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 Rex Odom Conference Room of Mid-Way Regional Airport, 131 Airport Dr., Midlothian, Texas, on Thursday, December 12, 2019, at 4:00 pm

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

REGULAR AGENDA

1. Opening Prayer

2. 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.

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.

- Consider Minutes of Meeting scheduled November 14, 2019
- Financial Report
- Manager's Report
- Airport Operation's Report
- FBO Report

REGULAR AGENDA

3. Board Announcements

4. Discuss and Consider the redesign of the Airport website.

5. Discuss and Consider an Airport Parking Policy.

6. Adjournment

The Airport Board reserves the right to meet in Executive Session on any eligible posted item.

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 in advance. To make arrangements, call the Waxahachie City Secretary at 469-309-4005 or (TDD) 1-800-RELAY TX

The Airport Board packet is available for viewing by going to the Airport's website.
www.mid-wayregional.com

MID-WAY REGIONAL AIRPORT
JOINT AIRPORT BOARD MINUTES

A regular meeting of the Mid-Way Regional Airport Joint Airport Board was held on Thursday, November 14, 2019, at 4:00 p.m., in the Rex Odom Conference Room, at Mid-Way Regional Airport, 131 Airport Dr., Midlothian, Texas.

Members Present:	Drew Sambell, Chairman Alex Smith, Vice Chair Ray Barksdale, Secretary Kent McGuire Randall Porche Nanette Paghi Larry Johnson
Others Present:	Tammy Bowen, Airport Operations Assistant Albert Lawrence, Assistant Manager, City of Waxahachie

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

Public Comments: There were no public comments

CONSENT AGENDA:

- Minutes of Meeting held September 12, 2019
- Financial Report
- Manager's Report
- Airport Operation's Report
- FBO Report

Alex Smith moved to approve the Consent Agenda as presented; second by Randall Porche. All Ayes.

REGULAR AGENDA:

Board Announcements: Tammy Bowen announced that "Election of Officers" would be coming up in January.

Ms. Bowen announced that the Airport's annual tenant Christmas party will be on December 14th.

Update on Security Fencing Project: Tammy Bowen said that she and Judy Demoney met with TxDOT and KSA on September 25th for final design review of the security fencing project. A few changes were made and KSA submitted sealed bid documents to TxDOT on Oct 14th. She said that she received an email from TxDOT on October 31st stating that the coordinate points were not showing up in the correct locations on the aeronautical study for the project, so the study had to be terminated and resubmitted. She told the Board that we are now waiting for TxDOT to advertise for bids. Advertising to bid award will take six to eight weeks and bid award to construction will take another six to eight weeks. Construction will take thirty days, so we have estimated Phase 1 to be complete sometime in March or April. Ed Mayle with TxDOT told us that the fencing projects have been very competitive, so it is possible that we could get a refund back at the end of Phase 1 to help with completely fencing in our north property in Phase 2. Tammy reminded the Board that we would go idle in 2020 to accrue an additional $150,000 in NPE funds for the game fencing in Phase 2.

Tammy Bowen said that the FAA had sent a letter last year asking that we have someone install a true north marker 100' of the AWOS to aid in sighting the wind direction sensor. The marker will be installed by the contractor as a part of the fencing contract.

Ms. Bowen showed the Board using an old Airport layout where the fence and gates would go in Phase 1. Chairman Drew Sambell said that as he speaks to some of our tenants there seems to be some anxiety out there about our Airport getting totally shut down and not being very user friendly. The Board suggested getting an updated layout of the Airport outlining the project. The layout would be displayed in the terminal for the tenants to see.

Ms. Bowen told the Board that one of the remaining items left to do in our current Master Plan after security fencing is pavement rehabilitation. Judy Demoney sent a "Letter of Intent" to TxDOT before she left to begin the process.

