

**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, May 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 April 10, 2014
- Financial Report
- Manager's Report
- Airport Operations Report
- FBO Report
- Tenant Liaison Report

REGULAR AGENDA

3. Apron Expansion Update
4. Hangar Project Update
5. Pancake Breakfast Update
6. Discuss Glider Operation
7. Consider FBO Contract
8. Public Comments
9. 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, April 10, 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
Ken Lantz, Partner, Southern Star Aviation

REGULAR AGENDA

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

Board Announcements: Judy Demoney said that the spring picnic for tenants will be on May 3rd at 12:00 p.m.

Judy said that she and Tammy Bowen will be attending the TxDOT Aviation Conference this week.

CONSENT AGENDA:

- Minutes of Meeting held March 13, 2014
- Financial Report
- Manager's Report
- Airport Operations Report
- FBO Report

Ray Barksdale moved to approve the Consent Agenda as presented; second by Paula Baucum. 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, at 4:03 pm.

Regular Session: The Board reconvened to Regular Session at 4:47 pm.

Recommendations from the FBO Negotiating Committee: Gary Richter said that on February 17th he gave Ken Lantz, Partner, Southern Star Aviation, a copy of the minimum guidelines for the FBO Contract, which was agreed upon by the Airport Board. The FBO later gave a power point presentation and presented three different proposals to the Committee for consideration. The FBO Negotiating Committee met to discuss the three proposals that were presented, and after lengthy discussion the Committee agreed that the recommendation to the Board should be to reject Southern Star's proposal and go out for an RFP.

Paula Baucum moved to accept the recommendation of the FBO Negotiating Committee and go out for an RFP for a Fixed Base Operator for Mid-Way Regional Airport; second by Ray Barksdale and carried by a vote of 6-1 with David Box in opposition.

Gary Richter opened the floor for discussion.

Kirk Crawford, Airport Tenant, spoke in support of Southern Star Aviation.

Ken Cope, Waxahachie resident, spoke in support of Southern Star Aviation.

Ken Lantz, Southern Star Aviation, said that the Committee gave them a wish list and Southern Star presented the Committee with some proposals. Ken said that they thought the Negotiating Committee would sit down with them and do some negotiating with those figures, but that never happened.

Gary Richter said that Southern Star Aviation did not present a business plan in their proposal as requested, and the proposals did not meet the minimum guidelines. Paula Baucum said that for over seven years the Cities have been directing the Board for the Airport to reach a point of becoming self-sufficient. Currently the FBO pays no rent for the bottom floor of the terminal or their hangar, and pays a nominal fuel flowage fee. Paula said that the tax payers are paying for the ability to conduct business here and are not receiving a fair return on the investment. This is just one aspect of renegotiating what they thought was very minimal terms to start an income stream that escalates over time. In the meantime the Airport will be going through an apron expansion and adding additional hangars, which will help the FBO help the Airport to start creating that income stream to become self-sufficient. Paula said that it does not make sense since why there is not more success for the FBO when they are not having to pay for anything, and their fuel prices are higher. The Board is setting a standard of what they expect and then it will be up to FBO to create a business model to support it.

Paula Baucum moved to amend the previous motion and instead moved to go out for RFP in thirty days, but during that time Southern Star Aviation will have another opportunity to submit a proposal for their best and final offer by Thursday, May 1st; second by Ray Barksdale. All Ayes.

The Board made it very clear that Southern Star's final offer should still meet the minimum guidelines, and that there would be no more negotiating. The Airport will continue with the RFP process just in case their final proposal is rejected.

Public Comments: There were no public comments.

Adjournment: There being no further business,

George Kent moved to adjourn; second by Kent McGuire. All Ayes.

