

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, February 10, 2022, 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 December 9, 2021
 - b. Financial Report
 - c. Manager's Report
 - d. Airport Operation's Report
 - e. FBO Report
5. Consider Contract with Don Jackson Construction for (2) Sets of Box Hangars with Contract for a Ground Lease.
6. Consider Request for Proposal for New Upgrades for Self-Serve Equipment.
7. Consider Pancake Breakfast and Fly-In for 2022.
8. Report from Tenant Relations Committee Member, Larry Huntley, on the February 12th Tenant Meeting.
9. Report from Airport Manager, Darrell Phillips, on the Economic Development Committee's Joint Meeting.
10. Election of Officers.
11. Appoint Sub-Committees.
12. Comments by the Airport Board and Airport Administration
13. 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>

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 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
Nanette Paghi
Larry Huntley
Michael Williams
Jennifer Chelwick

Others Present: Darrell Phillips, Airport Manager
Tammy Bowen, Airport Operations Assistant
Richard Abernethy, Director of Administrative Services, City of Waxahachie
Billie Wallace, Mayor Pro Tem, 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 November 9, 2021
- Financial Report
- Manager's Report
- FBO Report

Vice Chairman Alex Smith made a motion to approve the Consent Agenda with the removal of the Airport Operation's Report over to the Regular Agenda; second by Mr. Randall Porche. All Ayes.

REGULAR AGENDA:

Airport Operation's Report: Chairman Drew Sambell pointed out that one year ago there were 31 people on the "Hangar Waiting List" and currently there are 46. Everyone needs to understand that number continues to increase. There is an action in play that deals with that number.

Vice Chairman Alex Smith made a motion to approve the Airport Operation's Report as presented; second by Mr. Michael Williams. All Ayes.

Contract with Don Jackson Construction for the Six Unit Box Hangars: After a lengthy discussion between the Airport Board and Cities the Board decided to table this item.

Ms. Nanette Paghi made a motion to table this item until the Airport receives updated numbers for costs from Don Jackson Construction for the six unit box hangars; second by Ms. Jennifer Chelwick. All Ayes.

Safety Seminar with Tenants on Airport Flight Pattern Operations: Chairman Drew Sambell explained that the Airport is getting busier and busier. What is unique about our Airport is that on any given day there can be three types of aircraft in the pattern (gliders, helicopters and fixed wing powered planes). This has created a few issues. A safety seminar has been scheduled for the second Saturday in February inviting people from all three of these areas along with our tenants. Discussions would be over standard flight pattern and operations at Mid-Way.

Comments by the Airport Board and Airport Administration: Mr. Darrell Phillips commented that Chairman Drew Sambell's son made Eagle Scout and will be having his ceremony next weekend.

Mr. Phillips wrote a congratulatory letter from the Airport and will have Vice Chairman Alex Smith sign it for the Board.

Adjournment: There being no further business,

Vice Chairman Alex Smith 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: 01/31/2022

