

**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 Tuesday, November 9, 2021, at 4:00 pm

Members: Drew Sambell, Chairman
 Alex Smith, Vice Chairman
 Randall Porche
 Nanette Paghi
 Larry Huntley
 Michael Williams
 Jennifer Chelwick

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 September 9, 2021
 - b. Financial Report
 - c. Manager's Report
 - d. Airport Operation's Report
 - e. FBO Report
5. Introduction of New Board Member, Jennifer Chelwick.
6. Discuss Future Development of the Airport
7. Update on Phase 1 and Phase 2 of the Security Fence Project
8. Consider Moving forward with the Runway Rehabilitation Project
9. Update on Recent Airport Events
10. Comments by the Airport Board and Airport Administration
11. 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 469-309-4005 or (TDD) 1-800-RELAY TX

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 9, 2021, at 4:00 p.m., in the Upstairs Common Area of Mid-Way Regional Airport, 131 Airport Dr., Midlothian, Texas.

Members Present: Drew Sambell, Chairman
Alex Smith, Vice Chairman
Randall Porche
Kent McGuire
Nanette Paghi
Larry Huntley
Michael Williams

Others Present: Darrell Phillips, Airport Manager
Richard Abernethy, Director of Administrative Services, City of Waxahachie
Clyde Melick, Assistant Manager, City of Midlothian
Walter Darrach, Council Member, City of Midlothian

Call to Order: Chairman Drew Sambell called the meeting to order.

Invocation: Chairman Drew Sambell gave the invocation.

Public Comments: There were no public comments.

CONSENT AGENDA:

- Minutes of Meeting Scheduled August 12, 2021
- Financial Report
- Manager's Report
- Airport Operation's Report
- FBO Report

Mr. Alex Smith made a motion to approve the Consent Agenda with the removal of the Airport Operations Report to the Regular Agenda; second by Mr. Kent McGuire. All Ayes.

REGULAR AGENDA:

Airport Operations Report: Mr. Randall Porche inquired about the runway cameras because he thought that the issue with them being down had been resolved. Mr. Darrell Phillips informed the Board that one of the runway cameras is down again and someone is supposed to come out next week to diagnose the problem. He said that we may have to look at upgrading the camera system next budget year.

Mr. Randall Porche made a motion to approve the Airport Operation's Report; second by Ms. Nanette Paghi. All Ayes.

Upcoming Event: Mr. Darrell Phillips reminded the Board about the upcoming event "Wings-N-Wheels" on Saturday, September 18. He went over the different activities as well as those that will be participating at the event. Mr. Ken Lantz will be in charge of RAMP parking and Mr. Larry Huntley will be over parking cars. Mr. Huntley went over the plans for parking and volunteer responsibilities.

Recognition of Outgoing Board Member, Mr. Kent McGuire: Chairman Drew Sambell presented Mr. Kent McGuire with a plaque for his support, help and dedicated service to the Airport and Joint Airport Board. Mr. McGuire served on the Board from 2009-2021.

Comments by the Airport Board and Airport Administration: Mr. Darrell Phillips commented that he is working on getting the RAMP Grant for FY 21-22 signed by all parties.

Mr. Phillips commented that on September 15th the Airport will host the Midlothian Chamber Leadership class. They will be given a presentation and tour of the Airport.

Mr. Phillips commented that on September 20th the Airport will be receiving a kiosk for a Covid testing site. It will be a set up in the overflow parking lot.

Adjournment: There being no further business,

Mr. Larry Huntley made a motion to adjourn; second by Mr. Randall Porche. All Ayes.
Respectfully submitted, Ms. Tammy Bowen, Airport Operations Assistant