Respectfully submitted, Tammy Bowen, Airport Operations Assistant



	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
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 -78.33%
530-47300	Airport-Fuel Flowage Fees	8,000.00	8,000.00	493.15	5,197.50	-2,802.50 -35.03%
530-47350	Renter Utility Payments	3,000.00	3,000.00	113.31	1,785.52	-1,214.48 -40.48%
530-47502	Interest From Cash Pool	250.00	250.00	0.00	42.48	-207.52 -83.01%
530-47607	Facility Rental	250.00	250.00	0.00	100.00	-150.00 -60.00%
530-47612	Rents-Airport Commercial Leasing	11,154.00	11,154.00	929.50	6,506.50	-4,647.50 -41.67%
530-47613	Rent-Airport Land Options	1,395.00	1,395.00	0.00	25.00	-1,370.00 -98.21%
530-47614	Rent-Airport T-Hangars	171,336.00	171,336.00	16,432.31	100,969.08	-70,366.92 -41.07%
530-47615	Rent-Aircraft Parking	500.00	500.00	14.00	161.00	-339.00 -67.80%
530-47616	Rent-Aiport Box Hangars	73,668.00	73,668.00	6,139.00	42,973.00	-30,695.00 -41.67%
530-47618	Rent-Airport-Corporate Hangars	82,118.00	82,118.00	6,738.56	47,169.92	-34,948.08 -42.56%
530-48320	Contribution - City of Waxahachie	40,000.00	90,750.00	0.00	40,000.00	-50,750.00 -55.92%
530-48325	Contribution - City of Midlothian	40,000.00	90,750.00	0.00	40,000.00	-50,750.00 -55.92%
530-49000	Transfer from Other Funds	13,500.00	13,500.00	0.00	0.00	-13,500.00 -100.00%
530-49650	Miscellaneous Revenue	5,000.00	5,000.00	547.20	597.20	-4,402.80 -88.06%
	Revenue Total:	464,421.00	565,921.00	31,407.03	288,615.27	-277,305.73 -49.00 %
Expense						
530-199-51100	Salaries	60,110.00	60,110.00	4,608.00	34,620.01	25,489.99 42.41%
530-199-52100	Longevity	1,230.00	1,230.00	42.92	483.68	746.32 60.68%
530-199-52200	Retirement-FICA	4,700.00	4,700.00	353.36	2,683.69	2,016.31 42.90%
530-199-52400	Life & Health Insurance	11,720.00	11,720.00	975.66	6,809.62	4,910.38 41.90%
530-199-52501	Retirement Plan Contribution-TMR	10,200.00	10,200.00	772.52	5,905.68	4,294.32 42.10%
530-199-52600	Workers' Compensation	1,020.00	1,020.00	13.30	35.07	984.93 96.56%
530-199-53101	Airport Management	68,250.00	68,250.00	5,687.50	39,812.50	28,437.50 41.67%
530-199-53200	Professional Services	500.00	500.00	0.00	0.00	500.00 100.00%
530-199-53201	Training	500.00	500.00	350.00	350.00	150.00 30.00%
530-199-54101	Utilities - Water	7,350.00	7,350.00	428.08	2,750.50	4,599.50 62.58%
530-199-54210	Refuse Services	1,400.00	1,400.00	105.55	738.85	661.15 47.23%
530-199-54310	Maintenance, Building (Upkeep)	12,000.00	8,000.00	2,045.85	6,327.40	1,672.60 20.91%
530-199-54320	Maintenance, Improvements	7,500.00	11,500.00	0.00	9,216.76	2,283.24 19.85%
530-199-54330	Maintenance, Purchased Equipmen	8,000.00	8,000.00	0.00	1,206.89	6,793.11 84.91%
530-199-54340	Maintenance, Purchased - Vehicle	5,000.00	5,000.00	0.00	598.88	4,401.12 88.02%
530-199-54345	Maintenance, Leased Vehicle	471.00	471.00	39.29	257.29	213.71 45.37%
530-199-54350	Maintenance, Other City Property	2,000.00	2,000.00	0.00	0.00	2,000.00 100.00%
530-199-54400	Vehicle Lease	3,499.00	3,499.00	312.70	1,915.90	1,583.10 45.24%
530-199-54430	Uniform/Janitorial Supply Rental	600.00	600.00	25.00	350.00	250.00 41.67%
530-199-55100	Insurance & Bonds	14,110.00	14,110.00	0.00	13,953.68	156.32 1.11%
530-199-55150	Phones, Pagers, Internet, Cable	6,770.00	6,770.00	717.79	5,156.17	1,613.83 23.84%
530-199-55200	Postage	200.00	200.00	0.00	5.78	194.22 97.11%
530-199-55250	Advertising - Legal & Classified	100.00	100.00	0.00	84.56	15.44 15.44%
530-199-55260	Advertising & Promotions	3,000.00	3,000.00	0.00	124.00	2,876.00 95.87%
530-199-55270	Special Events	7,000.00	7,000.00	0.00	162.17	6,837.83 97.68%
530-199-55300	Printing & Binding	200.00	200.00	0.00	0.00	200.00 100.00%
530-199-55350	Travel (Mileage Meals Lodging)	2,000.00	2,000.00	422.80	885.95	1,114.05 55.70%
530-199-55400	Memberships/License/Cert Renew	600.00	600.00	0.00	495.00	105.00 17.50%
530-199-55450	Board & Local Meetings	200.00	200.00	0.00	65.00	135.00 67.50%
530-199-55800	State/EPA Permit Fees	300.00	300.00	0.00	200.00	100.00 33.33%
530-199-56100	Supplies & Equipment	8,000.00	2,500.00	0.00	1,413.52	1,086.48 43.46%
530-199-56101	Supplies & Equip-Chem/Janitorial/L	150.00	150.00	0.00	0.00	150.00 100.00%
530-199-56103	Supplies & Equip-Motor Vehicle Pa	2,000.00	2,000.00	0.00	390.16	1,609.84 80.49%

