

**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 Tuesday, April 8, 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 March 13, 2014
- Financial Report
- Manager's Report
- Airport Operations Report
- FBO Report

REGULAR AGENDA

3. Consider recommendations from the FBO Negotiating Committee.
4. The Airport Board will adjourn into Executive Session for deliberation regarding the lease of real property, as permitted by Texas Government Code, Section 551.072
5. Public Comments
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 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, March 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
George Kent
Paula Baucum
Ray Barksdale

Members Absent: Kyle Ballard, Vice Chair
Kent McGuire, Secretary
David Box

Others Present: Judy Demoney, Airport Manager
Tammy Bowen, Airport Operations Assistant
Bill Ervin, Tenant Liaison
Ken Lantz, Partner, Southern Star Aviation
Dave Wheeler, Airborne Imaging

REGULAR AGENDA

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

Board Announcements: Judy Demoney told the Board that a spring picnic is being planned for the tenants since we had to cancel the Christmas party due to weather conditions. The Board set a tentative date of April 26th.

CONSENT AGENDA:

- Minutes of Meeting held February 13, 2014
- Financial Report
- Manager's Report
- Airport Operations Report
- FBO Report
- Tenant Liaison Report – There was no Tenant Liaison report.

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

REGULAR AGENDA:

Term Limit for the Tenant Liaison position:

Paula Baucum moved to approve a three year term for the Tenant Liaison position; second by George Kent. All Ayes.

Changing the April 2014 Board meeting date: Judy Demoney explained that she and Tammy Bowen will be attending the TxDOT Aviation Conference on Thursday, April 10th and would like for the Board to consider changing the date of the April Board meeting to Tuesday, April 8th.

Ray Barksdale moved to approve changing the date of the April Board meeting to Tuesday, April 8th. second by George Kent. All Ayes.

Possible RFP for a Fixed Base Operator: Gary Richter explained that after the last Board meeting a thirty day window was provided to Southern Star Aviation to put together a business proposal. Southern Star Aviation was provided some guidelines in regards to what the proposal should look like. Ken Lantz asked if the thirty day window could be extended to March 24th due to a personal conflict. The Board agreed on the extension. Gary said that Southern Star Aviation would be eligible to submit an RFP if they were not able to come to an agreement with the proposal.

Paula Baucum made a motion to call a special Board meeting if needed after March 24th to either consider a proposal from Southern Star Aviation or consider a RFP for a Fixed Base Operator; second by Ray Barksdale. All Ayes.

Apron expansion schedule update: Judy Demoney said that there will be a pre-bid meeting on March 18th in the Airport Conference Room. On April 4th the bids will be opened. Construction should begin about mid- May.

Hangar project update: Judy Demoney said that Bill Mackey, Planner, TxDOT, sent a letter that said they are moving the hangar project from draft and placing it in their CIP for 2015. Later an email was received that said he will work with their grants team to schedule project implementation meetings and get the items on the TxDOT Transportation Commission, so that they will be ready to roll August 1st, 2014 to begin Design.

Airborne Imaging expansion update: Judy Demoney told the Board that the Economic Development Committee, KSA and herself have met with Airborne Imaging to discuss various options where their hangar could be placed. The City of Midlothian will be running some costs estimates on the different options so that they can narrow it down to a site. Judy said that they will then bring it to the Board for approval.

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



		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	903.25	4,704.35	-3,295.65	-58.80%
530-47350	Renter Utility Payments	3,000.00	3,000.00	293.45	1,672.21	-1,327.79	-55.74%
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	0.00	100.00	-150.00	-40.00%
530-47612	Rents-Airport Commercial Leasing	11,154.00	11,154.00	929.50	5,577.00	-5,577.00	-50.00%
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	14,863.00	84,326.77	-87,009.23	-49.22%
530-47615	Rent-Aircraft Parking	500.00	500.00	14.00	147.00	-353.00	-29.40%
530-47616	Rent-Aiport Box Hangars	73,668.00	73,668.00	6,139.00	36,834.00	-36,834.00	-50.00%
530-47618	Rent-Airport-Corporate Hangars	82,118.00	82,118.00	6,738.56	40,431.36	-41,686.64	-49.24%
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	0.00	50.00	-4,950.00	-1.00%
	Revenue Total:	464,421.00	565,921.00	29,880.76	256,974.25	-308,946.75	-45.41 %
Expense							
530-199-51100	Salaries	60,110.00	60,110.00	4,608.00	30,012.01	30,097.99	49.93%
530-199-52100	Longevity	1,230.00	1,230.00	42.92	440.76	789.24	35.83%
530-199-52200	Retirement-FICA	4,700.00	4,700.00	353.36	2,330.33	2,369.67	49.58%
530-199-52400	Life & Health Insurance	11,720.00	11,720.00	975.66	5,833.96	5,886.04	49.78%
530-199-52501	Retirement Plan Contribution-TMR	10,200.00	10,200.00	772.52	5,133.16	5,066.84	50.33%
530-199-52600	Workers' Compensation	1,020.00	1,020.00	3.33	21.77	998.23	2.13%
530-199-53101	Airport Management	68,250.00	68,250.00	0.00	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	554.26	2,322.42	5,027.58	31.60%
530-199-54210	Refuse Services	1,400.00	1,400.00	105.55	633.30	766.70	45.24%
530-199-54310	Maintenance, Building (Upkeep)	12,000.00	8,000.00	1,860.12	4,281.55	3,718.45	53.52%
530-199-54320	Maintenance, Improvements	7,500.00	11,500.00	7,231.76	9,216.76	2,283.24	80.15%
530-199-54330	Maintenance, Purchased Equipmen	8,000.00	8,000.00	0.00	1,206.89	6,793.11	15.09%
530-199-54340	Maintenance, Purchased - Vehicle	5,000.00	5,000.00	0.00	598.88	4,401.12	11.98%
530-199-54345	Maintenance, Leased Vehicle	471.00	471.00	39.29	218.00	253.00	46.28%
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	1,603.20	1,895.80	45.82%
530-199-54430	Uniform/Janitorial Supply Rental	600.00	600.00	50.00	325.00	275.00	54.17%
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	633.25	4,438.38	2,331.62	65.56%
530-199-55200	Postage	200.00	200.00	0.00	5.78	194.22	2.89%
530-199-55250	Advertising - Legal & Classified	100.00	100.00	84.56	84.56	15.44	84.56%
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	0.00	463.15	1,536.85	23.16%
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	1,413.52	1,086.48	56.54%
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: FY 2014 Period Ending: 03/31/2014

