

**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, July 16, 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 held May 14, 2015
- Financial Report
- Manager's Report
- Airport Operation's Report
- FBO Report
- Tenant Liaison Report

**REGULAR AGENDA**

3. Update on Economic Development Opportunities
4. Discuss Airport Events
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, May 14, 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  
George Kent  
Kent McGuire

Members Absent: Dennis Lauterbach, Jr

Others Present: Judy Demoney, Airport Manager

### REGULAR AGENDA

Opening: Chairman David Box called the meeting to order, and Ray Barksdale gave the invocation.

Board Announcements: There were no Board announcements.

### CONSENT AGENDA:

- Minutes of Meeting held April 9, 2015
- Financial Report
- Manager's Report
- Airport Operation's Report
- FBO Report

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

### REGULAR AGENDA:

FY 2016 Airport Budget: Kyle Ballard said that it looks like it is going to be another tight budget for 2016 given the fact that we recently lost an office tenant, the FBO has been hit by a reduction in fuel sales to the military, and we are still up in the air about the timing of the construction of the new T hangars. Kyle said that Judy and Tammy have done a great job in making the necessary adjustments to meet the new budget reporting requirements of the City of Waxahachie. The Finance Committee's overall recommendation is more or less a flat budget from 2015 with less than a 1% increase. We will remain optimistic that revenue will improve, and that we will be able to get a little more breathing room in the budget.

Pancake Breakfast Update: Judy Demoney reminded the Board of the Pancake Breakfast Fly-In on June 6<sup>th</sup>. Biplane, DC-3 and helicopters rides will be available for a fee. The Midlothian Classic Wheels and Gold Wing Road Rider Association will be participants again. Children's activities will include a train, face painting and a bounce house as a new addition. There will be a live band and plenty of planes on the ramp for viewing. The event will be from 8 am to 11 am. Judy asked that the Board be there bright and early ready to sell breakfast tickets as early as 7:30 if people are waiting. Breakfast tickets for adults and children eight and over will be \$6, and children eight and under will be \$3. The Boy Scouts will be catering breakfast again this year. They will be setting up, cooking, serving, cleaning, and breaking down, so the only responsibilities for the Board and extra volunteers will be to sell tickets for the train and breakfast, and hand out plates. The pancake breakfast will also be benefiting the troop. They plan on setting tip jars on the tables again, and will be setting up a table to sell salsa this year.

Chautauqua/Mid-Way Joint Event: Judy Demoney said that on Friday, September 25<sup>th</sup> the Airport will host an event in conjunction with the Chautauqua event “Celebration of Flight” on Saturday, September 26<sup>th</sup>. The Airport event on Friday will be from 5:30 pm to 7:00 pm. We will dedicate a plaque to Bessie Coleman commemorating the 90<sup>th</sup> anniversary of her fly-over over Waxahachie. There will be a Bessie Coleman re-enactor in costume speaking, and available to take pictures with the public in front of a biplane owned by Big Q Aviation. The Boy Scouts will be selling hot dogs and drinks. We are trying to get a jazz band to play music from that era. If the astronaut for the Saturday event is around on Friday we will try to get him here to take pictures as well.

The Airport will be participating in a float with the Chautauqua Association for the 4<sup>th</sup> of July parade. The theme is “Celebration of Flight”. Some of our ideas have revolved around birds, butterflies, Bess Coleman, model airplanes, astronauts, and drones. We hope to come up with something interesting for the float.

Hangar Rates: Judy Demoney told the Board that the last hangar rate increase we had was February, 2013 with a 13% increase. Judy reported that the average small T-hangar rate among all smaller area airports is \$234 - 250 and for the large T-hangars \$322 - \$378. The Airports included in this survey were Grand Prairie, Lancaster, Mesquite, Cleburne, Moonbow, and Mid-Way. Judy said the Mid-Ways’s rates remain below market in the area and the Airport pays the electricity. The box hangars are at or above market rate in the area and the tenants pay their own electricity. Judy recommended that they increase the T-hangar rental rates by 12% effective September 1, 2015. The small hangars would increase by \$25 (\$210 to \$235), and the large T-hangars would increase by \$30 (\$247 to \$277). Judy recommended that there not be an increase in the rates for box hangars.

Kent McGuire moved to approve a 12% hangar rate increase for the small T-hangars in the amount of \$235, and 12% hangar rate increase for the larger T-hangars in the amount of \$277 with no hangar rate increase for the box hangars. The hangar rate increase is to be effective September 1, 2015; second by George Kent. All Ayes.

