

**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, January 9, 2014, 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 November 14, 2013
- Financial Report
- Manager's Report
- Airport Operations Report
- FBO Reports
- Tenant Liaison Report

REGULAR AGENDA

3. Apron Expansion Update.
4. Hangar Project Update.
5. FBO Negotiations Update.
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 469-309-4005 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, November 14, 2013, at 4:00 p.m., in the Rex Odom Conference Room, at Mid-Way Regional Airport, 131 Airport Dr., Midlothian, Texas.

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

Members Absent: David Box
Paula Baucum

Others Present: Judy Demoney, Airport Manager
Tammy Bowen, Airport Operations Assistant
Vern Mitchell, Partner, Southern Star Aviation
Mark Stanfill, Boy Scout Troop 524

REGULAR AGENDA

Opening: Chair Gary Richter called the meeting to order, and George Kent gave the invocation.

Board Announcements: There were no Board announcements.

CONSENT AGENDA:

- Minutes of Meeting held October 10, 2013
- Manager's Report
- Airport Operations Report
- FBO Report
- Tenant Liaison Report

Ray Barksdale moved to approve the Consent Agenda with the removal of the Financial Report over to the Regular Agenda; second by Kyle Ballard. All Ayes.

REGULAR AGENDA:

Financial Report: Judy Demoney told the Board that another copy of the Financial Report was being handed out to replace the one in the packet. It was discovered that the City of Waxahachie had failed to include in the budget the Cities contributions for the hangar design and potential building of a new parking lot. There were a few other line items that did not reflect the proper amounts, but have been corrected.

George Kent moved to approve the Financial Report as presented; second by Kyle Ballard. All Ayes.

FBO Contract Update: Gary Richter informed the Board that the eighteen month contract that was in place for the FBO expired on October 31st. They are presently operating on a thirty day extension to the contract. There have been scheduling conflicts with all parties involved. The negotiating committee will be having a meeting on Wednesday and once the Airport and Cities figure out where they stand on things they will be scheduling a meeting with the FBO to begin negotiations.

Apron Expansion Update: Judy Demoney said that for some reason the Condemnation Resolution for the land did not get put on the City of Midlothian's agenda for approval. They are not scheduled to meet again until December 10th, which will delay it yet another month. An email was received from TxDOT saying that they are becoming a little concerned about the delays and are asking if the City could call a special meeting so that it could be taken care of before mid- December. Judy said that she spoke with Chris Dick and he is going to see what can be done. There was a final design meeting last week between the TxDOT Planner, KSA, Southern Star Aviation, and herself. The final design is done and they are ready to proceed. Don Stout said that it typically takes about sixty-five days to get the writ of possession, which is needed before anything can begin. Construction will start on the North side of the apron in sections so that the tenants will always be able to get their planes in and out. The construction road for the North end will be the extension of Rex Odom Road through the hangars. The airplanes from the hangars will need to taxi to the West side of the hangars and back around to get to the runway. The piece of road on the West side of the hangars will be widened by twelve feet for that reason. Once the North end is complete they will start the extension of the South end. Judy said that the total cost of the project is \$1.8 million. Right now it looks like the construction will not begin until around March of 2014.

Judy told the Board that in 2014 we will be starting the design stage for ten T-hangars behind the terminal building. We are trying to get TxDOT to include additional parking in this project because we will be losing parking space. Right now Hertz uses some of that grassy area to park their cars. If it can be included with the apron expansion project then the cost of pouring a parking lot will decrease from \$228,000 to \$146,500. TxDOT would pay 50% of this project. Judy said that both Cities have already budgeted to do this.

Caterer for the Pancake Breakfast Fly-In: Tammy Bowen said that she included two bids in the packet for comparison from Chris Cakes and Boy Scout Troop 524. The Board agreed that it would be nice to have someone local cater the breakfast, and by letting the Boy Scouts cater the breakfast the Airport would not end up with a net loss as in the past. The Boy Scouts included in their proposal to put up posters, help set up, and do all the cooking and serving themselves. The cost savings would also allow us to reduce the cost of the breakfast tickets back down to \$6. Mark Stanfill from Troop 524 said that they are just excited about being able to do something for the community. It is more about a community service rather than making money. The Boy Scouts will have donation jars on the tables. The Board agreed that if the Airport ends up making a profit from the pancake breakfast this year than a donation to the Scouts will be considered.

