the JWY airport. The FAA has approved the move and it is well under way. The shop is booked to capacity with work through month of February and beyond.

Sincerely,

A handwritten signature in black ink, appearing to be "Ken Lantz", is written over a horizontal line. The signature is stylized and somewhat cursive.

Ken Lantz

Southern Star Aviation