Adjournment: There being no further business,

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

Respectfully submitted, Judy Demoney, Airport Manager



City of Waxahachie, TX

# Budget Report Account Summary

For Fiscal: FY 2015 Period Ending: 06/30/2015

	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	8,079.17	0.00	-11,920.83 40.40%
<a href="#">530-47300</a>	Airport-Fuel Flowage Fees	10,000.00	10,000.00	690.96	5,594.64	0.00	-4,405.36 55.95%
<a href="#">530-47350</a>	Renter Utility Payments	3,000.00	3,000.00	280.95	2,360.03	0.00	-639.97 78.67%
<a href="#">530-47502</a>	Interest From Cash Pool	0.00	0.00	-3.33	140.41	0.00	140.41 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	0.00	8,777.00	0.00	-9,737.00 47.41%
<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	13,359.00	131,863.63	0.00	-39,472.37 76.96%
<a href="#">530-47615</a>	Rent-Aircraft Parking	500.00	500.00	67.20	513.45	0.00	13.45 102.69%
<a href="#">530-47616</a>	Rent-Aiport Box Hangars	73,668.00	73,668.00	6,139.00	55,251.00	0.00	-18,417.00 75.00%
<a href="#">530-47618</a>	Rent-Airport-Corporate Hangars	82,118.00	82,118.00	6,843.16	61,588.44	0.00	-20,529.56 75.00%
<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	6,243.00	7,572.50	0.00	572.50 108.18%
<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>33,619.94</b>	<b>343,842.88</b>	<b>0.00</b>	<b>-273,993.12 55.65 %</b>
<b>Expense</b>							
<a href="#">530-199-51100</a>	Salaries	61,970.00	61,700.00	4,746.24	47,453.27	0.00	14,246.73 76.91%
<a href="#">530-199-52100</a>	Longevity	1,370.00	1,130.00	108.00	786.22	0.00	343.78 69.58%
<a href="#">530-199-52200</a>	Retirement-FICA	4,790.00	4,790.00	368.75	3,682.19	0.00	1,107.81 76.87%
<a href="#">530-199-52400</a>	Life & Health Insurance	12,340.00	12,330.00	1,025.54	9,229.86	0.00	3,100.14 74.86%
<a href="#">530-199-52501</a>	Retirement Plan Contribution-TMRS	10,290.00	10,290.00	786.87	7,919.76	0.00	2,370.24 76.97%
<a href="#">530-199-52600</a>	Workers' Compensation	750.00	740.00	52.80	573.86	0.00	166.14 77.55%
<a href="#">530-199-53101</a>	Airport Management	70,300.00	70,300.00	5,858.17	52,723.53	17,574.47	2.00 100.00%
<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	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	577.01	4,321.92	0.00	2,678.08 61.74%
<a href="#">530-199-54210</a>	Refuse Services	1,400.00	1,300.00	106.46	958.14	0.00	341.86 73.70%
<a href="#">530-199-54310</a>	Maintenance, Building (Upkeep)	12,000.00	12,000.00	2,112.63	9,870.82	0.00	2,129.18 82.26%
<a href="#">530-199-54320</a>	Maintenance, Improvements	10,000.00	12,000.00	303.00	8,556.50	0.00	3,443.50 71.30%
<a href="#">530-199-54330</a>	Maintenance, Purchased Equipment	6,000.00	5,000.00	0.00	287.32	0.00	4,712.68 5.75%
<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	520.00	39.29	353.61	0.00	166.39 68.00%

