

**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, October 10, 2013, at 4:00 pm

Paula Baucum, Chairman  
Gary Richter, Vice Chairman  
Kent McGuire, Secretary

George Kent  
Ray Barksdale

David Box  
Kyle Ballard

**REGULAR AGENDA**

1. Opening Prayer
2. Board Announcements

**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 held September 12, 2013
- Financial Report
- Manager's Report
- Airport Operations Report
- FBO Reports
- Tenant Liaison Report

**REGULAR AGENDA**

3. Consider Caterer for the Pancake Breakfast Fly-In.
4. Apron Expansion Update.
5. Election of Officers.
6. Public Comments.
7. 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 972/937-7330 or (TDD) 1-800-RELAY TX

The Airport Board packet is available for viewing by going the City of Midlothian's website.

## **MID-WAY REGIONAL AIRPORT JOINT AIRPORT BOARD MINUTES**

A regular meeting of the Mid-Way Regional Airport Joint Airport Board was held on Thursday, September 12, 2013, at 4:00 p.m., in the Rex Odom Conference Room, at Mid-Way Regional Airport, 131 Airport Dr., Midlothian, Texas.

Members Present: Paula Baucum, Chair  
Gary Richter, Vice Chair  
Kent McGuire, Secretary  
George Kent  
Ray Barksdale  
Kyle Ballard

Members Absent: David Box

Others Present: Judy Demoney, Airport Manager  
Tammy Bowen, Airport Operations Assistant  
Ray Brindle, Airport Tenant Liaison  
Ken Lantz, Partner, Southern Star Aviation

### REGULAR AGENDA

Opening: Chair Paula Baucum called the meeting to order, and Kyle Ballard gave the invocation.

Board Announcements: Judy Demoney told the Board that the World Aerobic Championships are being held in Sherman this year, and a gentleman with the organization obtained a temporary aerobic box at Mid-Way for practicing between now and the championships. Mid-Way Airport will be hosting either a French or Russian team. Big Q Aviation will be the representative for this group. Judy said that their practicing should not affect the Airport's day to day operations.

Judy Demoney said that she and Kassandra Carroll from Waxahachie Economic Development will be participating at the AOPA Aviation Summit next month on the day of the Board meeting.

### CONSENT AGENDA:

- Minutes of Meeting held August 8, 2013
- Financial Report
- Airport Operations Report
- Tenant Liaison Report

Gary Richter moved to approve the Consent Agenda with the removal of the FBO Report over to the Regular Agenda; second by Ray Barksdale. All Ayes.

### REGULAR AGENDA:

FBO Report: Ken Lantz told the Board that August is usually somewhat slow due to schools being back in session. Southern Star Aviation has been spending a lot of time campaigning with the military, so they did sell some military fuel in August and hope to see more of them in the future. Southern Star recently had their last quarterly inspection by the Department of Defense and got an outstanding report on their fuel due to their quality control. They continue to get positive feedback from their customers via e-mail correspondence that Tom Hill, FBO Supervisor, sends to transient aircraft. Paula Baucum told Ken that Tom has been a great addition to their business because he is very friendly, engaging, and is a great ambassador for what they are doing at the Airport.

Gary Richter moved to approve the FBO Report as presented; second by Kyle Ballard. All Ayes.

Ramp Repair Update: Judy Demoney said that four bids were received from contractors for Ramp repair. The Purchasing Director of Waxahachie, the Finance Manager with Crosslands International (person actually paying the bill), and herself sat down to look at the bids. They narrowed the bids down to two, and then asked for three references from each company. Richard will vet them, and then they will be making a final decision between the two. One of the criteria will be how quickly it can be done. Crosslands has agreed to put up a payment bond in the name of the contractor, so that the Airport and Cities are not responsible for anything. We will have an owner's representative to oversee the project for quality assurance, and the testing of the asphalt will be handled by a third party. TxDOT will not be involved in the project because a grant is not being used.

Ramp Expansion Update: Judy Demoney reminded the Board that it was discovered that the laws had changed, and basically we had to start the land negotiations over again starting with going to the Cities to get Resolutions, which would give us the authority to deal with the land owner. An offer was then submitted, which the land owner rejected. We will be going back to the Cities to get a Resolution to make a final offer to the land owner. Once that is done then they have fifteen days for the offer to be accepted before other actions are taken.

2014 Airport Budget: Judy Demoney explained that initially the Finance Committee approved the first pass of the 2014 budget. The only thing different with the final budget is that we will be replacing the maintenance truck with a lease truck, so two line items have been added for vehicle lease and maintenance on leased vehicle. The only other thing that could still change would be if the City Council approves salary increases. Judy pointed out a line item for improvements other than buildings, which is a capital expense identified for next year for the design of the hangar project. There may be an opportunity to go ahead and put the parking lot in the apron expansion grant, which would make the project cheaper. The City of Midlothian has already added the additional \$44,000 to the budget for the parking lot project, and if the City of Waxahachie approves \$44,000 for the project then that line item will change as well.

