

**AGENDA
MID-WAY REGIONAL AIRPORT
JOINT AIRPORT BOARD**

A regular meeting of the Mid-Way Regional Airport Joint Airport Board will be held via videoconference/teleconference on July 9, 2020, at 4:00 pm.

Drew Sambell, Chairman
Alex Smith, Vice Chairman
Ray Barksdale, Secretary
Randall Porche
Nanette Paghi
Kent McGuire
Larry Johnson

REGULAR AGENDA

1. Call to Order
2. Invocation
3. **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 9, 2020
 - b. Financial Report
 - c. Manager's Report
 - d. Airport Operation's Report
 - e. FBO Report
4. Board Announcements
5. Consider Lease for First Flight
6. Consider Airport Parking Fees
7. Consider Hangar Lease Rates for 2020-2021
8. Update on Security Fence Project
9. Update on RFP for New Hangar Development
10. Discuss 5 Year CIP Plan
11. 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

***Notice of Potential Quorum
One or more members of the Waxahachie and Midlothian City Councils may be present at this meeting. No action will be taken by the City Councils at this meeting.***

**Notice Regarding Public Participation and
Mid-Way Regional Joint Airport Board
Members/Airport Staff Attendance**

Due to the COVID-19 (coronavirus) public health emergency, and in an effort to reduce in-person meetings that assemble large groups of people, Governor Greg Abbott has granted a temporary suspension of certain rules that allows for (1) airport board members and city employees to participate in Mid-Way Regional Joint Airport Board meetings via videoconference call or other remote electronic means without a physical quorum of board members being present at the site of the meeting; and (2) the use of videoconferencing and other remote means to allow the public to observe and/or hear the meeting.

In an effort to reduce the spread of the virus, for the July 9, 2020 Mid-Way Regional Joint Airport Board meeting, *individuals will not be allowed to physically attend the meeting.* Individuals will be able to listen to the meeting via telephone conference call.

To listen to the meeting via telephone conference call, dial any of the following phone numbers:

1 (346) 248-7799

1 (253) 215-8782

1 (888) 475-4499

Enter Meeting ID: 928 744 8443

Enter Meeting Password: 482525

If you encounter any problems joining or participating in the meeting, please call our help line at 972-923-0080 for assistance.

A physical quorum of the Airport Board may not be present during the meeting as some Board Members may choose to participate in the meeting remotely as permitted by Governor Abbott's suspension of various statutes that may be interpreted to require face-to-face interaction between members of the public and public officials.

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 9, 2020, at 4:00 p.m., via videoconference/teleconference.

Members Present: Drew Sambell, Chairman
Alex Smith, Vice Chair
Ray Barksdale, Secretary
Randall Porche
Kent McGuire
Larry Johnson
Nanette Paghi

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

Opening: Drew Sambell called the meeting to order, and gave the invocation.

CONSENT AGENDA:

- Minutes of Meeting held March 12, 2020
- Financial Report
- Manager's Report
- Airport Operation's Report
- FBO Report

Kent McGuire moved to approve the Consent Agenda as presented; second by Ray Barksdale. All Ayes.

REGULAR AGENDA:

Board Announcements: There were no Board announcements.

Eagle Scout Project: Darrell Phillips explained to the Board that they would need to vote on this item again because the motion failed last month due to the lack of voting quorum. Eagle Scout, Ben Sambell, gave four possibilities for the Eagle Scout project improvements to the upstairs deck of the terminal building. Paint a scale model runway of 18/36 down the center of the deck. Add a couple of new picnic tables. Add a sign (Welcome to Mid-Way Regional Airport) to the railing facing the RAMP. Add a UNICOM speaker to the deck that could be switched off and on.

Randall Porche moved to approve the Eagle Scout project for the Airport using any of the ideas presented by Ben Sambell; second by Kent McGuire. The motion passed with Alex Smith, Ray Barksdale, Randall Porche, Kent McGuire, Nanette Paghi and Larry Johnson in favor. Chair Drew Sambell abstaining for reasons of conflict of interest.

