

**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 14, 2015, at 4:00 pm

David Box, Chairman  
Kyle Ballard, Vice Chairman  
Ray Barksdale, Secretary  
George Kent  
Dennis Lauterbach, Jr

Kent McGuire

**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 scheduled April 9, 2015
- Financial Report
- Manager's Report
- Airport Operations Report
- FBO Report

**REGULAR AGENDA**

3. Discuss FY 2016 Airport Budget
4. Pancake Breakfast Update
5. Discuss the Chautauqua/Mid-Way Joint Event
6. Consider Hangar Rates
7. Public Comments
8. 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 9, 2015, at 4:00 p.m., in the Rex Odom Conference Room, at Mid-Way Regional Airport, 131 Airport Dr., Midlothian, Texas.

Members Present: David Box, Chairman  
Kyle Ballard, Vice Chairman  
Ray Barksdale, Secretary  
Kent McGuire  
Dennis Lauterbach, Jr

Members Absent: George Kent

Others Present: Judy Demoney, Airport Manager  
Tammy Bowen, Airport Operations Assistant  
Bill Ervin, Tenant Liaison

### REGULAR AGENDA

Opening: Chairman David Box called the meeting to order, and Dennis Lauterbach gave the invocation.

Board Announcements: David Box announced that Paula Baucum submitted her resignation from the Airport Board last week, and that we would be doing some kind of recognition for her at the May Board meeting.

Judy Demoney asked that the Board mark their calendars for the Pancake Breakfast Fly-In on June 6<sup>th</sup>. Judy told the Board that she will be in San Marcus next week for the TxDOT Aviation Conference.

### CONSENT AGENDA:

- Minutes of Meeting held February 12, 2015
- Financial Report
- Manager's Report
- Airport Operation's Report
- FBO Report

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

### REGULAR AGENDA:

Manager's Report: Judy Demoney wanted to inform the Board that she was notified by the FAA that they did a fly-over at the Airport, and said that the PAPI and REIL lights have never been commissioned. Judy told them that we thought it had been done when the runway expansion was completed in 2011. The FAA said that it did not show in their computer that our lights were ever commissioned. Judy told the FAA that she would need to do some research. Judy said that she spoke with TxDOT. They said that this kind of thing is happening everywhere, but we should have received something in writing from them. TxDOT said that they would check on some things and get back with us. If we do have to have them commissioned it could cost as much as \$10,000 to \$12,000, but fortunately it would be at 90/10 with TxDOT paying 90%.

Ray Barksdale moved to approve the Manager's Report; second by Kent McGuire. All Ayes.

Hangar Project Update: Judy Demoney said that the preliminary design meeting for the hangar project was this morning with TxDOT and KSA. KSA redesigned the drainage system, so it appears that we will be below estimate. Judy said that she told Michael Scott that we may not need the whole \$66,000 that the Cities approved for the additional T-hangar, but would like to keep the money in the account until the project goes out for bid. The last we heard it would go out for bid in August with construction to begin in November, but now TxDOT is saying that they do not know when the project will begin because they have not received funding from the FAA yet. The final design is supposed to be finished May 7<sup>th</sup>.

FY 2016 Budget: Judy Demoney said that she and Tammy Bowen went to budget training this week. The Airport budget will need to be done, and entered into the system by May 4<sup>th</sup>. The Finance Committee will need to meet sometime before the 4<sup>th</sup> to go over the numbers.

New Airport Camera System: Judy Demoney told the Board that they are still trying to work out some bugs on the new camera system. These cameras will be able to count operations, and see activity on the runway. It will not count the gliders on the grass, so we will need to get a count from Big Q Aviation. More cameras can be added to the system in the future for extra security around the Airport.

Changing Date of July 2015 Board Meeting:

Kyle Ballard moved to approve changing the date of the July Board meeting to Thursday, July 16, 2015; second by Kent McGuire. All Ayes.

