

**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, July 8, 2021, at 4:00 pm

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

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 May 13, 2021
  - b.      Financial Report
  - c.      Manager's Report
  - d.      Airport Operation's Report
  - e.      FBO Report
5.       Update on Airport Public Awareness Programs
6.       Update on Ground Leases with Don Jackson and CNB Bank
7.       Update on Upcoming Airport Event "Wings and Wheels" Open House
8.       Update on TxDOT CIP Project for Perimeter Wildlife Fence
9.       The Airport Board will adjourn into Executive Session to deliberate economic development negotiations as permitted by the Texas Government Code, Section 551.087
10.      Reconvene to take any necessary action resulting from the Executive Session.
11.      Comments by the Airport Board and Airport Administration
12.      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](http://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, May 13, 2021, at 4:00 p.m., in the Upstairs Common Area of Mid-Way Regional Airport, 131 Airport Dr., Midlothian, Texas.

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

Members Absent: Drew Sambell, Chairman

Others Present: Darrell Phillips, Airport Manager  
Clyde Melick, Assistant Manager, City of Midlothian

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

Invocation: Mr. Randall Porche gave the invocation.

Public Comments: There were no public comments.

### CONSENT AGENDA:

- Minutes of Meeting Scheduled March 18, 2021
- Financial Report
- Manager's Report
- Airport Operation's Report
- FBO Report

Mr. Randall Porche made a motion to approve the Consent Agenda as presented; second by Mr. Larry Huntley. All Ayes.

### REGULAR AGENDA:

Starting a "Be a Good Neighbor Program: Mr. Darrell Phillips explained that with new development at the Airport and all the growth around the Airport he would like to start a "Be a Good Neighbor Program". He stated that he would like to contact some of the home owners associations about visiting with them at their meetings to help educate them about the air traffic around the Airport. He would also like to add a page to the Airport's website "Be a Good Neighbor" with information on how to contact us to come speak about the Airport. This page would include information about any construction going on at the Airport. It would create a good open door policy with our neighbors. The Board suggested speaking to the President of the home owners associations.

Future Airport Events: Mr. Darrell Phillips recommended that we get the Pancake Breakfast and Fly-in back on on schedule starting June of next year. We have some funds left in Special Events that we can use for a smaller event in September before our new budget year. He does not want to tie up the FBOs hangar twice because they have to stop their aircraft maintenance business to get it ready, so he suggested doing something on the Ramp. The Boy Scouts could still do something on their own as a fund raiser. Mr. Phillips said that it is not an event that would be heavily advertised. He suggested adding a second event each year like the Poker Run that we had in November.

Mr. Larry Huntley informed the Board that we will be having our first tenant gathering on June 5. There will be a guest speaker from the FAA to give a safety presentation. Mr. Huntley said that it will get the group at the airport to come together a little more, and get to know their neighbors. Mr. Phillips mentioned that there would be speakers at the meetings to talk about things like aircraft insurance, training and safety. It would be a good time to discuss things happening at the airport as well as use the time to get feedback from the tenants.

Mr. Michael Williams made a motion to start back up with the Pancake Breakfast and Fly-In starting the first Saturday in June of 2022 and allow Airport Staff to put together a smaller event for September of 2021; second by Larry Huntley. All Ayes.

Update on Airport Ground Leases: Mr. Darrell Phillips reported that Don Jackson is still working with his attorney on the lease. They do not want to do the sprinkler systems, so they are looking at building two separate buildings with a total of six units.

Mark Singleton spoke to his frustrations about trying to build a hangar at the Airport. Mr. Singleton explained that he is ok with putting the fire sprinkler system in the hangar, but needs the City of Midlothian to decide if he can build a hangar with a 10 foot setback from the Paint Shop hangar or if he would be required to build 50 feet out. If that is the case he would rather build a larger hangar and move it to the other side of the taxiway. Mr. Darrell Phillips said that he work with Mr. Clyde Melick to get the answer for him on the setback.

Comments by the Airport Board and Airport Administration: Mr. Darrell Phillips informed the Board that on June 5 the CAF will have Ike's Bird at Mid-Way for tours and rides.