Update on Office Finish Outs in Terminal Upstairs: Tammy Bowen reminded the Board that in the September Board meeting they made a motion to approve finishing out the two office spaces upstairs in the terminal, and set a current lease rate of $1.30 per square foot. She said that the walls, ceilings, floors and lighting are complete. The only thing left is the electrical outlets. The Board agreed that the electrical outlets could be put in now, but make sure that there are two outlets on the longer walls. Tammy said that the offices are approximately 19 x 13. The tenant would pay the lease rate, plus electricity. Currently, we have one potential tenant looking to relocate. They have to make a decision this month because their current lease will be up soon. They are an aviation related business. She told the Board that the finish out of the two offices upstairs would end up costing somewhere around $9,000 and has been coming out of "Building Maintenance". The work for the ceilings, lighting and air conditioning ducts came out of last year's budget.

Hangar Waiting List: Chairman Drew Sambell told the Board that the Airport Operations Report shows that we currently have eighteen people waiting for a hangar. He explained that this is a good thing because it is a sign that the economy and our area is growing. He said that he brings this up to begin conversations about how we are going to procure our next group of hangars, especially since our funds will be tied up in the fencing project for the next few years. He said that he spoke with the Airport Manager at McKinney Airport. They have two public/private hangar projects that they have done over the last several years. Private development for hangars have been very successful for them. He suggested maybe inviting their developer to meet with our sub-committee to talk. Waxahachie Assistant City Manager, Albert Lawrence, said that from the City's perspective, he does not see a barrier to start looking at the idea and having discussions.