Fund: 530 - MID-WAY REGIONAL AIRPORT

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
Revenue								
<u>530-43200</u>	Grant Reimb-Operating	20,000.00	20,000.00	0.00	0.00	0.00	-20,000.00	0.00 %
<u>530-43215</u>	Grant Reimb - Coronavirus Relief	0.00	0.00	0.00	6,995.76	0.00	6,995.76	0.00 %
<u>530-47300</u>	Airport-Fuel Flowage Fees	26,000.00	26,000.00	2,727.90	9,207.10	0.00	-16,792.90	35.41 %
<u>530-47350</u>	Renter Utility Payments	4,500.00	4,500.00	346.84	1,303.85	0.00	-3,196.15	28.97 %
<u>530-47502</u>	Interest From Cash Pool	230.00	230.00	0.00	35.99	0.00	-194.01	15.65 %
<u>530-47607</u>	Facility Rental	2,000.00	2,000.00	0.00	0.00	0.00	-2,000.00	0.00 %
<u>530-47612</u>	Rents-Airport Commercial Leasing	23,000.00	23,000.00	2,223.00	8,892.00	0.00	-14,108.00	38.66 %
<u>530-47613</u>	Rent-Airport Land Options	3,500.00	3,500.00	450.00	3,604.96	0.00	104.96	103.00 %
<u>530-47614</u>	Rent-Airport T-Hangars	280,000.00	280,000.00	22,390.00	91,970.00	0.00	-188,030.00	32.85 %
<u>530-47615</u>	Rent-Aircraft Parking	5,500.00	5,500.00	262.50	1,330.00	0.00	-4,170.00	24.18 %
<u>530-47616</u>	Rent-Aiport Box Hangars	73,688.00	73,688.00	7,129.00	25,546.00	0.00	-48,142.00	34.67 %
<u>530-47618</u>	Rent-Airport-Corporate Hangars	95,508.00	95,508.00	8,242.00	32,968.00	0.00	-62,540.00	34.52 %
<u>530-49650</u>	Miscellaneous Revenue	1,000.00	1,000.00	0.00	125.00	0.00	-875.00	12.50 %
Revenue Total:		534,926.00	534,926.00	43,771.24	181,978.66	0.00	-352,947.34	34.02 %
Expense								
<u>530-199-51100</u>	Salaries	199,760.00	199,760.00	15,034.68	69,170.79	0.00	130,589.21	34.63 %
<u>530-199-52100</u>	Longevity	2,450.00	2,450.00	204.00	804.00	0.00	1,646.00	32.82 %
<u>530-199-52200</u>	Retirement-FICA	15,380.00	15,380.00	1,162.25	5,374.03	0.00	10,005.97	34.94 %
<u>530-199-52400</u>	Life & Health Insurance	23,080.00	23,080.00	1,922.81	7,925.11	0.00	15,154.89	34.34 %
<u>530-199-52501</u>	Retirement Plan Contribution-TMRS	31,920.00	31,920.00	2,404.66	11,047.50	0.00	20,872.50	34.61 %
<u>530-199-52600</u>	Workers' Compensation	1,390.00	1,390.00	314.54	1,443.98	0.00	-53.98	103.88 %
<u>530-199-53200</u>	Professional Services	0.00	0.00	0.00	2,994.57	0.00	-2,994.57	0.00 %
<u>530-199-53201</u>	Training	900.00	900.00	0.00	250.00	0.00	650.00	27.78 %
<u>530-199-53310</u>	Bank Service Charges	7,000.00	7,000.00	0.00	2,308.78	0.00	4,691.22	32.98 %
<u>530-199-54101</u>	Utilities - Water	8,874.00	8,874.00	647.00	2,003.09	0.00	6,870.91	22.57 %
<u>530-199-54210</u>	Refuse Services	1,400.00	1,400.00	118.87	475.48	0.00	924.52	33.96 %
<u>530-199-54310</u>	Maintenance, Building (Upkeep)	19,823.00	19,823.00	524.85	5,370.54	0.00	14,452.46	27.09 %
<u>530-199-54320</u>	Maintenance, Improvements	18,720.00	18,720.00	0.00	7,621.56	0.00	11,098.44	40.71 %
<u>530-199-54330</u>	Maintenance, Purchased Equipment	4,800.00	4,800.00	150.00	4,321.24	0.00	478.76	90.03 %
<u>530-199-54340</u>	Maintenance, Purchased - Vehicle	360.00	360.00	0.00	8.50	0.00	351.50	2.36 %
<u>530-199-54345</u>	Maintenance, Leased Vehicle	500.00	500.00	10.25	10.25	0.00	489.75	2.05 %
<u>530-199-54350</u>	Maintenance, Other City Property	1,700.00	1,700.00	0.00	0.00	0.00	1,700.00	0.00 %
<u>530-199-54400</u>	Vehicle Lease	3,230.00	3,230.00	256.62	1,026.48	0.00	2,203.52	31.78 %