Pancake Breakfast Fly-In for 2020: Tammy Bowen asked the Board to discuss whether or not the Pancake Breakfast Fly-In planned for June 6th should be rescheduled or canceled due to the COVID-19 pandemic because now is the time to be advertising. Tammy said that she spoke with David Miller, Leader, Boy Scout Troop 524. They do the catering for the breakfast. Mr. Miller said that they would be fine with rescheduling it to the Fall. Tammy said that she did tell David that there is a potential for the attendance to be down even in October because some may still be reluctant to be around large crowds. Mr. Miller understood. Tammy said that she contacted several of the participants, and most are fine with rescheduling.

Andrew Sambell moved to approve rescheduling the 2020 Pancake Breakfast Fly-In to a Saturday in the Fall with Tammy Bowen and Darrell Phillips choosing the date for the event; second by Randall Porsche. All Ayes.

Letter of Agreement for Economic Hardship Rent Reduction relating to COVID-19: Darrell Phillips said that there has only been one tenant to request help with their rents due to COVID-19. Darrell said that we may run into a few more tenants that may have some issues. Darrell told the Board that he came up with a Letter of Agreement for those that may request help because of an economic hardship. The Board discussed the Letter of Agreement presented. The agreement would allow up to four months of rent reduction at half of the full rent. After the four months, the reduction amount total would be divided by twelve and added to the normal full rent for the next twelve months until the airport is reimbursed the full rent reduction amount. Darrell explained that some of the small business owners at the Airport may take the opportunity for rent reduction for three or four months while they are waiting to get help from the federal protection plan. After discussion, the Board agreed that the Letter of Agreement should include a statement that payment in full would be required if the tenant decides to leave before the twelve months. Darrell said that the tenant should make the request in writing.

Kent McGuire moved to approve the Letter of Agreement for Economic Hardship Rent Reduction relating to COVID-19 with the addition of a statement that payment in full would be required if the tenant decides to leave before the twelve month repayment period; second by Randall Porsche. All Ayes.

Adjournment: There being no further business,
Ray Barksdale moved to adjourn; second by Kent McGuire. All Ayes.

