

**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, November 14, 2013, at 4:00 pm

Gary Richter, Chairman
Kyle Ballard, Vice Chairman
Kent McGuire, Secretary

George Kent
David Box

Paula Baucum
Ray Barksdale

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 October 10, 2013
- Financial Report
- Manager's Report
- Airport Operations Report
- FBO Reports
- Tenant Liaison Report

REGULAR AGENDA

3. FBO Contract Update.
4. Apron Expansion Update.
5. Consider Caterer for the Pancake Breakfast Fly-In.
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, October 10, 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
George Kent
David Box
Ray Barksdale
Kyle Ballard

Members Absent: Kent McGuire, Secretary

Others Present: Tammy Bowen, Airport Operations Assistant
Ray Brindle, Airport Tenant Liaison
Ken Lantz, Partner, Southern Star Aviation
Mark Stanfill, Boy Scout Troop 524

REGULAR AGENDA

Opening: Chair Paula Baucum called the meeting to order, and Ray Barksdale gave the invocation.

Board Announcements: Tammy Bowen told the Board that during the two and a half weeks that the aerobatic teams were here practicing they purchased \$5,000 in AvGas fuel, booked three to four hotel rooms each day, spent \$1,000 in car rental plus gas, and ate three meals a day at the local restaurants.

CONSENT AGENDA:

- Minutes of Meeting held September 12, 2013
- Financial Report
- Manager's 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 said that they had a large decrease in AvGas sales and an increase in Jet fuel sales with the turnout of aircraft arriving for the NHRA drag race in Ennis. The Airport hosted over twelve aircraft, passengers, and crew during the four day event. There were team owners and sponsors from as far as the east and west coasts, and as close as San Antonio. It did make for a big challenge with the large number of jets combined with the active aerobatic box, our normal base operations and some weather on Friday, but the operations side went very smooth with no traffic conflicts in the air or on the ground.

Caterer for the Pancake Breakfast Fly-In: Mark Stanfill, representative from Boy Scout Troop 524 of Ovilla, spoke with the Board about the possibility of catering the Pancake Breakfast Fly-In next year. He explained that he personally purchased a griddle that was built similar to the one used by Chris Cakes with the intent of the Boy Scouts using it. The Boy Scouts do various things to raise money to pay for summer camp, insurance, and things like that. Mark explained that the Troop used to sell raffle tickets for a shot gun to raise money, but they are no longer allowed to hold raffles. Mark said that they would like to pre-sale tickets for the Pancake Breakfast, which would include a chance for a door prize of a shot gun. In the past they have gone to as many

gun shows as possible throughout the year, and have sold as many as five-thousand raffle tickets. Mark said that he believes it would be a win-win situation for the Airport and the Scouts. It would offer more exposure for the Airport, keeps the revenues local, and pays the expenses for the pancake breakfast. The Board welcomed the opportunity to have someone local catering the breakfast and did not have a problem with a door prize being a shot gun as long as there are no concerns with the Cities. The only other concern would be the reconciliation of the funds, which could be worked out with Tammy and Judy later. Paula Baucum told Mark that the Board will need to make a formal action, which would require him to present something in written format. A Special Board meeting could be called if an action is needed sooner than the Regular Board meeting in November.

Apron Expansion Update: Tammy Bowen reported that both Cities this week authorized a resolution to submit a final offer letter to Ken Thompson for the purchase of the land. Scott Bryan with TxDOT is now in a position to send the letter after which there will be a fifteen day waiting period to give the owner the opportunity to accept or deny the offer. Should he deny the offer the next step can be condemnation.

Election of Officers:

Gary Richter moved to re-appoint Kent McGuire as Secretary; second by George Kent. All Ayes.

Gary Richter moved to appoint Kyle Ballard as Vice Chairman; second by Paula Baucum. All Ayes.

Ray Barksdale moved to appoint Gary Richter as Chairman; second by George Kent. All Ayes.

Public Comments: There were no public comments.

