

**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 12, 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 July 8, 2021
 - b. Financial Report
 - c. Manager's Report
 - d. Airport Operation's Report
 - e. FBO Report
5. Consider Insurance Requirements for Hangar Leases
6. Update on Airport Tenant Survey sent in June 2021
7. Update on TxDOT CIP Project for Perimeter Wildlife Fence
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

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, July 8, 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
Kent McGuire
Larry Huntley

Members Absent: Nanette Paghi
Michael Williams

Others Present: Darrell Phillips, Airport Manager
Tammy Bowen, Airport Operations Assistant
Albert Lawrence, Assistant Manager, City of Waxahachie

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 May 13, 2021
- Financial Report
- Manager's Report
- Airport Operation's Report

Larry Huntley made a motion to approve the Consent Agenda after the removal of the FBO Report;
second by Kent McGuire. All Ayes.

REGULAR AGENDA:

Airport Public Awareness Programs: Mr. Darrell Phillips shared that a part of our Airport public awareness program is that we started "Coffee and Donuts" for our tenants. It has been a great program so far. Our second meeting will be in August. We have educational speakers and update tenants on the Airport. Also, it gives the tenants an opportunity to express any concerns they might have about the Airport. We recently put out a tenant survey and will be sharing the results on that in the August meeting.

Another program is "Be a Good Neighbor". Mr. Phillips mentioned that there are approximately eight homeowner's associations around the Airport that he has contacted. There are neighborhoods that do not have a homeowner's association, but he is working to find a contact for those. He explained that the program will provide information to the neighbors around the airport about any development or events at the airport and provide contact information if they need to reach out to us. He concluded that he feels this will be a good way to keep everyone informed on what's going on at the Airport.

Ground Leases with Don Jackson and CNB: Mr. Darrell Phillips reported that Don Jackson's attorney called the week before last. They had a few more items that they wanted to talk to the City Attorneys about.

Citizens National Bank has been working on a new layout for two acres across the taxiway. It will be for a larger hangar, 200 x 100.

Chairman Drew Sambell noted that in regards to Don Jackson one of the delays is the sprinkler system. Mr. Jackson has decided to change up his plans, so that he will be exempt from having the sprinkler system. Chairman Sambell stated that "it is a factor that a sprinkler system policy has impacted the economic development of this Airport when we have never had a hangar fire".

Upcoming Airport Event “Wings and Wheels” Open House: Ms. Tammy Bowen shared that she has been working on organizing an event to take place on Saturday, September 18. The event will be called “Wings-N-Wheels” Fly-In/Drive-In. It will be from 9am to 1pm. The attractions will include classic airplanes and fighters, Midlothian Classic Car Club, American Legion Riders, Epic helicopter rides, CAF airplane rides, children’s activities, food vendors and more. KBEC will be out to do a remote. Ms. Bowen mentioned that the event has been posted on several aviation websites and the information has been sent to both Cities, Chambers, CVB, and NOW Magazine. Both Cities will be printing information on their water bills, and flyers are already being shared through multiple social medias.

TxDOT CIP Project for Perimeter Wildlife Fence: Mr. Darrell Phillips informed the Board that we have the grant of \$550,000 for the wildlife fence. We are working with KSA on the final layout and getting ready for the bid process. If the bids are over budget then it is a possibility that we may have to do it in phases over the next few years or move the whole project out another year.

Executive Session: The Executive Session was cancelled.

Comments by the Airport Board and Airport Administration: Chairman Drew Sambell told Mr. Albert Lawrence that the Board appreciates him attending the Board meeting today.

Adjournment: There being no further business,

Mr. Alex Smith made a motion to adjourn; second by Mr. Larry Huntley. All Ayes.
Respectfully submitted, Ms. Tammy Bowen, Airport Operations Assistant