Respectfully submitted, Tammy Bowen, Airport Operations Assistant



City of Waxahachie, TX

Budget Report Account Summary

For Fiscal: FY 2020 Period Ending: 06/30/2020

	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	50,000.00	0.00	8,608.78	0.00	-41,391.22 17.22 %
<u>530-47300</u>	Airport-Fuel Flowage Fees	24,000.00	22,000.00	1,478.40	13,882.30	0.00	-8,117.70 63.10 %
<u>530-47350</u>	Renter Utility Payments	4,500.00	5,700.00	354.47	4,668.78	0.00	-1,031.22 81.91 %
<u>530-47502</u>	Interest From Cash Pool	6,300.00	3,800.00	0.00	2,491.36	0.00	-1,308.64 65.56 %
<u>530-47607</u>	Facility Rental	200.00	350.00	0.00	350.00	0.00	0.00 100.00 %
<u>530-47612</u>	Rents-Airport Commercial Leasing	20,560.00	20,560.00	2,100.00	14,816.00	0.00	-5,744.00 72.06 %
<u>530-47613</u>	Rent-Airport Land Options	2,581.00	2,581.00	0.00	2,640.39	0.00	59.39 102.30 %
<u>530-47614</u>	Rent-Airport T-Hangars	280,560.00	280,560.00	23,735.50	210,105.21	0.00	-70,454.79 74.89 %
<u>530-47615</u>	Rent-Aircraft Parking	3,000.00	2,300.00	38.50	1,204.00	0.00	-1,096.00 52.35 %
<u>530-47616</u>	Rent-Aiport Box Hangars	73,668.00	73,668.00	6,139.00	55,251.00	0.00	-18,417.00 75.00 %
<u>530-47618</u>	Rent-Airport-Corporate Hangars	91,200.00	91,200.00	7,728.00	69,552.00	0.00	-21,648.00 76.26 %
<u>530-48320</u>	Contribution - City of Waxahachie	20,000.00	-20,000.00	0.00	20,000.00	0.00	40,000.00 100.00 %
<u>530-48325</u>	Contribution - City of Midlothian	20,000.00	-20,000.00	0.00	20,000.00	0.00	40,000.00 100.00 %
<u>530-49650</u>	Miscellaneous Revenue	8,500.00	1,100.00	275.00	567.66	0.00	-532.34 51.61 %
	Revenue Total:	575,069.00	513,819.00	41,848.87	424,137.48	0.00	-89,681.52 82.55 %
Expense							
<u>530-199-51100</u>	Salaries	174,240.00	145,650.00	14,189.71	117,538.48	0.00	28,111.52 80.70 %
<u>530-199-51600</u>	Auto Allowance	4,200.00	0.00	0.00	0.00	0.00	0.00 0.00 %
<u>530-199-52100</u>	Longevity	2,020.00	2,030.00	168.00	1,512.00	0.00	518.00 74.48 %
<u>530-199-52200</u>	Retirement-FICA	13,720.00	11,260.00	1,094.65	9,080.22	0.00	2,179.78 80.64 %
<u>530-199-52400</u>	Life & Health Insurance	19,390.00	17,420.00	1,411.41	12,238.36	0.00	5,181.64 70.25 %
<u>530-199-52501</u>	Retirement Plan Contribution-TMRS	27,900.00	22,870.00	2,232.62	18,414.45	0.00	4,455.55 80.52 %
<u>530-199-52600</u>	Workers' Compensation	470.00	730.00	83.94	645.04	0.00	84.96 88.36 %
<u>530-199-53200</u>	Professional Services	2,800.00	2,800.00	0.00	0.00	0.00	2,800.00 0.00 %
<u>530-199-53201</u>	Training	400.00	400.00	0.00	200.00	0.00	200.00 50.00 %
<u>530-199-53310</u>	Bank Service Charges	5,700.00	7,000.00	0.00	4,533.28	0.00	2,466.72 64.76 %
<u>530-199-54101</u>	Utilities - Water	8,700.00	8,700.00	600.73	4,939.53	0.00	3,760.47 56.78 %
<u>530-199-54210</u>	Refuse Services	1,400.00	1,330.00	110.15	991.35	0.00	338.65 74.54 %
<u>530-199-54310</u>	Maintenance, Building (Upkeep)	19,546.00	19,546.00	1,493.31	17,774.81	0.00	1,771.19 90.94 %
<u>530-199-54320</u>	Maintenance, Improvements	18,600.00	18,600.00	0.00	13,155.42	0.00	5,444.58 70.73 %
<u>530-199-54330</u>	Maintenance, Purchased Equipment	4,800.00	4,800.00	400.00	853.71	0.00	3,946.29 17.79 %
<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	400.00	37.92	314.16	0.00	85.84 78.54 %