Non-Airport Businesses Providing Services on Airport Property: Judy Demoney said that we have a situation where we have non-airport businesses coming onto Airport property and performing maintenance. There has also been times when someone has been seen performing maintenance in a hangar without fire suppression. Only preventive maintenance can be performed in those hangars. We are not the only Airport having these problems. If there is ever an issue where a non-airport business causes damage (fire, etc) to a hangar/hangars our insurance would pay for the damage, but then our insurance would have to file a claim with the person that did the damage. If they have no insurance a lawsuit would be filled against the offending party, and possibly the tenant as well. Right now we have nothing requiring a non-airport business to provide a liability policy. Judy said that the maintenance businesses on the Airport are required to carry liability insurance, and the Airport requires a \$1,000,000 liability policy for contractors doing work for the Airport. Judy said that at minimum her recommendation to the Board would be to make an amendment to the Minimum Standards and Requirements requiring a general liability policy so that it would level the playing field for everybody, and everybody would be protected. In addition and/or we could charge a user fee to non-airport vendors using the Airport, per our Minimum Standards and Requirements. Judy said that she would like see the tenant advise us when they hire someone to do work at the Airport, and when they will be at the Airport. After Board discussion the Board decided that they would rather not change the Minimum Standards requiring non-airport vendors to provide a general liability policy, but to strongly encourage the tenant to ask the vendor for proof of insurance since the tenant could be held liable if something were to happen. The Board was not interested in charging a user fee. The Board agreed that if the letter does not work they would revisit this at a later date and decide on what other measures should be taken.

Kyle Ballard moved to approve that Judy issue a letter to all tenants reiterating what is already in the Rules and Regulations in regards to what type of maintenance can be performed in the hangars, and strongly encourage the tenant that if they elect to hire a non-airport vendor to do work that they ask the vendor to provide them with proof of liability insurance; second by Kent McGuire. All Ayes.

Terminal Office Lease Space: Judy Demoney said that MotionAir Flight Training has ceased operations at the Airport, so the office space is now available. It is 1,014 feet of finished space individually metered. We also have 400 feet of unfinished space that is not separately metered. We would like to keep 100 feet of that space for Airport storage. The business must be aviation related, so the space may be difficult to fill. Judy said she plans on sending fliers to aircraft brokerage and insurance companies in the metroplex. Economic Development from both Cities will be informed of the available space as well as Chamber of Commerce. We will be emailing a flyer to all of the Airport tenants, and listing it our website and facebook. Judy said that she will not be showing any revenue in the budget for next year for office space because this could take a while.

Executive Session: The Board adjourned into Executive Session for deliberation regarding the lease of real property, terminal office lease space, as permitted by Texas Government Code, Section 551.072, at 5:06 pm.

Regular Session: The Board reconvened to Regular Session at 5:23.

David Box said that the Board considered Bill Ervins's written request to release him from his five year office lease being just two and a half years into the lease. David said that they are willing to do that, but some conditions must be met.

Kent McGuire moved to approve the release of MotionAir Flight Training from the five year office lease once the following conditions have been met. Make any repairs necessary to the office space. All window coverings are to be left in the office. MotionAir Flight Training should be completely out of the office by April 15<sup>th</sup> and if not then the lease term would be reinstated. The Airport will be retaining his deposit of \$929.50 for the March rent; second by Ray Barksdale. All Ayes.

Adjournment: There being no further business,

Kent McGuire moved to adjourn; second by Ray Barksdale. All Ayes.

