

**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, March 13, 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 February 13, 2014
- Financial Report
- Manager's Report
- Airport Operations Report
- FBO Reports
- Tenant Liaison Report

REGULAR AGENDA

3. Consider a term limit for the Tenant Liaison position.
4. Consider changing the April 2014 Board meeting date.
5. Consider a possible RFP for a Fixed Base Operator.
6. Apron expansion schedule update.
7. Hangar project update.
8. Airborne Imaging expansion update.
9. Public Comments
10. 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 website for Mid-Way Regional Airport or City of Midlothian.

MID-WAY REGIONAL AIRPORT JOINT AIRPORT BOARD MINUTES

A regular meeting of the Mid-Way Regional Airport Joint Airport Board was held on Thursday, February 13, 2014, 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
Paula Baucum
David Box
Ray Barksdale

Others Present: Judy Demoney, Airport Manager
Tammy Bowen, Airport Operations Assistant
Michael Scott, Assistant Manager, City of Waxahachie
Chris Dick, Assistant Manager, City of Midlothian
Ray Brindle, Tenant Liaison
Vern Mitchell, Partner, Southern Star Aviation
Dave Wheeler, Airborne Imaging

REGULAR AGENDA

Opening: Chair Gary Richter called the meeting to order, and Paula Baucum gave the invocation.

Board Announcements: Tammy Bowen told the Board that an email was sent out to the tenants last week requesting nominations for a new Tenant Liaison. Two nominations were received, Bill Ervin and Bob Squires. Tenants will have until Monday, February 17th, to cast their votes. At this point it is a close race between the two nominees. Tammy suggest that the Board come up with a term at next month's Board meeting for the Tenant Liaison position.

CONSENT AGENDA:

- Minutes of Meeting held January 9, 2014
- Financial Report
- Manager's Report
- Airport Operations Report
- FBO Report
- Tenant Liaison Report

Ray Barksdale moved to approve the Consent Agenda as presented; second by Kent McGuire. All Ayes.

REGULAR AGENDA:

Executive Session: The Board adjourned into Executive Session for deliberation regarding the lease of real property, as permitted by Texas Government Code, Section 551.072 and for deliberation regarding Economic Development negotiations, as permitted by Texas Government Code, Section 551.087, at 4:04 pm.

Regular Session: The Board reconvened to Regular Session at 5:17 pm. No action was taken.

Letter of Intent from Airborne Imaging regarding possible facilities expansion:

Paula Baucum moved to approve the Letter of Intent from Airborne Imaging regarding possible facilities expansion at Mid-Way Regional Airport; second by Ray Barksdale. All Ayes.

Purchase of a new commercial riding lawn mower: Judy Demoney told the Board that the mower we have currently is around seven years old and needs a new engine. It would cost \$1,500 to have the engine replaced in this residential type mower. Richard Denniston, Purchasing Agent, City of Waxahachie, suggested we purchase a new commercial mower for mowing the acreage we have, and after researching he came up with the best deal. Judy said that the money would be taken from the Supplies and Equipment account.

Kent McGuire moved to approve the bid from Landmark Equipment in the amount of \$5,498. for the purchase of a new commercial riding lawn mower with a roll bar; second by George Kent. All Ayes.

Changing Runway 18 markings from Non-Precision Approach to Precision Approach: Judy Demoney said that she was notified by TxDOT that the FAA Procedures Team conducted a bi-annual review and said that our Runway 18 markings are incorrect. The markings we have are for a Non Precision Approach, which should be 250 feet instead of the 200 feet we have. Judy said that she talked to several people and everyone agreed that we should try to keep our 200 feet Precision Approach because the change could cause us to lose some of our jet business. The FAA had approved these markings originally, but another FAA team is now saying that we will need to paint touch down markings if we want to keep the 200 feet Precision Approach. Judy said that it will cost the Airport \$7,200 to paint these markings. TxDOT will reimburse 50% through the RAMP Grant, but the reimbursement will be applied to Miscellaneous Revenue when received. Eagle Airport Marking, Inc. can paint next week, but the runway will need to be closed during that time. They said that if something big is flying in that day they could work around it.

Paula Baucum moved to approve changing Runway 18 markings from Non-Precision Approach to Precision Approach and letting Eagle Airport Marking, Inc. paint the markings for the amount of \$7,231.; second by David Box. All Ayes.