Budget Report

For Fiscal: FY 2014 Period Ending: 04/30/2014

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Remaining
530-199-56104	Supplies & Equip-Computers & Acc	500.00	500.00	0.00	339.83	160.17	32.03%
530-199-56202	Gasoline & Oil for Vehicle/Equip	0.00	3,000.00	107.20	555.56	2,444.44	81.48%
530-199-56204	Electricity	21,320.00	21,320.00	1,884.14	12,436.24	8,883.76	41.67%
530-199-57400	Improvements Other Than Bldgs	13,500.00	101,500.00	0.00	60,000.00	41,500.00	40.89%
530-199-57500	Office & Other Equipment	0.00	5,500.00	0.00	5,498.00	2.00	0.04%
530-199-58700	Payment to City of Waxahachie	118,952.00	118,952.00	0.00	58,848.36	60,103.64	50.53%
530-199-58750	Payment to City of Midlothian	36,834.00	36,834.00	0.00	18,417.00	18,417.00	50.00%
	Expense Total:	441,786.00	532,786.00	18,891.66	293,093.70	239,692.30	44.99 %
	Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	22,635.00	33,135.00	12,515.37	-4,478.43	-37,613.43	
	Report Surplus (Deficit):	22,635.00	33,135.00	12,515.37	-4,478.43	-37,613.43	

Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 530 - MID-WAY REGIONAL AIRPORT						
Revenue	464,421.00	565,921.00	31,407.03	288,615.27	-277,305.73	-49.00 %
Expense	441,786.00	532,786.00	18,891.66	293,093.70	239,692.30	44.99 %
Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	22,635.00	33,135.00	12,515.37	-4,478.43	-37,613.43	
Report Surplus (Deficit):	22,635.00	33,135.00	12,515.37	-4,478.43	-37,613.43	

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	12,515.37	-4,478.43	-37,613.43
Report Surplus (Deficit):	22,635.00	33,135.00	12,515.37	-4,478.43	-37,613.43

MANAGER'S REPORT APRIL, 2014

1. This was inspection month at the airport. Annual inspections were made on our fire suppression system, hangar extinguishers and the Fire Marshal inspected hangars.
2. The budgeting process has begun for FY2015. The Board's Finance Sub-Committee approved the preliminary budget due to the City of Waxahachie May 5th. There will be review meetings between department heads and the budget team conducted May 12-23 with the final budget due to the Finance Dept. June 2nd. That budget will be up for approval at the June 8th Board meeting.
3. Airborne Imaging has decided to pursue the far south end of the airport for their hangar expansion.
4. Tammy Bowen and I attended the 2014 TxDOT Aviation Conference in Dallas April 9-11. It was very educational also providing a good opportunity for networking with TxDOT personnel, vendors and fellow airport management. Since both of us attended, we were able to cover most of the afternoon breakout sessions. The annual Juan Martinez Scholarship was awarded at the banquet Thursday night by the Texas Airport Council. I also registered Mid-Way Airport as a member of this organization.
5. On April 15th I attended the first ATTAC Workshop for the planning of the first ever College Football Playoff to be held at AT&T Stadium January 12, 2015. The game will be on Monday night with weeklong activities much like the Final Four. We will continue to be planning throughout the coming months for the impact to GA airports in the area.

	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	5187	4676
April	83	19	3	0	0	1	0		

Tammy Bowen

To: Bill Ervin
Subject: Tenant Liaison Report

-----Original Message-----

From: Bill Ervin
Sent: Friday, May 02, 2014 10:16 AM
To: Tammy Bowen
Subject: report

Only thing I have is a few verbal comments and questions about the Fire Marshals visit.

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Bill Ervin
MotionAir Flight Training Center
Midway Regional Airport (KJWY)
Midlothian, Tx 76065
972-923-2298