Respectfully submitted, Tammy Bowen, Airport Operations Assistant



City of Waxahachie, TX

# Budget Report Account Summary

For Fiscal: FY 2015 Period Ending: 04/30/2015

	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	20,000.00	20,000.00	0.00	0.00	0.00	-20,000.00 0.00%
<a href="#">530-47300</a>	Airport-Fuel Flowage Fees	10,000.00	10,000.00	466.64	4,261.52	0.00	-5,738.48 42.62%
<a href="#">530-47350</a>	Renter Utility Payments	3,000.00	3,000.00	404.10	1,906.35	0.00	-1,093.65 63.55%
<a href="#">530-47502</a>	Interest From Cash Pool	0.00	0.00	0.00	97.23	0.00	97.23 0.00%
<a href="#">530-47607</a>	Facility Rental	250.00	250.00	0.00	0.00	0.00	-250.00 0.00%
<a href="#">530-47612</a>	Rents-Airport Commercial Leasing	18,514.00	18,514.00	1,329.50	7,977.00	0.00	-10,537.00 43.09%
<a href="#">530-47613</a>	Rent-Airport Land Options	1,450.00	1,450.00	0.00	1,496.25	0.00	46.25 103.19%
<a href="#">530-47614</a>	Rent-Airport T-Hangars	171,336.00	171,336.00	23,770.63	114,001.63	0.00	-57,334.37 66.54%
<a href="#">530-47615</a>	Rent-Aircraft Parking	500.00	500.00	52.50	402.50	0.00	-97.50 80.50%
<a href="#">530-47616</a>	Rent-Airport Box Hangars	73,668.00	73,668.00	9,067.98	44,477.00	0.00	-29,191.00 60.37%
<a href="#">530-47618</a>	Rent-Airport-Corporate Hangars	82,118.00	82,118.00	6,843.16	47,902.12	0.00	-34,215.88 58.33%
<a href="#">530-48320</a>	Contribution - City of Waxahachie	115,000.00	115,000.00	0.00	30,000.00	0.00	-85,000.00 26.09%
<a href="#">530-48325</a>	Contribution - City of Midlothian	115,000.00	115,000.00	0.00	30,000.00	0.00	-85,000.00 26.09%
<a href="#">530-49650</a>	Miscellaneous Revenue	7,000.00	7,000.00	456.50	1,038.50	0.00	-5,961.50 14.84%
<a href="#">530-49653</a>	Miscellaneous Revenue - Insurance Reimbursement	0.00	0.00	0.00	606.36	0.00	606.36 0.00%
	<b>Revenue Total:</b>	<b>617,836.00</b>	<b>617,836.00</b>	<b>42,391.01</b>	<b>284,166.46</b>	<b>0.00</b>	<b>-333,669.54 45.99%</b>
<b>Expense</b>							
<a href="#">530-199-51100</a>	Salaries	61,970.00	61,970.00	4,746.25	35,587.67	0.00	26,382.33 57.43%
<a href="#">530-199-52100</a>	Longevity	1,370.00	1,370.00	108.00	570.22	0.00	799.78 41.62%
<a href="#">530-199-52200</a>	Retirement-FICA	4,790.00	4,790.00	368.75	2,763.15	0.00	2,026.85 57.69%
<a href="#">530-199-52400</a>	Life & Health Insurance	12,340.00	12,340.00	1,025.54	7,178.78	0.00	5,161.22 58.17%
<a href="#">530-199-52501</a>	Retirement Plan Contribution-TMRS	10,290.00	10,290.00	786.87	5,961.34	0.00	4,328.66 57.93%
<a href="#">530-199-52600</a>	Workers' Compensation	750.00	750.00	52.80	442.33	0.00	307.67 58.98%
<a href="#">530-199-53101</a>	Airport Management	70,300.00	70,300.00	5,858.17	41,007.19	29,290.81	2.00 100.00%
<a href="#">530-199-53200</a>	Professional Services	500.00	500.00	0.00	0.00	0.00	500.00 0.00%
<a href="#">530-199-53201</a>	Training	300.00	300.00	0.00	0.00	0.00	300.00 0.00%
<a href="#">530-199-54101</a>	Utilities - Water	7,000.00	7,000.00	496.34	3,203.84	0.00	3,796.16 45.77%
<a href="#">530-199-54210</a>	Refuse Services	1,400.00	1,400.00	106.46	745.22	0.00	654.78 53.23%
<a href="#">530-199-54310</a>	Maintenance, Building (Upkeep)	12,000.00	12,000.00	2,605.85	7,687.94	0.00	4,312.06 64.07%
<a href="#">530-199-54320</a>	Maintenance, Improvements	10,000.00	10,000.00	900.00	8,253.50	0.00	1,746.50 82.54%
<a href="#">530-199-54330</a>	Maintenance, Purchased Equipment	6,000.00	6,000.00	0.00	287.32	0.00	5,712.68 4.79%
<a href="#">530-199-54340</a>	Maintenance, Purchased - Vehicle	3,000.00	3,000.00	0.00	1,210.88	0.00	1,789.12 40.36%
<a href="#">530-199-54345</a>	Maintenance, Leased Vehicle	550.00	550.00	39.29	275.03	0.00	274.97 50.01%

