

**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, May 12, 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 April 14, 2022
  - b.    Financial Report
  - c.    Manager's Report
  - d.    Airport Operation's Report
  - e.    FBO Report
5.       Consider Airport Rates and Charges for 2022-2023
6.       Consider Starting the Process to Update the Airport Master Plan
7.       Update on the Pancake Breakfast Event
8.       Comments by the Airport Board and Airport Administration
9.       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 469-309-4006 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, April 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  
Michael Williams, Secretary  
Randall Porche  
Nanette Paghi  
Larry Huntley

Members Absent: Alex Smith, Vice Chairman  
Jennifer Chelwick

Others Present: Darrell Phillips, Airport Manager  
Tammy Bowen, Airport Operations Assistant  
Richard Abernethy, Director of Administrative Services, City of Waxahachie  
Clyde Melick, Assistant Manager, City of Midlothian  
Walter Darrach, Council Member, City of Midlothian

Call to Order: Chair Drew Sambell called the meeting to order.

Invocation: Chair Drew Sambell gave the invocation.

Public Comments: There were no public comments.

CONSENT AGENDA:

- Minutes of Meeting Scheduled March 10, 2022
- Financial Report
- Manager's Report
- Airport Operation's Report
- FBO Report
- Fuel Price Survey

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

REGULAR AGENDA:

Don Jackson Hangar Project: Mr. Darrell Phillips shared that on April 4<sup>th</sup> the Don Jackson hangar project was presented to the Waxahachie City Council and passed with a unanimous vote. It will be presented to the Midlothian City Council for consideration on April 26<sup>th</sup>.

Tenant's Request to Obtain Permission to have a Fundraiser for Angel Flight South: Mr. Troy Whistman said that he is a pilot based at Mid-Way. He explained that Angel Flight is a charity that transports people that are in need of medical transportation at no cost to the patient. There are about nine pilots that are either based at Mid-Way or operate their flights out of Mid-Way that volunteer their time to Angel Flights. Mr. Whistman is on the Board for Angel Flights and would like to hold a fundraiser at Mid-Way. The fundraiser would not be a public event, but private invitations would be sent to local pilots. The event would be a great opportunity to help solicit additional pilots to volunteer their time to Angel Flight as well as raise money for the organization. They would sell tickets and provide a barbecue lunch.

Ms. Nanette Paghi made a motion to approve the use of the upstairs common area or any other area approved by Airport staff for the Angel Flight fundraiser on Saturday, June 18; second by Mr. Randall Porche. All Ayes.

Conflict of Interest Statements for Airport Board Members: Chair Drew Sambell explained that we currently have three Board members that have aircraft at this Airport. Everyone was aware that they had aircraft and hangars at this Airport when they were appointed to the Board. There is a conflict of interest statement in our Joint Airport Agreement that states that this is a conflict of interest. The City Council of Midlothian graciously agreed for them to stay on the Board. The Board agreed that until the Joint Airport Agreement is rewritten current aircraft lease holders on the Board will abstain from voting on Airport lease rates and fill out a conflict of interest statement.

Preliminary FY 2023 Airport Budget: Mr. Darrell Phillips presented the preliminary budget for FY 2023. Everything is pretty much the same as last year. We did add an extra \$10,000 in miscellaneous for building maintenance. As a part of the budget process we put together an inventory list of our equipment to help us plan better. Mr. Phillips went over the five-year operating plan. Next year we will be replacing the mowing deck for the tractor. The air conditioning units for the corporate hangars are over ten years old, so we have budgeted for any expenditures on those. We are also exploring options for replacing the courtesy cars and getting the AWOS upgraded.

Airport Rates and Charges for 2022-2023: This item was tabled to the next Board meeting.

Comments by the Airport Board and Airport Administration: Chair Drew Sambell informed the Board of a big MRO conference coming up in Dallas.

Mr. Darrell Phillips informed the Board of an upcoming Coffee and Donuts Tenant Mixer on Saturday, April 23.

Chair Drew Sambell commented on the FBO report about Mr. Gary Reeves being here on the day of the Pancake Breakfast Fly-In to do several FAA Safety Wings classes upstairs.

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 2022 Period Ending: 04/30/2022