Budget Report

For Fiscal: FY 2020 Period Ending: 06/30/2020

		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	1,500.00	1,500.00	0.00	175.80	0.00	1,324.20	11.72 %
<u>530-199-54400</u>	Vehicle Lease	4,430.00	3,230.00	261.28	2,344.79	0.00	885.21	72.59 %
<u>530-199-54430</u>	Uniform/Janitorial Supply Rental	800.00	650.00	72.00	485.84	0.00	164.16	74.74 %
<u>530-199-55100</u>	Insurance & Bonds	24,103.00	20,920.00	0.00	20,911.80	0.00	8.20	99.96 %
<u>530-199-55150</u>	Phones, Pagers, Internet, Cable	5,500.00	6,120.00	157.98	4,128.55	0.00	1,991.45	67.46 %
<u>530-199-55200</u>	Postage	75.00	40.00	0.00	11.50	0.00	28.50	28.75 %
<u>530-199-55260</u>	Advertising & Promotions	500.00	500.00	0.00	96.03	0.00	403.97	19.21 %
<u>530-199-55270</u>	Special Events	8,000.00	4,800.00	0.00	1,042.98	0.00	3,757.02	21.73 %
<u>530-199-55350</u>	Travel (Mileage Meals Lodging)	1,100.00	0.00	0.00	0.00	0.00	0.00	0.00 %
<u>530-199-55400</u>	Memberships/License/Cert Renewal	700.00	700.00	0.00	635.00	0.00	65.00	90.71 %
<u>530-199-55450</u>	Board & Local Meetings	100.00	100.00	0.00	7.98	0.00	92.02	7.98 %
<u>530-199-55800</u>	State/EPA Permit Fees	400.00	200.00	0.00	200.00	0.00	0.00	100.00 %
<u>530-199-56100</u>	Supplies & Equipment	6,000.00	5,800.00	0.00	4,245.39	0.00	1,554.61	73.20 %
<u>530-199-56101</u>	Supplies & Equip-Chem/Janitorial/Lab/Medical/Tool	300.00	300.00	0.00	0.00	0.00	300.00	0.00 %
<u>530-199-56103</u>	Supplies & Equip-Motor Vehicle Parts & Equipment	1,560.00	1,560.00	0.00	201.75	0.00	1,358.25	12.93 %
<u>530-199-56104</u>	Supplies & Equip-Computers & Accessories	100.00	100.00	99.96	99.96	0.00	0.04	99.96 %
<u>530-199-56202</u>	Gasoline & Oil for Vehicle/Equip	4,000.00	3,000.00	36.89	765.78	0.00	2,234.22	25.53 %
<u>530-199-56204</u>	Electricity	22,500.00	21,750.00	857.98	14,025.55	0.00	7,724.45	64.49 %
<u>530-199-58700</u>	Payment to City of Waxahachie	128,035.00	128,035.00	0.00	86,380.00	0.00	41,655.00	67.47 %
<u>530-199-58750</u>	Payment to City of Midlothian	36,835.00	36,835.00	0.00	24,556.00	12,279.00	0.00	100.00 %
	Expense Total:	551,284.00	500,036.00	23,308.53	362,505.51	12,279.00	125,251.49	74.95 %
	Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	23,785.00	13,783.00	18,540.34	61,631.97	-12,279.00	35,569.97	358.07 %
	Report Surplus (Deficit):	23,785.00	13,783.00	18,540.34	61,631.97	-12,279.00	35,569.97	358.07 %

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	575,069.00	513,819.00	41,848.87	424,137.48	0.00	-89,681.52	82.55 %
Expense	551,284.00	500,036.00	23,308.53	362,505.51	12,279.00	125,251.49	74.95 %
Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	23,785.00	13,783.00	18,540.34	61,631.97	-12,279.00	35,569.97	358.07 %
Report Surplus (Deficit):	23,785.00	13,783.00	18,540.34	61,631.97	-12,279.00	35,569.97	358.07 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)
530 - MID-WAY REGIONAL AIRPC	23,785.00	13,783.00	18,540.34	61,631.97	-12,279.00	35,569.97
Report Surplus (Deficit):	23,785.00	13,783.00	18,540.34	61,631.97	-12,279.00	35,569.97

MANAGER'S REPORT – JUNE, 2020

- **Projects :**

Airport Maintenance- Mario has been taking advantage of the good weather by mowing to keep the airport in order.

Security Fence- Pre-construction meeting for the security fence project was on June 10th with TxDOT, KSA and Barrier Fence LLC. Start date for construction is July 20, 2020.

RFP- (Request for Proposal) Worked on a RFP for New Box Hangar development. It had been on hold because of COVID-19. Working with the City of Midlothian.

