

**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, September 11, 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 August 14, 2014
- Financial Report
- Manager's Report
- Airport Operations Report
- FBO Report
- Tenant Liaison Report

**REGULAR AGENDA**

3. Election of Officers
4. Public Comments
5. 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, August 14, 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 Chairman  
Kent McGuire, Secretary  
George Kent  
Paula Baucum  
David Box  
Ray Barksdale

**Others Present:** Judy Demoney, Airport Manager  
Tammy Bowen, Airport Operations Assistant  
Bill Ervin, Tenant Liaison  
Bethany Peterson, Reporter, Waxahachie Daily Light

### **REGULAR AGENDA**

**Opening:** Chair Gary Richter called the meeting to order, and Kyle Ballard gave the invocation.

**Board Announcements:** Judy Demoney announced that there will be a mobile food trailer at the Airport next Friday, August 15, and Saturday, August 16, between the hours of 11:00 am and 2:00 pm. The business is called "Steve's Best Bar-B-Q". Judy said that it will be a test to see if it does well.

Judy said that the Airport will be hosting the 3<sup>rd</sup> Annual West Ellis County United Way Kick-Off Reception on Tuesday, August 19, from 4:00 pm to 6:00 pm. The Chambers of Waxahachie and Midlothian are sponsoring the event.

### **CONSENT AGENDA:**

- Minutes of Meeting held June 12, 2014
- Financial Report
- Manager's Report
- Airport Operations Report
- FBO Report
- Tenant Liaison Report

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

### **REGULAR AGENDA:**

**Apron Expansion Update:** Judy Demoney told the Board that Lacy Construction has been great to work with through the construction. They have been very conscious of keeping the Airport clean, and the ground wet in order to keep the dust down. The project must be completed by December 17<sup>th</sup>. At this time they are ahead of schedule. They are hoping to be done somewhere between the end of October and Thanksgiving. While digging beside the access road the construction company discovered that the power lines were very shallow (6 inches) with no conduit. Normal depth should be 24 to 36 inches. Oncor was called out and we were told that the lines would need to be relocated. After meetings with Oncor it became obvious that it was going to be the Airport's responsibility. Lacy Construction also found that the phone lines were very shallow as well as the power lines to the AWOS. Judy said that because everything was put in so long ago there were no records, contracts or drawings to be found showing who actually did the work.

The trenches have been dug and the Oncor relocation conduits have been installed and inspected. They are just waiting for Oncor to make the connections. To date the cost is under \$20,000 and will be handled as a change order to the project. It will be a part of the 90/10 grant share. Judy explained that there are some relocation funds budgeted for the project that will help, but we won't know how things will work out until towards the end of the project. The road to the hangars was supposed to have been widened so that airplanes and vehicles would have access to and from the hangars away from construction, but those plans changed when the problems with the power and phones lines were discovered. The airplanes and vehicles have been redirected and it seems to be working. Judy said that once they finish the work relocating the lines they will then redirect vehicle traffic back down the West side of the hangars. The question has been if we continue to do the work widening the road. That particular portion of the contract is \$37,000. It was discussed in a meeting how nice it would be for future development of the North end of the property if we could go ahead and widen the road considering it would be the only opportunity to do so at 90/10. TxDOT does not normally pay for roads, but the widening was being done to help with the construction. As we get towards the end of the concrete pour of the aprons TxDOT will take a look at the budget, and make a decision whether we can still widen the road. They are anticipating the concrete pour to be around September 1<sup>st</sup>.

Hangar Project Update: Judy Demoney said that \$9,635 has been sent to TxDOT as our 10% share of the hangar design. The project will be submitted to the Texas Transportation Commission this month for approval and should start the design phase next month. Design and engineering is expected to take nine to twelve months, and the construction would start around August 2015.