Budget Report

For Fiscal: FY 2015 Period Ending: 04/30/2015

	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	899.00	0.00	1,101.00	44.95%
<a href="#">530-199-54400</a> Vehicle Lease	3,700.00	3,700.00	288.95	2,022.65	0.00	1,677.35	54.67%
<a href="#">530-199-54430</a> Uniform/Janitorial Supply Rental	600.00	600.00	75.00	325.00	0.00	275.00	54.17%
<a href="#">530-199-55100</a> Insurance & Bonds	14,200.00	14,200.00	0.00	14,560.78	0.00	-360.78	102.54%
<a href="#">530-199-55150</a> Phones, Pagers, Internet, Cable	7,000.00	7,000.00	741.45	5,066.44	0.00	1,933.56	72.38%
<a href="#">530-199-55200</a> Postage	50.00	50.00	0.00	6.49	0.00	43.51	12.98%
<a href="#">530-199-55250</a> Advertising - Legal & Classified	100.00	100.00	0.00	0.00	0.00	100.00	0.00%
<a href="#">530-199-55260</a> Advertising & Promotions	5,000.00	5,000.00	0.00	62.00	0.00	4,938.00	1.24%
<a href="#">530-199-55270</a> Special Events	7,000.00	7,000.00	60.35	657.35	0.00	6,342.65	9.39%
<a href="#">530-199-55300</a> Printing & Binding	300.00	300.00	0.00	0.00	0.00	300.00	0.00%
<a href="#">530-199-55350</a> Travel (Mileage Meals Lodging)	2,000.00	2,000.00	560.85	986.42	0.00	1,013.58	49.32%
<a href="#">530-199-55400</a> Memberships/License/Cert Renewal	600.00	600.00	0.00	475.00	0.00	125.00	79.17%
<a href="#">530-199-55450</a> Board & Local Meetings	200.00	200.00	0.00	8.10	0.00	191.90	4.05%
<a href="#">530-199-55800</a> State/EPA Permit Fees	200.00	200.00	0.00	200.00	0.00	0.00	100.00%
<a href="#">530-199-56100</a> Supplies & Equipment	5,000.00	5,000.00	0.00	994.11	0.00	4,005.89	19.88%
<a href="#">530-199-56101</a> Supplies & Equip-Chem/Janitorial/Lab/Medical/Tool	100.00	100.00	0.00	0.00	0.00	100.00	0.00%
<a href="#">530-199-56103</a> Supplies & Equip-Motor Vehicle Parts & Equipment	1,000.00	1,000.00	0.00	691.62	0.00	308.38	69.16%
<a href="#">530-199-56104</a> Supplies & Equip-Computers & Accessories	500.00	500.00	0.00	135.83	0.00	364.17	27.17%
<a href="#">530-199-56202</a> Gasoline & Oil for Vehicle/Equip	3,000.00	3,000.00	58.34	273.60	0.00	2,726.40	9.12%
<a href="#">530-199-56204</a> Electricity	21,000.00	21,000.00	1,462.28	12,318.90	0.00	8,681.10	58.66%
<a href="#">530-199-57200</a> Buildings	170,000.00	236,241.00	0.00	0.00	0.00	236,241.00	0.00%
<a href="#">530-199-57400</a> Improvements Other Than Bldgs	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00%
<a href="#">530-199-57500</a> Office & Other Equipment	5,000.00	5,000.00	0.00	0.00	4,450.00	550.00	89.00%
<a href="#">530-199-58700</a> Payment to City of Waxahachie	118,952.00	118,952.00	0.00	59,475.96	0.00	59,476.04	50.00%
<a href="#">530-199-58750</a> Payment to City of Midlothian	36,834.00	36,834.00	0.00	18,417.00	18,417.00	0.00	100.00%
<b>Expense Total:</b>	<b>606,896.00</b>	<b>688,137.00</b>	<b>20,341.54</b>	<b>232,750.66</b>	<b>52,157.81</b>	<b>403,228.53</b>	<b>41.40 %</b>
<b>Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):</b>	<b>10,940.00</b>	<b>-70,301.00</b>	<b>22,049.47</b>	<b>51,415.80</b>	<b>-52,157.81</b>	<b>69,558.99</b>	<b>1.06 %</b>
<b>Report Surplus (Deficit):</b>	<b>10,940.00</b>	<b>-70,301.00</b>	<b>22,049.47</b>	<b>51,415.80</b>	<b>-52,157.81</b>	<b>69,558.99</b>	<b>1.06 %</b>

