

**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, September 9, 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 August 12, 2021
 - b. Financial Report
 - c. Manager's Report
 - d. Airport Operation's Report
 - e. FBO Report
5. Discuss Upcoming Event "Wings-N-Wheels"
6. Recognition of Outgoing Board Member, Kent McGuire
7. Comments by the Airport Board and Airport Administration
8. 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, August 12, 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
Nanette Paghi
Larry Huntley
Michael Williams

Members Absent: Alex Smith, Vice Chairman
Randall Porche
Kent McGuire

Others Present: Darrell Phillips, Airport Manager
Richard Abernathy, Director of Administrative Services, 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 July 8, 2021
- Financial Report
- Manager's Report
- Airport Operation's Report
- FBO Report

Mr. Michael Williams made a motion to approve the Consent Agenda as presented; second by Ms. Nanette Paghi. All Ayes.

REGULAR AGENDA:

Insurance Requirements: Chairman Drew Sambell informed the Board that he received a phone call from Pete Setian, Big Q Aviation. Pete feels that it is not entirely clear that they have to have "Hangar Keepers" liability insurance. Chairman Sambell mentioned that he and Darrell have since reviewed the terminology in the lease and feels that it is pretty clear. He explained that for those that have a box hangar it is very usual for them to have someone else's airplane stored in their hangar. Our requirement is that they must carry "Hangar Keepers" insurance, if that is the case. The Board agreed that because it is a requirement in their lease, Big Q Aviation must provide a Certificate of Insurance showing "Hangar Keepers" liability insurance coverage.

Update on Airport Tenant Survey sent in June 2021: Mr. Darrell Phillips shared that a survey was sent to the tenants back in June. These surveys will help us find out our strengths and weaknesses. There were eighteen questions and we had over 50% of our tenants respond. Mr. Phillips showed power point slides with the results. Several tenants showed interest in having a restaurant at the Airport. The Board discussed the possibility of inviting food trucks to the Airport once a month. Several tenants noted that an RNAV Approach would help the experience at the Airport, so Chairman Drew Sambell asked that Darrell Phillips look into an RNAV. The Board discussed fuel sales because 95% agreed that the fuel prices are not competitive.

Update on TxDOT CIP Project for Perimeter Wildlife Fence: Mr. Darrell Phillips reported that KSA came out on July 29 to do a site visit for the wildlife fence project. We are ready to move forward, but we still have not gotten a request for payment from TxDOT. Mr. Phillips mentioned that the project is scheduled for this year, but we only have a couple months left. If anything else comes up to push the fencing project further out he will highly recommend that the fence project be put on hold to do the runway and taxiway rehabilitation, which is a higher priority. It may be that they could do both next year.

Comments by the Airport Board and Airport Administration: Chairman Drew Sambell said let's all to continue to be good ambassadors for the Airport. Let's all make a Facebook post about our Saturday event.

Richard Abernathy shared that he looks forward to working with everyone, and it is a very exciting opportunity to be a part of the Airport.

