

**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, January 14, 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 December 10, 2020
 - b. Financial Report
 - c. Manager's Report
 - d. Airport Operation's Report
 - e. FBO Report
5. Introduction of New Board Members
6. Consider Ground Lease and Layout Design for Mark Singleton
7. Update on RFP for Commercial/Private Ground Leases
8. Consider Hangar Lease Compliance
9. Consider Pancake Breakfast & Fly-In
10. Election of Officers
11. Appoint Sub-Committees
12. Comments by the Airport Board and Airport Administration
13. 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, December 10, 2020, 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
Ray Barksdale, Secretary
Randall Porche
Kent McGuire
Nanette Paghi

Members Absent: Larry Johnson

Others Present: Darrell Phillips, Airport Manager
Tammy Bowen, Airport Operations Assistant

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 October 8, 2020
- Minutes of Special Meeting scheduled October 22, 2020
- Financial Report
- Airport Operation's Report
- FBO Report

Randall Porche moved to approve the Consent Agenda with the removal of the Manager's Report over to the Regular Agenda; second by Alex Smith. All Ayes.

REGULAR AGENDA:

Manager's Report: Alex Smith inquired about the meeting with the Schweizer Helicopter Company. Darrell Phillips mentioned that he had two meetings with Schweizer that went very well. They are planning to put in a Request for Proposal for development at the Airport.

Randall Porche moved to approve the Manager's Report; second by Alex Smith. All Ayes.

Recognition of Outgoing Board Member, Ray Barksdale: Chairman Drew Sambell presented Ray Barksdale with a plaque for his support, help and dedicated service to the Airport, Joint Airport Board and Airport Staff for the last ten years.

Update on RFP for Commercial/Private Ground Leases: Darrell Phillips noted that Don Jackson Construction was awarded the contract to build the seven new box hangars behind the terminal building. A copy of the ground lease was included in the packet for Board review. The FAA and TxDOT also reviewed the lease and made a few changes since the copy was sent out. The Airport will be in negotiations with both Mr. Jackson and Mr. Singleton on their ground leases soon. Darrell went over the changes with the Board and said that once the negotiations and ground leases are finalized he will bring the leases back to the Board for approval to go to Councils.

Another RFP was sent out last week for five ground leases on thirteen acres as well as one acre adjoining the 60 x 60 box hangars. There will be a pre-bid meeting on December 15. There are about eighteen manufacturers, aviation businesses, investors and builders on the list that have shown interest.

Phase II of Security Fence Project: Darrell Phillips shared that TxDOT is ready for Phase II of the security fence project. They are just waiting on the funds from the FAA, so that they can begin the process. It will probably be mid-summer before construction starts.

Comments by the Airport Board and Airport Administration: Drew Sambell informed the Board that Larry Johnson will no longer be serving on the Board.

Darrell Phillips wanted to give Big Q Aviation an attaboy for hosting a fly-in last weekend for a flying group called Airplanes and Coffee. Darrell said that there was approximately thirty aircraft that flew in, and participated in the Toys for Tots sponsored by the Airport and Ellis County Marine Corps League.

Adjournment: There being no further business,

Ray Barksdale moved to adjourn; second by Alex Smith. All Ayes.
Respectfully submitted, Tammy Bowen, Airport Operations Assistant



