

**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 *Waxahachie Council Chamber at City Hall, 401 S. Rogers, Waxahachie, Texas on Wednesday, August 12, 2020, at 4:00 p.m.*

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

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 July 9, 2020
 - b. Financial Report
 - c. Manager's Report
 - d. Airport Operation's Report
 - e. FBO Report
5. Presentation by KSA and Robinson Aerospace for New Development
6. Convene into Executive Session to deliberate economic development negotiations as permitted by the Texas Government Code, Section 551.087
7. Reconvene and take any necessary action
8. Consider Letter of Request to Tenant for Hangar Cleanup
9. Discuss RAMP Tie Down Spaces
10. Consider Hertz Rental Car Parking Proposal
11. Consider RFP for New Hangar Development
12. Consider 2020 Pancake Breakfast & Fly-In
13. Update on Security Fence Project
14. Comments by the Airport Board and Airport Administration
15. 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

<p><i>Notice of Potential Quorum</i> One or more members of the Waxahachie City Council and/or Midlothian City Council may be present at this meeting. No action will be taken by the City Council at this meeting.</p>

MID-WAY REGIONAL AIRPORT JOINT AIRPORT BOARD MINUTES

A regular meeting of the Mid-Way Regional Airport Joint Airport Board was held on Thursday, July 9, 2020, at 4:00 p.m., via videoconference/teleconference.

Members Present: Alex Smith, Vice-Chairman
Ray Barksdale, Secretary
Kent McGuire
Larry Johnson

Members Absent: Drew Sambell, Chairman
Nanette Paghi
Randall Porche

Others Present: Darrell Phillips, Airport Manager
Tammy Bowen, Airport Operations Assistant

Call to Order: Vice-Chairman Alex Smith called the meeting to order.

Invocation: Vice-Chairman Alex Smith gave the invocation.

CONSENT AGENDA:

- Financial Report
- Manager's Report
- Airport Operation's Report
- FBO Report

Alex Smith moved to approve the Consent Agenda with the removal of the Minutes of Meeting scheduled April 9, 2020 over to the Regular Agenda; second by Ray Barksdale. All Ayes.

REGULAR AGENDA:

Minutes of Meeting scheduled April 9, 2020: Alex Smith asked Darrell if anything ever come of the Eagle Scout project mentioned in the Minutes. Darrell told the Board that they are still in the process of moving forward with the project. COVID slowed it down a little bit, and the Scout has been working on getting everyone's approvals and signatures.

Alex Smith asked if a date had been set for the rescheduling of the Pancake Breakfast Fly-In. Darrell said that it was rescheduled for Saturday, October 3, but will be on the next agenda for discussion.

Alex Smith moved to approve the Minutes of Meeting scheduled April 9, 2020; second by Ray Barksdale. All Ayes.

Board Announcements: There were no Board announcements.

Lease for First Flight: Darrell Phillips told the Board that he met with the Finance sub-committee on June 25 to discuss First Flights office lease. Their lease will be coming up for renewal the end of August. The Finance sub-committee recommended a \$.05 increase to their lease taking it from \$1.05 per square foot to \$1.10 per square foot.

Kent McGuire moved to approve an increase of \$.05 per square foot for First Flights office lease making their lease \$1.10 per square foot; second by Larry Johnson. All Ayes.

Airport Parking Fees: Darrell Phillips told the Board that there are several things that need to be addressed in regards to Airport parking. We are pretty limited on parking spaces for vehicles. Hertz takes up a lot of the parking spaces with their business, which is not a bad thing. It means their business is doing well. Darrell said that he called several Airports to talk about rental cars and what they do at their Airport. Most allow a limited amount of parking, and if they proceed the limit they look at a ground lease. Darrell recommended that he work with the FBO to come up with a good solution for the future, and bring it back to the Board at the next meeting.