Adjournment: There being no further business,

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



Budget Report Account Summary

For Fiscal: FY 2021 Period Ending: 08/31/2021

		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	5,412.34	14,072.46	0.00	-5,927.54	70.36 %
<u>530-43215</u>	Grant Reimb - Coronavirus Relief	0.00	4,492.00	5,412.35	9,904.10	0.00	5,412.10	220.48 %
<u>530-47300</u>	Airport-Fuel Flowage Fees	24,000.00	25,640.00	1,896.01	21,652.97	0.00	-3,987.03	84.45 %
<u>530-47350</u>	Renter Utility Payments	4,500.00	4,300.00	264.10	3,826.57	0.00	-473.43	88.99 %
<u>530-47502</u>	Interest From Cash Pool	3,800.00	3,800.00	0.00	243.67	0.00	-3,556.33	6.41 %
<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	23,676.00	0.00	426.00	101.83 %
<u>530-47613</u>	Rent-Airport Land Options	2,600.00	4,200.00	90.00	4,167.95	0.00	-32.05	99.24 %
<u>530-47614</u>	Rent-Airport T-Hangars	280,560.00	275,000.00	23,100.00	255,880.98	0.00	-19,119.02	93.05 %
<u>530-47615</u>	Rent-Aircraft Parking	3,000.00	5,500.00	148.75	4,702.01	0.00	-797.99	85.49 %
<u>530-47616</u>	Rent-Aiport Box Hangars	73,668.00	73,668.00	6,139.00	67,529.00	0.00	-6,139.00	91.67 %
<u>530-47618</u>	Rent-Airport-Corporate Hangars	91,200.00	95,508.00	7,959.00	87,549.00	0.00	-7,959.00	91.67 %
<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	396.66	1,110.98	0.00	-7,389.02	13.07 %
<u>530-49653</u>	Miscellaneous Revenue - Insurance Reimbursement	0.00	0.00	875.00	875.00	0.00	875.00	0.00 %
	Revenue Total:	563,428.00	569,858.00	53,916.21	519,190.69	0.00	-50,667.31	91.11 %
Expense								
<u>530-199-51100</u>	Salaries	188,940.00	187,980.00	14,805.90	173,170.80	0.00	14,809.20	92.12 %
<u>530-199-52100</u>	Longevity	2,240.00	2,190.00	186.00	1,991.00	0.00	199.00	90.91 %
<u>530-199-52200</u>	Retirement-FICA	14,540.00	14,540.00	1,143.96	13,400.83	0.00	1,139.17	92.17 %
<u>530-199-52400</u>	Life & Health Insurance	20,850.00	20,000.00	1,696.44	18,294.14	0.00	1,705.86	91.47 %
<u>530-199-52501</u>	Retirement Plan Contribution-TMRS	30,080.00	29,910.00	2,367.22	27,532.90	0.00	2,377.10	92.05 %
<u>530-199-52600</u>	Workers' Compensation	480.00	1,000.00	87.55	1,015.74	0.00	-15.74	101.57 %
<u>530-199-53200</u>	Professional Services	2,000.00	0.00	0.00	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	6,888.95	0.00	1,351.05	83.60 %
<u>530-199-54101</u>	Utilities - Water	8,874.00	7,976.00	565.85	6,490.29	30.01	1,455.70	81.75 %
<u>530-199-54210</u>	Refuse Services	1,400.00	1,400.00	118.87	1,222.02	0.00	177.98	87.29 %
<u>530-199-54310</u>	Maintenance, Building (Upkeep)	19,823.00	22,148.00	5,056.00	17,215.84	16.00	4,916.16	77.80 %
<u>530-199-54320</u>	Maintenance, Improvements	17,600.00	15,100.00	0.00	12,951.00	0.00	2,149.00	85.77 %
<u>530-199-54330</u>	Maintenance, Purchased Equipment	4,800.00	9,600.00	0.00	8,196.06	0.00	1,403.94	85.38 %
<u>530-199-54340</u>	Maintenance, Purchased - Vehicle	360.00	360.00	0.00	0.00	0.00	360.00	0.00 %