City of Waxahachie, TX

Budget Report Account Summary

For Fiscal: FY 2021 Period Ending: 12/31/2020

	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	20,000.00	0.00	0.00	-20,000.00	0.00 %	
<u>530-47300</u>	Airport-Fuel Flowage Fees	24,000.00	24,000.00	2,233.28	6,476.80	-17,523.20	26.99 %	
<u>530-47350</u>	Renter Utility Payments	4,500.00	4,500.00	434.88	1,051.88	-3,448.12	23.38 %	
<u>530-47502</u>	Interest From Cash Pool	3,800.00	3,800.00	0.00	70.03	-3,729.97	1.84 %	
<u>530-47607</u>	Facility Rental	2,000.00	2,000.00	0.00	0.00	-2,000.00	0.00 %	
<u>530-47612</u>	Rents-Airport Commercial Leasing	25,600.00	25,600.00	2,123.00	6,392.00	-19,208.00	24.97 %	
<u>530-47613</u>	Rent-Airport Land Options	2,600.00	2,600.00	150.00	3,043.95	443.95	117.08 %	
<u>530-47614</u>	Rent-Airport T-Hangars	280,560.00	280,560.00	24,073.00	69,664.83	-210,895.17	24.83 %	
<u>530-47615</u>	Rent-Aircraft Parking	3,000.00	3,000.00	771.05	2,316.30	-683.70	77.21 %	
<u>530-47616</u>	Rent-Aiport Box Hangars	73,668.00	73,668.00	6,139.00	18,417.00	-55,251.00	25.00 %	
<u>530-47618</u>	Rent-Airport-Corporate Hangars	91,200.00	91,200.00	7,959.00	23,877.00	-67,323.00	26.18 %	
<u>530-48320</u>	Contribution - City of Waxahachie	12,000.00	12,000.00	0.00	12,000.00	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	100.00 %	
<u>530-49650</u>	Miscellaneous Revenue	8,500.00	8,500.00	0.00	25.00	-8,475.00	0.29 %	
	Revenue Total:	563,428.00	563,428.00	43,883.21	155,334.79	-408,093.21	27.57 %	
Expense								
<u>530-199-51100</u>	Salaries	188,940.00	188,940.00	21,627.41	48,283.98	140,656.02	25.56 %	
<u>530-199-52100</u>	Longevity	2,240.00	2,240.00	186.00	503.00	1,737.00	22.46 %	
<u>530-199-52200</u>	Retirement-FICA	14,540.00	14,540.00	1,696.85	3,756.56	10,783.44	25.84 %	
<u>530-199-52400</u>	Life & Health Insurance	20,850.00	20,850.00	1,696.49	4,845.43	16,004.57	23.24 %	
<u>530-199-52501</u>	Retirement Plan Contribution-TMRS	30,080.00	30,080.00	3,392.00	7,578.33	22,501.67	25.19 %	
<u>530-199-52600</u>	Workers' Compensation	480.00	480.00	127.38	279.92	200.08	58.32 %	
<u>530-199-53200</u>	Professional Services	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %	
<u>530-199-53201</u>	Training	400.00	400.00	0.00	0.00	400.00	0.00 %	
<u>530-199-53310</u>	Bank Service Charges	7,000.00	7,000.00	0.00	1,354.55	5,645.45	19.35 %	
<u>530-199-54101</u>	Utilities - Water	8,874.00	8,874.00	614.13	1,419.84	535.07	6,919.09	22.03 %
<u>530-199-54210</u>	Refuse Services	1,400.00	1,400.00	110.15	330.45	0.00	1,069.55	23.60 %
<u>530-199-54310</u>	Maintenance, Building (Upkeep)	19,823.00	19,823.00	288.19	3,525.88	0.00	16,297.12	17.79 %
<u>530-199-54320</u>	Maintenance, Improvements	17,600.00	17,600.00	480.00	6,695.70	0.00	10,904.30	38.04 %
<u>530-199-54330</u>	Maintenance, Purchased Equipment	4,800.00	4,800.00	1,022.59	1,943.27	0.00	2,856.73	40.48 %
<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	0.00	0.00	0.00	500.00	0.00 %
<u>530-199-54350</u>	Maintenance, Other City Property	1,700.00	1,700.00	400.00	453.48	0.00	1,246.52	26.68 %

Budget Report

For Fiscal: FY 2021 Period Ending: 12/31/2020

		Original	Current	Period	Fiscal		Variance	
		Total Budget	Total Budget	Activity	Activity	Encumbrances	Favorable (Unfavorable)	Percent Used
<u>530-199-54400</u>	Vehicle Lease	3,230.00	3,230.00	256.62	779.18	0.00	2,450.82	24.12 %
<u>530-199-54430</u>	Uniform/Janitorial Supply Rental	650.00	650.00	48.00	144.00	24.00	482.00	25.85 %
<u>530-199-55100</u>	Insurance & Bonds	21,550.00	21,550.00	0.00	21,360.08	0.00	189.92	99.12 %
<u>530-199-55150</u>	Phones, Pagers, Internet, Cable	6,120.00	6,120.00	98.92	360.13	98.92	5,660.95	7.50 %
<u>530-199-55200</u>	Postage	75.00	75.00	0.00	0.50	0.00	74.50	0.67 %
<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	5,350.00	0.00	32.58	0.00	5,317.42	0.61 %
<u>530-199-55350</u>	Travel (Mileage Meals Lodging)	2,200.00	2,200.00	0.00	0.00	0.00	2,200.00	0.00 %
<u>530-199-55400</u>	Memberships/License/Cert Renewal	940.00	940.00	300.00	621.48	0.00	318.52	66.11 %
<u>530-199-55450</u>	Board & Local Meetings	100.00	100.00	0.00	45.00	0.00	55.00	45.00 %
<u>530-199-55800</u>	State/EPA Permit Fees	400.00	400.00	200.00	200.00	0.00	200.00	50.00 %
<u>530-199-56100</u>	Supplies & Equipment	5,950.00	5,950.00	233.42	1,007.77	0.00	4,942.23	16.94 %
<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	1,500.00	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	3,700.00	49.74	242.42	31.36	3,426.22	7.40 %
<u>530-199-56204</u>	Electricity	22,500.00	22,500.00	1,723.63	4,560.40	0.00	17,939.60	20.27 %
<u>530-199-58700</u>	Payment to City of Waxahachie	36,835.00	36,835.00	0.00	6,139.00	0.00	30,696.00	16.67 %
<u>530-199-58750</u>	Payment to City of Midlothian	36,835.00	36,835.00	0.00	6,139.00	30,696.00	0.00	100.00 %
	Expense Total:	472,322.00	472,322.00	34,551.52	123,404.90	31,385.35	317,531.75	32.77 %
	Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	91,106.00	91,106.00	9,331.69	31,929.89	-31,385.35	-90,561.46	0.60 %
	Report Surplus (Deficit):	91,106.00	91,106.00	9,331.69	31,929.89	-31,385.35	-90,561.46	0.60 %