Update on Capital Improvement Program; Schedule and Funding: David Box reported that Gary, Judy and he flew to Austin on January 29th to meet with TxDOT. The construction for the apron expansion should begin around April, and TxDOT did agree that we could include the construction of a new parking lot with the apron expansion project. It will be 2016 before construction of new T-hangars.

Public Comments: There were no public comments.

Adjournment: There being no further business,

Gary Richter moved to adjourn; second by Paula Baucum. All Ayes.

Respectfully submitted, Tammy Bowen, Airport Operations Assistant



		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	580.90	3,801.10	-4,198.90	-47.51%
530-47350	Renter Utility Payments	3,000.00	3,000.00	281.96	1,378.76	-1,621.24	-45.96%
530-47502	Interest From Cash Pool	250.00	250.00	0.00	18.49	-231.51	-7.40%
530-47607	Facility Rental	250.00	250.00	100.00	100.00	-150.00	-40.00%
530-47612	Rents-Airport Commercial Leasing	11,154.00	11,154.00	929.50	4,647.50	-6,506.50	-41.67%
530-47613	Rent-Airport Land Options	1,395.00	1,395.00	0.00	25.00	-1,370.00	-1.79%
530-47614	Rent-Airport T-Hangars	171,336.00	171,336.00	13,161.00	69,463.77	-101,872.23	-40.54%
530-47615	Rent-Aircraft Parking	500.00	500.00	14.00	133.00	-367.00	-26.60%
530-47616	Rent-Airport Box Hangars	73,668.00	73,668.00	6,139.00	30,695.00	-42,973.00	-41.67%
530-47618	Rent-Airport-Corporate Hangars	82,118.00	82,118.00	6,738.56	33,692.80	-48,425.20	-41.03%
530-48320	Contribution - City of Waxahachie	40,000.00	90,750.00	0.00	40,000.00	-50,750.00	-44.08%
530-48325	Contribution - City of Midlothian	40,000.00	90,750.00	0.00	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	50.00	50.00	-4,950.00	-1.00%
	Total Revenue:	464,421.00	565,921.00	27,994.92	227,093.49	-338,827.51	-40.13 %
Expense							
530-199-51100	Salaries	60,110.00	60,110.00	4,608.01	25,404.01	34,705.99	42.26%
530-199-52100	Longevity	1,230.00	1,230.00	42.92	397.84	832.16	32.34%
530-199-52200	Retirement-FICA	4,700.00	4,700.00	353.37	1,976.97	2,723.03	42.06%
530-199-52400	Life & Health Insurance	11,720.00	11,720.00	975.66	4,858.30	6,861.70	41.45%
530-199-52501	Retirement Plan Contribution-TMR	10,200.00	10,200.00	772.52	4,360.64	5,839.36	42.75%
530-199-52600	Workers' Compensation	1,020.00	1,020.00	3.33	18.44	1,001.56	1.81%
530-199-53101	Airport Management	68,250.00	68,250.00	5,687.50	28,437.50	39,812.50	41.67%
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	0.00	1,241.67	6,108.33	16.89%
530-199-54210	Refuse Services	1,400.00	1,400.00	105.55	527.75	872.25	37.70%
530-199-54310	Maintenance, Building (Upkeep)	12,000.00	8,000.00	991.92	2,406.79	5,593.21	30.08%
530-199-54320	Maintenance, Improvements	7,500.00	11,500.00	0.00	1,985.00	9,515.00	17.26%
530-199-54330	Maintenance, Purchased Equipmen	8,000.00	8,000.00	235.84	1,206.89	6,793.11	15.09%
530-199-54340	Maintenance, Purchased - Vehicle	5,000.00	5,000.00	0.00	501.39	4,498.61	10.03%
530-199-54345	Maintenance, Leased Vehicle	471.00	471.00	39.29	178.71	292.29	37.94%
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	288.95	1,314.25	2,184.75	37.56%
530-199-54430	Uniform/Janitorial Supply Rental	600.00	600.00	50.00	275.00	325.00	45.83%
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	124.90	3,217.95	3,552.05	47.53%
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	162.17	6,837.83	2.32%
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	114.00	213.65	1,786.35	10.68%
530-199-55400	Memberships/License/Cert Renew	600.00	600.00	0.00	495.00	105.00	82.50%
530-199-55450	Board & Local Meetings	200.00	200.00	0.00	65.00	135.00	32.50%
530-199-55800	State/EPA Permit Fees	300.00	300.00	0.00	200.00	100.00	66.67%
530-199-56100	Supplies & Equipment	8,000.00	2,500.00	0.00	1,262.49	1,237.51	50.50%
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: 02/28/2014