Budget Report

For Fiscal: FY 2015 Period Ending: 06/30/2015

	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	1,192.00	0.00	808.00	59.60%
<a href="#">530-199-54400</a> Vehicle Lease	3,700.00	3,770.00	288.95	2,600.55	0.00	1,169.45	68.98%
<a href="#">530-199-54430</a> Uniform/Janitorial Supply Rental	600.00	650.00	85.56	435.56	0.00	214.44	67.01%
<a href="#">530-199-55100</a> Insurance & Bonds	14,200.00	15,000.00	0.00	14,560.78	0.00	439.22	97.07%
<a href="#">530-199-55150</a> Phones, Pagers, Internet, Cable	7,000.00	8,700.00	715.06	6,511.90	0.00	2,188.10	74.85%
<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	0.00	0.00	0.00	0.00	0.00	0.00%
<a href="#">530-199-55260</a> Advertising & Promotions	5,000.00	4,000.00	0.00	62.00	0.00	3,938.00	1.55%
<a href="#">530-199-55270</a> Special Events	7,000.00	7,000.00	4,272.95	5,630.30	0.00	1,369.70	80.43%
<a href="#">530-199-55300</a> Printing & Binding	300.00	50.00	0.00	0.00	0.00	50.00	0.00%
<a href="#">530-199-55350</a> Travel (Mileage Meals Lodging)	2,000.00	1,400.00	57.15	1,043.57	0.00	356.43	74.54%
<a href="#">530-199-55400</a> Memberships/License/Cert Renewal	600.00	500.00	0.00	475.00	0.00	25.00	95.00%
<a href="#">530-199-55450</a> Board & Local Meetings	200.00	100.00	0.00	69.51	0.00	30.49	69.51%
<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	2,800.00	0.00	1,132.91	0.00	1,667.09	40.46%
<a href="#">530-199-56101</a> Supplies & Equip-Chem/Janitorial/Lab/Medical/Tool	100.00	100.00	0.00	20.99	0.00	79.01	20.99%
<a href="#">530-199-56103</a> Supplies & Equip-Motor Vehicle Parts & Equipment	1,000.00	2,000.00	0.00	1,192.47	0.00	807.53	59.62%
<a href="#">530-199-56104</a> Supplies & Equip-Computers & Accessories	500.00	500.00	0.00	166.82	0.00	333.18	33.36%
<a href="#">530-199-56202</a> Gasoline & Oil for Vehicle/Equip	3,000.00	3,000.00	1,260.82	1,635.01	0.00	1,364.99	54.50%
<a href="#">530-199-56204</a> Electricity	21,000.00	21,500.00	1,735.86	16,614.00	0.00	4,886.00	77.27%
<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="#">530-199-57500</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	9,912.66	89,213.94	0.00	29,738.06	75.00%
<a href="#">530-199-58750</a> Payment to City of Midlothian	36,834.00	36,834.00	3,069.50	27,625.50	9,208.50	0.00	100.00%
<a href="#">530-199-59710</a> Miscellaneous Expense	0.00	700.00	-700.00	0.00	0.00	700.00	0.00%
<b>Expense Total:</b>	<b>606,896.00</b>	<b>673,447.00</b>	<b>36,783.27</b>	<b>318,317.18</b>	<b>31,232.97</b>	<b>323,896.85</b>	<b>51.90 %</b>
<b>Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):</b>	<b>10,940.00</b>	<b>-55,611.00</b>	<b>-3,163.33</b>	<b>25,525.70</b>	<b>-31,232.97</b>	<b>49,903.73</b>	<b>10.26 %</b>
<b>Report Surplus (Deficit):</b>	<b>10,940.00</b>	<b>-55,611.00</b>	<b>-3,163.33</b>	<b>25,525.70</b>	<b>-31,232.97</b>	<b>49,903.73</b>	<b>10.26 %</b>

**Budget Report**

For Fiscal: FY 2015 Period Ending: 06/30/2015

**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	33,619.94	343,842.88	0.00	-273,993.12	55.65 %
Expense	606,896.00	673,447.00	36,783.27	318,317.18	31,232.97	323,896.85	51.90 %
<b>Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):</b>	<b>10,940.00</b>	<b>-55,611.00</b>	<b>-3,163.33</b>	<b>25,525.70</b>	<b>-31,232.97</b>	<b>49,903.73</b>	<b>10.26 %</b>
<b>Report Surplus (Deficit):</b>	<b>10,940.00</b>	<b>-55,611.00</b>	<b>-3,163.33</b>	<b>25,525.70</b>	<b>-31,232.97</b>	<b>49,903.73</b>	<b>10.26 %</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	-55,611.00	-3,163.33	25,525.70	-31,232.97	49,903.73
<b>Report Surplus (Deficit):</b>	<b>10,940.00</b>	<b>-55,611.00</b>	<b>-3,163.33</b>	<b>25,525.70</b>	<b>-31,232.97</b>	<b>49,903.73</b>

## MANAGER'S REPORT MAY/JUNE, 2015

### Damages/Repairs

1. The weather in May caused some damage at the airport. The wind/rain blew the door in on Ken Lantz's hangar damaging the airplane. The Airport's insurance covered the repairs. Also there were lightning strikes on the runway and Mario was able to repair the damage.
2. Repairs were needed again on the terminal elevator and the tractor air conditioning. So far the repair on the tractor is holding.

### Hangar Update

1. We finalized and signed off on the hangar design project. We are now awaiting funding from the FAA to TxDOT so we can proceed with construction. There is no word on when this might happen.

### Runway Cameras

1. After many glitches, the runway cameras are operational and counting. This is a new application for this product so there are many details and applications to be worked through. For June we averaged approximately 4700 operations.