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

Respectfully submitted, Tammy Bowen, Airport Operations Assistant

City of Waxahachie, TX

Budget Report
Account Summary
For Fiscal: FY 2020 Period Ending: 11/30/2019

			Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
Fund: 530 - MID-WAY REGIONAL AIRPORT									
Revenue									
530-43200	Grant Reimb-Operating		20,000.00	20,000.00	0.00	0.00	0.00	-20,000.00	0.00 %
530-47300	Airport-Fuel Flowage Fees		24,000.00	24,000.00	1,844.25	3,550.75	0.00	-20,449.25	14.79 %
530-47350	Renter Utility Payments		4,500.00	4,500.00	357.07	781.78	0.00	-3,718.22	17.37 %
530-47502	Interest From Cash Pool		6,300.00	6,300.00	0.00	393.79	0.00	-5,906.21	6.25 %
530-47607	Facility Rental		200.00	200.00	0.00	0.00	0.00	-200.00	0.00 %
530-47612	Rents-Airport Commercial Leasing		20,560.00	20,560.00	1,679.00	3,358.00	0.00	-17,202.00	16.33 %
530-47613	Rent-Airport Land Options		2,581.00	2,581.00	0.00	2,640.39	0.00	59.39	102.30 %
530-47614	Rent-Airport T-Hangars		280,560.00	280,560.00	23,100.00	46,480.00	0.00	-234,080.00	16.57 %
530-47615	Rent-Aircraft Parking		3,000.00	3,000.00	227.50	227.50	0.00	-2,772.50	7.58 %
530-47616	Rent-Aiport Box Hangars		73,668.00	73,668.00	6,139.00	12,278.00	0.00	-61,390.00	16.67 %
530-47618	Rent-Airport-Corporate Hangars		91,200.00	91,200.00	7,728.00	15,456.00	0.00	-75,744.00	16.95 %
530-48320	Contribution - City of Waxahachie		20,000.00	20,000.00	0.00	20,000.00	0.00	0.00	100.00 %
530-48325	Contribution - City of Midlothian		20,000.00	20,000.00	0.00	20,000.00	0.00	0.00	100.00 %
530-49650	Miscellaneous Revenue		8,500.00	8,500.00	0.00	0.00	0.00	-8,500.00	0.00 %
		Revenue Total:	**575,069.00**	**575,069.00**	**41,074.82**	**125,166.21**	**0.00**	**-449,902.79**	**21.77 %**
Expense									
530-199-51100	Salaries		174,240.00	174,240.00	8,367.89	15,530.47	0.00	158,709.53	8.91 %
530-199-51600	Auto Allowance		4,200.00	4,200.00	0.00	0.00	0.00	4,200.00	0.00 %
530-199-52100	Longevity		2,020.00	2,020.00	168.00	336.00	0.00	1,684.00	16.63 %
530-199-52200	Retirement-FICA		13,720.00	13,720.00	648.55	1,204.90	0.00	12,515.10	8.78 %
530-199-52400	Life & Health Insurance		19,390.00	19,390.00	1,096.84	1,165.16	0.00	18,224.84	6.01 %
530-199-52501	Retirement Plan Contribution-TMRS		27,900.00	27,900.00	1,294.05	2,405.37	0.00	25,494.63	8.62 %
530-199-52600	Workers' Compensation		470.00	470.00	32.19	59.71	0.00	410.29	12.70 %
530-199-53200	Professional Services		2,800.00	2,800.00	0.00	0.00	0.00	2,800.00	0.00 %
530-199-53201	Training		400.00	400.00	0.00	0.00	0.00	400.00	0.00 %
530-199-53310	Bank Service Charges		5,700.00	5,700.00	519.92	1,075.50	0.00	4,624.50	18.87 %
530-199-54101	Utilities - Water		8,700.00	8,700.00	571.79	607.99	0.00	8,092.01	6.99 %
530-199-54210	Refuse Services		1,400.00	1,400.00	108.35	216.70	0.00	1,183.30	15.48 %
530-199-54310	Maintenance, Building (Upkeep)		19,546.00	19,546.00	2,711.58	7,538.45	2.23	12,005.32	38.58 %
530-199-54320	Maintenance, Improvements		18,600.00	18,600.00	0.00	0.00	0.00	18,600.00	0.00 %
530-199-54330	Maintenance, Purchased Equipment		4,800.00	4,800.00	0.00	0.00	0.00	4,800.00	0.00 %
530-199-54340	Maintenance, Purchased - Vehicle		360.00	360.00	0.00	0.00	0.00	360.00	0.00 %
530-199-54345	Maintenance, Leased Vehicle		500.00	500.00	6.00	45.29	0.00	454.71	9.06 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
530-199-54350	Maintenance, Other City Property	1,500.00	1,500.00	0.00	115.03	0.00	1,384.97	7.67 %
530-199-54400	Vehicle Lease	4,430.00	4,430.00	225.47	505.14	0.00	3,924.86	11.40 %
530-199-54430	Uniform/Janitorial Supply Rental	800.00	800.00	59.12	118.24	0.00	681.76	14.78 %
530-199-55100	Insurance & Bonds	24,103.00	24,103.00	0.00	20,911.80	0.00	3,191.20	86.76 %
530-199-55150	Phones, Pagers, Internet, Cable	5,500.00	5,500.00	173.41	680.00	0.00	4,820.00	12.36 %
530-199-55200	Postage	75.00	75.00	0.00	0.00	0.00	75.00	0.00 %
530-199-55260	Advertising & Promotions	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
530-199-55270	Special Events	8,000.00	8,000.00	0.00	0.00	0.00	8,000.00	0.00 %
530-199-55350	Travel (Mileage Meals Lodging)	1,100.00	1,100.00	0.00	0.00	0.00	1,100.00	0.00 %
530-199-55400	Memberships/License/Cert Renewal	700.00	700.00	0.00	275.00	0.00	425.00	39.29 %
530-199-55450	Board & Local Meetings	100.00	100.00	0.00	0.00	0.00	100.00	0.00 %
530-199-55800	State/EPA Permit Fees	400.00	400.00	0.00	0.00	0.00	400.00	0.00 %
530-199-56100	Supplies & Equipment	6,000.00	6,000.00	0.00	91.03	0.00	5,908.97	1.52 %
530-199-56101	Supplies & Equip-Chem/Janitorial/Lab/Medical/Tool	300.00	300.00	0.00	0.00	0.00	300.00	0.00 %
530-199-56103	Supplies & Equip-Motor Vehicle Parts & Equipment	1,560.00	1,560.00	0.00	0.00	0.00	1,560.00	0.00 %
530-199-56104	Supplies & Equip-Computers & Accessories	100.00	100.00	0.00	0.00	0.00	100.00	0.00 %
530-199-56202	Gasoline & Oil for Vehicle/Equip	4,000.00	4,000.00	61.86	61.86	31.82	3,906.32	2.34 %
530-199-56204	Electricity	22,500.00	22,500.00	1,103.28	2,406.45	0.00	20,093.55	10.70 %
530-199-58700	Payment to City of Waxahachie	128,035.00	128,035.00	10,797.50	21,595.00	0.00	106,440.00	16.87 %
530-199-58750	Payment to City of Midlothian	36,835.00	36,835.00	3,069.50	6,139.00	30,696.00	0.00	100.00 %
	Expense Total:	**551,284.00**	**551,284.00**	**31,015.30**	**83,084.09**	**30,730.05**	**437,469.86**	**20.65 %**
	Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	**23,785.00**	**23,785.00**	**10,059.52**	**42,082.12**	**-30,730.05**	**-12,432.93**	**47.73 %**
	Report Surplus (Deficit):	**23,785.00**	**23,785.00**	**10,059.52**	**42,082.12**	**-30,730.05**	**-12,432.93**	**47.73 %**