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	Favorable	Used
						(Unfavorable)	
<u>530-199-56104</u>	Supplies & Equip-Computers & Acc	500.00	500.00	0.00	339.83	160.17	67.97%
<u>530-199-56202</u>	Gasoline & Oil for Vehicle/Equip	0.00	3,000.00	63.09	385.42	2,614.58	12.85%
<u>530-199-56204</u>	Electricity	21,320.00	21,320.00	400.93	6,735.59	14,584.41	31.59%
<u>530-199-57400</u>	Improvements Other Than Bldgs	13,500.00	101,500.00	60,000.00	60,000.00	41,500.00	59.11%
<u>530-199-57500</u>	Office & Other Equipment	0.00	5,500.00	0.00	0.00	5,500.00	0.00%
<u>530-199-58700</u>	Payment to City of Waxahachie	118,952.00	118,952.00	0.00	39,232.24	79,719.76	32.98%
<u>530-199-58750</u>	Payment to City of Midlothian	36,834.00	36,834.00	0.00	12,278.00	24,556.00	33.33%
	Total Expense:	441,786.00	532,786.00	74,857.78	214,146.33	318,639.67	40.19 %
	Total Fund: 530 - MID-WAY REGIONAL AIRPORT:	22,635.00	33,135.00	-46,862.86	12,947.16	-20,187.84	
	Report Total:	22,635.00	33,135.00	-46,862.86	12,947.16	-20,187.84	

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	27,994.92	227,093.49	-338,827.51	-40.13 %
Expense	441,786.00	532,786.00	74,857.78	214,146.33	318,639.67	40.19 %
Total Fund: 530 - MID-WAY REGIONAL AIRPORT:	22,635.00	33,135.00	-46,862.86	12,947.16	-20,187.84	
Report Total:	22,635.00	33,135.00	-46,862.86	12,947.16	-20,187.84	

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	-46,862.86	12,947.16	-20,187.84
Report Total:	22,635.00	33,135.00	-46,862.86	12,947.16	-20,187.84

FEBRUARY 2014 MANAGER'S REPORT

1. The installation of the PIR markings was completed February 21st which should allow us to retain the 200' decision altitude for the approach to Runway 18. A letter of confirmation has been forwarded to TxDOT.
2. We have purchased and taken possession of the new mower which was approved at the last Board meeting.
3. I attended the February ATTAC meeting at NCTCOG where we discussed the Final Four basketball tournament which will be held at Cowboy Stadium April 4-7 this year. Based upon past history, it is anticipated to increase 800-900 extra general aviation operations but it is expected Arlington Airport will be impacted the most.
4. I continue to pursue economic development opportunities including a recent meeting regarding a restaurant at the airport.
4. The upstairs meeting room was rented Sunday, February 9th for two hours for a "meet and greet" for John Wray.
5. Tammy and I attended a Social Media presentation at the Midlothian Conference Center On February 18th presented by Navarro College and the Midlothian Chamber.

	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
	Based Aircraft	Waiting List	Inquires	Placement	Accident/Incident	Noise Complaints	Other Complaints	100LL	Jet
2014									
Jan	83	23	2	0	0	0	0	5616	6002
Feb	84	21	1	0	0	0	0	8299	9766

February FBO REPORT –March 7, 2014

FUEL SALES:

AvGas (Truck): 4997 gallons

AvGas (Self Serve): 422 gallons

Jet-A: 4453 gallons

Military (Jet-A): 4174 gallons

TOTAL GALLONS OF FUEL FOR January: 14,047 gallons

(Note: This month, fuel totals do reflect all of February fuel sales)

February Highlights:

February fuel sales showed a slight increase over last month. As the weather continues to improve, we anticipate our AV Gas to continue to increase. Our JET-A has continued to remain steady. We are seeing an increase in our Military traffic. The word continues to get out with our troops about the JWY hospitality. Please join us anytime the troops drop in for a top off of our DOD fuel and food. We would love to introduce the Board Members and City Officials. The Military would love to meet you.

With spring around the corner, more week-end flyers will be out and about. We saddened to lose some long time JWY base tenants but are glad to welcome our new first time tenants. We have shown them the hospitality we are known for.

Corporate traffic continues to remain about the same as last month. JWY continues to benefit from our on-site Hertz location. They are a great asset to the airport.