Darrell explained that there are several glider trailers close to the T-hangars that are not licensed, and have been parked there in the grass for years. There is a cost to the Airport to maintain that area because we are having to spray and mow around them. Several storage rental facilities were contacted and it cost anywhere from \$35 to \$70 per month to store a trailer that size. Darrell recommended looking at a monthly rental rate of \$30 per month for long term parking of aviation related trailers and long term parking for vehicles. Darrell recommended waiting until October 1 before putting this into effect to allow time for the owners of the trailers to figure out what they are going to do.

Kent McGuire moved to approve a monthly rental rate of \$30 for long term parking of aviation related trailers and vehicles beginning October 1, 2020; second by Ray Barksdale. All Ayes.

Hangar Lease Rates for 2020-2021: Darrell Phillips said that he met with the Finance sub-Committee on June 25 to discuss hangar rates. Each year we receive a survey with hangar rates, fuel flow fees, and ground lease rates of other Airports in the metroplex. Our Airport rates are within the average range of other Airports. The Finance sub-committee recommended that we do not increase hangar rates for 2020-2021.

Alex Smith moved to approve that there be no hangar rate increase for 2020-2021; second by Kent McGuire. All Ayes.

Security Fence Project: Darrell Phillips told the Board that a pre-construction meeting was held on July 10 for the security fence project. The construction project was awarded to Barrier Fence, LLC, out of Round Rock, Texas. They said that construction would begin July 20, but because of COVID it could start a little later. Supply and delivery has been an issue.

RFP for New Hangar Development: Darrell Phillips said that both the City of Midlothian and City of Waxahachie are working with the Airport to put together a Request for Proposal (RFP) for seven box hangars to be built behind the Terminal. Fourteen parking spaces along the road behind the hangars are being included in the proposal. This should help a little with the parking issue.

5-Year CIP Plan: Darrell Phillips went over the Airport's 5-year Capital Improvement Plan (CIP). Most of these projects will be grants through TxDOT at 90/10. Our share being 10%. These estimate prices could change.

2021 Phase 2 Perimeter Fence \$472,400 (Based upon TxDOT CIP) – Our cost shows it to be slightly less.

2021-2025 Land Acquisition – To be determined

2022 Runway Rehabilitation and Wildlife Hazard Assessment/Management Plan
\$510,000 + \$110,000 = \$620,000

2022 Fuel Service Upgrade and Fuel Tank (100% City Funded) \$172,000

2023 Taxiway Rehabilitation and Terminal Parking Expansion \$210,000 + \$120,000 = \$330,000

2024 Master Plan Update & Apron Rehabilitation \$200,000 + \$530,000 = \$730,000

Adjournment: There being no further business,

Ray Barksdale moved to adjourn; second by Kent McGuire. All Ayes.