City of Waxahachie, TX

Budget Report Account Summary

For Fiscal: FY 2021 Period Ending: 07/31/2021

		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	8,660.12	0.00	-11,339.88	43.30 %
<u>530-43215</u>	Grant Reimb - Coronavirus Relief	0.00	4,492.00	0.00	4,491.75	0.00	-0.25	99.99 %
<u>530-47300</u>	Airport-Fuel Flowage Fees	24,000.00	25,640.00	2,319.48	19,756.96	0.00	-5,883.04	77.06 %
<u>530-47350</u>	Renter Utility Payments	4,500.00	4,300.00	335.94	3,562.47	0.00	-737.53	82.85 %
<u>530-47502</u>	Interest From Cash Pool	3,800.00	3,800.00	0.00	229.65	0.00	-3,570.35	6.04 %
<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	25,600.00	23,250.00	2,223.00	21,453.00	0.00	-1,797.00	92.27 %
<u>530-47613</u>	Rent-Airport Land Options	2,600.00	4,200.00	90.00	4,077.95	0.00	-122.05	97.09 %
<u>530-47614</u>	Rent-Airport T-Hangars	280,560.00	275,000.00	22,435.00	232,780.98	0.00	-42,219.02	84.65 %
<u>530-47615</u>	Rent-Aircraft Parking	3,000.00	5,500.00	376.30	4,553.26	0.00	-946.74	82.79 %
<u>530-47616</u>	Rent-Aiport Box Hangars	73,668.00	73,668.00	6,139.00	61,390.00	0.00	-12,278.00	83.33 %
<u>530-47618</u>	Rent-Airport-Corporate Hangars	91,200.00	95,508.00	7,959.00	79,590.00	0.00	-15,918.00	83.33 %
<u>530-48320</u>	Contribution - City of Waxahachie	12,000.00	12,000.00	0.00	12,000.00	0.00	0.00	100.00 %
<u>530-48325</u>	Contribution - City of Midlothian	12,000.00	12,000.00	0.00	12,000.00	0.00	0.00	100.00 %
<u>530-49650</u>	Miscellaneous Revenue	8,500.00	8,500.00	0.00	714.32	0.00	-7,785.68	8.40 %
	Revenue Total:	563,428.00	569,858.00	41,877.72	465,260.46	0.00	-104,597.54	81.64 %
Expense								
<u>530-199-51100</u>	Salaries	188,940.00	187,980.00	22,208.81	158,364.90	0.00	29,615.10	84.25 %
<u>530-199-52100</u>	Longevity	2,240.00	2,190.00	186.00	1,805.00	0.00	385.00	82.42 %
<u>530-199-52200</u>	Retirement-FICA	14,540.00	14,540.00	1,710.29	12,256.87	0.00	2,283.13	84.30 %
<u>530-199-52400</u>	Life & Health Insurance	20,850.00	20,000.00	1,696.50	16,597.73	0.00	3,402.27	82.99 %
<u>530-199-52501</u>	Retirement Plan Contribution-TMRS	30,080.00	29,910.00	3,536.14	25,165.68	0.00	4,744.32	84.14 %
<u>530-199-52600</u>	Workers' Compensation	480.00	1,000.00	130.96	928.19	0.00	71.81	92.82 %
<u>530-199-53200</u>	Professional Services	2,000.00	0.00	-11.14	0.00	0.00	0.00	0.00 %
<u>530-199-53201</u>	Training	400.00	400.00	0.00	0.00	0.00	400.00	0.00 %
<u>530-199-53310</u>	Bank Service Charges	7,000.00	8,240.00	0.00	6,182.56	0.00	2,057.44	75.03 %
<u>530-199-54101</u>	Utilities - Water	8,874.00	7,976.00	631.50	5,924.44	595.86	1,455.70	81.75 %
<u>530-199-54210</u>	Refuse Services	1,400.00	1,400.00	0.00	1,103.15	0.00	296.85	78.80 %
<u>530-199-54310</u>	Maintenance, Building (Upkeep)	19,823.00	22,148.00	1,714.32	12,159.84	4,616.00	5,372.16	75.74 %
<u>530-199-54320</u>	Maintenance, Improvements	17,600.00	15,100.00	2,918.30	12,951.00	0.00	2,149.00	85.77 %
<u>530-199-54330</u>	Maintenance, Purchased Equipment	4,800.00	9,600.00	27.60	7,999.63	0.00	1,600.37	83.33 %
<u>530-199-54340</u>	Maintenance, Purchased - Vehicle	360.00	360.00	0.00	0.00	0.00	360.00	0.00 %
<u>530-199-54345</u>	Maintenance, Leased Vehicle	500.00	500.00	170.00	170.00	0.00	330.00	34.00 %