### Events

1. The Pancake Breakfast/Fly-in was a huge success. Details will be discussed at the July Board of Directors meeting.
2. We hosted the Waxahachie Employee Academy on May 14<sup>th</sup> with power point presentations made by Mid-Way and the Waxahachie Economic Development and Downtown Development groups.
3. Our meeting room was utilized in May by the REACH Council and West Ellis County United Way for their Board meetings.

### ATTAC

1. I attended the bi-monthly ATTAC meeting on June 19<sup>th</sup> at NCTCOG's headquarters in Arlington.
2. I completed my position as Secretary and was honored to be appointed Vice-Chair for 2015-2016. I will be serving on the Executive Board with Bill Welstead, Airport System Director for the City of Fort Worth as Chair and Quentin Hix, Director of Aviation for Denton Enterprise Airport as Past Chair.



<b>AIRPORT OPERATIONS REPORT</b>										
	<b>Based Aircraft</b>	<b>Waiting List</b>	<b>Inquires</b>	<b>Placement</b>	<b>Accident/Incident</b>	<b>Noise Complaints</b>	<b>Other Complaints</b>	<b>100LL</b>	<b>Jet</b>	
<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
	<b>Based Aircraft</b>	<b>Waiting List</b>	<b>Inquires</b>	<b>Placement</b>	<b>Accident/Incident</b>	<b>Noise Complaints</b>	<b>Other Complaints</b>	<b>100LL</b>	<b>Jet</b>	<b>Total Fuel Flow</b>
<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	4194	3833	8027
May	87	15	2	3	0	0	0	4175	4462	8637
June	87	13	2	0	0	0	0			

**June FBO REPORT** –July 3, 2015

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

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

AvGas (Truck): 3297 gallons

AvGas (Self Serve): 248 gallons

Jet-A: 4462 gallons

TOTAL GALLONS OF FUEL FOR May 2015: 8637 gallons.

Highlights:

The fuel totals for May remained low, especially for 100 LL AVGAS. This was directly due to the enormous amount of rain/flooding/severe weather we experienced during the month. The initial fuel tally for June looks to be improved.

Our pancake breakfast was a great success. We parked over 50 transient aircraft and one Hot Air Balloon during the event. It was great to have the new ramp area. There was one aircraft that arrived the day prior from Arkansas for the event. He made a fuel stop here last year and enjoyed it so much he made it a planned attendance this year. We had a lot of good comments from pilots on the new space and parking procedures. While we did not have a tremendous amount of fuel sales, there was a lot of great P.R. for the airport, FBO, and our improvements.

With temperatures remaining below the century mark for June and the start of July, hopefully the aeronautical activity will continue to improve.

**Tammy Bowen**

---

**Subject:** Tenant Liaison Report

**From:** Brad  
**Sent:** Friday, July 03, 2015 1:09 PM  
**To:** Tammy Bowen  
**Subject:** Tenant Liaison Report

The only things I have to report from tennants this month is:

1. The McCarthys reported to me that the tie down rings on the ramp are not adequate. During the storms the past mont their plane was tied down and the rings broke from the ground. They didn't have any damage, but said they have noticed at other airports they are heavier duty than at Midway.
2. The rent increase on hangers was a concern to several Pilots that talked with me about it at the Pancake breakfast. I explained the situation as told me by Judy about the cities not wanting to spend money on the airport because it is supposed to be self sufficient as mandated by TxDot as part of the improvement grants. The main concern is that there is no revenue stream other than Hangers. Since the improvements were made to enhance business and tax base, it should be on the backs of taxpayers as well as tennants to pay for operations at the airport.

Thats all I have to report. Unless something comes up between now and the 10th. Thanks, Brad Wrzesinski

**Mid-Way Airport Pancake Breakfast  
Fly-In Report  
2015**

1. Confetti's (Chairs, tables, fans and tablecloths)	774.00
2. Boy Scout Troop 524 (Catering)	1914.00
3. Boy Scout Troop 524 Donation	1200.00
4. Jazz Band	300.00
5. Waxahachie Explorers Donation	150.00
6. BFI (Porta-Potties)	184.95
7. Gingerbread Press (Printing of posters)	60.35
8. Misc. (candy, rags, water and mops)	88.82
9. Train	400.00

\*\*\* Ice donated by the City of Midlothian Fire Department  
\*\*\* Trash bags donated by City of Waxahachie Public Works

**Total Expenses** **\$5,072.12**

Breakfast \$4638  
Water \$ 545  
Train \$ 615

**Total Revenue:** **\$ 5,798.**

**Net Proceeds** **\$725.88**

**Tickets**

Adults 678

Kids 190

Comp 89

**957 served**