2015 Budget: Judy Demoney reminded the Board that they approved the 2015 budget in May, but it has been changed. Some line items for the remainder of this year were reduced. The 2015 budget showed too much of a surplus and the goal is to have a zero budget. The new budget includes a 3% staff salary and benefit increase. It also includes insurance and bonds which was not included in May's budget. The Cities' subsidy will be reduced by \$10,000 each next year because the Airport has been doing better the past couple of years. Expenses reduced and revenues increased by the hangar increase in February of 2013. Also Southern Star Aviation is now paying some rent.

Executive Session: The Airport Board adjourned into Executive Session to discuss personnel matters to deliberate the Airport Manager's review and evaluation as permitted by Texas Government Code, Section 555.074, at 4:28 pm.

Regular Session: The Board reconvened to Regular Session at 4:55 pm. No action was taken.

Public Comments: There were no public comments.

Adjournment: There being no further business,

George Kent moved to adjourn; second by Gary Richter. All Ayes.

Respectfully submitted, Tammy Bowen, Airport Operations Assistant



City of Waxahachie, TX

# Budget Report Account Summary

For Fiscal: FY 2014 Period Ending: 08/31/2014

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 530 - MID-WAY REGIONAL AIRPORT</b>							
<b>Revenue</b>							
<a href="#">530-43200</a>	Grant Reimb-Operating	14,250.00	14,250.00	0.00	10,690.17	0.00	-3,559.83 0.75%
<a href="#">530-47300</a>	Airport-Fuel Flowage Fees	8,000.00	8,000.00	485.90	7,476.65	0.00	-523.35 0.93%
<a href="#">530-47350</a>	Renter Utility Payments	3,000.00	3,200.00	292.69	3,039.69	0.00	-160.31 0.95%
<a href="#">530-47502</a>	Interest From Cash Pool	250.00	70.00	0.00	83.25	0.00	13.25 1.19%
<a href="#">530-47607</a>	Facility Rental	250.00	250.00	0.00	100.00	0.00	-150.00 0.40%
<a href="#">530-47612</a>	Rents-Airport Commercial Leasing	11,154.00	11,150.00	1,329.50	10,895.00	0.00	-255.00 0.98%
<a href="#">530-47613</a>	Rent-Airport Land Options	1,395.00	950.00	0.00	954.50	0.00	4.50 1.00%
<a href="#">530-47614</a>	Rent-Airport T-Hangars	171,336.00	171,330.00	14,864.00	158,672.80	0.00	-12,657.20 0.93%
<a href="#">530-47615</a>	Rent-Aircraft Parking	500.00	500.00	35.00	301.00	0.00	-199.00 0.60%