	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>							
<u>530-43200</u>	Grant Reimb-Operating	20,000.00	20,000.00	7,053.51	7,053.51	0.00	-12,946.49 35.27 %
<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	2,407.20	14,742.30	0.00	-11,257.70 56.70 %
<u>530-47350</u>	Renter Utility Payments	4,500.00	4,500.00	263.34	2,345.50	0.00	-2,154.50 52.12 %
<u>530-47502</u>	Interest From Cash Pool	230.00	230.00	0.00	153.01	0.00	-76.99 66.53 %
<u>530-47607</u>	Facility Rental	2,000.00	2,000.00	360.00	720.00	0.00	-1,280.00 36.00 %
<u>530-47612</u>	Rent-Airport Commercial Leasing	23,000.00	23,000.00	1,902.00	14,598.00	0.00	-8,402.00 63.47 %
<u>530-47613</u>	Rent-Airport Land Options	3,500.00	3,500.00	240.00	4,024.96	0.00	524.96 115.00 %
<u>530-47614</u>	Rent-Airport T-Hangars	280,000.00	280,000.00	22,820.00	163,100.00	0.00	-116,900.00 58.25 %
<u>530-47615</u>	Rent-Aircraft Parking	5,500.00	5,500.00	350.00	2,441.60	0.00	-3,058.40 44.39 %
<u>530-47616</u>	Rent-Airport Box Hangars	73,688.00	73,688.00	6,139.00	42,973.00	0.00	-30,715.00 58.32 %
<u>530-47618</u>	Rent-Airport-Corporate Hangars	95,508.00	95,508.00	8,563.00	58,657.00	0.00	-36,851.00 61.42 %
<u>530-49650</u>	Miscellaneous Revenue	1,000.00	1,000.00	25.00	10,200.00	0.00	9,200.00 1,020.00 %
	<b>Revenue Total:</b>	<b>534,926.00</b>	<b>534,926.00</b>	<b>50,123.05</b>	<b>328,004.64</b>	<b>0.00</b>	<b>-206,921.36 61.32 %</b>
<b>Expense</b>							
<u>530-199-51100</u>	Salaries	199,760.00	203,135.00	15,779.38	115,006.10	0.00	88,128.90 56.62 %
<u>530-199-52100</u>	Longevity	2,450.00	2,450.00	204.00	1,416.00	0.00	1,034.00 57.80 %
<u>530-199-52200</u>	Retirement-FICA	15,380.00	15,693.00	1,219.21	8,916.70	0.00	6,776.30 56.82 %
<u>530-199-52400</u>	Life & Health Insurance	23,080.00	23,080.00	1,922.77	13,693.37	0.00	9,386.63 59.33 %
<u>530-199-52501</u>	Retirement Plan Contribution-TMRS	31,920.00	32,445.00	2,522.17	18,376.87	0.00	14,068.13 56.64 %
<u>530-199-52600</u>	Workers' Compensation	1,390.00	2,463.00	330.13	2,403.17	0.00	59.83 97.57 %
<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	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	4,574.79	0.00	2,425.21 65.35 %
<u>530-199-54101</u>	Utilities - Water	8,874.00	8,874.00	578.28	3,899.88	677.70	4,296.42 51.58 %
<u>530-199-54210</u>	Refuse Services	1,400.00	1,400.00	118.87	832.09	0.00	567.91 59.44 %
<u>530-199-54310</u>	Maintenance, Building (Upkeep)	19,823.00	19,823.00	700.00	8,879.76	439.00	10,504.24 47.01 %
<u>530-199-54320</u>	Maintenance, Improvements	18,720.00	18,720.00	812.11	8,433.67	0.00	10,286.33 45.05 %
<u>530-199-54330</u>	Maintenance, Purchased Equipment	4,800.00	4,800.00	0.00	4,618.30	0.00	181.70 96.21 %
<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	0.00	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	1,796.34	0.00	1,433.66 55.61 %

**Budget Report**

For Fiscal: FY 2022 Period Ending: 04/30/2022

		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	0.00	290.08	0.00	359.92	44.63 %
<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	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	115.90	826.57	0.00	448.43	64.83 %
<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	1,292.75	0.00	7,207.25	15.21 %
<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	0.00	302.51	0.00	97.49	75.63 %
<u>530-199-56100</u>	Supplies & Equipment	3,250.00	3,250.00	97.72	1,591.96	0.00	1,658.04	48.98 %
<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	4,000.00	109.89	2,027.20	0.00	1,972.80	50.68 %
<u>530-199-56204</u>	Electricity	22,500.00	22,500.00	1,545.45	10,928.55	322.30	11,249.15	50.00 %
<u>530-199-58700</u>	Payment to City of Waxahachie	36,835.00	36,835.00	0.00	18,417.00	0.00	18,418.00	50.00 %
<u>530-199-58750</u>	Payment to City of Midlothian	36,835.00	36,835.00	0.00	18,417.00	18,418.00	0.00	100.00 %
	<b>Expense Total:</b>	<b>490,212.00</b>	<b>495,498.00</b>	<b>26,312.50</b>	<b>276,699.05</b>	<b>19,857.00</b>	<b>198,941.95</b>	<b>59.85 %</b>
	<b>Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):</b>	<b>44,714.00</b>	<b>39,428.00</b>	<b>23,810.55</b>	<b>51,305.59</b>	<b>-19,857.00</b>	<b>-7,979.41</b>	<b>79.76 %</b>
	<b>Report Surplus (Deficit):</b>	<b>44,714.00</b>	<b>39,428.00</b>	<b>23,810.55</b>	<b>51,305.59</b>	<b>-19,857.00</b>	<b>-7,979.41</b>	<b>79.76 %</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	534,926.00	534,926.00	50,123.05	328,004.64	0.00	-206,921.36	61.32 %
Expense	490,212.00	495,498.00	26,312.50	276,699.05	19,857.00	198,941.95	59.85 %
<b>Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):</b>	<b>44,714.00</b>	<b>39,428.00</b>	<b>23,810.55</b>	<b>51,305.59</b>	<b>-19,857.00</b>	<b>-7,979.41</b>	<b>79.76 %</b>
<b>Report Surplus (Deficit):</b>	<b>44,714.00</b>	<b>39,428.00</b>	<b>23,810.55</b>	<b>51,305.59</b>	<b>-19,857.00</b>	<b>-7,979.41</b>	<b>79.76 %</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 AIRPC	44,714.00	39,428.00	23,810.55	51,305.59	-19,857.00	-7,979.41
<b>Report Surplus (Deficit):</b>	<b>44,714.00</b>	<b>39,428.00</b>	<b>23,810.55</b>	<b>51,305.59</b>	<b>-19,857.00</b>	<b>-7,979.41</b>