Adjournment: There being no further business,

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

Respectfully submitted, Tammy Bowen, Airport Operations Assistant



Budget Report Account Summary

For Fiscal: Current Period Ending: 10/31/2013

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 530 - MID-WAY REGIONAL AIRPORT							
Revenue							
530-43200	Grant Reimb-Operating	14,250.00	14,250.00	3,088.07	3,088.07	-11,161.93	-21.67%
530-47300	Airport-Fuel Flowage Fees	8,000.00	8,000.00	1,232.55	1,232.55	-6,767.45	-15.41%
530-47350	Renter Utility Payments	3,000.00	3,000.00	266.37	266.37	-2,733.63	-8.88%
530-47502	Interest From Cash Pool	250.00	250.00	0.00	0.00	-250.00	0.00%
530-47607	Facility Rental	250.00	250.00	0.00	0.00	-250.00	0.00%
530-47612	Rents-Airport Commercial Leasing	11,154.00	11,154.00	929.50	929.50	-10,224.50	-8.33%
530-47613	Rent-Airport Land Options	1,395.00	1,395.00	0.00	0.00	-1,395.00	0.00%
530-47614	Rent-Airport T-Hangars	171,336.00	171,336.00	14,623.77	14,623.77	-156,712.23	-8.54%
530-47615	Rent-Aircraft Parking	500.00	500.00	42.00	42.00	-458.00	-8.40%
530-47616	Rent-Aiport Box Hangars	73,668.00	73,668.00	6,139.00	6,139.00	-67,529.00	-8.33%
530-47618	Rent-Airport-Corporate Hangars	82,118.00	82,118.00	6,738.56	6,738.56	-75,379.44	-8.21%
530-48320	Contribution - City of Waxahachie	40,000.00	40,000.00	0.00	0.00	-40,000.00	0.00%
530-48325	Contribution - City of Midlothian	40,000.00	40,000.00	0.00	0.00	-40,000.00	0.00%
530-49000	Transfer from Other Funds	13,500.00	13,500.00	0.00	0.00	-13,500.00	0.00%
530-49650	Miscellaneous Revenue	5,000.00	5,000.00	0.00	0.00	-5,000.00	0.00%
	Total Revenue:	464,421.00	464,421.00	33,059.82	33,059.82	-431,361.18	-7.12 %
Expense							
530-199-51100	Salaries	60,110.00	60,110.00	4,608.00	4,608.00	55,502.00	7.67%
530-199-52100	Longevity	1,230.00	1,230.00	102.00	102.00	1,128.00	8.29%
530-199-52200	Retirement-FICA	4,700.00	4,700.00	357.88	357.88	4,342.12	7.61%
530-199-52400	Life & Health Insurance	11,720.00	11,720.00	955.66	955.66	10,764.34	8.15%
530-199-52501	Retirement Plan Contribution-TMR	10,200.00	10,200.00	794.10	794.10	9,405.90	7.79%
530-199-52600	Workers' Compensation	1,020.00	1,020.00	3.33	3.33	1,016.67	0.33%
530-199-53101	Airport Management	68,250.00	68,250.00	5,687.50	5,687.50	62,562.50	8.33%
530-199-53200	Professional Services	500.00	500.00	0.00	0.00	500.00	0.00%
530-199-53201	Training	500.00	500.00	0.00	0.00	500.00	0.00%
530-199-54101	Utilities - Water	7,350.00	7,350.00	36.95	36.95	7,313.05	0.50%
530-199-54210	Refuse Services	1,400.00	1,400.00	105.55	105.55	1,294.45	7.54%
530-199-54310	Maintenance, Building (Upkeep)	12,000.00	12,000.00	336.75	336.75	11,663.25	2.81%
530-199-54320	Maintenance, Improvements	7,500.00	7,500.00	1,985.00	1,985.00	5,515.00	26.47%
530-199-54330	Maintenance, Purchased Equipmen	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00%
530-199-54340	Maintenance, Purchased - Vehicle	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00%
530-199-54345	Maintenance, Leased Vehicle	471.00	471.00	0.00	0.00	471.00	0.00%
530-199-54350	Maintenance, Other City Property	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00%
530-199-54400	Vehicle Lease	3,499.00	3,499.00	0.00	0.00	3,499.00	0.00%
530-199-54430	Uniform/Janitorial Supply Rental	600.00	600.00	75.00	75.00	525.00	12.50%
530-199-55100	Insurance & Bonds	14,110.00	14,110.00	13,953.68	13,953.68	156.32	98.89%
530-199-55150	Phones, Pagers, Internet, Cable	6,770.00	6,770.00	1,268.34	1,268.34	5,501.66	18.73%
530-199-55200	Postage	200.00	200.00	0.00	0.00	200.00	0.00%
530-199-55250	Advertising - Legal & Classified	100.00	100.00	0.00	0.00	100.00	0.00%
530-199-55260	Advertising & Promotions	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00%
530-199-55270	Special Events	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00%
530-199-55300	Printing & Binding	200.00	200.00	0.00	0.00	200.00	0.00%
530-199-55350	Travel (Mileage Meals Lodging)	2,000.00	2,000.00	56.20	56.20	1,943.80	2.81%
530-199-55400	Memberships/License/Cert Renew	600.00	600.00	225.00	225.00	375.00	37.50%
530-199-55450	Board & Local Meetings	200.00	200.00	55.00	55.00	145.00	27.50%
530-199-55800	State/EPA Permit Fees	300.00	300.00	0.00	0.00	300.00	0.00%
530-199-56100	Supplies & Equipment	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00%
530-199-56101	Supplies & Equip-Chem/Janitorial/L	150.00	150.00	0.00	0.00	150.00	0.00%
530-199-56103	Supplies & Equip-Motor Vehicle Pa	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00%

