

**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 9, 2020, at 4:00 pm

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

REGULAR AGENDA

1. Opening Prayer
2. 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.

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 December 12, 2019
- Financial Report
- Manager's Report
- Airport Operation's Report
- FBO Report

REGULAR AGENDA

3. Board Announcements
4. Discuss Commercial Lease for Hangar #1.
5. Update on Security Fencing Project.
6. Discuss Starting Educational Program with MISD and WISD.
7. Discuss Starting RFP and Proposals for New Hangar Development.
8. Election of 2020 Officers
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 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, December 12, 2019, 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
Alex Smith, Vice Chair
Ray Barksdale, Secretary
Kent McGuire
Randall Porche
Nanette Paghi
Larry Johnson

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

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

Public Comments: Bill Fuller, Airport Tenant, Hangar 1, registered as a speaker, said that his partners have been operating out of his hangar trying to get a Cessna 172 flight school started. Mr. Fuller explained to the Board that he has a maintenance business in Hangar #1 and that he was informed last week that he is in violation of his lease. Mr. Fuller asked the Board for some clarification. In addition, Mr. Fuller asked the Board to consider a longer lease for his hangar. Darrell Phillips told Mr. Fuller that he would review his lease and meet with him at a later date.

CONSENT AGENDA:

- Minutes of Meeting held November 14, 2019
- Financial Report
- Airport Operation's Report
- FBO Report

Kent McGuire moved to approve the Consent Agenda with the removal of the Manager's Report over to the Regular Agenda; second by Randall Porche. All Ayes.

REGULAR AGENDA:

Manager's Report: Randall Porche asked if the fencing project layout is ready to be displayed. Tammy Bowen explained that she received the layouts, and is working on getting them mounted so that they can be displayed on easels in the Terminal. Tammy said that they should be ready in time for the Tenant Christmas party.

Randall Porche moved to approve the Manager's report; second by Alex Smith. All Ayes.

Board Announcements: There were no Board announcements.

Redesign of the Airport Website: Darrell Phillips told the Board that we are working on redesigning and launching a new Airport website through "The Modern Take". Amy Boarders, Director of Communications and Marketing will be involved with the process. We will be able to manage it from any device. The total cost for the project will be \$2300. The annual hosting fee thereafter will be \$250. Drew Sambell suggested reaching out to the business tenants to get their logos, and make sure we have links to their websites.

Airport Parking Policy: Darrell Phillips said it is his understanding that there has been a vehicle parked in the short-term parking lot for almost two months, and the registration has expired. We have no idea who owns the vehicle. Tammy Bowen said that the City suggested creating a parking policy for the Airport, so that an Ordinance can be adopted. Darrell told the Board that a part of our Rules and Regulations, and Minimum Standards and Requirements could be incorporated into the policy. Darrell suggested that Airport staff start reviewing the Rules and Regulations, and Minimum Standards and Requirements, and bring recommendations back to the Board. Once there is an Ordinance in place we can use different language in our signage, and enforce our policy.

Randall Porche moved to approve Airport Management developing an Airport parking policy, and bringing it back to the Board for consideration; second by Alex Smith. All Ayes.

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 2020 Period Ending: 12/31/2019

	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	24,000.00	24,000.00	1,425.00	4,975.75	-19,024.25	20.73 %
530-47350	Renter Utility Payments	4,500.00	4,500.00	402.55	1,184.33	-3,315.67	26.32 %
530-47502	Interest From Cash Pool	6,300.00	6,300.00	0.00	761.76	-5,538.24	12.09 %
530-47607	Facility Rental	200.00	200.00	250.00	250.00	50.00	125.00 %
530-47612	Rents-Airport Commercial Leasing	20,560.00	20,560.00	1,679.00	5,037.00	-15,523.00	24.50 %
530-47613	Rent-Airport Land Options	2,581.00	2,581.00	0.00	2,640.39	59.39	102.30 %
530-47614	Rent-Airport T-Hangars	280,560.00	280,560.00	23,549.71	70,029.71	-210,530.29	24.96 %
530-47615	Rent-Aircraft Parking	3,000.00	3,000.00	271.25	498.75	-2,501.25	16.63 %
530-47616	Rent-Aiport Box Hangars	73,668.00	73,668.00	6,139.00	18,417.00	-55,251.00	25.00 %
530-47618	Rent-Airport-Corporate Hangars	91,200.00	91,200.00	7,728.00	23,184.00	-68,016.00	25.42 %
530-48320	Contribution - City of Waxahachie	20,000.00	20,000.00	0.00	20,000.00	0.00	100.00 %
530-48325	Contribution - City of Midlothian	20,000.00	20,000.00	0.00	20,000.00	0.00	100.00 %
530-49650	Miscellaneous Revenue	8,500.00	8,500.00	50.00	50.00	-8,450.00	0.59 %
	Revenue Total:	575,069.00	575,069.00	41,494.51	167,028.69	-408,040.31	29.04 %
Expense							
530-199-51100	Salaries	174,240.00	174,240.00	9,053.68	24,584.15	149,655.85	14.11 %
530-199-51600	Auto Allowance	4,200.00	4,200.00	0.00	0.00	4,200.00	0.00 %
530-199-52100	Longevity	2,020.00	2,020.00	168.00	504.00	1,516.00	24.95 %
530-199-52200	Retirement-FICA	13,720.00	13,720.00	709.47	1,914.37	11,805.63	13.95 %
530-199-52400	Life & Health Insurance	19,390.00	19,390.00	1,278.70	2,443.85	16,946.15	12.60 %
530-199-52501	Retirement Plan Contribution-TMRS	27,900.00	27,900.00	1,398.01	3,803.38	24,096.62	13.63 %
530-199-52600	Workers' Compensation	470.00	470.00	41.64	101.35	368.65	21.56 %
530-199-53200	Professional Services	2,800.00	2,800.00	0.00	0.00	2,800.00	0.00 %
530-199-53201	Training	400.00	400.00	0.00	0.00	400.00	0.00 %
530-199-53310	Bank Service Charges	5,700.00	5,700.00	0.00	1,075.50	4,624.50	18.87 %
530-199-54101	Utilities - Water	8,700.00	8,700.00	657.58	1,265.57	7,434.43	14.55 %
530-199-54210	Refuse Services	1,400.00	1,400.00	113.75	330.45	1,069.55	23.60 %
530-199-54310	Maintenance, Building (Upkeep)	19,546.00	19,546.00	686.14	8,224.59	10,596.41	45.79 %
530-199-54320	Maintenance, Improvements	18,600.00	18,600.00	0.00	0.00	18,600.00	0.00 %
530-199-54330	Maintenance, Purchased Equipment	4,800.00	4,800.00	0.00	0.00	4,800.00	0.00 %
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	41.35	86.64	413.36	17.33 %