Adjournment: There being no further business,

Ms. Nanette Pagni 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 2021 Period Ending: 06/30/2021

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 530 - MID-WAY REGIONAL AIRPORT</b>							
<b>Revenue</b>							
<a href="#">530-43200</a>	Grant Reimb-Operating	20,000.00	20,000.00	0.00	8,660.12	0.00	-11,339.88 43.30 %
<a href="#">530-43215</a>	Grant Reimb - Coronavirus Relief	0.00	4,492.00	0.00	4,491.75	0.00	-0.25 99.99 %
<a href="#">530-47300</a>	Airport-Fuel Flowage Fees	24,000.00	24,000.00	1,504.00	17,437.48	0.00	-6,562.52 72.66 %
<a href="#">530-47350</a>	Renter Utility Payments	4,500.00	4,500.00	513.07	3,217.53	0.00	-1,282.47 71.50 %
<a href="#">530-47502</a>	Interest From Cash Pool	3,800.00	3,800.00	0.00	214.72	0.00	-3,585.28 5.65 %
<a href="#">530-47607</a>	Facility Rental	2,000.00	2,000.00	0.00	0.00	0.00	-2,000.00 0.00 %
<a href="#">530-47612</a>	Rents-Airport Commercial Leasing	25,600.00	25,600.00	2,223.00	19,230.00	0.00	-6,370.00 75.12 %
<a href="#">530-47613</a>	Rent-Airport Land Options	2,600.00	4,000.00	90.00	3,987.95	0.00	-12.05 99.70 %
<a href="#">530-47614</a>	Rent-Airport T-Hangars	280,560.00	280,560.00	24,517.00	208,840.98	0.00	-71,719.02 74.44 %
<a href="#">530-47615</a>	Rent-Aircraft Parking	3,000.00	4,200.00	455.00	4,176.96	0.00	-23.04 99.45 %
<a href="#">530-47616</a>	Rent-Aiport Box Hangars	73,668.00	73,668.00	6,139.00	55,251.00	0.00	-18,417.00 75.00 %
<a href="#">530-47618</a>	Rent-Airport-Corporate Hangars	91,200.00	91,200.00	7,959.00	71,631.00	0.00	-19,569.00 78.54 %
<a href="#">530-48320</a>	Contribution - City of Waxahachie	12,000.00	12,000.00	0.00	12,000.00	0.00	0.00 100.00 %
<a href="#">530-48325</a>	Contribution - City of Midlothian	12,000.00	12,000.00	0.00	12,000.00	0.00	0.00 100.00 %
<a href="#">530-49650</a>	Miscellaneous Revenue	8,500.00	8,500.00	19.50	714.32	0.00	-7,785.68 8.40 %
	<b>Revenue Total:</b>	<b>563,428.00</b>	<b>570,520.00</b>	<b>43,419.57</b>	<b>421,853.81</b>	<b>0.00</b>	<b>-148,666.19 73.94 %</b>
<b>Expense</b>							
<a href="#">530-199-51100</a>	Salaries	188,940.00	187,980.00	14,805.88	136,156.09	0.00	51,823.91 72.43 %
<a href="#">530-199-52100</a>	Longevity	2,240.00	2,190.00	186.00	1,619.00	0.00	571.00 73.93 %
<a href="#">530-199-52200</a>	Retirement-FICA	14,540.00	14,530.00	1,143.96	10,546.58	0.00	3,983.42 72.58 %
<a href="#">530-199-52400</a>	Life & Health Insurance	20,850.00	20,060.00	1,696.51	14,901.26	0.00	5,158.74 74.28 %
<a href="#">530-199-52501</a>	Retirement Plan Contribution-TMRS	30,080.00	29,740.00	2,367.22	21,629.54	0.00	8,110.46 72.73 %
<a href="#">530-199-52600</a>	Workers' Compensation	480.00	870.00	87.55	797.23	0.00	72.77 91.64 %
<a href="#">530-199-53200</a>	Professional Services	2,000.00	0.00	0.00	0.00	0.00	0.00 0.00 %
<a href="#">530-199-53201</a>	Training	400.00	400.00	0.00	0.00	0.00	400.00 0.00 %
<a href="#">530-199-53310</a>	Bank Service Charges	7,000.00	8,240.00	0.00	5,491.81	0.00	2,748.19 66.65 %
<a href="#">530-199-54101</a>	Utilities - Water	8,874.00	7,976.00	721.61	5,292.94	30.01	2,653.05 66.74 %
<a href="#">530-199-54210</a>	Refuse Services	1,400.00	1,400.00	111.80	993.00	0.00	407.00 70.93 %
<a href="#">530-199-54310</a>	Maintenance, Building (Upkeep)	19,823.00	15,923.00	119.08	10,408.08	16.00	5,498.92 65.47 %
<a href="#">530-199-54320</a>	Maintenance, Improvements	17,600.00	16,600.00	0.00	10,032.70	0.00	6,567.30 60.44 %
<a href="#">530-199-54330</a>	Maintenance, Purchased Equipment	4,800.00	9,600.00	284.59	7,945.57	0.00	1,654.43 82.77 %
<a href="#">530-199-54340</a>	Maintenance, Purchased - Vehicle	360.00	360.00	0.00	0.00	0.00	360.00 0.00 %
<a href="#">530-199-54345</a>	Maintenance, Leased Vehicle	500.00	500.00	0.00	0.00	0.00	500.00 0.00 %