Budget Report

For Fiscal: FY 2021 Period Ending: 07/31/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
<u>530-199-54350</u>	Maintenance, Other City Property	1,700.00	1,700.00	0.00	667.98	0.00	1,032.02	39.29 %
<u>530-199-54400</u>	Vehicle Lease	3,230.00	3,230.00	256.62	2,575.52	0.00	654.48	79.74 %
<u>530-199-54430</u>	Uniform/Janitorial Supply Rental	650.00	650.00	73.02	506.38	0.00	143.62	77.90 %
<u>530-199-55100</u>	Insurance & Bonds	21,550.00	21,484.00	0.00	21,483.56	0.00	0.44	100.00 %
<u>530-199-55150</u>	Phones, Pagers, Internet, Cable	6,120.00	1,494.00	176.61	1,534.08	0.00	-40.08	102.68 %
<u>530-199-55200</u>	Postage	75.00	185.00	11.14	117.04	0.00	67.96	63.26 %
<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	5,350.00	3,350.00	422.50	531.58	305.00	2,513.42	24.97 %
<u>530-199-55350</u>	Travel (Mileage Meals Lodging)	2,200.00	700.00	0.00	0.00	0.00	700.00	0.00 %
<u>530-199-55400</u>	Memberships/License/Cert Renewal	940.00	940.00	0.00	681.78	0.00	258.22	72.53 %
<u>530-199-55450</u>	Board & Local Meetings	100.00	100.00	0.00	90.00	0.00	10.00	90.00 %
<u>530-199-55800</u>	State/EPA Permit Fees	400.00	400.00	0.00	200.00	0.00	200.00	50.00 %
<u>530-199-56100</u>	Supplies & Equipment	5,950.00	4,450.00	142.10	2,228.39	0.00	2,221.61	50.08 %
<u>530-199-56101</u>	Supplies & Equip-Chem/Janitorial/Lab/Medical/Tool	300.00	300.00	42.47	192.44	0.00	107.56	64.15 %
<u>530-199-56103</u>	Supplies & Equip-Motor Vehicle Parts & Equipment	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00 %
<u>530-199-56104</u>	Supplies & Equip-Computers & Accessories	2,000.00	2,000.00	0.00	802.97	0.00	1,197.03	40.15 %
<u>530-199-56202</u>	Gasoline & Oil for Vehicle/Equip	3,700.00	1,209.00	205.27	878.04	0.00	330.96	72.63 %
<u>530-199-56204</u>	Electricity	22,500.00	20,007.00	961.33	15,810.37	0.00	4,196.63	79.02 %
<u>530-199-58700</u>	Payment to City of Waxahachie	36,835.00	36,835.00	0.00	27,625.50	0.00	9,209.50	75.00 %
<u>530-199-58750</u>	Payment to City of Midlothian	36,835.00	36,835.00	0.00	27,625.50	9,209.50	0.00	100.00 %
	Expense Total:	472,322.00	459,213.00	37,210.34	365,160.12	14,726.36	79,326.52	82.73 %
	Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	91,106.00	110,645.00	4,667.38	100,100.34	-14,726.36	-25,271.02	77.16 %
	Report Surplus (Deficit):	91,106.00	110,645.00	4,667.38	100,100.34	-14,726.36	-25,271.02	77.16 %

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	563,428.00	569,858.00	41,877.72	465,260.46	0.00	-104,597.54	81.64 %
Expense	472,322.00	459,213.00	37,210.34	365,160.12	14,726.36	79,326.52	82.73 %
Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	91,106.00	110,645.00	4,667.38	100,100.34	-14,726.36	-25,271.02	77.16 %
Report Surplus (Deficit):	91,106.00	110,645.00	4,667.38	100,100.34	-14,726.36	-25,271.02	77.16 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)
530 - MID-WAY REGIONAL AIRPC	91,106.00	110,645.00	4,667.38	100,100.34	-14,726.36	-25,271.02
Report Surplus (Deficit):	91,106.00	110,645.00	4,667.38	100,100.34	-14,726.36	-25,271.02

MANAGER'S REPORT – July, 2021

- **Projects :**

Airport Maintenance- Our Tractor is down and working on replacement. We should have it replaced by first week of August 21. 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, 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:**

July 8th – Mid-way Regional Airport Board Meeting.

July 10th and 11th – Civil Air Patrol weekend Training with Cadets.

July 14th – Mid-Way Regional Airport Hangar Inspection by Midlothian Fire Marshall.

July 22nd – NCTCOG Committee meeting for “Aviation Air Mobility” (AAM) with Air Transportation Technical Advisory Committee (ATTAC) for future planning.

July 28th – Meeting with KSA 2:30 pm site visit for Phase II CIP perimeter fence project.

July 30th – August 6th I will be out on vacation.

- **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.



July FBO REPORT – August 6, 2021
FUEL SALES: (Totals for July 2021)

AVGAS (Truck): 2600 gallons
AVGAS (Self-Serve): 1720 gallons
Jet-A (Truck): 6743gallons

TOTAL GALLONS OF FUEL FOR JULY 2021 – 11,158 gallons (Note: Fuel totals may change slightly with final reports).

Better flying weather and more activity has shown an increase in fuel sales for the month of July. We have seen an increase in corporate activity, flight training as well as Airborne and Big Q. As we continue into August, we have several corporate aircraft scheduled. Maintenance and Avionics bookings have increased through the months of November and December. We look forward to the planning and execution of the wings and wheels drive/fly in taking place in September.



Ken Lantz

Southern Star Aviation