Budget Report

For Fiscal: FY 2022 Period Ending: 01/31/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
<u>530-199-54410</u>	Facilities Rental-Land & Bldgs	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00 %
<u>530-199-54420</u>	Equipment & Vehicle Rental	2,700.00	2,700.00	0.00	0.00	0.00	2,700.00	0.00 %
<u>530-199-54430</u>	Uniform/Janitorial Supply Rental	650.00	650.00	50.40	214.48	0.00	435.52	33.00 %
<u>530-199-55000</u>	Other Purchased Services	3,300.00	3,300.00	0.00	0.00	0.00	3,300.00	0.00 %
<u>530-199-55100</u>	Insurance & Bonds	21,565.00	21,565.00	0.00	25,866.43	0.00	-4,301.43	119.95 %
<u>530-199-55150</u>	Phones, Pagers, Internet, Cable	1,275.00	1,275.00	115.72	478.27	0.00	796.73	37.51 %
<u>530-199-55200</u>	Postage	75.00	75.00	0.00	0.00	0.00	75.00	0.00 %
<u>530-199-55260</u>	Advertising & Promotions	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
<u>530-199-55270</u>	Special Events	8,500.00	8,500.00	0.00	1,023.25	0.00	7,476.75	12.04 %
<u>530-199-55350</u>	Travel (Mileage Meals Lodging)	2,200.00	2,200.00	0.00	303.37	0.00	1,896.63	13.79 %
<u>530-199-55400</u>	Memberships/License/Cert Renewal	940.00	940.00	0.00	275.00	0.00	665.00	29.26 %
<u>530-199-55450</u>	Board & Local Meetings	100.00	100.00	0.00	0.00	0.00	100.00	0.00 %
<u>530-199-55800</u>	State/EPA Permit Fees	400.00	400.00	200.00	302.51	0.00	97.49	75.63 %
<u>530-199-56100</u>	Supplies & Equipment	3,250.00	3,250.00	324.98	999.63	0.00	2,250.37	30.76 %
<u>530-199-56101</u>	Supplies & Equip-Chem/Janitorial/Lab/Medical/Tool	300.00	300.00	0.00	44.94	0.00	255.06	14.98 %
<u>530-199-56103</u>	Supplies & Equip-Motor Vehicle Parts & Equipment	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
<u>530-199-56104</u>	Supplies & Equip-Computers & Accessories	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
<u>530-199-56202</u>	Gasoline & Oil for Vehicle/Equip	4,000.00	4,000.00	64.50	1,816.12	0.00	2,183.88	45.40 %
<u>530-199-56204</u>	Electricity	22,500.00	22,500.00	1,102.68	5,580.88	322.30	16,596.82	26.24 %
<u>530-199-58700</u>	Payment to City of Waxahachie	36,835.00	36,835.00	0.00	9,208.50	0.00	27,626.50	25.00 %
<u>530-199-58750</u>	Payment to City of Midlothian	36,835.00	36,835.00	0.00	9,208.50	27,626.50	0.00	100.00 %
Expense Total:		490,212.00	490,212.00	24,608.81	177,477.78	27,948.80	284,785.42	41.91 %
Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):		44,714.00	44,714.00	19,162.43	4,500.88	-27,948.80	-68,161.92	-52.44 %
Report Surplus (Deficit):		44,714.00	44,714.00	19,162.43	4,500.88	-27,948.80	-68,161.92	-52.44 %

Budget Report

For Fiscal: FY 2022 Period Ending: 01/31/2022

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	534,926.00	534,926.00	43,771.24	181,978.66	0.00	-352,947.34	34.02 %
Expense	490,212.00	490,212.00	24,608.81	177,477.78	27,948.80	284,785.42	41.91 %
Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	44,714.00	44,714.00	19,162.43	4,500.88	-27,948.80	-68,161.92	-52.44 %
Report Surplus (Deficit):	44,714.00	44,714.00	19,162.43	4,500.88	-27,948.80	-68,161.92	-52.44 %

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	19,162.43	4,500.88	-27,948.80	-68,161.92
Report Surplus (Deficit):	44,714.00	44,714.00	19,162.43	4,500.88	-27,948.80	-68,161.92

MANAGER'S REPORT – January, 2022

- **Projects :**

Airport Maintenance - Airport is working on equipment, Hangar doors, roofs and repairs on lights and buildings next few months. The Airport is on track with all our maintenance.

New Infrastructure Bill – Mid-Way Regional Airport will receive approximately \$159,000 under the new Infrastructure Bill that was recently passed by Congress. Staff is working with KSA and TxDOT reviewing the details on what we will be able to use this on and will report back to the Airport Board in the near future.

- **Meetings:**

January 19th – Meeting with Airport EDC Committee and joint groups from both Cities by Zoom. Heard a presentation from a (MRO) Maintenance Repair and Overhaul group who is considering relocate to Mid-Way Regional Airport. Committee had decided to follow up with our two Cities EDC Directors on a site visit and tour of their company.

January 26th – 1pm Zoom meeting with Regional Public EV infrastructure Project Working Group to collaborate and discuss public electric vehicle charging infrastructure projects across North Texas and plan for any upcoming corresponding funding opportunities.