City of Waxahachie, TX

Budget Report Account Summary

For Fiscal: FY 2022 Period Ending: 10/31/2021

| | 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 | 26,000.00 | 26,000.00 | 1,937.49 | 1,937.49 | -24,062.51 | 7.45 % |
| 530-47350 | Renter Utility Payments | 4,500.00 | 4,500.00 | 265.61 | 265.61 | -4,234.39 | 5.90 % |
| 530-47502 | Interest From Cash Pool | 230.00 | 230.00 | 0.00 | 0.00 | -230.00 | 0.00 % |
| 530-47607 | Facility Rental | 2,000.00 | 2,000.00 | 0.00 | 0.00 | -2,000.00 | 0.00 % |
| 530-47612 | Rents-Airport Commercial Leasing | 23,000.00 | 23,000.00 | 2,223.00 | 2,223.00 | -20,777.00 | 9.67 % |
| 530-47613 | Rent-Airport Land Options | 3,500.00 | 3,500.00 | 2,974.96 | 2,974.96 | -525.04 | 85.00 % |
| 530-47614 | Rent-Airport T-Hangars | 280,000.00 | 280,000.00 | 22,110.00 | 22,110.00 | -257,890.00 | 7.90 % |
| 530-47615 | Rent-Aircraft Parking | 5,500.00 | 5,500.00 | 511.00 | 511.00 | -4,989.00 | 9.29 % |
| 530-47616 | Rent-Airport Box Hangars | 73,688.00 | 73,688.00 | 8,551.02 | 8,551.02 | -65,136.98 | 11.60 % |
| 530-47618 | Rent-Airport-Corporate Hangars | 95,508.00 | 95,508.00 | 8,242.00 | 8,242.00 | -87,266.00 | 8.63 % |
| 530-49650 | Miscellaneous Revenue | 1,000.00 | 1,000.00 | 100.00 | 100.00 | -900.00 | 10.00 % |
| | Revenue Total: | 534,926.00 | 534,926.00 | 46,915.08 | 46,915.08 | -488,010.92 | 8.77 % |
| Expense | | | | | | | |
| 530-199-51100 | Salaries | 199,760.00 | 199,760.00 | 15,027.96 | 15,027.96 | 184,732.04 | 7.52 % |
| 530-199-52100 | Longevity | 2,450.00 | 2,450.00 | 198.00 | 198.00 | 2,252.00 | 8.08 % |
| 530-199-52200 | Retirement-FICA | 15,380.00 | 15,380.00 | 1,161.27 | 1,161.27 | 14,218.73 | 7.55 % |
| 530-199-52400 | Life & Health Insurance | 23,080.00 | 23,080.00 | 2,156.78 | 2,156.78 | 20,923.22 | 9.34 % |
| 530-199-52501 | Retirement Plan Contribution-TMRS | 31,920.00 | 31,920.00 | 2,404.18 | 2,404.18 | 29,515.82 | 7.53 % |
| 530-199-52600 | Workers' Compensation | 1,390.00 | 1,390.00 | 314.36 | 314.36 | 1,075.64 | 22.62 % |
| 530-199-53201 | Training | 900.00 | 900.00 | 0.00 | 0.00 | 900.00 | 0.00 % |
| 530-199-53310 | Bank Service Charges | 7,000.00 | 7,000.00 | 0.00 | 0.00 | 7,000.00 | 0.00 % |
| 530-199-54101 | Utilities - Water | 8,874.00 | 8,874.00 | 65.43 | 65.43 | 8,808.57 | 0.74 % |
| 530-199-54210 | Refuse Services | 1,400.00 | 1,400.00 | 118.87 | 118.87 | 1,281.13 | 8.49 % |
| 530-199-54310 | Maintenance, Building (Upkeep) | 19,823.00 | 19,823.00 | 3,157.12 | 3,157.12 | 16,665.88 | 15.93 % |
| 530-199-54320 | Maintenance, Improvements | 18,720.00 | 18,720.00 | 5,966.00 | 5,966.00 | 12,754.00 | 31.87 % |
| 530-199-54330 | Maintenance, Purchased Equipment | 4,800.00 | 4,800.00 | 2,214.11 | 2,214.11 | 2,585.89 | 46.13 % |
| 530-199-54340 | Maintenance, Purchased - Vehicle | 360.00 | 360.00 | 0.00 | 0.00 | 360.00 | 0.00 % |
| 530-199-54345 | Maintenance, Leased Vehicle | 500.00 | 500.00 | 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 | 1,700.00 | 0.00 % |
| 530-199-54400 | Vehicle Lease | 3,230.00 | 3,230.00 | 256.62 | 256.62 | 2,973.38 | 7.94 % |
| 530-199-54410 | Facilities Rental-Land & Bldgs | 1,500.00 | 1,500.00 | 0.00 | 0.00 | 1,500.00 | 0.00 % |
| 530-199-54420 | Equipment & Vehicle Rental | 2,700.00 | 2,700.00 | 0.00 | 0.00 | 2,700.00 | 0.00 % |

Budget Report

For Fiscal: FY 2022 Period Ending: 10/31/2021

| | Original Total Budget | Current Total Budget | Period Activity | Fiscal Activity | Encumbrances | Variance Favorable (Unfavorable) | Percent Used |
|---|--------------------------|-------------------------|--------------------|--------------------|---------------|--|-----------------|
| 530-199-54430 Uniform/Janitorial Supply Rental | 650.00 | 650.00 | 62.48 | 62.48 | 0.00 | 587.52 | 9.61 % |
| 530-199-55000 Other Purchased Services | 3,300.00 | 3,300.00 | 0.00 | 0.00 | 0.00 | 3,300.00 | 0.00 % |
| 530-199-55100 Insurance & Bonds | 21,565.00 | 21,565.00 | 25,904.65 | 25,904.65 | 0.00 | -4,339.65 | 120.12 % |
| 530-199-55150 Phones, Pagers, Internet, Cable | 1,275.00 | 1,275.00 | 121.12 | 121.12 | 0.00 | 1,153.88 | 9.50 % |
| 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 | 275.00 | 275.00 | 0.00 | 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 | 0.00 | 0.00 | 0.00 | 3,250.00 | 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 | 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 | 4,000.00 | 4,000.00 | 1,559.41 | 1,559.41 | -80.41 | 2,521.00 | 36.98 % |
| 530-199-56204 Electricity | 22,500.00 | 22,500.00 | 661.07 | 661.07 | 0.00 | 21,838.93 | 2.94 % |
| 530-199-58700 Payment to City of Waxahachie | 36,835.00 | 36,835.00 | 0.00 | 0.00 | 0.00 | 36,835.00 | 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: | 490,212.00 | 490,212.00 | 61,624.43 | 61,624.43 | -80.41 | 428,667.98 | 12.55 % |
| Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit): | 44,714.00 | 44,714.00 | -14,709.35 | -14,709.35 | 80.41 | -59,342.94 | -32.72 % |
| Report Surplus (Deficit): | 44,714.00 | 44,714.00 | -14,709.35 | -14,709.35 | 80.41 | -59,342.94 | -32.72 % |

