

**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, August 11, 2022, at 4:00 pm

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

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 14, 2022
 - b. Financial Report
 - c. Manager's Report
 - d. Airport Operation's Report
 - e. FBO Report
5. Recognition of Outgoing Board Member, Larry Huntley
6. Discuss Election of Officers and take any necessary action
7. Convene into Executive Session to discuss personnel matters for Mid-Way Regional Airport Manager as permitted by the Texas Government Code, Section 551.074 and 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. Comments by the Airport Board and Airport Administration
10. 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

Notice of Potential Quorum
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.

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 14, 2022, 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
Michael Williams, Secretary
Jennifer Chelwick

Members Absent: Randall Porche
Nanette Paghi

Others Present: Richard Abernethy, Director of Administrative Services, City of Waxahachie
Albert Lawrence, Deputy City Manager, City of Waxahachie
Clyde Melick, Assistant City Manager, City of Midlothian
Walter Darrah, Council Member, City of Midlothian
Billie Wallace, Council Member, City of Waxahachie
Chris Wright, Council Member, City of Waxahachie
Warren Ketteman, Economic Development, Sr. Director, City of Waxahachie
Kassandra Carroll, Economic Development Coordinator, City of Waxahachie
Daniel Morton, President, Waxahachie Community Development Corporation

Call to Order: Chair Drew Sambell called the meeting to order at 4:01 p.m.

Invocation: Vice Chair Alex Smith gave the invocation.

Public Comments: Mr. Bill Fuller, Hangar #1, mentioned that he received a letter from the former Airport Manager, Mr. Darrell Phillips, regarding rate increases. Mr. Fuller questioned why the charge for his electricity is increasing from \$9 to \$15. In addition, Mr. Fuller shared that he has been trying to get more than a month to month lease with the Airport. His bank will not talk to him with a month to month lease. He is interested in making some improvements to his business, so he is looking for at least a three-year hangar lease. Chair Sambell said that he would be happy to meet with Mr. Fuller after the meeting.

Mr. Kevin Sills, 3660 Leigh Erin, Midlothian, Texas, asked if the increases for electricity was included in the same agenda item voted on for the 10% increase for hangars. He also asked if the Board would consider adding public hearings to the agendas like they do with City Council meetings, so that the public would have the opportunity to give input during individual agenda items. Chairman Sambell noted that the Board has considered this, but it is their job to have an orderly meeting. The time to speak is during Public Comments, but on a case by case basis they can allow some public comments. Mr. Sills mentioned that before Mr. Darrell Phillips left he was putting together some specs for a new self-service pump. He was wondering where the Airport was at in that process.

CONSENT AGENDA:

- Minutes of Meeting Scheduled June 9, 2022
- Financial Report
- Airport Operation's Report
- FBO Report

Ms. Jennifer Chelwick made a motion to approve the Consent Agenda as presented; second by Vice Chair Alex Smith. **All Ayes.**

REGULAR AGENDA:

Airport's Mission Statement: Chair Drew Sambell noted that we are very aware that we have dated Rules and Regulations. He mentioned that the closest thing that we have to a mission statement for the Airport is in the Joint Airport Agreement between the City of Waxahachie and the City of Midlothian, 10 (A.) Powers and Duties. Chair Sambell asked that everyone focus on the mission statement. It says nothing about partisanship from Waxahachie versus Midlothian standpoint. We are all working together to have a world class Airport. We need to refocus on that mission. Going forward we do need to work on the Mission Statement along with updating our Master Plan. This Airport is self-supporting. A lot of people have worked hard to get to this point. It is a tribute to both Cities and every Board that came before us to make that happen.