		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	339.83	160.17	67.97%
530-199-56202	Gasoline & Oil for Vehicle/Equip	0.00	3,000.00	62.94	448.36	2,551.64	14.95%
530-199-56204	Electricity	21,320.00	21,320.00	1,572.22	10,552.10	10,767.90	49.49%
530-199-57400	Improvements Other Than Bldgs	13,500.00	101,500.00	0.00	60,000.00	41,500.00	59.11%
530-199-57500	Office & Other Equipment	0.00	5,500.00	5,498.00	5,498.00	2.00	99.96%
530-199-58700	Payment to City of Waxahachie	118,952.00	118,952.00	0.00	49,040.30	69,911.70	41.23%
530-199-58750	Payment to City of Midlothian	36,834.00	36,834.00	0.00	15,347.50	21,486.50	41.67%
	Expense Total:	441,786.00	532,786.00	24,736.69	255,636.98	277,149.02	47.98 %
	Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	22,635.00	33,135.00	5,144.07	1,337.27	-31,797.73	
	Report Surplus (Deficit):	22,635.00	33,135.00	5,144.07	1,337.27	-31,797.73	

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	29,880.76	256,974.25	-308,946.75	-45.41 %
Expense	441,786.00	532,786.00	24,736.69	255,636.98	277,149.02	47.98 %
Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	22,635.00	33,135.00	5,144.07	1,337.27	-31,797.73	
Report Surplus (Deficit):	22,635.00	33,135.00	5,144.07	1,337.27	-31,797.73	

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
530 - MID-WAY REGIONAL AIRPOI	22,635.00	33,135.00	5,144.07	1,337.27	-31,797.73
Report Surplus (Deficit):	22,635.00	33,135.00	5,144.07	1,337.27	-31,797.73

MARCH 2014 MANAGER'S REPORT

1. **Airport operations ran smoothly this month. We are beginning to work on terminal landscaping and spring/summer mowing has begun.**
2. **Apron Expansion Project**
 - The apron project went out for bid March 12
 - A pre-bid meeting was held at the airport March 18 with six contractors attending as well as TxDOT and KSA Engineering. There was a Q and A session regarding the bid parameters followed by a walk-around tour of the airport sites
 - The project is \$1.7 million including alternates with an approximate construction time of 162 days
 - Bids will be opened April 4 at the airport and awarded after review by TxDOT and KSA Engineering
3. **Airborne Imaging Development**
 - We continue to discuss the requirements and site location possibilities for the construction of a new hangar for Airborne Imaging. KSA Engineering is developing site location drawings and estimates.

	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
Mar	85	19	3	2	0	0	3	4114	3926

March FBO REPORT –April 3, 2014

FUEL SALES:

AvGas (Truck): 3442 gallons

AvGas (Self Serve): 672 gallons

Jet-A: 3926 gallons

Military (Jet-A): 0 gallons

TOTAL GALLONS OF FUEL FOR March 8141 gallons

(Note: This month, fuel totals **DO NOT** reflect all of March fuel sales)

February Highlights:

Fuel sales were down from a good month in February. March was a “bad weather” month. This combined with spring break for Texas schools resulted in less business travel.

Southern Star Aviation has geared up for the “Final Four” being held in Arlington and the NASCAR event in Ft. Worth. Tom has used his many college sports contacts to invite the alumni and boosters to make KJWY their destination. SSA has blocked rooms with a special rate as well as rental cars for both events.