January 31st – Both Cities EDC Directors Warren Kettelman (Waxahachie) and Kyle Kinatader (Midlothian) toured the MRO group we had our presentation from. Very good tour and highly impressive.

- **Notices: None**

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



January FBO REPORT – February 2, 2022,

FUEL SALES: (Totals for January 2022)

AVGAS (Truck): 1161 gallons
AVGAS (Self-Serve): 556 gallons
Jet-A (Truck): 3484 gallons
Government Jet-A: 735 gallons

TOTAL GALLONS OF FUEL FOR JANUARY 2022 – 5936 gallons (Note: Fuel totals may change slightly with final reports).

The month of January ushered in winter as we know it in Texas with some extremely windy days mixed with bitter cold and balmy weather. Fuel sales dropped this month as anticipated with the weather changes and less business travel in January, along with the fuel supply back up for the Army National Guard CH-47's.

I will be attending the National Warbirds Operator Conference (NWOC) the end of February representing our airport and it's many amenities and Southern Star Aviation/Nova Avionics and our T-28 maintenance and Avionics expertise.

Sincerely,



Ken Lantz

Southern Star Aviation/Nova Avionics





SOUTHERN STAR
AVIATION

January 2022 Meter Readings

Start Date: Jan 2, 2022 Name: K. Lantz Time: 0900

100LL FARM: 216206.9

JET-A FARM: 288380.3

100LL TRUCK: 32992.4

JET-A TRUCK FWD: 404864

AFT: 369502

SELF SERVE: 280440

End Date: Jan 31, 2022 Name: Kethan Dominguez Time: 10 AM

100LL FARM: 217514.1

JET-A FARM: 293351.9

100LL TRUCK: 344662

JET-A TRUCK FWD: 406287

AFT: 372316

SELF SERVE: 280997



Shell Aviation

**CITY OF WAXAHACHIE, TEXAS
AIRPORT FUEL FLOWAGE RAMP FEE
INVOICE**

TO: Midlothian Waxahachie Municipal Airport
Attn: Southern Star Aviation
131 Airport Drive, Suite 102
Midlothian, Texas 76056
Fax 972-937-5515

FROM: City of Waxahachie, Texas
PO Box 757
Waxahachie, Texas 75168
972-937-7330 ext. 136

DATE: 2/2/2022

RE: Fuel Flowage and Ramp Fee Report
for the month ending January

Gallons of 100 Low Lead Received	<u>556</u> Self Serve 100LL
	<u>1,161</u> Truck 100LL
	<u>1,717</u> Total 100LL
Gallons of Jet-A Received	<u>735</u> Government Jet A
	<u>3,484</u> Truck Jet A
	<u>4,219</u> Total Jet A
Total Gallons of Fuel Flow	<u>5,936</u>

Amount of Fee - .17 cents per gallon up to 15,000; .15cents per gallon after 15,001

TOTAL FUEL FLOWAGE FEE \$ 1,009.12

Total Ramp Parking	200	<u>\$ 551</u>
	351	

Amount of Fee - 35%

TOTAL RAMP FEE \$ 192.85

TOTAL PAYMENT \$ 1,201.97

REPORT WITH FEE DUE BY 10TH OF EACH MONTH

Airport Fuel prices within our region Mid-Way Regional Airport JWY
(Within 30miles at 100kn just over 15 min flight)

Name of Airport	Distance away	100 LL SS	100 LL FS	Jet A FS	Supplier
Mid-Way Regional JWY	Home	\$5.13	\$5.53	\$5.32	TITAN
Ennis Municipal F41	15 miles	\$4.23	N/A	2.88?	N/A
Grand Prairie GPM	16 miles	\$4.40	\$4.73	\$4.65	AvFUEL
Arlington GKY	15 miles	\$4.82	\$5.42	\$5.60	TITAN
Dallas Executive RBD	14 miles	N/A	\$5.00	\$4.20	AvFUEL
Fort Worth Spinks FWS	22 miles	\$4.92	\$5.52	\$5.60	TITAN
Mesquite HQZ	29 miles	\$4.65	\$5.30	\$5.00	AvFUEL
Cleburne CPT	30 miles	\$4.45	\$4.65	\$3.85	AvFUEL
Lancaster LNC	12 miles	\$4.40	\$4.90	\$4.05	TITAN

Over all lowest price

Highest Price

Nearest Airport

Lowest \$

Survey from Airnav.com on Jan 18 2022