Gary Richter moved to approve the 2014 Airport Budget; second by George Kent. All Ayes.

Status of FBO Contract Negotiations: Paula Baucum informed the Board that the FBO contract will be up for negotiations again come the end of October. Gary Richter, Kyle Ballard and herself will be working with the FBO to open up the negotiations, and talk about where we are and where we want to go. Paula said that the Committee will come back to the Board next month with a status update.

Public Comments: Paula Baucum informed the Board that she and George Kent were re-appointed back to the Airport Board for the next three years. Paula wanted to reiterate that officer elections will be next month, and it is time to pass the baton to another person for the Chair.

Adjournment: There being no further business,

Ray Barksdale moved to adjourn; second by George Kent. All Ayes.

Respectfully submitted, Tammy Bowen, Airport Operations Assistant



	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 530 - MID-WAY REGIONAL AIRPORT</b>						
<b>Revenue</b>						
<a href="#">530-43200</a>	Grant Reimb-Operating	11,250.00	11,250.00	0.00	10,137.92	-1,112.08 -90.11%
<a href="#">530-47300</a>	Airport-Fuel Flowage Fees	8,000.00	8,000.00	0.00	5,941.30	-2,058.70 -74.27%
<a href="#">530-47350</a>	Renter Utility Payments	3,000.00	3,000.00	274.69	3,213.19	213.19 107.11%
<a href="#">530-47502</a>	Interest From Cash Pool	250.00	250.00	0.00	190.04	-59.96 -76.02%
<a href="#">530-47607</a>	Facility Rental	0.00	0.00	0.00	50.00	50.00 0.00%
<a href="#">530-47612</a>	Rents-Airport Commercial Leasing	11,154.00	11,154.00	929.50	11,154.00	0.00 100.00%
<a href="#">530-47613</a>	Rent-Airport Land Options	1,296.00	1,296.00	1,436.40	1,436.40	140.40 110.83%
<a href="#">530-47614</a>	Rent-Airport T-Hangars	159,200.00	159,200.00	15,897.94	170,921.07	11,721.07 107.36%
<a href="#">530-47615</a>	Rent-Aircraft Parking	500.00	500.00	0.00	287.55	-212.45 -57.51%
<a href="#">530-47616</a>	Rent-Airport Box Hangars	70,200.00	70,200.00	6,164.00	71,473.00	1,273.00 101.81%
<a href="#">530-47618</a>	Rent-Airport-Corporate Hangars	77,850.00	77,850.00	6,487.50	77,850.00	0.00 100.00%
<a href="#">530-48320</a>	Contribution - City of Waxahachie	42,500.00	140,250.00	0.00	42,500.00	-97,750.00 -30.30%
<a href="#">530-48325</a>	Contribution - City of Midlothian	42,500.00	140,250.00	0.00	42,500.00	-97,750.00 -30.30%
<a href="#">530-49000</a>	Transfer from Other Funds	23,000.00	23,000.00	0.00	13,370.00	-9,630.00 -58.13%
<a href="#">530-49650</a>	Miscellaneous Revenue	5,000.00	5,000.00	282.99	6,694.74	1,694.74 133.89%
<a href="#">530-49651</a>	Miscellaneous Revenue - Other	0.00	0.00	0.00	253.90	253.90 0.00%
<a href="#">530-49655</a>	Miscellaneous Revenues-Late Fees	0.00	0.00	0.00	20.00	20.00 0.00%
	<b>Total Revenue:</b>	<b>455,700.00</b>	<b>651,200.00</b>	<b>31,473.02</b>	<b>457,993.11</b>	<b>-193,206.89 -70.33 %</b>
<b>Expense</b>						
<a href="#">530-199-51100</a>	Salaries	61,766.00	61,766.00	4,608.00	59,896.60	1,869.40 96.97%
<a href="#">530-199-52100</a>	Longevity	1,116.00	1,116.00	96.00	1,140.00	-24.00 -102.15%
<a href="#">530-199-52200</a>	Retirement-FICA	4,818.00	4,818.00	359.18	4,676.42	141.58 97.06%
<a href="#">530-199-52400</a>	Life & Health Insurance	11,024.00	11,024.00	915.94	10,991.28	32.72 99.70%
<a href="#">530-199-52501</a>	Retirement Plan Contribution-TMR	10,922.00	10,922.00	793.09	10,336.65	585.35 94.64%
<a href="#">530-199-52600</a>	Workers' Compensation	675.00	675.00	29.62	-1,203.84	1,878.84 -178.35%
<a href="#">530-199-53101</a>	Airport Management	68,250.00	68,250.00	11,375.00	68,250.00	0.00 100.00%