Budget Report

For Fiscal: FY 2015 Period Ending: 04/30/2015

**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	617,836.00	617,836.00	42,391.01	284,166.46	0.00	-333,669.54	45.99 %
Expense	606,896.00	688,137.00	20,341.54	232,750.66	52,157.81	403,228.53	41.40 %
	<b>Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):</b>	<b>-70,301.00</b>	<b>22,049.47</b>	<b>51,415.80</b>	<b>-52,157.81</b>	<b>69,558.99</b>	<b>1.06 %</b>
	<b>Report Surplus (Deficit):</b>	<b>10,940.00</b>	<b>-70,301.00</b>	<b>22,049.47</b>	<b>51,415.80</b>	<b>-52,157.81</b>	<b>69,558.99</b>
							<b>1.06 %</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	10,940.00	-70,301.00	22,049.47	51,415.80	-52,157.81	69,558.99
Report Surplus (Deficit):	10,940.00	-70,301.00	22,049.47	51,415.80	-52,157.81	69,558.99



## MANAGER'S REPORT APRIL, 2015

### Capital Projects

The apron expansion/parking lot project was finally completed with the installation of the parking lot lights.

The hangar project continued with a pre-design meeting with TxDOT and KSA on April 9<sup>th</sup>.

### Maintenance/Repairs

We have entered the heavy maintenance season with major repairs made to the terminal elevator, automated weather system (AWOS) and the tractor.

A large tree at the entrance to the airport uprooted during the storm and fell blocking the adjacent road. Our thanks to the City of Waxahachie Street Department for clearing the tree out so quickly.

### Runway Lighting

We were notified by the FAA that the PAPIs and REILs will have to be commissioned. This is affecting several airports throughout Texas and TxDOT is working toward cost containment by combining several airports in one commissioning flight. Existing funds have been allocated for this.

### Midlothian Citizens' Academy

We hosted this group on April 30<sup>th</sup> from 5:30-7:00 with a tour of all our businesses on the airport. Thanks to those business owners for staying late to support the airport.

### Meetings/Conferences

Tammy attended social media training at Waxahachie City Hall on April 13th.

Judy attended an ATTAC Workshop on April 1st where we formulated our response to the FAA regarding Unmanned Aircraft Policy (drones), the regular ATTAC meeting on April 10th and the TxDOT Aviation Conference April 15-17 in San Marcos.

AIRPORT OPERATIONS REPORT										
	Based Aircraft	Waiting List	Inquires	Placement	Accident/Incident	Noise Complaints	Other Complaints	100LL	Jet	
<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	5161	5977	11138
Sept	84	20	1	0	1	0	0	6736	3724	10460
Oct	85	18	2	0	0	0	0	3053	9159	12212
Nov	85	15	1	2	0	0	0	3566	5950	9516
Dec	85	16	2	0	0	0	0	3071	6229	9300
	Based Aircraft	Waiting List	Inquires	Placement	Accident/Incident	Noise Complaints	Other Complaints	100LL	Jet	Total Fuel Flow
<b>2015</b>										
Jan	85	15	0	0	0	0	0	5610	4604	10214
Feb	84	15	1	1	0	0	0	2591	3553	6144
Mar	83	16	3	0	1	0	0	2326	3507	5833
April	85	14	4	1	0	1	0			

**April FBO REPORT** –May 7, 2015

**Please Note fuel totals will be from the month of April .**

FUEL SALES: **(Totals for April 2015)**

AvGas (Truck): 3587 gallons

AvGas (Self Serve): 607 gallons

Jet-A: 3833 gallons

TOTAL GALLONS OF FUEL FOR April 2015: 8027 gallons.

Highlights:

The month of April progressed slightly in operations and Jet A sales. The AvGas 100LL sales continued on the low side. This was once again due to the very wet and wild weather of spring. Our Jet traffic has slumped slightly but remains steady. As you have witnessed, May is off to a wet and wild start also. Airborne has seen an increase in flying, affected by the weather, of course. We are all looking forward to a calm and cool June for the pancake breakfast/fly in.