Budget Report

For Fiscal: Current Period Ending: 10/31/2013

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
530-199-56104 Supplies & Equip-Computers & Acc	500.00	500.00	0.00	0.00	500.00	0.00%
530-199-56204 Electricity	21,320.00	21,320.00	1,243.25	1,243.25	20,076.75	5.83%
530-199-57400 Improvements Other Than Bldgs	13,500.00	13,500.00	0.00	0.00	13,500.00	0.00%
530-199-58700 Payment to City of Waxahachie	118,952.00	118,952.00	0.00	0.00	118,952.00	0.00%
530-199-58750 Payment to City of Midlothian	36,834.00	36,834.00	0.00	0.00	36,834.00	0.00%
Total Expense:	441,786.00	441,786.00	31,849.19	31,849.19	409,936.81	7.21 %
Total Fund: 530 - MID-WAY REGIONAL AIRPORT:	22,635.00	22,635.00	1,210.63	1,210.63	-21,424.37	
Report Total:	22,635.00	22,635.00	1,210.63	1,210.63	-21,424.37	

Budget Report

For Fiscal: Current Period Ending: 10/31/2013

Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 530 - MID-WAY REGIONAL AIRPORT						
Revenue	464,421.00	464,421.00	33,059.82	33,059.82	-431,361.18	-7.12 %
Expense	441,786.00	441,786.00	31,849.19	31,849.19	409,936.81	7.21 %
Total Fund: 530 - MID-WAY REGIONAL AIRPORT:	22,635.00	22,635.00	1,210.63	1,210.63	-21,424.37	
Report Total:	22,635.00	22,635.00	1,210.63	1,210.63	-21,424.37	

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
530 - MID-WAY REGIONAL AIRPC	22,635.00	22,635.00	1,210.63	1,210.63	-21,424.37
Report Total:	22,635.00	22,635.00	1,210.63	1,210.63	-21,424.37

OCTOBER 2013 MANAGER'S REPORT

1. The ramp repair project is finally finished with the sealing and striping completed on October 25th.
2. The new maintenance truck arrived on the 16th. The City of Waxahachie entered into a leasing contract with Enterprise and our truck was one designated for replacement. We have a 2013 Ford F-150 XLT truck with a light bar. Lease and maintenance payments will be made through our Airport budget.
3. I attended the AOPA Convention at the Fort Worth Convention Center on Oct. 10th with Kassandra Carroll, Waxahachie's Economic Development Coordinator. We talked to several businesses however there were no strong leads for our airport.
4. The Midlothian Citizens Academy made their annual tour of the airport on Oct. 3rd. Their group meets from 5:30-8:30, and I appreciate A-1 Aircraft Paint, Airborne Imaging and the Trojan Phlyers staying open late to accommodate the group. Not only did they learn about the airport and our businesses but they enjoyed a free air show by our visiting aerobatic team who were practicing during their visit.
5. We hosted the Waxahachie Chamber of Commerce Industrial Council luncheon on Oct. 8th sponsored by the City of Waxahachie. There were approximately 30 local industry leaders in attendance with lunch and presentations offered in our upstairs meeting room.
6. Bill Ervin with MotionAir Flight Training hosted the IMC Club in our upstairs meeting room on the 23rd with dinner for 27 members.

	Based Aircraft	Waiting List	Inquires	Placement	Accidents	Noise Complaints	Other Complaints	100LL	Jet
2012									
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
2013									
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	8917	2854
Sept	85	25	0	1	0	6	0	6195	6685
Oct	83	24	2	1	0	4	0	6623	10,453

October FBO REPORT –November 7, 2013

FUEL SALES:

AvGas (Truck): 5,620 gallons

AvGas (Self Serve): 1,002 gallons

Jet-A: 5,505 gallons

Government (Jet-A): 4,948 gallons

TOTAL GALLONS OF FUEL FOR September: 17,075 gallons

October Highlights:

October fuel sales were up again from last month's totals. With the temporary shut down of the government, it allowed the Royal Singapore Air Force / US Army to visit us for fuel with the CH-47 "Chinooks". Airborne's flying also increased in October as did transient aircraft. Let's hope the trend continues. We are moving into our time of year where flying slows down due to the holidays and weather.

We continue to market our airport on our web site as well as other aviation web sites. In the past several months, this has shown a return with mention of it with customers. Tom continues to do an excellent job of following up with transient customers and has built a great relationship with many.