Tony Jackson Hangar Project: Mr. Richard Abernethy reported that the agreement has been finalized. It has been presented to the Don Jackson Company. It has not been executed yet on their end. There are some challenges with Oncor. When Oncor originally came out they said that the line goes through the middle of the property, which is problematic for a construction project. The Airport has no records that shows that there is a line that goes down the middle of the property. Oncor was not able to produce any documentation of an easement, so Jackson requested a line locator. Chair Drew Sambell mentioned that he spoke with Mr. Jackson this week. He is sincerely interested in moving forward with the project. He wants a remark of the utilities and for some reason that has not happened. He is very reluctant to move forward with the contract because if the utilities are not where they say they are it will incur a significant spike in the cost of the hangars. Mr. Abernethy concluded that the Cities are trying to help by reaching out to one of their contacts with Oncor.

Presentation by the Waxahachie Economic Development: Mr. Warren Ketteman, Sr. Director, Waxahachie Economic Development, presented that they are a City department. They are not a sales tax funded organization. The Department is funded \$250,000 per year through the General Fund of the City. If not used, it rolls over each year. Mrs. Cassandra Carroll, Coordinator, shared that their purpose is bringing new businesses and jobs into town and increasing the overall economy in the town of Waxahachie. Mr. Ketteman spoke of demographics, economic impacts of manufacturers and recent Economic Development successes. He also shared that they have an Economic Development Commission that consists of five members. Projects are taken to them and they make a recommendation to the City Council, which has final say so.

Mr. Daniel Morton, President, Waxahachie Community Development Corporation, informed the Board that there is some interest in working with the City of Midlothian on some infrastructure to bring bigger businesses to the Airport.

Executive Session: The Board convened into Executive Session to discuss personnel matters for Mid-Way Airport Manager as permitted by the Texas Government Code, Section 551.074, at 4:53 p.m.

Reconvene to take any Necessary Action Resulting from Executive Session:

Vice Chair Alex Smith made a motion to create an Airport search committee with two Airport Board Members; Mr. Michael Williams and Ms. Jennifer Chelwick. In addition, there would be two staff members from each City; Mr. Richard Abernethy and Mr. Clyde Melick. second by Mr. Mike Williams. All Ayes.

Comments by the Airport Board and Airport Administration: Vice Chair Alex Smith thanked Mr. Richard Abernethy for helping with the Board meeting in the absence of Airport staff.

Adjournment: There being no further business,

Chair Drew Sambell made a motion to adjourn; second by Ms. Jennifer Chelwick. All Ayes.