Respectfully submitted, Tammy Bowen, Airport Operations Assistant



City of Waxahachie, TX

Budget Report Account Summary

For Fiscal: FY 2020 Period Ending: 07/31/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
Fund: 530 - MID-WAY REGIONAL AIRPORT								
Revenue								
<u>530-43200</u>	Grant Reimb-Operating	20,000.00	50,000.00	0.00	8,608.78	0.00	-41,391.22	17.22 %
<u>530-47300</u>	Airport-Fuel Flowage Fees	24,000.00	22,000.00	1,578.72	15,461.02	0.00	-6,538.98	70.28 %
<u>530-47350</u>	Renter Utility Payments	4,500.00	5,700.00	348.35	5,017.13	0.00	-682.87	88.02 %
<u>530-47502</u>	Interest From Cash Pool	6,300.00	3,800.00	0.00	2,608.22	0.00	-1,191.78	68.64 %
<u>530-47607</u>	Facility Rental	200.00	350.00	0.00	350.00	0.00	0.00	100.00 %
<u>530-47612</u>	Rents-Airport Commercial Leasing	20,560.00	20,560.00	2,579.00	17,395.00	0.00	-3,165.00	84.61 %
<u>530-47613</u>	Rent-Airport Land Options	2,581.00	2,581.00	0.00	2,640.39	0.00	59.39	102.30 %
<u>530-47614</u>	Rent-Airport T-Hangars	280,560.00	280,560.00	23,100.00	233,205.21	0.00	-47,354.79	83.12 %
<u>530-47615</u>	Rent-Aircraft Parking	3,000.00	2,300.00	280.00	1,484.00	0.00	-816.00	64.52 %
<u>530-47616</u>	Rent-Aiport Box Hangars	73,668.00	73,668.00	6,139.00	61,390.00	0.00	-12,278.00	83.33 %
<u>530-47618</u>	Rent-Airport-Corporate Hangars	91,200.00	91,200.00	7,728.00	77,280.00	0.00	-13,920.00	84.74 %
<u>530-48320</u>	Contribution - City of Waxahachie	20,000.00	20,000.00	0.00	20,000.00	0.00	0.00	100.00 %
<u>530-48325</u>	Contribution - City of Midlothian	20,000.00	20,000.00	0.00	20,000.00	0.00	0.00	100.00 %
<u>530-49650</u>	Miscellaneous Revenue	8,500.00	1,100.00	19.50	587.16	0.00	-512.84	53.38 %
	Revenue Total:	575,069.00	593,819.00	41,772.57	466,026.91	0.00	-127,792.09	78.48 %
Expense								
<u>530-199-51100</u>	Salaries	174,240.00	145,720.00	21,413.27	138,951.75	0.00	6,768.25	95.36 %
<u>530-199-51600</u>	Auto Allowance	4,200.00	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>530-199-52100</u>	Longevity	2,020.00	2,030.00	168.00	1,680.00	0.00	350.00	82.76 %
<u>530-199-52200</u>	Retirement-FICA	13,720.00	11,270.00	1,647.25	10,727.47	0.00	542.53	95.19 %
<u>530-199-52400</u>	Life & Health Insurance	19,390.00	16,020.00	1,614.97	13,853.30	0.00	2,166.70	86.48 %
<u>530-199-52501</u>	Retirement Plan Contribution-TMRS	27,900.00	22,880.00	3,355.88	21,770.33	0.00	1,109.67	95.15 %
<u>530-199-52600</u>	Workers' Compensation	470.00	780.00	126.60	771.64	0.00	8.36	98.93 %
<u>530-199-53200</u>	Professional Services	2,800.00	2,800.00	0.00	0.00	0.00	2,800.00	0.00 %
<u>530-199-53201</u>	Training	400.00	400.00	0.00	200.00	0.00	200.00	50.00 %
<u>530-199-53310</u>	Bank Service Charges	5,700.00	7,000.00	0.00	5,188.01	0.00	1,811.99	74.11 %
<u>530-199-54101</u>	Utilities - Water	8,700.00	8,700.00	829.96	5,769.49	0.00	2,930.51	66.32 %
<u>530-199-54210</u>	Refuse Services	1,400.00	1,330.00	0.00	991.35	110.15	228.50	82.82 %
<u>530-199-54310</u>	Maintenance, Building (Upkeep)	19,546.00	21,546.00	2,420.00	20,194.81	70.00	1,281.19	94.05 %
<u>530-199-54320</u>	Maintenance, Improvements	18,600.00	17,600.00	202.50	13,357.92	0.00	4,242.08	75.90 %
<u>530-199-54330</u>	Maintenance, Purchased Equipment	4,800.00	4,800.00	0.00	853.71	0.00	3,946.29	17.79 %
<u>530-199-54340</u>	Maintenance, Purchased - Vehicle	360.00	360.00	0.00	0.00	0.00	360.00	0.00 %
<u>530-199-54345</u>	Maintenance, Leased Vehicle	500.00	400.00	0.00	314.16	0.00	85.84	78.54 %