Budget Report

For Fiscal: FY 2021 Period Ending: 06/30/2021

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
<a href="#">530-199-54350</a> Maintenance, Other City Property	1,700.00	1,700.00	0.00	667.98	0.00	1,032.02	39.29 %
<a href="#">530-199-54400</a> Vehicle Lease	3,230.00	3,230.00	256.62	2,318.90	0.00	911.10	71.79 %
<a href="#">530-199-54430</a> Uniform/Janitorial Supply Rental	650.00	650.00	48.68	433.36	0.00	216.64	66.67 %
<a href="#">530-199-55100</a> Insurance & Bonds	21,550.00	21,484.00	0.00	21,483.56	0.00	0.44	100.00 %
<a href="#">530-199-55150</a> Phones, Pagers, Internet, Cable	6,120.00	1,494.00	0.00	1,290.30	0.00	203.70	86.37 %
<a href="#">530-199-55200</a> Postage	75.00	100.00	0.00	105.90	0.00	-5.90	105.90 %
<a href="#">530-199-55260</a> Advertising & Promotions	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
<a href="#">530-199-55270</a> Special Events	5,350.00	5,350.00	0.00	109.08	0.00	5,240.92	2.04 %
<a href="#">530-199-55350</a> Travel (Mileage Meals Lodging)	2,200.00	2,200.00	0.00	0.00	0.00	2,200.00	0.00 %
<a href="#">530-199-55400</a> Memberships/License/Cert Renewal	940.00	940.00	0.00	681.78	0.00	258.22	72.53 %
<a href="#">530-199-55450</a> Board & Local Meetings	100.00	100.00	0.00	90.00	0.00	10.00	90.00 %
<a href="#">530-199-55800</a> State/EPA Permit Fees	400.00	400.00	0.00	200.00	0.00	200.00	50.00 %
<a href="#">530-199-56100</a> Supplies & Equipment	5,950.00	5,950.00	92.69	2,027.06	0.00	3,922.94	34.07 %
<a href="#">530-199-56101</a> Supplies & Equip-Chem/Janitorial/Lab/Medical/Tool	300.00	300.00	0.00	0.00	0.00	300.00	0.00 %
<a href="#">530-199-56103</a> Supplies & Equip-Motor Vehicle Parts & Equipment	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00 %
<a href="#">530-199-56104</a> Supplies & Equip-Computers & Accessories	2,000.00	2,000.00	0.00	802.97	0.00	1,197.03	40.15 %
<a href="#">530-199-56202</a> Gasoline & Oil for Vehicle/Equip	3,700.00	1,009.00	71.52	672.77	0.00	336.23	66.68 %
<a href="#">530-199-56204</a> Electricity	22,500.00	20,007.00	311.73	13,752.06	0.00	6,254.94	68.74 %
<a href="#">530-199-58700</a> Payment to City of Waxahachie	36,835.00	36,835.00	0.00	24,556.00	0.00	12,279.00	66.66 %
<a href="#">530-199-58750</a> Payment to City of Midlothian	36,835.00	36,835.00	0.00	24,556.00	12,279.00	0.00	100.00 %
<b>Expense Total:</b>	<b>472,322.00</b>	<b>458,953.00</b>	<b>22,305.44</b>	<b>319,561.52</b>	<b>12,325.01</b>	<b>127,066.47</b>	<b>72.31 %</b>
<b>Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):</b>	<b>91,106.00</b>	<b>111,567.00</b>	<b>21,114.13</b>	<b>102,292.29</b>	<b>-12,325.01</b>	<b>-21,599.72</b>	<b>80.64 %</b>
<b>Report Surplus (Deficit):</b>	<b>91,106.00</b>	<b>111,567.00</b>	<b>21,114.13</b>	<b>102,292.29</b>	<b>-12,325.01</b>	<b>-21,599.72</b>	<b>80.64 %</b>

**Group Summary**

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 530 - MID-WAY REGIONAL AIRPORT</b>							
Revenue	563,428.00	570,520.00	43,419.57	421,853.81	0.00	-148,666.19	73.94 %
Expense	472,322.00	458,953.00	22,305.44	319,561.52	12,325.01	127,066.47	72.31 %
<b>Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):</b>	<b>91,106.00</b>	<b>111,567.00</b>	<b>21,114.13</b>	<b>102,292.29</b>	<b>-12,325.01</b>	<b>-21,599.72</b>	<b>80.64 %</b>
<b>Report Surplus (Deficit):</b>	<b>91,106.00</b>	<b>111,567.00</b>	<b>21,114.13</b>	<b>102,292.29</b>	<b>-12,325.01</b>	<b>-21,599.72</b>	<b>80.64 %</b>