Respectfully submitted, Ms. Tammy Bowen, Airport Operations Assistant



City of Waxahachie, TX

Budget Report Account Summary

For Fiscal: FY 2022 Period Ending: 07/31/2022

		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	20,000.00	0.00	7,053.51	0.00	-12,946.49	35.27 %
<u>530-43215</u>	Grant Reimb - Coronavirus Relief	0.00	0.00	0.00	10,551.39	0.00	10,551.39	0.00 %
<u>530-47300</u>	Airport-Fuel Flowage Fees	26,000.00	26,000.00	2,035.62	20,323.61	0.00	-5,676.39	78.17 %
<u>530-47350</u>	Renter Utility Payments	4,500.00	4,500.00	411.59	3,505.95	0.00	-994.05	77.91 %
<u>530-47502</u>	Interest From Cash Pool	230.00	230.00	0.00	787.77	0.00	557.77	342.51 %
<u>530-47607</u>	Facility Rental	2,000.00	2,000.00	350.00	1,580.00	0.00	-420.00	79.00 %
<u>530-47612</u>	Rent-Airport Commercial Leasing	23,000.00	23,000.00	2,002.00	20,504.00	0.00	-2,496.00	89.15 %
<u>530-47613</u>	Rent-Airport Land Options	3,500.00	3,500.00	90.00	4,354.96	0.00	854.96	124.43 %
<u>530-47614</u>	Rent-Airport T-Hangars	280,000.00	280,000.00	22,391.00	231,985.00	0.00	-48,015.00	82.85 %
<u>530-47615</u>	Rent-Aircraft Parking	5,500.00	5,500.00	376.25	3,360.35	0.00	-2,139.65	61.10 %
<u>530-47616</u>	Rent-Airport Box Hangars	73,688.00	73,688.00	6,139.00	61,390.00	0.00	-12,298.00	83.31 %
<u>530-47618</u>	Rent-Airport-Corporate Hangars	95,508.00	95,508.00	8,563.00	84,346.00	0.00	-11,162.00	88.31 %
<u>530-49650</u>	Miscellaneous Revenue	1,000.00	1,000.00	6.00	19,134.66	0.00	18,134.66	1,913.47 %
<u>530-49653</u>	Miscellaneous Revenue - Insurance Reimbursement	0.00	0.00	1,396.97	1,396.97	0.00	1,396.97	0.00 %
	Revenue Total:	534,926.00	534,926.00	43,761.43	470,274.17	0.00	-64,651.83	87.91 %
Expense								
<u>530-199-51100</u>	Salaries	199,760.00	201,800.00	20,581.02	167,152.90	0.00	34,647.10	82.83 %
<u>530-199-51400</u>	Seasonal/Temporary Salary	0.00	5,960.00	0.00	0.00	0.00	5,960.00	0.00 %
<u>530-199-51500</u>	Salaries-Overtime	0.00	446.00	201.40	539.77	0.00	-93.77	121.02 %
<u>530-199-52100</u>	Longevity	2,450.00	2,450.00	204.00	2,028.00	0.00	422.00	82.78 %
<u>530-199-52200</u>	Retirement-FICA	15,380.00	16,110.00	1,616.58	12,998.13	0.00	3,111.87	80.68 %
<u>530-199-52400</u>	Life & Health Insurance	23,080.00	23,310.00	1,157.27	18,696.15	0.00	4,613.85	80.21 %
<u>530-199-52501</u>	Retirement Plan Contribution-TMRS	31,920.00	32,290.00	3,311.67	26,787.40	0.00	5,502.60	82.96 %
<u>530-199-52600</u>	Workers' Compensation	1,390.00	4,400.00	399.68	3,472.83	0.00	927.17	78.93 %
<u>530-199-53200</u>	Professional Services	0.00	3,300.00	0.00	2,994.57	0.00	305.43	90.74 %
<u>530-199-53201</u>	Training	900.00	250.00	0.00	250.00	0.00	0.00	100.00 %
<u>530-199-53310</u>	Bank Service Charges	7,000.00	9,150.00	0.00	7,209.16	0.00	1,940.84	78.79 %
<u>530-199-54101</u>	Utilities - Water	8,874.00	8,874.00	0.00	5,624.50	0.00	3,249.50	63.38 %
<u>530-199-54210</u>	Refuse Services	1,400.00	1,400.00	0.00	1,069.83	0.00	330.17	76.42 %
<u>530-199-54310</u>	Maintenance, Building (Upkeep)	19,823.00	26,823.00	10,192.04	24,017.92	1,478.00	1,327.08	95.05 %
<u>530-199-54320</u>	Maintenance, Improvements	18,720.00	18,720.00	0.00	8,433.67	0.00	10,286.33	45.05 %
<u>530-199-54330</u>	Maintenance, Purchased Equipment	4,800.00	7,300.00	1,500.00	6,157.75	0.00	1,142.25	84.35 %
<u>530-199-54340</u>	Maintenance, Purchased - Vehicle	360.00	360.00	0.00	8.50	0.00	351.50	2.36 %