Budget Report

For Fiscal: FY 2020 Period Ending: 07/31/2020

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
<u>530-199-54350</u>	Maintenance, Other City Property	1,500.00	1,500.00	0.00	175.80	0.00	1,324.20	11.72 %
<u>530-199-54400</u>	Vehicle Lease	4,430.00	3,230.00	261.28	2,606.07	0.00	623.93	80.68 %
<u>530-199-54430</u>	Uniform/Janitorial Supply Rental	800.00	650.00	48.00	533.84	0.00	116.16	82.13 %
<u>530-199-55100</u>	Insurance & Bonds	24,103.00	20,920.00	0.00	20,911.80	0.00	8.20	99.96 %
<u>530-199-55150</u>	Phones, Pagers, Internet, Cable	5,500.00	6,120.00	249.76	4,439.30	0.00	1,680.70	72.54 %
<u>530-199-55200</u>	Postage	75.00	40.00	0.00	11.50	0.00	28.50	28.75 %
<u>530-199-55260</u>	Advertising & Promotions	500.00	500.00	0.00	96.03	0.00	403.97	19.21 %
<u>530-199-55270</u>	Special Events	8,000.00	2,800.00	54.91	1,201.45	0.00	1,598.55	42.91 %
<u>530-199-55350</u>	Travel (Mileage Meals Lodging)	1,100.00	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>530-199-55400</u>	Memberships/License/Cert Renewal	700.00	700.00	0.00	635.00	0.00	65.00	90.71 %
<u>530-199-55450</u>	Board & Local Meetings	100.00	100.00	0.00	7.98	0.00	92.02	7.98 %
<u>530-199-55800</u>	State/EPA Permit Fees	400.00	200.00	0.00	200.00	0.00	0.00	100.00 %
<u>530-199-56100</u>	Supplies & Equipment	6,000.00	6,800.00	1,144.86	5,533.34	0.00	1,266.66	81.37 %
<u>530-199-56101</u>	Supplies & Equip-Chem/Janitorial/Lab/Medical/Tool	300.00	300.00	0.00	0.00	0.00	300.00	0.00 %
<u>530-199-56103</u>	Supplies & Equip-Motor Vehicle Parts & Equipment	1,560.00	1,560.00	0.00	280.78	0.00	1,279.22	18.00 %
<u>530-199-56104</u>	Supplies & Equip-Computers & Accessories	100.00	100.00	0.00	99.96	0.00	0.04	99.96 %
<u>530-199-56202</u>	Gasoline & Oil for Vehicle/Equip	4,000.00	3,000.00	86.71	852.49	0.00	2,147.51	28.42 %
<u>530-199-56204</u>	Electricity	22,500.00	21,750.00	1,004.89	15,562.33	0.00	6,187.67	71.55 %
<u>530-199-58700</u>	Payment to City of Waxahachie	128,035.00	128,035.00	0.00	97,177.50	0.00	30,857.50	75.90 %
<u>530-199-58750</u>	Payment to City of Midlothian	36,835.00	36,835.00	0.00	27,625.50	9,209.50	0.00	100.00 %
	Expense Total:	551,284.00	498,776.00	34,628.84	412,574.61	9,389.65	76,811.74	84.60 %
	Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	23,785.00	95,043.00	7,143.73	53,452.30	-9,389.65	-50,980.35	46.36 %
	Report Surplus (Deficit):	23,785.00	95,043.00	7,143.73	53,452.30	-9,389.65	-50,980.35	46.36 %

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	575,069.00	593,819.00	41,772.57	466,026.91	0.00	-127,792.09	78.48 %
Expense	551,284.00	498,776.00	34,628.84	412,574.61	9,389.65	76,811.74	84.60 %
Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	23,785.00	95,043.00	7,143.73	53,452.30	-9,389.65	-50,980.35	46.36 %
Report Surplus (Deficit):	23,785.00	95,043.00	7,143.73	53,452.30	-9,389.65	-50,980.35	46.36 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)
530 - MID-WAY REGIONAL AIRPC	23,785.00	95,043.00	7,143.73	53,452.30	-9,389.65	-50,980.35
Report Surplus (Deficit):	23,785.00	95,043.00	7,143.73	53,452.30	-9,389.65	-50,980.35

MANAGER'S REPORT – JULY, 2020

- **Projects :**

Airport Maintenance- Mario has taken advantage of sunny days and is mowing and keeping the airport in order. We are on track with mowing around the entrance road, lighting and fences.