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	563,428.00	43,883.21	155,334.79	0.00	-408,093.21	27.57 %
Expense	472,322.00	472,322.00	34,551.52	123,404.90	31,385.35	317,531.75	32.77 %
Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	91,106.00	91,106.00	9,331.69	31,929.89	-31,385.35	-90,561.46	0.60 %
Report Surplus (Deficit):	91,106.00	91,106.00	9,331.69	31,929.89	-31,385.35	-90,561.46	0.60 %

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	91,106.00	9,331.69	31,929.89	-31,385.35	-90,561.46
Report Surplus (Deficit):	91,106.00	91,106.00	9,331.69	31,929.89	-31,385.35	-90,561.46

MANAGER'S REPORT – December, 2020

- **Projects :**

Airport Maintenance- With growing season ended Mario is taking advantage of good weather days and is working on hangar lighting, equipment repairs and keeping the airport in order. We are on track with airport maintenance, mowing, lighting, fence and the entrance road signage.

Phase II Fencing- TxDOT will be starting soon, we should be receiving a payment request before we start. Mid-Way Regional Airport is waiting on FAA Funding to TxDOT and approvals. Once I have a time-line will provide that to the Airport Board and Cities.

RFP for Ground Lease: (Request for Proposal) for 5 more hangar developments for Commercial and private hangars at Mid-Way Regional Airport. On December 15th we had a pre proposal meeting here at the Airport with three companies attending. Final proposal are due January 19th.

- **Meetings:**

December 2nd – Meeting with David Horton with Schwizer Helicopter this was our second tour of their facility in Fort Worth discussing size and needs for hangar utilities and manufacture layout. Schwizer is very interested in our RFP and the opportunity to relocate to Mid-Way Regional Airport.

December 9th – Airport Board Meeting, we honored Ray Barksdale for term that he served on the Airport Board 2010-2020. Updated the RFP's (Request for Proposals) for Commercial, Private ground lease. Update on the Phase II of the Security Fence project.

December 15th – Pre Proposal Meeting for the 5 unit available for Ground Lease and Private and Commercial Development. Cheryl Allison from the City of Midlothian is the Buyer for this RFP, we had three companies attended. The meeting was not mandatory and we should have several more that will participate.

- **Notice:**

None

- **Website:** The "New" website is up and running and looking good!

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
2020										
Jan	110	16	2	0	0	0	0	5025	2201	6931
Feb	108	16	2	1	0	0	0	0 Not Available	6203	4616
Mar	109	17	3	0	1	0	0	0 Not Available	4477	5158
April	109	16	1	2	0	0	0	0 Not Available	5429	5503
May	109	17	7	0	0	0	0	0 Not Available	5082	4774
June	109	19	3	0	0	0	0	0 Not Available	2901	6650
July	104	23	4	0	0	0	0	0 Not Available	3887	7658
Aug	104	25	5	1	0	0	0	3505	4000	6773
Sept	104	27	3	0	0	0	0	3231	5487	6906
Oct	102	27	3	1	0	0	0	0 Not Available	4776	9354
Nov	101	27	0	2	0	0	0	0 Not Available	5547	8411
Dec	103	31	4	0	0	0	0	0 Not Available	3601	11405