Kyle Ballard moved to approve allowing Boy Scout Troop 524 to cater the pancake breakfast in 2014, and reducing the adult ticket price back down to \$6; second by Kent McGuire. 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: 12/31/2013

		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	0.00	3,088.07	-11,161.93	-21.67%
530-47300	Airport-Fuel Flowage Fees	8,000.00	8,000.00	541.95	2,628.30	-5,371.70	-32.85%
530-47350	Renter Utility Payments	3,000.00	3,000.00	257.51	803.73	-2,196.27	-26.79%
530-47502	Interest From Cash Pool	250.00	250.00	0.00	4.70	-245.30	-1.88%
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	2,788.50	-8,365.50	-25.00%
530-47613	Rent-Airport Land Options	1,395.00	1,395.00	25.00	25.00	-1,370.00	-1.79%
530-47614	Rent-Airport T-Hangars	171,336.00	171,336.00	15,014.00	42,136.77	-129,199.23	-24.59%
530-47615	Rent-Aircraft Parking	500.00	500.00	14.00	105.00	-395.00	-21.00%
530-47616	Rent-Aiport Box Hangars	73,668.00	73,668.00	6,139.00	18,417.00	-55,251.00	-25.00%
530-47618	Rent-Airport-Corporate Hangars	82,118.00	82,118.00	6,738.56	20,215.68	-61,902.32	-24.62%
530-48320	Contribution - City of Waxahachie	40,000.00	90,750.00	40,000.00	40,000.00	-50,750.00	-44.08%
530-48325	Contribution - City of Midlothian	40,000.00	90,750.00	40,000.00	40,000.00	-50,750.00	-44.08%
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	565,921.00	109,659.52	170,212.75	-395,708.25	-30.08 %
Expense							
530-199-51100	Salaries	60,110.00	60,110.00	4,608.00	16,188.00	43,922.00	26.93%
530-199-52100	Longevity	1,230.00	1,230.00	108.00	312.00	918.00	25.37%
530-199-52200	Retirement-FICA	4,700.00	4,700.00	358.34	1,270.24	3,429.76	27.03%
530-199-52400	Life & Health Insurance	11,720.00	11,720.00	975.66	2,906.98	8,813.02	24.80%
530-199-52501	Retirement Plan Contribution-TMR	10,200.00	10,200.00	795.11	2,815.60	7,384.40	27.60%
530-199-52600	Workers' Compensation	1,020.00	1,020.00	3.33	11.78	1,008.22	1.15%
530-199-53101	Airport Management	68,250.00	68,250.00	5,687.50	17,062.50	51,187.50	25.00%
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	511.22	813.60	6,536.40	11.07%
530-199-54210	Refuse Services	1,400.00	1,400.00	105.55	316.65	1,083.35	22.62%
530-199-54310	Maintenance, Building (Upkeep)	12,000.00	12,000.00	548.37	974.68	11,025.32	8.12%
530-199-54320	Maintenance, Improvements	7,500.00	7,500.00	0.00	1,985.00	5,515.00	26.47%
530-199-54330	Maintenance, Purchased Equipmen	8,000.00	8,000.00	0.00	99.93	7,900.07	1.25%
530-199-54340	Maintenance, Purchased - Vehicle	5,000.00	5,000.00	0.00	171.50	4,828.50	3.43%
530-199-54345	Maintenance, Leased Vehicle	471.00	471.00	100.13	100.13	370.87	21.26%
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	736.35	736.35	2,762.65	21.04%
530-199-54430	Uniform/Janitorial Supply Rental	600.00	600.00	50.00	150.00	450.00	25.00%
530-199-55100	Insurance & Bonds	14,110.00	14,110.00	0.00	13,953.68	156.32	98.89%
530-199-55150	Phones, Pagers, Internet, Cable	6,770.00	6,770.00	546.00	2,482.95	4,287.05	36.68%
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	124.00	2,876.00	4.13%
530-199-55270	Special Events	7,000.00	7,000.00	0.00	87.17	6,912.83	1.25%
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	43.45	99.65	1,900.35	4.98%
530-199-55400	Memberships/License/Cert Renew	600.00	600.00	250.00	475.00	125.00	79.17%
530-199-55450	Board & Local Meetings	200.00	200.00	10.00	65.00	135.00	32.50%
530-199-55800	State/EPA Permit Fees	300.00	300.00	200.00	200.00	100.00	66.67%
530-199-56100	Supplies & Equipment	8,000.00	8,000.00	0.00	229.86	7,770.14	2.87%
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	390.16	1,609.84	19.51%