Budget Report

For Fiscal: FY 2020 Period Ending: 12/31/2019

		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	0.00	115.03	0.00	1,384.97	7.67 %
530-199-54400	Vehicle Lease	4,430.00	4,430.00	225.47	730.61	0.00	3,699.39	16.49 %
530-199-54430	Uniform/Janitorial Supply Rental	800.00	800.00	59.12	177.36	0.00	622.64	22.17 %
530-199-55100	Insurance & Bonds	24,103.00	24,103.00	0.00	20,911.80	0.00	3,191.20	86.76 %
530-199-55150	Phones, Pagers, Internet, Cable	5,500.00	5,500.00	576.53	1,256.53	0.00	4,243.47	22.85 %
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	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00	0.00 %
530-199-55350	Travel (Mileage Meals Lodging)	1,100.00	1,100.00	0.00	0.00	0.00	1,100.00	0.00 %
530-199-55400	Memberships/License/Cert Renewal	700.00	700.00	0.00	275.00	0.00	425.00	39.29 %
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	6,000.00	6,000.00	0.00	91.03	0.00	5,908.97	1.52 %
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	1,560.00	1,560.00	0.00	0.00	0.00	1,560.00	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	4,000.00	4,000.00	31.82	93.68	0.00	3,906.32	2.34 %
530-199-56204	Electricity	22,500.00	22,500.00	419.39	3,455.99	0.00	19,044.01	15.36 %
530-199-58700	Payment to City of Waxahachie	128,035.00	128,035.00	0.00	21,595.00	0.00	106,440.00	16.87 %
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:	551,284.00	551,284.00	15,460.65	99,174.88	31,421.00	420,688.12	23.69 %
	Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	23,785.00	23,785.00	26,033.86	67,853.81	-31,421.00	12,647.81	153.18 %
	Report Surplus (Deficit):	23,785.00	23,785.00	26,033.86	67,853.81	-31,421.00	12,647.81	153.18 %

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	575,069.00	41,494.51	167,028.69	0.00	-408,040.31	29.04 %
Expense	551,284.00	551,284.00	15,460.65	99,174.88	31,421.00	420,688.12	23.69 %
Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	23,785.00	23,785.00	26,033.86	67,853.81	-31,421.00	12,647.81	153.18 %
Report Surplus (Deficit):	23,785.00	23,785.00	26,033.86	67,853.81	-31,421.00	12,647.81	153.18 %

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	23,785.00	26,033.86	67,853.81	-31,421.00	12,647.81
Report Surplus (Deficit):	23,785.00	23,785.00	26,033.86	67,853.81	-31,421.00	12,647.81

MANAGER'S REPORT – DECEMBER, 2019

- **The primary focus for property maintenance was hangar and lighting repairs.**
- **Start date for new Airport Manager was December 9th**
- **The Airport received a new leased truck to replace our maintenance truck.**
- **Met with Tarrant Regional Water District about a gate that they would like to replace and re-locate on Long Branch Road. Asked for specs to make sure it meets our standards for new gates for our security fence Project. (Meeting with KSA on December 18th see Agenda item)**
- **Had a meeting on December 13th, with North Central Texas Council of Government (NCTCOG) in Ennis on the Southeast District Airports (Lancaster, Ennis, Corsicana and Mid-Way Regional) and their needs.**
- **Tenant Christmas Party was held on December 14th with a great turnout of approximately 115 attendees. We also displayed our future fencing project for review during the party.**
- **The long term truck parked at the terminal was picked up during the Christmas Holiday and has not returned. (No contact with owner)**
- **Airport staff is working on the process of re-construction and development of new website for Mid-Way Regional Airport.**

AIRPORT OPERATIONS REPORT										
	Based Aircraft	Waiting List	Inquires	Placement	Accident/Incident	Noise Complaints	Other Complaints	Total Ops	100LL	Jet
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
	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	3796	9554
May	108	20	1	0	0	0	0	5915	3409	8105
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	2947	9146



December FBO REPORT – January 3, 2020

FUEL SALES: **(Totals for December 2019)**

AvGas (Truck): 2247 gallons

AvGas (Self-Serve): 727 gallons

Jet-A: 9146 gallons

Government JET-A: 0 gallons

TOTAL GALLONS OF FUEL FOR DECEMBER 2019: 12,121 gallons (Note: Final fuel totals may change slightly with final reports).

As we wrap up 2019 and move into a decade, we close the month of December with AVGAS sales down but JET-A sales up. This ended with total fuel sales up from November. As we move into an election year with renewed tensions in the Middle East, corporate and general aviation will most likely ride a virtual roller coaster.

Sincerely,

Ken Lantz
Southern Star Aviation