Budget Report

For Fiscal: FY 2022 Period Ending: 07/31/2022

		Original	Current	Period	Fiscal		Variance	
		Total Budget	Total Budget	Activity	Activity	Encumbrances	Favorable (Unfavorable)	Percent Used
<u>530-199-54345</u>	Maintenance, Leased Vehicle	500.00	200.00	0.00	10.25	0.00	189.75	5.13 %
<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	3,079.00	256.62	2,566.20	0.00	512.80	83.35 %
<u>530-199-54410</u>	Facilities Rental-Land & Bldgs	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>530-199-54420</u>	Equipment & Vehicle Rental	2,700.00	1,200.00	0.00	905.26	85.40	209.34	82.56 %
<u>530-199-54430</u>	Uniform/Janitorial Supply Rental	650.00	650.00	0.00	497.98	26.46	125.56	80.68 %
<u>530-199-55000</u>	Other Purchased Services	3,300.00	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>530-199-55100</u>	Insurance & Bonds	21,565.00	25,870.00	0.00	25,866.43	0.00	3.57	99.99 %
<u>530-199-55150</u>	Phones, Pagers, Internet, Cable	1,275.00	1,421.00	0.00	1,053.91	0.00	367.09	74.17 %
<u>530-199-55200</u>	Postage	75.00	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>530-199-55260</u>	Advertising & Promotions	500.00	200.00	150.00	150.00	0.00	50.00	75.00 %
<u>530-199-55270</u>	Special Events	8,500.00	8,500.00	0.00	7,787.51	0.00	712.49	91.62 %
<u>530-199-55350</u>	Travel (Mileage Meals Lodging)	2,200.00	529.00	0.00	528.96	0.00	0.04	99.99 %
<u>530-199-55400</u>	Memberships/License/Cert Renewal	940.00	940.00	0.00	710.00	0.00	230.00	75.53 %
<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	0.00	302.51	0.00	97.49	75.63 %
<u>530-199-56100</u>	Supplies & Equipment	3,250.00	3,250.00	0.00	1,258.85	0.00	1,991.15	38.73 %
<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	5.33	0.00	494.67	1.07 %
<u>530-199-56202</u>	Gasoline & Oil for Vehicle/Equip	4,000.00	4,793.00	1,828.39	4,067.75	0.00	725.25	84.87 %
<u>530-199-56204</u>	Electricity	22,500.00	18,766.00	379.91	14,649.81	322.30	3,793.89	79.78 %
<u>530-199-58700</u>	Payment to City of Waxahachie	36,835.00	24,981.00	0.00	24,981.00	0.00	0.00	100.00 %
<u>530-199-58750</u>	Payment to City of Midlothian	36,835.00	18,418.00	0.00	18,417.00	0.00	1.00	99.99 %
<u>530-199-59710</u>	Miscellaneous Expense	0.00	0.00	0.00	1,000.00	0.00	-1,000.00	0.00 %
	Expense Total:	490,212.00	479,740.00	41,778.58	392,244.77	1,912.16	85,583.07	82.16 %
	Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	44,714.00	55,186.00	1,982.85	78,029.40	-1,912.16	20,931.24	137.93 %
	Report Surplus (Deficit):	44,714.00	55,186.00	1,982.85	78,029.40	-1,912.16	20,931.24	137.93 %

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	43,761.43	470,274.17	0.00	-64,651.83	87.91 %
Expense	490,212.00	479,740.00	41,778.58	392,244.77	1,912.16	85,583.07	82.16 %
Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	44,714.00	55,186.00	1,982.85	78,029.40	-1,912.16	20,931.24	137.93 %
Report Surplus (Deficit):	44,714.00	55,186.00	1,982.85	78,029.40	-1,912.16	20,931.24	137.93 %

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	55,186.00	1,982.85	78,029.40	-1,912.16	20,931.24
Report Surplus (Deficit):	44,714.00	55,186.00	1,982.85	78,029.40	-1,912.16	20,931.24