Budget Report

For Fiscal: Current Period Ending: 12/31/2013

	Original	Current	Period	Fiscal	Variance	Percent
	Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Used
530-199-56104 Supplies & Equip-Computers & Acc	500.00	500.00	0.00	276.84	223.16	55.37%
530-199-56202 Gasoline & Oil for Vehicle/Equip	0.00	3,000.00	0.00	236.01	2,763.99	7.87%
530-199-56204 Electricity	21,320.00	21,320.00	87.29	3,002.14	18,317.86	14.08%
530-199-57400 Improvements Other Than Bldgs	13,500.00	101,500.00	0.00	0.00	101,500.00	0.00%
530-199-58700 Payment to City of Waxahachie	118,952.00	118,952.00	0.00	19,616.12	99,335.88	16.49%
530-199-58750 Payment to City of Midlothian	36,834.00	36,834.00	0.00	6,139.00	30,695.00	16.67%
Total Expense:	441,786.00	532,786.00	15,724.30	93,292.52	439,493.48	17.51 %
Total Fund: 530 - MID-WAY REGIONAL AIRPORT:	22,635.00	33,135.00	93,935.22	76,920.23	43,785.23	
Report Total:	22,635.00	33,135.00	93,935.22	76,920.23	43,785.23	

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	565,921.00	109,659.52	170,212.75	-395,708.25	-30.08 %
Expense	441,786.00	532,786.00	15,724.30	93,292.52	439,493.48	17.51 %
Total Fund: 530 - MID-WAY REGIONAL AIRPORT:	22,635.00	33,135.00	93,935.22	76,920.23	43,785.23	
Report Total:	22,635.00	33,135.00	93,935.22	76,920.23	43,785.23	

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
530 - MID-WAY REGIONAL AIRPC	22,635.00	33,135.00	93,935.22	76,920.23	43,785.23
Report Total:	22,635.00	33,135.00	93,935.22	76,920.23	43,785.23

DECEMBER 2013 MANAGER'S REPORT

1. On the night of December 1st, the Sunday after Thanksgiving, there was a report of an aircraft abandoned north of the taxiway with no lights. Waxahachie Police met me at the airport and it was determined a flight instructor and two students had blown a tire at takeoff on a 172. The aircraft was able to be moved to the ramp for the night.
2. The Ice Storm of 2013 left our runway covered with a layer of ice. Although the airport remained technically open, operations were curtailed and NOTAMs were issued Friday and Saturday advising of ice on the runway.
3. There have been a few mechanical issues this month:
 - The AVgas truck wouldn't start the Monday after the ice storm and we were unable to fuel a DC-3. Southern Star has since purchased a block heater for the vehicle.
 - The AWOS computer failed the same day and we were without the terminal system for several days. The Waxahachie IT Department was able to repair it saving several hundred dollars.
 - The pump motor on the scissor lift went out rendering it inoperative. The manufacturer is no longer in business, and we are attempting to have the motor rebuilt.

	Based Aircraft	Waiting List	Inquires	Placement	Accident/Incident	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	Accident/Incident	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
Nov	83	23	3	1	0	0	0	4052	6787
Dec	83	22	0	1	1	0	0	7037	4801

November/December FBO REPORT –December 31, 2013

NOVEMBER FUEL SALES:

AvGas (Truck): 3496 gallons

AvGas (Self Serve): 575 gallons

Jet-A: 6017 gallons

Government (Jet-A): 770 gallons

TOTAL GALLONS OF FUEL FOR November: 10858 gallons

November Highlights:

November fuel sales dropped from October totals. AVGAS totals dropped but JET-A increased with the staging of an Erickson Air Crane S-64 Heavy Lift Helicopter at JWY while performing a job at the Walgreens warehouse. There was a slight increase in corporate turbine activity in November. We had some military activity as well. We are still behind on our projected military fuel due to the continued budget crisis in Washington.

DECEMBER FUEL SALES:

AvGas (Truck): 5786

AvGas (Self Serve): 509

Jet-A: 4701

Government (Jet-A): 0

TOTAL GALLONS FOR December: 10996 gallons (Total through 12/29)

December fuel sales remained about even with November totals. December brought a decrease in Jet-A sales, zero Government sales and an increase in AV-Gas sales due to increased flying with Airborne Imaging. Our government fuel continues to drag further behind.

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.

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. We are looking forward to a fresh start to an exciting new year.

Ken Lantz

Southern Star Aviation

Tammy Bowen

Subject:

RE: Tenant Liaison Report

From: Ray Brindle

Sent: Wednesday, January 01, 2014 7:41 AM

To: Tammy Bowen

Subject: Re: Tenant Liaison Report

Hi Tammy, happy new year!

Nothing to report, everything has been very quiet.

I did hear several comments about being disappointed about the Christmas party being cancelled but all said it was a smart decision.

Ray