MRO Development: Working on proposals and should have something by July to present to the Airport Board and both Cities.

- **Meetings:**

June 1st – TSTC- discussed future relocation and education support for Mid-Way Regional Airport.

June 10th –Warren Kettleman, New EDC Director. (Airport tour)

TxDOT, KSA and Barrier Fence LLC – Pre-Construction meeting for security fence project.

June 16th - KSA - discussed future plans for development, and design for future business plans.

June 25th –

- KSA and City of Midlothian Building department on permitting and timeline for future development and required infrastructure needed.
- City of Waxahachie GIS team for future use and ideas for planning, reports and work orders.
- Airport Finance Committee by “Zoom” - reviewed airport rates and charges, 2021 budget review, office rates review and long-term parking fees.

- **Notices:**

Informed Airport staff of return to work protocols during COVID. COVID-19 Awareness posters were placed in bathrooms and working areas. Placed hand sanitizer dispensers in the Airport terminal and hangar bathrooms. Staff practicing physical distancing. Limiting face to face meetings, and using electronics and phones as much as possible.

Posted "Safety Advisory" on all terminal entrance doors. "For the health and safety of our customers and employees, a face mask is strongly encouraged when entering the facility".

- **Website:**

Airport staff is working on re-construction and development of a new website for Mid-Way Regional Airport. Tammy and I have been working with The Modern Take, a design agency, with innovative ideas and pictures for the new site. It had been put on hold because of the COVID-19. Should be completed in July.

AIRPORT OPERATIONS REPORT										
	Based Aircraft	Waiting List	Inquires	Placement	Accident/Incident	Noise Complaints	Other Complaints	Total Ops	100LL	Jet
2019										
Jan	105	12	2	1	0	0	0	4545	2148	3550
Feb	105	12	3	1	0	0	0	1740	1430	5140
Mar	105	15	3	0	0	0	0	3010	3939	9543
April	106	19	4	0	0	0	0	3725	3214	9554
May	108	20	1	0	0	0	0	5915	3409	8305
June	108	21	2	0	0	0	0	10882	6471	11583
July	108	21	1	0	0	0	0	5654	5206	5505
Aug	111	16	1	0	0	0	0	2325	3752	7564
Sept	111	16	0	1	0	0	0	6478	6075	4485
Oct	111	18	3	0	0	0	0	5640	7082	5213
Nov	111	19	1	0	0	0	0	3792	4049	5451
Dec	112	16	3	1	0	0	0	5341	3017	5986
	Based Aircraft	Waiting List	Inquires	Placement	Accident/Incident	Noise Complaints	Other Complaints	Total Ops	100LL	Jet
2020										
Jan	110	16	2	0	0	0	0	5025	2201	6931
Feb	108	16	2	1	0	0	0	Not Available	6203	4616
Mar	109	17	3	0	1	0	0	Not Available	4477	5158
April	109	16	1	2	0	0	0	Not Available	5429	5503
May	109	17	7	0	0	0	0	Not Available	5082	4774
June	109	19	3	0	0	0	0	Not Available	2901	6650



JUNE FBO REPORT – JUNE 29, 2020

FUEL SALES: (Totals for June 2020)

AVGAS (Truck): 1636 gallons

AVGAS (Self-Serve): 1265 gallons

Jet-A: 6650 gallons

Government JET-A: 0 gallons

TOTAL GALLONS OF FUEL FOR JUNE 2020: 9550 gallons (Note: Fuel totals may change slightly with final reports).

As June winds down, the COVID-19 is apparently ramping up. Fuel sales changed little in June as compared to May. AVGAS was slightly down. Jet-A was up. We have seen an increase in corporate turbine activity. With the increase in COVID-19 cases and the talk of restrictions and stay at home orders again, we will have to wait and see what July brings, starting with the usually busy July 4th weekend.

Ken Lantz

Southern Star Aviation