We are looking at ways to highlight our airport and FBO with activities in the spring to bring us more exposure with the flying public. "Stay tuned for more information."

We have many positive comments about our FBO and our airport on the aviation web sites. You can link to them from the SSA website.

Ken Lantz

Southern Star Aviation

Tammy Bowen

Subject: Tenant Liaison Reports

From: Ray Brindle
Sent: Thursday, November 07, 2013 6:30 AM
To: Tammy Bowen
Subject: Re: Reports

All quiet, nothing to report this month
Ray

November 5, 2013

Troop 524
Ovilla, Texas 75154

Ms. Judy Demoney
Midway Regional Airport
131 Airport Drive
Midlothian, Texas 76065

Dear Ms. Demoney,

This letter is to serve as commitment as to what Troop 524 will provide and do for the airport's annual pancake breakfast on June 7, 2014.

The Troop will be responsible for:

1. Labor to go to businesses to put up posters.
2. All paper goods (fork, knife, napkins, plates and cups (both for coffee and/or juice)).
3. Unlimited coffee and orange juice.
4. Pancakes (all you can eat).
5. Meat product (either sausage patties, sausage links or little smokies), limited to 1 serving per person.
6. Margarine, syrup (both regular and sugar-free), sugar and creamer.
7. Labor to set up all tables and chairs (that morning or night before), prepare food, and keep syrup filled and tables and trash cans policed and taken to the dumpster.
8. Provide 12ft griddle, burners to heat coffee and meat, and coolers for juice.
9. Labor to break down the food prep area and our equipment.

The airport is responsible for:

1. Securing permission from cities for the event.
2. Obtaining chairs, tables, fans and table cloths.
3. Printing of posters, with Troop 524 listed as cooking the breakfast.
4. Names of businesses that have allowed posters in the past.
5. Wash cloths for cleaning tables.
6. Trash bags and cans.
7. Ice.
8. City employees to pack up tables and chairs and mop.
9. Any entertainment (band, etc.) and any labor needed for areas other than breakfast (directing traffic, etc.)
10. Provide access to electricity and water.
11. Provide access to hanger the night prior, if necessary.

Conditions

1. Scouts and scouters from Troop 524 volunteering that day eat free, no reimbursement needed.
2. The airport will reimburse the troop \$2.00 per plate.
3. Allow Troop 524 put out donation jars on the tables.

Mark Stanfill, DVM
Troop 524 Committee Member

(800) 321-7452

CHRIS CAKES
P.O. Box 439 Maryville, Missouri 64468

Fax (660) 582-6627

November 7, 2013

Tammy Bowen
Midway Regional Airport
131 Airport Drive
Midlothian, Texas 76065

Chris Cakes will provide your group with the following:

PANCAKES/PLATES ✓ NAPKINS/TABLEWARE ✓ SYRUP ✓ SAUSAGE ✓
MARGARINE ✓ COFFEE/CUPS/CONDIMENTS ✓ ORANGE DRINK/CUPS ✓

at a cost of \$3,100.00 for 600 plates and \$4.00 per plate over 600 plates. The average amount of sausage used is ten pounds per one hundred people. For usage over the average, we charge \$5.00 per pound. If we are requested to bring two or more grills, a minimum of 300 plates per grill will be required. Due to long distance traveled, the Midlothian Regional Airport will provide Chris Cakes with a room the evening before your event. The number served is determined by our plate count. You may hand out plates. Chris Cakes will load to serve approximately 900 people.

The prices quoted should be good in June, 2014, unless there would be a big increase from our food supplier and diesel.

Please provide two men for unloading, setup and reloading equipment and supplies. **IF HELP IS NOT PROVIDED TO UNLOAD AND RELOAD A \$25.00 CHARGE WILL BE ADDED TO THE INVOICE FOR EACH SERVICE.** You must have six helpers, fifteen minutes prior to serving time to help serve sausage, drinks and do miscellaneous task. We also require three (3) six or eight foot tables, close access to 110 electrical outlet and drinkable water. You will also need to provide tables, chairs, clean up supplies and proper trash receptacles. If your event is scheduled to be outside, please call the office to determine size of tent and setup.

Payment is due upon completion of the event, unless other arrangements have been made, in which case, a deposit will be required. Failure to make the necessary arrangements for payment will result in a ten (10%) percent surcharge. The entire amount will then be due within five (5) days.

Cancellation by the booking party must be made two weeks prior to the event date; otherwise, the minimum dollar amount will be due. Weather related cancellations are not chargeable and can be made by either party prior to Chris Cakes departure to the event.

You will be responsible for sales tax. Please provide Chris Cakes with your Federal ID number.

If you have any further questions, please call me at 800-321-7452