<a href="#">530-199-53200</a>	Professional Services	500.00	500.00	0.00	0.00	500.00 0.00%
<a href="#">530-199-53201</a>	Training	500.00	1,000.00	0.00	175.00	825.00 17.50%
<a href="#">530-199-54101</a>	Utilities - Water	7,000.00	7,000.00	804.17	6,999.48	0.52 99.99%
<a href="#">530-199-54210</a>	Refuse Services	1,400.00	1,400.00	105.55	1,259.52	140.48 89.97%
<a href="#">530-199-54310</a>	Maintenance, Building (Upkeep)	10,000.00	24,237.00	160.41	23,037.46	1,199.54 95.05%
<a href="#">530-199-54320</a>	Maintenance, Improvements	7,500.00	7,500.00	1,028.97	4,547.40	2,952.60 60.63%
<a href="#">530-199-54330</a>	Maintenance, Purchased Equipmen	8,533.00	8,533.00	0.00	4,765.90	3,767.10 55.85%
<a href="#">530-199-54340</a>	Maintenance, Purchased - Vehicle	8,000.00	2,026.00	0.00	36.74	1,989.26 1.81%
<a href="#">530-199-54350</a>	Maintenance, Other City Property	2,000.00	2,000.00	0.00	1,731.34	268.66 86.57%
<a href="#">530-199-54430</a>	Uniform/Janitorial Supply Rental	600.00	600.00	0.00	600.00	0.00 100.00%
<a href="#">530-199-55100</a>	Insurance & Bonds	17,000.00	14,393.00	0.00	12,269.76	2,123.24 85.25%
<a href="#">530-199-55150</a>	Phones, Pagers, Internet, Cable	6,400.00	6,400.00	609.13	6,797.18	-397.18 -106.21%
<a href="#">530-199-55200</a>	Postage	200.00	200.00	6.11	146.98	53.02 73.49%
<a href="#">530-199-55250</a>	Advertising - Legal & Classified	150.00	150.00	0.00	0.00	150.00 0.00%
<a href="#">530-199-55260</a>	Advertising & Promotions	2,326.00	8,000.00	0.00	5,293.46	2,706.54 66.17%
<a href="#">530-199-55270</a>	Special Events	4,500.00	7,000.00	0.00	6,628.49	371.51 94.69%
<a href="#">530-199-55300</a>	Printing & Binding	400.00	400.00	7.00	9.85	390.15 2.46%
<a href="#">530-199-55350</a>	Travel (Mileage Meals Lodging)	1,500.00	2,000.00	0.00	1,035.97	964.03 51.80%
<a href="#">530-199-55400</a>	Memberships/License/Cert Renew	600.00	600.00	0.00	495.00	105.00 82.50%
<a href="#">530-199-55450</a>	Board & Local Meetings	500.00	500.00	0.00	5.79	494.21 1.16%
<a href="#">530-199-55800</a>	State/EPA Permit Fees	300.00	300.00	0.00	200.00	100.00 66.67%
<a href="#">530-199-56100</a>	Supplies & Equipment	8,000.00	8,000.00	685.55	4,607.44	3,392.56 57.59%
<a href="#">530-199-56101</a>	Supplies & Equip-Chem/Janitorial/L	150.00	150.00	0.00	53.15	96.85 35.43%
<a href="#">530-199-56103</a>	Supplies & Equip-Motor Vehicle Pa	3,200.00	2,000.00	0.00	574.86	1,425.14 28.74%

**Budget Report**

**For Fiscal: 2012-2013 Period Ending: 09/30/2013**

	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Percent Used</b>
<a href="#">530-199-56104</a> Supplies & Equip-Computers & Acc	500.00	500.00	0.00	115.97	384.03	23.19%
<a href="#">530-199-56202</a> Gasoline & Oil for Vehicle/Equip	7,000.00	5,000.00	230.11	2,595.10	2,404.90	51.90%
<a href="#">530-199-56204</a> Electricity	26,000.00	22,999.00	1,148.77	20,192.55	2,806.45	87.80%
<a href="#">530-199-57400</a> Improvements Other Than Bldgs	23,000.00	209,871.00	195,500.00	209,871.00	0.00	100.00%
<a href="#">530-199-58700</a> Payment to City of Waxahachie	113,610.00	113,610.00	0.00	106,904.50	6,705.50	94.10%
<a href="#">530-199-58750</a> Payment to City of Midlothian	35,760.00	35,760.00	0.00	32,654.50	3,105.50	91.32%
<b>Total Expense:</b>	<b>455,700.00</b>	<b>651,200.00</b>	<b>218,462.60</b>	<b>607,691.50</b>	<b>43,508.50</b>	<b>93.32 %</b>
<b>Total Fund: 530 - MID-WAY REGIONAL AIRPORT:</b>	<b>0.00</b>	<b>0.00</b>	<b>-186,989.58</b>	<b>-149,698.39</b>	<b>-149,698.39</b>	
<b>Report Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>-186,989.58</b>	<b>-149,698.39</b>	<b>-149,698.39</b>	