AIRPORT OPERATIONS REPORT										
	Based Aircraft	Waiting List	Inquires	Placement	Accident/Incident	Noise Complaints	Other Complaints	Total Ops	100LL	Jet
<b>2021</b>										
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
<b>2022</b>										
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



## MANAGER'S REPORT – April, 2022

- **Projects :**

**Airport Maintenance** - Airport is working on equipment, Hangar doors, roof repairs, lights and buildings, we have started mowing and spraying the fence. Growing season is here. The Airport is on track with all our maintenance.

**Budget** - As part of the budget process, we are going to update the inventory and incorporate those into our budget/five-year operating plans, we presented it to the Airport Board on April 14<sup>th</sup>. Will be meeting with City Managers and Finance Department for final review on May 23<sup>rd</sup>.

**Airport Master Plan** – Consideration to review the process to update the master plan. Will be presenting consideration to the Airport Board on May 12<sup>th</sup> .

- **Meetings:**

**April 11<sup>th</sup>** - Airport Staff meeting with Richard Abernethy.

**April 11<sup>th</sup>** - Airport Finance Committee meeting to review budget and rates and charges. The Committee will make recommendations to consider rate increases to the Airport Board. Will be covered at the May 12<sup>th</sup> Airport Board meeting.

**April 12<sup>th</sup>** – Department Budget Review with Finance Department and Staff.

**April 14<sup>th</sup>** - Airport Board Meeting

**April 18<sup>th</sup>** – Meeting with Richard Abernethy on annual performance review.

**April 23<sup>rd</sup>** – Airport Tenants Coffee and Donut mixer, Southern Star Aviation presented maintenance safety and new avionics equipment that is coming out.

**April 25<sup>th</sup> & 26<sup>th</sup>** – Attended the Waxahachie Council retreat budget review.

**April 26<sup>th</sup>** – Midlothian Council meeting on the Don Jackson Ground Lease for new hangars. Passed 6-0 with recommended changes by the council.

**April 27<sup>th</sup>** – Meeting with both City Staff on future Master Plan.

**April 27<sup>th</sup> & 28<sup>th</sup>** – Attended the MRO Conference at the Dallas Convention Center.

**April 28<sup>th</sup>** – Meeting with the Commemorative Air Force on display for pancake breakfast weekend (June 4<sup>th</sup> 2022)

**April 29<sup>th</sup>** – Action Sprinkler Inspection 8am – 2pm.

- **Notices:** June 4<sup>th</sup> 2022 Mid-Way Regional Annual Pancake Breakfast, 8am – 11pm.



**April FBO REPORT** – May 3, 2022,

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

AVGAS (Truck): 3915 gallons  
AVGAS (Self-Serve): 793 gallons  
Jet-A (Truck): 5740 gallons  
Jet-A Government: 638

TOTAL GALLONS OF FUEL FOR April 2022 – 11,086 gallons (Note: Fuel totals may change slightly with final reports).

As we move from April into May, the spring storms appear to move also, along with the wind and temperature swings. The long-range forecast calls for rising temperatures and lower precipitation chances as the month progresses. This should generate more flying and training. We are into the graduation time of year. This usually generates an increase in personal flying, with a decrease in corporate flying.

We continue to prepare for the return of the pancake breakfast and look forward to hosting in our hangar again this year.

Sincerely,

Ken Lantz

Southern Star Aviation/Nova Avionics





# SOUTHERN STAR

Start Date: 4/1/2022 Name: Kethan Time: 8:00 AM

100LL FARM: 224993.9 JET-A FARM: 312880.5

100LL TRUCK: 42049.0

JET-A TRUCK FWD: 408922 AFT: 390098

SELF SERVE: 282919

End Date: 4/30/2022 Name: Kethan Time: 7:00 PM

100LL FARM: 229862.4 JET-A FARM: 319810.9

100LL TRUCK: 46808.3

JET-A TRUCK FWD: 409697 AFT: 396394

SELF SERVE: 283686