<a href="#">530-47616</a>	Rent-Airport Box Hangars	73,668.00	73,660.00	6,139.00	67,529.00	0.00	-6,131.00 0.92%
<a href="#">530-47618</a>	Rent-Airport-Corporate Hangars	82,118.00	82,110.00	6,738.56	74,124.16	0.00	-7,985.84 0.90%
<a href="#">530-48320</a>	Contribution - City of Waxahachie	40,000.00	90,750.00	0.00	44,817.50	0.00	-45,932.50 0.49%
<a href="#">530-48325</a>	Contribution - City of Midlothian	40,000.00	90,750.00	0.00	44,817.50	0.00	-45,932.50 0.49%
<a href="#">530-49000</a>	Transfer from Other Funds	13,500.00	0.00	0.00	0.00	0.00	0.00 0.00%
<a href="#">530-49650</a>	Miscellaneous Revenue	5,000.00	8,100.00	0.00	8,113.53	0.00	13.53 1.00%
	<b>Revenue Total:</b>	<b>464,421.00</b>	<b>555,070.00</b>	<b>29,884.65</b>	<b>431,614.75</b>	<b>0.00</b>	<b>-123,455.25 77.76 %</b>
<b>Expense</b>							
<a href="#">530-199-51100</a>	Salaries	60,110.00	59,970.00	4,608.00	55,356.01	0.00	4,613.99 0.92%
<a href="#">530-199-52100</a>	Longevity	1,230.00	1,040.00	42.92	628.82	0.00	411.18 0.60%
<a href="#">530-199-52200</a>	Retirement-FICA	4,700.00	4,650.00	353.36	4,271.37	0.00	378.63 0.92%
<a href="#">530-199-52400</a>	Life & Health Insurance	11,720.00	11,690.00	975.66	10,712.26	0.00	977.74 0.92%
<a href="#">530-199-52501</a>	Retirement Plan Contribution-TMRS	10,200.00	10,210.00	772.52	9,374.05	0.00	835.95 0.92%
<a href="#">530-199-52600</a>	Workers' Compensation	1,020.00	390.00	23.56	140.52	0.00	249.48 0.36%
<a href="#">530-199-53101</a>	Airport Management	68,250.00	68,250.00	5,687.50	62,562.50	0.00	5,687.50 0.92%
<a href="#">530-199-53200</a>	Professional Services	500.00	0.00	0.00	0.00	0.00	0.00 0.00%
<a href="#">530-199-53201</a>	Training	500.00	350.00	0.00	350.00	0.00	0.00 1.00%
<a href="#">530-199-54101</a>	Utilities - Water	7,350.00	6,000.00	590.64	4,867.28	0.00	1,132.72 0.81%
<a href="#">530-199-54210</a>	Refuse Services	1,400.00	1,400.00	106.46	1,165.60	0.00	234.40 0.83%
<a href="#">530-199-54310</a>	Maintenance, Building (Upkeep)	12,000.00	12,000.00	0.00	8,772.70	0.00	3,227.30 0.73%
<a href="#">530-199-54320</a>	Maintenance, Improvements	7,500.00	12,500.00	627.00	12,081.64	0.00	418.36 0.97%
<a href="#">530-199-54330</a>	Maintenance, Purchased Equipment	8,000.00	5,000.00	632.92	2,938.72	0.00	2,061.28 0.59%
<a href="#">530-199-54340</a>	Maintenance, Purchased - Vehicle	5,000.00	3,000.00	0.00	1,717.11	0.00	1,282.89 0.57%
<a href="#">530-199-54345</a>	Maintenance, Leased Vehicle	471.00	550.00	39.29	413.45	0.00	136.55 0.75%