**Group Summary**

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 530 - MID-WAY REGIONAL AIRPORT</b>						
Revenue	455,700.00	651,200.00	31,473.02	457,993.11	-193,206.89	-70.33 %
Expense	455,700.00	651,200.00	218,462.60	607,691.50	43,508.50	93.32 %
<b>Total Fund: 530 - MID-WAY REGIONAL AIRPORT:</b>	<b>0.00</b>	<b>0.00</b>	<b>-186,989.58</b>	<b>-149,698.39</b>	<b>-149,698.39</b>	
<b>Report Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>-186,989.58</b>	<b>-149,698.39</b>	<b>-149,698.39</b>	

### Fund Summary

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>
530 - MID-WAY REGIONAL AIRPC	0.00	0.00	-186,989.58	-149,698.39	-149,698.39
<b>Report Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>-186,989.58</b>	<b>-149,698.39</b>	<b>-149,698.39</b>

## SEPTEMBER 2013 MANAGER'S REPORT

1. Advanced Paving Company repaired the ramp on September 26th. Core testing was completed on September 30th and lab results were okay. They will be back in two weeks to apply the sealer and paint the taxiway stripe. At Southern Star's request we elected not to replace the tie-downs and stripes since this area will be used primarily for larger aircraft. Crosslands International was financially responsible for all clean-up and repairs with no contribution by the airport/cities.
2. We experienced a very busy, successful NHRA Finals weekend even with an incomplete ramp. Several private jets were here, aerobatic practice, banner towing as well as the normal glider/airplane operation.
3. We had two aerobatic teams practicing here for the World Aerobatic Championships. The first team was from Arizona and the second from the Czech Republic as well as an American from the first team. It was quite exciting watching their practice, and although we did receive some telephone complaints, we also had people stopping by the airport to watch the free airshow.

The teams stayed in our hotels, rented cars and dined in our restaurants as well as purchasing fuel for their aircraft. They both expressed gratitude for our hospitality and our practice area. Jeff, the coach, said this is the "finest and most welcoming facility" that he has had the pleasure of practicing in outside of his own home field.

4. The kiosk signs are in the process of being painted, locations have been determined and installation expected very soon. Thank you to the City of Midlothian for their assistance.



	Based Aircraft	Waiting List	Inquires	Placement	Accidents	Noise Complaints	Other Complaints	100LL	Jet
<b>2012</b>									
Jan	85	25	0	0	0	0	0	2668	4038
Feb	85	26	0	0	0	0	0	6042	6897
Mar	85	26	2	0	1	0	0	4010	2849
Apr	85	26	3	0	0	3	0	3464	6749
May	85	25	2	1	0	0	7	8029	3230
June	84	25	0	1	0	0	0	7927	6991
July	89	25	0	0	0	0	0	3615	7130
Aug	88	27	3	0	1	0	0	5657	6959
Sept	86	28	2	0	0	0	0	5754	7984
Oct	88	28	2	1	0	0	0	5653	10131
Nov	88	23	6	0	0	0	0	5584	3707
Dec	88	20	2	1	0	0	0	4568	4561
	Based Aircraft	Waiting List	Inquires	Placement	Accidents	Noise Complaints	Other Complaints	100LL	Jet
<b>2013</b>									
Jan	85	22	4	1	0	1	0	5743	8726
Feb	85	22	2	0	0	0	0	4149	5663
Mar	85	26	4	0	0	0	0	3115	2047
Apr	85	26	3	0	0	0	0	5697	3809
May	83	27	2	0	0	4	0	5154	5142
June	84	26	1	1	0	0	0	5025	3780
July	83	25	0	1	0	2	0	6955	4328
Aug	85	26	2	0	1	0	0	8916	2854
Sept	85	25	0	1	0	6	0	FBO Report	

## **SEPTEMBER 2013 TENANT LIAISON REPORT**

Ray Brindle, Tenant Liaison, said that he received numerous comments about how much people enjoyed watching the aerobatic teams practicing in the aerobatic box.