Budget Report

For Fiscal: FY 2021 Period Ending: 08/31/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
<u>530-199-54345</u>	Maintenance, Leased Vehicle	500.00	500.00	0.00	170.00	0.00	330.00	34.00 %
<u>530-199-54350</u>	Maintenance, Other City Property	1,700.00	1,700.00	28.56	696.54	0.00	1,003.46	40.97 %
<u>530-199-54400</u>	Vehicle Lease	3,230.00	3,230.00	256.62	2,832.14	0.00	397.86	87.68 %
<u>530-199-54430</u>	Uniform/Janitorial Supply Rental	650.00	650.00	24.34	530.72	0.00	119.28	81.65 %
<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	56.02	1,590.10	0.00	-96.10	106.43 %
<u>530-199-55200</u>	Postage	75.00	185.00	0.00	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	0.00	784.72	305.00	2,260.28	32.53 %
<u>530-199-55350</u>	Travel (Mileage Meals Lodging)	2,200.00	700.00	0.00	317.95	0.00	382.05	45.42 %
<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	201.17	2,496.72	0.00	1,953.28	56.11 %
<u>530-199-56101</u>	Supplies & Equip-Chem/Janitorial/Lab/Medical/Tool	300.00	300.00	0.00	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	0.00	930.78	0.00	278.22	76.99 %
<u>530-199-56204</u>	Electricity	22,500.00	20,007.00	1,102.00	17,402.01	0.00	2,604.99	86.98 %
<u>530-199-57300</u>	Motor Vehicles	0.00	49,212.00	0.00	0.00	49,211.40	0.60	100.00 %
<u>530-199-58700</u>	Payment to City of Waxahachie	36,835.00	36,835.00	0.00	30,695.00	0.00	6,140.00	83.33 %
<u>530-199-58750</u>	Payment to City of Midlothian	36,835.00	36,835.00	0.00	30,695.00	6,140.00	0.00	100.00 %
	Expense Total:	472,322.00	508,425.00	27,696.50	401,079.04	55,702.41	51,643.55	89.84 %
	Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	91,106.00	61,433.00	26,219.71	118,111.65	-55,702.41	976.24	101.59 %
	Report Surplus (Deficit):	91,106.00	61,433.00	26,219.71	118,111.65	-55,702.41	976.24	101.59 %

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	53,916.21	519,190.69	0.00	-50,667.31	91.11 %
Expense	472,322.00	508,425.00	27,696.50	401,079.04	55,702.41	51,643.55	89.84 %
Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	91,106.00	61,433.00	26,219.71	118,111.65	-55,702.41	976.24	101.59 %
Report Surplus (Deficit):	91,106.00	61,433.00	26,219.71	118,111.65	-55,702.41	976.24	101.59 %

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	61,433.00	26,219.71	118,111.65	-55,702.41	976.24
Report Surplus (Deficit):	91,106.00	61,433.00	26,219.71	118,111.65	-55,702.41	976.24

MANAGER'S REPORT – August, 2021

- **Projects :**

Airport Maintenance- New Tractor was delivered on August 26th working on preparation for our Fall event Wings & Wheels. Mario is taking advantage of good weather days and worked on mowing, hangar lighting, equipment repairs and keeping the airport in order with the new tractor. 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.

- **Meetings:**

August 10th – Meeting with our new director Richard Abernethy we had a site visit and meeting with our staff. Great Visit!

August 10th – Attended the Midlothian City Council on New Home Development (Lago Vista Estates) located on the Northwest side of the Airport. It is in the design stages.

August 12th – Mid-Way Regional Airport Board meeting.

August 14th – Airport Tenant Meeting “Coffee and Donuts” we had a guest speaker Tom Chandler from AOPA.

August 17th – Zoom meeting with City of Midlothian and New Owners of land purchase on west side of the Airport. Meeting covered future layout and the connection of Hayes Road to Hwy 287 in the future and keeping a buffer next to the Airport for Office and Commercial use.

August 18th – New Time Clock training and review with Stephanie in Payroll.

August 24th – Attended the North Texas Business Aviation Association Luncheon, great meeting this is made up of the North Texas Aviation Aircraft/Business owners and companies, great time to visit with prospect and keeping in the know with what is going on in our region.

August 24th – Pre-planning meeting for the Wings & Wheels event September 18th. The Event Officers reviewed the layout plan for the event on where to place vendors, aircraft parking, Fire and EMS Responders, Handicap parking area and food vendors. We will have a follow up meeting the week before for final review.

August 25th – The airport hosted the Waxahachie Employee 101 class. We had speakers from the following departments:

Darrell Phillips – Midway Regional Airport

Anita Simpson- Downtown Director

Warren Kettman- Economic Development Director

Kassandra Carroll- Economic Coordinator

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August 26th- Arrival of the New Tractor from Central Kubota.

August 26th – FAA Regional Webinar on updates on funding programs and CIP.

- **Notice:**

None

- **Website:** The City of Waxahachie has made fresh updates and some new looks on our site.