Budget Report

For Fiscal: FY 2014 Period Ending: 08/31/2014

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
<a href="#">530-199-54350</a> Maintenance, Other City Property	2,000.00	2,000.00	0.00	1,350.11	0.00	649.89	0.68%
<a href="#">530-199-54400</a> Vehicle Lease	3,499.00	3,700.00	288.95	3,071.70	0.00	628.30	0.83%
<a href="#">530-199-54430</a> Uniform/Janitorial Supply Rental	600.00	600.00	75.00	575.00	0.00	25.00	0.96%
<a href="#">530-199-55100</a> Insurance & Bonds	14,110.00	13,960.00	0.00	13,953.68	0.00	6.32	1.00%
<a href="#">530-199-55150</a> Phones, Pagers, Internet, Cable	6,770.00	8,575.00	698.81	7,871.70	0.00	703.30	0.92%
<a href="#">530-199-55200</a> Postage	200.00	50.00	0.00	42.79	0.00	7.21	0.86%
<a href="#">530-199-55250</a> Advertising - Legal & Classified	100.00	100.00	0.00	84.56	0.00	15.44	0.85%
<a href="#">530-199-55260</a> Advertising & Promotions	3,000.00	600.00	0.00	599.00	0.00	1.00	1.00%
<a href="#">530-199-55270</a> Special Events	7,000.00	5,200.00	0.00	5,234.54	0.00	-34.54	1.01%
<a href="#">530-199-55300</a> Printing & Binding	200.00	50.00	0.00	6.84	0.00	43.16	0.14%
<a href="#">530-199-55350</a> Travel (Mileage Meals Lodging)	2,000.00	1,400.00	56.33	998.61	0.00	401.39	0.71%
<a href="#">530-199-55400</a> Memberships/License/Cert Renewal	600.00	500.00	0.00	495.00	0.00	5.00	0.99%
<a href="#">530-199-55450</a> Board & Local Meetings	200.00	100.00	0.00	65.00	0.00	35.00	0.65%
<a href="#">530-199-55800</a> State/EPA Permit Fees	300.00	200.00	0.00	200.00	0.00	0.00	1.00%
<a href="#">530-199-56100</a> Supplies & Equipment	8,000.00	2,500.00	0.00	1,991.31	0.00	508.69	0.80%
<a href="#">530-199-56101</a> Supplies & Equip-Chem/Janitorial/Lab/Medical/Tool	150.00	150.00	0.00	113.90	0.00	36.10	0.76%
<a href="#">530-199-56103</a> Supplies & Equip-Motor Vehicle Parts & Equipment	2,000.00	2,000.00	1,522.60	1,988.88	0.00	11.12	0.99%
<a href="#">530-199-56104</a> Supplies & Equip-Computers & Accessories	500.00	500.00	0.00	447.69	0.00	52.31	0.90%
<a href="#">530-199-56202</a> Gasoline & Oil for Vehicle/Equip	0.00	3,200.00	113.34	2,548.65	0.00	651.35	0.80%
<a href="#">530-199-56204</a> Electricity	21,320.00	19,745.00	617.26	18,417.18	0.00	1,327.82	0.93%
<a href="#">530-199-57200</a> Buildings	0.00	10,000.00	0.00	9,635.00	0.00	365.00	0.96%
<a href="#">530-199-57400</a> Improvements Other Than Bldgs	13,500.00	94,900.00	0.00	94,892.00	0.00	8.00	1.00%
<a href="#">530-199-57500</a> Office & Other Equipment	0.00	5,500.00	0.00	5,498.00	0.00	2.00	1.00%
<a href="#">530-199-58700</a> Payment to City of Waxahachie	118,952.00	118,952.00	0.00	98,080.60	0.00	20,871.40	0.82%
<a href="#">530-199-58750</a> Payment to City of Midlothian	36,834.00	36,834.00	0.00	30,695.00	6,139.00	0.00	1.00%
<b>Expense Total:</b>	<b>441,786.00</b>	<b>528,316.00</b>	<b>17,832.12</b>	<b>474,208.77</b>	<b>6,139.00</b>	<b>47,968.23</b>	<b>90.92 %</b>
<b>Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):</b>	<b>22,635.00</b>	<b>26,754.00</b>	<b>12,052.53</b>	<b>-42,594.02</b>	<b>-6,139.00</b>	<b>-75,487.02</b>	<b>-182.15 %</b>
<b>Report Surplus (Deficit):</b>	<b>22,635.00</b>	<b>26,754.00</b>	<b>12,052.53</b>	<b>-42,594.02</b>	<b>-6,139.00</b>	<b>-75,487.02</b>	<b>-182.15 %</b>

**Budget Report**

For Fiscal: FY 2014 Period Ending: 08/31/2014

**Group Summary**

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 530 - MID-WAY REGIONAL AIRPORT</b>							
Revenue	464,421.00	555,070.00	29,884.65	431,614.75	0.00	-123,455.25	77.76 %
Expense	441,786.00	528,316.00	17,832.12	474,208.77	6,139.00	47,968.23	90.92 %
<b>Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):</b>	<b>22,635.00</b>	<b>26,754.00</b>	<b>12,052.53</b>	<b>-42,594.02</b>	<b>-6,139.00</b>	<b>-75,487.02</b>	<b>-182.15 %</b>
<b>Report Surplus (Deficit):</b>	<b>22,635.00</b>	<b>26,754.00</b>	<b>12,052.53</b>	<b>-42,594.02</b>	<b>-6,139.00</b>	<b>-75,487.02</b>	<b>-182.15 %</b>