MANAGER'S REPORT – JULY, 2022

AIRPORT MAINTENANCE

- 1. Water Leak in Terminal** - Based on the report from the insurance inspector, they identified \$3896 in replacement cost value. TML reduced this by the \$2500 deductible and sent a check for \$1396. The total cost for repairs was \$8,550. The plumbing repair cost is not a part of the loss and is considered a wear item that failed, so the coverage only covered the ensuing water damage.
- 2. A/C in Upstairs Terminal** – On July 9th a tenant reported that the a/c upstairs was not cooling their office properly. Five lbs of refrigerant was added to two of the units. All seemed to be functioning properly. Less than two weeks later our tenant reported the a/c was not cooling properly again. The vendor returned and added 3 more lbs of refrigerant to one of the units. Staff will continue to monitor it closely for any possible leaks. All units seem to be functioning properly at this time.
- 3. Electric Gate behind Terminal** – The electric gate behind the Terminal building is having issues opening and closing. The gate opener is still under warranty, so the installer, Barrier, was contacted. They are based in Austin, so the installer helped trouble shoot the problem by phone with staff first. At this time, it does not appear that the problem can be resolved, so Barrier will be scheduling us for a service call.
- 4. Crew Car** – Crew car #2 was reported to have a possible exhaust leak because it was making loud popping noises. The car was taken to the City garage for repairs. It was determined that it had blown a spark plug out of the cylinder head. The car was repaired and is now back in service.
- 5. Airport Signage** - The lighted Mid-Way Airport sign at Hwy 287 and Rex Odom Road needs to be repaired or replaced. Estimates and ideas for a new design are in the works.
- 6. Runway Security Cameras** – The runway security cameras were down for ten days following the big wind storm on July 14, so we did not get an accurate count for Operations for the month of July.

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
Feb	95	55	3	0	0	0	0	Not Available	2539	9128
Mar	95	47	2	0	0	0	0	Not Available	5018	9142
Apr	95	48	1	0	0	0	0	1695	4708	6378
May	95	49	3	1	0	0	0	2653	3795	5976
June	95	50	2	0	0	0	0	1736	6312	4997
July	95	51	3	0	0	0	0	Not Available	5178	10184



JULY FBO REPORT – AUGUST 2022

FUEL SALES: **(Totals for July 2022)**

AVGAS (Truck): 3744 gallons
AVGAS (Self-Serve): 1434 gallons
Jet-A (Truck): 10,184 gallons

TOTAL GALLONS OF FUEL FOR July 2022 – 15,362 gallons (Note: Fuel totals may change slightly with final reports).

Fuel sales were up again for July. There was more business travel and private flying. Big Q as well as Airborne had an increase. The first week in August is continuing the trend.

As we near the middle and end of August and beginning of September, the start of school will trigger a slight slow down until the kids are settled into school/college, then the business trend should continue. Hopefully we are on the down slide with high temperatures and no rain.

Sincerely,



Ken Lantz

Southern Star Aviation/Nova Avionics





SOUTHERN STAR AVIATION

July 2022 Meter Readings

Start Date: 7/1/2022 Name: Kethan Time: 0810

100LL FARM: 235414.3 JET-A FARM: 333715.2

100LL TRUCK: 55203.2

JET-A TRUCK FWD: 411977 AFT: 407826

SELF SERVE: 285272

End Date: 7/31/22 Name: Kethan Time: 1900

100LL FARM: 244307.2 JET-A FARM: 343663.0

100LL TRUCK: 60899.9

JET-A TRUCK FWD: 413705 AFT: 416289

SELF SERVE: 286702



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: 8/2/2022

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

Gallons of 100 Low Lead Received	<u>1,434</u>	Self Serve 100LL
	<u>3,744</u>	Truck 100LL
	<u>5,178</u>	Total 100LL

Gallons of Jet-A Received	<u> </u>	Government Jet A
	<u>10,184</u>	Truck Jet A
	<u>10,184</u>	Total Jet A

Total Gallons of Fuel Flow	<u>15,362</u>
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Amount of Fee - .18 cents per gallon up to 15,000; .16 cents per gallon after 15,001

TOTAL FUEL FLOWAGE FEE \$ 2,457.92

Total Paid Ramp Parking	<u>\$ 1,000</u>
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Amount of Fee - 35%

TOTAL RAMP FEE \$ 350.00

TOTAL PAYMENT \$ 2,807.92