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	575,069.00	41,074.82	125,166.21	0.00	-449,902.79	21.77 %
Expense	551,284.00	551,284.00	31,015.30	83,084.09	30,730.05	437,469.86	20.65 %
Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	**23,785.00**	**23,785.00**	**10,059.52**	**42,082.12**	**-30,730.05**	**-12,432.93**	**47.73 %**
Report Surplus (Deficit):	**23,785.00**	**23,785.00**	**10,059.52**	**42,082.12**	**-30,730.05**	**-12,432.93**	**47.73 %**

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	23,785.00	10,059.52	42,082.12	-30,730.05	-12,432.93
Report Surplus (Deficit):	**23,785.00**	**23,785.00**	**10,059.52**	**42,082.12**	**-30,730.05**	**-12,432.93**

MANAGER'S REPORT – NOVEMBER 2019

The finish out of the two office spaces in the terminal building upstairs is complete.

KSA Engineers prepared a fencing project layout to be displayed in the terminal for all to see.

AIRPORT OPERATIONS REPORT

	Based Aircraft	Waiting List	Inquires	Placement	Accident/Incident	Noise Complaints	Other Complaints	Total Ops	100LL	Jet
2018										
Jan	102	5	2	0	0	0	0	Unavailable	2630	4162
Feb	102	6	3	0	0	0	0	Unavailable	1430	5140
Mar	102	6	3	0	0	0	0	2568	3193	9062
April	103	7	2	0	0	0	0	2371	5379	6432
May	105	6	1	1	0	0	0	4393	3792	12310
June	105	6	2	0	0	0	0	4245	4768	9739
July	103	6	2	2	0	0	0	3151	5000	9099
Aug	103	8	7	1	0	0	0	2911	4290	6241
Sept	103	9	1	0	0	0	0	3801	4148	3918
Oct	101	11	3	1	0	0	0	2147	3717	9679
Nov	101	12	1	1	0	0	0	3555	6455	6402
Dec	98	12	2	3	0	0	0	3278	3470	7309

	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	3796	9554
May	108	20	1	0	0	0	0	5915	3409	8105
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										

SOUTHERN STAR AVIATION

November FBO REPORT – December 6, 2019

FUEL SALES: ***(Totals for November 2019)***

AvGas (Truck): 2869 gallons

AvGas (Self-Serve): 1180 gallons

Jet-A: 5451 gallons

Government JET-A: 0 gallons

TOTAL GALLONS OF FUEL FOR NOVEMBER 2019: 9,500 gallons (Note: Final fuel totals may change slightly with final reports).

As anticipated, fuel totals declined from October totals with the winter weather, airplanes down for "winter maintenance" and the beginning of the holiday season. We can anticipate fuel sales to be restrained slightly until after the new year. It is forecast to be above average in precipitation and below average in temperatures. We will see if the forecasters are correct.

Sincerely,

Ken Lantz
Southern Star Aviation

Shell Aviation