**Fund Summary**

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Encumbrances</b>	<b>Variance Favorable (Unfavorable)</b>
530 - MID-WAY REGIONAL AIRPC	22,635.00	26,754.00	12,052.53	-42,594.02	-6,139.00	-75,487.02
<b>Report Surplus (Deficit):</b>	<b>22,635.00</b>	<b>26,754.00</b>	<b>12,052.53</b>	<b>-42,594.02</b>	<b>-6,139.00</b>	<b>-75,487.02</b>

## AUGUST, 2014 MANAGER'S REPORT

### 1. APRON UPDATE

- The project remains on schedule with no weather delays to date.
- The uncovered power lines have been lowered and redirected.
- The asphalt phase has been completed on the north half and the south apron
- The Midlothian City Council should approve the batch plant at their Sept. 9<sup>th</sup> meeting and concrete paving is expected to begin by Sept. 15<sup>th</sup> for the aprons, parking lot and the hangar access drive. This will take approximately 2-3 weeks.

### 2. MAINTENANCE ISSUES

- We had to replace the compressor to the fire suppression system for the box hangars and Trojan Phlyers hangar for approximately \$2100.
- The air conditioner is out again in the tractor and it is expected to be the compressor. Since it is toward the end of the mowing season, we will wait for the next budget cycle beginning October 1 to replace it.

### 3. MISCELLANEOUS

- Steve's Best Bar-B-Q mobile food service was here August 15-16. We enjoyed brisket, pulled pork, sausage, baked potatoes and sides. They may return on a monthly basis.
- I attended the ATTAC meeting on August 15<sup>th</sup> where we heard a presentation by Ennis City Manager Chuck Ewings regarding the new Ennis Airport. This has been studied for several years now with funds set aside by the City so they will soon be surveying the residents to gauge interest in proceeding with the project.
- I attended a legislative luncheon in Waxahachie on August 19<sup>th</sup> to hear presentations by Congressman Joe Barton and State Representative Jim Pitts on the outlook for Texas and Ellis County.



	Based Aircraft	Waiting List	Inquires	Placement	Accident/Incident	Noise Complaints	Other Complaints	100LL	Jet	
<b>2013</b>										
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	Total Fuel Flow
<b>2014</b>										
Jan	83	23	2	0	0	0	0	5616	6002	11618
Feb	84	21	1	0	0	0	0	8299	9766	18065
Mar	85	19	3	2	0	0	3	5187	4676	9863
April	83	19	3	0	0	1	0	7106	2390	9496
May	84	22	6	1	0	0	0	5964	5336	11300
June	84	22	2	0	0	0	0	5178	9891	15069
July	85	23	2	1	1	0	0	3105	6373	9478
Aug	85	23	1	0	0	0	0			

**AUGUST FBO REPORT** –September 5, 2014

**Please Note (August) fuel totals will be from the month prior (July). The remainder report content will be for the report month.**

FUEL SALES: **(Totals for July 2014)**

AvGas (Truck): 2677 gallons

AvGas (Self Serve): 428 gallons

Jet-A: 6334 gallons

Military (Jet-A): 39 gallons

TOTAL GALLONS OF FUEL FOR July 2014: 9478 gallons.

Highlights:

July 100LL sales were down as were overall fuel sales. However, Jet-A sales remained strong. This is a good indication that more business travelers are utilizing our airport. As the heat builds, some of our flying has slowed down. The construction on the ramp as had only caused a few minor issues with power. The construction crews remain great to work with. As we move into September and hopefully into cooler weather our “fun flying” should increase, also with summer vacation officially over our business flying should pickup.

## Tammy Bowen

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**From:** Bill Ervin <bill@motionairflight.com>  
**Sent:** Thursday, September 04, 2014 7:18 PM  
**To:** Tammy Bowen  
**Subject:** Re: Reports

Nothing to Report this Month

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