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 | 534,926.00 | 534,926.00 | 46,915.08 | 46,915.08 | 0.00 | -488,010.92 | 8.77 % |
| Expense | 490,212.00 | 490,212.00 | 61,624.43 | 61,624.43 | -80.41 | 428,667.98 | 12.55 % |
| Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit): | 44,714.00 | 44,714.00 | -14,709.35 | -14,709.35 | 80.41 | -59,342.94 | -32.72 % |
| Report Surplus (Deficit): | 44,714.00 | 44,714.00 | -14,709.35 | -14,709.35 | 80.41 | -59,342.94 | -32.72 % |

Fund Summary

| Fund | Original Total Budget | Current Total Budget | Period Activity | Fiscal Activity | Encumbrances | Variance Favorable (Unfavorable) |
|----------------------------------|----------------------------------|---------------------------------|----------------------------|----------------------------|---------------------|---|
| 530 - MID-WAY REGIONAL AIRPC | 44,714.00 | 44,714.00 | -14,709.35 | -14,709.35 | 80.41 | -59,342.94 |
| Report Surplus (Deficit): | 44,714.00 | 44,714.00 | -14,709.35 | -14,709.35 | 80.41 | -59,342.94 |

MANAGER'S REPORT – September -October, 2021

- **Projects :**

Airport Maintenance- New Tractor was delivered on August 26th was able to help preparation for our Fall event Wings & Wheels that was held on September 18th. Mario is taking advantage of good weather days and worked on mowing, hangar lighting, equipment repairs and keeping the airport in order with the new tractor. We are on track with airport maintenance, lighting, fence and the entrance road signage.

Phase II Fencing- Under consideration to hold off a year or so because of the increase of pricing and shipment. TxDOT & KSA has informed us the pricing has doubled and tripled on some items. We are considering to move forward with the 2022 Runway project to rehab the runway with paint and seal coat. The runway is priority over the fence project and this will also give us time to let shipping/market prices come down. Will present this to the airport board in November's meeting.

- **Meetings:**

September 8th – Working with TxDOT on RAMP Grant.

September 9th – Mid-Way Regional Airport Board meeting.

September 13th – Department Meeting with Richard Abernethy and staff.

September 14th – Waxahachie 4B Board Meeting and Workshop.

September 15th – Sent in TxDOT Ramp Grant signed by Airport. We hosted the Midlothian Chamber Leadership Class and tour of the airport.

September 17th – Airport Meeting on future planning with Midlothian Council Member, Walter Darrach.

September 18th - Mid-Way Regional Airport, Wings & Wheels Event, we had around 1500 attendees, great day for family and Tenants.

September 22nd – Working on setting up a joint meeting with our Airport Board Economic Development Committee.

September 29th – Working with KSA on final walk through of Phase I Security Fence year end inspection setting the date for October 15th. Had a FAA workshop by Zoom.

September 30th – Airport Board Economic Development Committee meeting with joint City EDC and staff next meeting will be November 4th.

October 2nd – Airport had our Coffee and Donut Mixer with our tenants, we hosted the Rusty Pilot program with Pat Brown of AOPA (Aircraft Owners Pilot Association) we had a great turnout of 30+ pilots from all over the Metro Plex.

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October 11th – Department meeting with Richard Abernethy.

October 12th & 14th – Midlothian EDC Candidate visit the airport with Kyle Kinatader with Midlothian EDC.

October 15th – Attended the Waxahachie City Hall dedication ceremony. Had the final walk through with KSA and TxDOT on the Phase I Security Fence year end inspection all went well.

October 25th - Zoom Meeting with TxDOT and KSA on Phase II Wildlife fence Project. With the cost of material's, it looks like the cost for the fence could be as high as 1.1 million \$\$ from \$555,000.00. We have decided to look at holding off for a year and let the prices on material go down or market levels out and move forward on the Runway Project. The Runway Project is priority over the fence and could not wait another year. TxDOT will review and I will present it to the Airport Board to move forward on the Runway project.

October 27th – 9am Richard Abernethy and I had a Phone conf. with TxDOT Bill Macke on providing us with Procedures to follow for future land acquisition. This will give us in writing a plan to follow so we can receive grant money and or reimbursement. **2 pm** had an Airport Development Meeting with Paladin Partners on opportunity to invest in the airport and development. Both EDC from Midlothian and Waxahachie were present to discuss interest in the airport.

- **Notice:**

None

- **Website:** No new updates.