Fencing- Start date was July 29th, 2020, for our Security Fence project. Should be completed by August 26th.

RFP- (Request for Proposal) Worked on a RFP for New Box Hangar development it had been on hold because of COVID-19 working with the City of Midlothian. It should be going out end of August or first of September.

Working on Proposals: For (MRO) Maintenance Repair and Overhaul facility development should have something by August Airport Board Meeting.

- **Meetings:**

July 7th – Budget workshop with City of Waxahachie Council.

July 13th – Meeting with New Director of (EDC) Economic Development Corporation of Waxahachie, Warren Kettleman and Robinson Aerospace.

July 16th – Microsoft Meeting online with KSA and TxDOT on our 5 year (CIP) Capital Improvement Plan. Sent in our letter of Intent to TxDOT on July 31st.

July 20th – Meeting with KSA and Robinson Aerospace on Design Agreement.

July 29th – Meeting with KSA and Barrier Fencing start up on Construction for security fence completion should be within 4 weeks.

- **Notice:**

July 24th - Notice by email to all our tenants update on security fence and gates starting date of July 29th.

- **Website:** Airport staff is working on the process of re-construction and development of new website for Mid-Way Regional Airport. Tammy and I will be meet with The Modern Take a design agency with innovative ideas and new photos for new site. It has been on delay because of the COVID-19. Should be completed in August.

AIRPORT OPERATIONS REPORT

	Based Aircraft	Waiting List	Inquires	Placement	Accident/Incident	Noise Complaints	Other Complaints	Total Ops	100LL	Jet
2019										
Jan	105	12	2	1	0	0	0	4545	2148	3550
Feb	105	12	3	1	0	0	0	1740	1430	5140
Mar	105	15	3	0	0	0	0	3010	3939	9543
April	106	19	4	0	0	0	0	3725	3214	9554
May	108	20	1	0	0	0	0	5915	3409	8305
June	108	21	2	0	0	0	0	10882	6471	11583
July	108	21	1	0	0	0	0	5654	5206	5505
Aug	111	16	1	0	0	0	0	2325	3752	7564
Sept	111	16	0	1	0	0	0	6478	6075	4485
Oct	111	18	3	0	0	0	0	5640	7082	5213
Nov	111	19	1	0	0	0	0	3792	4049	5451
Dec	112	16	3	1	0	0	0	5341	3017	5986
	Based Aircraft	Waiting List	Inquires	Placement	Accident/Incident	Noise Complaints	Other Complaints	Total Ops	100LL	Jet
2020										
Jan	110	16	2	0	0	0	0	5025	2201	6931
Feb	108	16	2	1	0	0	0	Not Available	6203	4616
Mar	109	17	3	0	1	0	0	Not Available	4477	5158
April	109	16	1	2	0	0	0	Not Available	5429	5503
May	109	17	7	0	0	0	0	Not Available	5082	4774
June	109	19	3	0	0	0	0	Not Available	2901	6650
July	104	23	4	0	0	0	0	Not Available	3887	7658



JULY FBO REPORT – AUGUST 5, 2020

FUEL SALES: (Totals for July 2020)

AVGAS (Truck): 2477 gallons

AVGAS (Self-Serve): 1415 gallons

Jet-A: 7658 gallons

Government JET-A: 0 gallons

TOTAL GALLONS OF FUEL FOR JULY 2020: 11,455 gallons (Note: Fuel totals may change slightly with final reports).

The transition from June to July was a more normal operation with the easing of some COVID restrictions. There was an increase in corporate travel, flight training increased as well as recreational flying. As July progressed, so did COVID -19. The month finished in the normal category with an increase of 1905 gallons over June.

As we start August, schools are starting back with in person and online. While the airlines are still bleeding, they are flying a schedule. The first part of August has already landed several corporate jets at JWY, with some staying, renting several cars, buying fuel and contributing to the local economies. This is a good sign. Flying around the country, I have noticed the ATC frequencies are alive with traffic again. We will continue with hope the recovery will continue, however slowly.

Ken Lantz

Southern Star Aviation