**Fund Summary**

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Encumbrances</b>	<b>Variance Favorable (Unfavorable)</b>
530 - MID-WAY REGIONAL AIRPORT	91,106.00	111,567.00	21,114.13	102,292.29	-12,325.01	-21,599.72
<b>Report Surplus (Deficit):</b>	<b>91,106.00</b>	<b>111,567.00</b>	<b>21,114.13</b>	<b>102,292.29</b>	<b>-12,325.01</b>	<b>-21,599.72</b>

## MANAGER'S REPORT – June, 2021

- **Projects :**

**Airport Maintenance-** With growing season started our Tractor had a solenoid switch go out and had to order it. We are looking to replace it starting first of FY 22. The tractor is older and parts are hard to find. During this time Mario was taking advantage of good weather days and worked on hangar lighting, equipment repairs and keeping the airport in order with the zero turn. We are on track with airport maintenance, mowing, lighting, fence and the entrance road signage.

**Phase II Fencing-** TxDOT will start the bid process soon, we should be receiving a payment request before we start. Mid-Way Regional Airport and KSA will be working on the layout and design to finalize for bid request. Once I have a time-line will provide that to the Airport Board and Cities.

**Ground Lease:** Airport Manager and City Attorney are finalizing few changes on Don Jacksons New Ground Lease. CNB Bank and Don Jackson Construction, with the building code of Midlothian both have had to make changes to their design, Don Jackson to prevent putting in sprinklers on the private hangar of 7 units and make it two units of three each to remain under the 6,000 sq. ft. requirement. On the CNB hangar they will consider a larger commercial hangar for business and add the Sprinkler system with the cost they felt they needed a revenue source to recover the cost spent for the fire suppression system. Both Leases once completed with new changes will be ready for the Board to review.

- **Meetings:**

**June 2<sup>nd</sup>** – TML provided a Work Zone Training class, it was held at the Civic Center Mario and I attended.

**June 3<sup>rd</sup>** – TML provided a Vehicle Safety Training Class, it was held at the Civic Center as well and Mario and I attended.

**June 3<sup>rd</sup>** – ATAC Meeting by Zoom (Air Transportation Advisory Committee) NCTCOG.

**June 5<sup>th</sup>** – Tenant Mixer “Coffee and Donuts” get to know our Tenants. This was a great time to and was able to provide airport information to our tenants, and had John from Airbus Helicopters as guest speaker that provided safety topics on flying.

**June 5<sup>th</sup>** – CAF (Commemorative Air Force) had “Ike’s Bird” here for rides and tours. We had a great turn out for the day!

**June 9<sup>th</sup>** – Attended the Blood drive at City Hall.

**June 9<sup>th</sup>** – Attended the Economic Development Luncheon sponsored by the Midlothian Chamber.

**June 11<sup>th</sup>** – Airport Economic Committee Zoom Meeting with KSA.



**June 17<sup>th</sup>** – Meeting with EDC in Midlothian to discuss future planning.

**June 17<sup>th</sup>** – Lunch meeting with investors on the 12acre development.

**June 21<sup>st</sup>** – Midlothian EDC Meeting great opportunity and introduced myself to the board and hope to work with them in the future planning.

**June 22<sup>nd</sup>** – Working on list of HOA near the Airport to contact them on our “Be a Good Neighbor” program. This will allow us to provide information and projects that are going on now and provide future planning as well.

**June 24<sup>th</sup>** – Attended the Employees Academy at Waxahachie City Hall.

**June 24<sup>th</sup>** – Meeting with Chelsey Gordon, Tammy and I attended, we are starting an Airport Performance Measures. This will allow us to track performances and data on strengths and weaknesses. Part of our Airport Measures will be Public Relations “Be a Good Neighbor”, Tenant “Coffee and Donuts” Mixer along with Operations and Development.

**June 29<sup>th</sup>** – City Budget meeting with City Council at the Civic Center.

**June 30<sup>th</sup>** – Hangar Development meeting with investors looking to build 60 x 60 box hangars.

- **Notice:**

None

- **Website:** The City of Waxahachie will be having updates and some new fresh look on our site. We have also sent out our first Tenant Survey and will be adding our “Be a Good Neighbor” program to our website as well.

