

**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, March 17, 2016, at 4:00 pm

Kyle Ballard, Chairman  
Randall Porche, Vice Chairman  
Ray Barksdale, Secretary

David Box  
Kent McGuire

George Kent  
Dennis Lauterbach, Jr

**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 February 11, 2016
- Financial Report
- Manager's Report
- Airport Operations Report
- FBO Report

**REGULAR AGENDA**

3. Airborne Imaging Construction Project Update
4. TxDOT Conference Report
5. ~~Consider Ground Lease Rates~~
6. Consider Airport Board Committees
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, February 11, 2016, 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  
Dennis Lauterbach, Jr  
Randall Porche

Members Absent: George Kent  
Kent McGuire

Others Present: Judy Demoney, Airport Manager  
Tammy Bowen, Airport Operations Assistant

**REGULAR AGENDA**

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

**Board Announcements:** Judy Demoney said that it is a possibility that as soon as the MPE funds are released TxDOT will be ready to put our hangars out for bid, and that it could be as early as this summer. Judy told the Board that we did not include our share in the budget for this year because TxDOT had said they did not expect funding until late summer, so it would fall into next year's budget. Judy told the Board this is something that they will have to discuss later if they get the funds.

**CONSENT AGENDA:**

- Minutes of Meeting held January 14, 2016
- Financial Report
- Manager's Report
- Airport Operation's Report
- FBO Report

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

**REGULAR AGENDA:**

**Manager's Report:** Judy Demoney asked that Tammy Bowen explain what happened on January 15th. Tammy said that morning a woman was seen walking around the RAMP trying to enter people's aircraft. The lady said that she was looking for someone she knew. She appeared to be confused, and upset because she could not find the person. The Midlothian Police Department was called out to check on the situation. The ambulance showed up later to evaluate her, and ended up transporting her to the hospital.

**Noise Study Update:** Judy Demoney reminded the Board that they voted to proceed with the noise study. Judy said that she contacted TxDOT. They agreed to cover half the cost of the noise study under the RAMP Grant. Our accounting office said that we have funds in our fund balance account, which are funds left over from previous projects. These funds are for Airport use, but would need to be approved by the City Councils. Judy said that she contacted both City Managers and ended up scheduling a meeting with them. It was decided that it would be best to proceed with a noise study the way things are going with development in the area. A noise study would provide us with good professional background information for when we have to go to the P&Zs or City Councils. The cost for the noise study is \$35,000.

Airborne Imaging Construction Project Update: Judy Demoney said that the Nay Company is working on getting the final numbers together for Airborne Imaging's hangar project. The Nay Company should be meeting with them next week to go over those numbers. The City of Midlothian is in the final stages of approving the design. If Airborne approves the project there is a very good prospect interested in the hangar that Airborne leases now from the City of Waxahachie. They have three jets (G5, Lear 31 and Lear 45).

Officer Elections:

David Box moved to nominate Kyle Ballard as Chair; second by Dennis Lauterbach. All Ayes

Kyle Ballard moved to nominate Randal Porche as Vice Chair; second by David Box. All Ayes.

Randall Porche moved to nominate Ray Barksdale as Secretary; second by Kyle Ballard. All Ayes.

March Board Meeting Re-schedule: Judy Demoney asked that the Board consider changing the date of the March 2016 Board meetings because she will be at the TxDOT Conference that day.

Randall Porsche moved to approve changing the date of the March 2016 Board meeting to Thursday, March 17<sup>th</sup>; second by Ray Barksdale. All Ayes.

Adjournment: There being no further business,

Randall Porche moved to adjourn; second by Dennis Lauterbach All Ayes.

Respectfully submitted, Tammy Bowen, Airport Operations



City of Waxahachie, TX

# Budget Report Account Summary

For Fiscal: FY 2016 Period Ending: 02/29/2016

	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	25,000.00	25,000.00	0.00	0.00	-25,000.00	0.00 %	
<a href="#">530-47300</a>	Airport-Fuel Flowage Fees	9,500.00	9,500.00	773.20	4,643.72	-4,856.28	48.88 %	
<a href="#">530-47350</a>	Renter Utility Payments	3,000.00	3,000.00	198.21	1,270.11	-1,729.89	42.34 %	
<a href="#">530-47502</a>	Interest From Cash Pool	170.00	170.00	0.00	197.54	27.54	116.20 %	
<a href="#">530-47607</a>	Facility Rental	250.00	250.00	0.00	0.00	-250.00	0.00 %	
<a href="#">530-47612</a>	Rents-Airport Commercial Leasing	5,280.00	5,280.00	440.00	2,360.00	-2,920.00	44.70 %	
<a href="#">530-47613</a>	Rent-Airport Land Options	1,500.00	1,500.00	0.00	1,496.25	-3.75	99.75 %	
<a href="#">530-47614</a>	Rent-Airport T-Hangars	185,980.00	185,980.00	15,626.00	77,920.00	-108,060.00	41.90 %	
<a href="#">530-47615</a>	Rent-Aircraft Parking	700.00	700.00	70.00	533.75	-166.25	76.25 %	
<a href="#">530-47616</a>	Rent-Aiport Box Hangars	73,670.00	73,670.00	6,135.00	30,691.00	-42,979.00	41.66 %	
<a href="#">530-47618</a>	Rent-Airport-Corporate Hangars	83,320.00	83,320.00	6,950.00	34,750.00	-48,570.00	41.71 %	
<a href="#">530-48320</a>	Contribution - City of Waxahachie	35,975.00	35,975.00	0.00	35,975.00	0.00	100.00 %	
<a href="#">530-48325</a>	Contribution - City of Midlothian	35,975.00	35,975.00	0.00	35,975.00	0.00	100.00 %	
<a href="#">530-49650</a>	Miscellaneous Revenue	8,070.00	8,070.00	0.00	25.00	-8,045.00	0.31 %	
	<b>Revenue Total:</b>	<b>468,390.00</b>	<b>468,390.00</b>	<b>30,192.41</b>	<b>225,837.37</b>	<b>0.00</b>	<b>-242,552.63</b>	<b>48.22 %</b>
<b>Expense</b>								
<a href="#">530-199-51100</a>	Salaries	71,420.00	72,160.00	5,473.62	30,741.25	41,418.75	42.60 %	
<a href="#">530-199-52100</a>	Longevity	1,520.00	1,520.00	120.00	600.00	920.00	39.47 %	
<a href="#">530-199-52200</a>	Retirement-FICA	5,520.00	5,600.00	425.14	2,383.74	3,216.26	42.57 %	
<a href="#">530-199-52400</a>	Life & Health Insurance	13,100.00	13,100.00	1,094.18	5,542.52	7,557.48	42.31 %	
<a href="#">530-199-52501</a>	Retirement Plan Contribution-TMRS	11,170.00	11,340.00	839.60	4,946.18	6,393.82	43.62 %	
<a href="#">530-199-52600</a>	Workers' Compensation	770.00	770.00	60.18	349.70	420.30	45.42 %	
<a href="#">530-199-53101</a>	Airport Management	72,410.00	72,410.00	6,033.92	30,669.60	-500.00	100.69 %	
<a href="#">530-199-53201</a>	Training	300.00	300.00	0.00	0.00	300.00	0.00 %	
<a href="#">530-199-53310</a>	Bank Service Charges	4,300.00	4,300.00	279.72	1,408.44	2,891.56	32.75 %	
<a href="#">530-199-54101</a>	Utilities - Water	7,210.00	7,210.00	637.16	1,940.08	642.15	4,627.77	35.81 %
<a href="#">530-199-54210</a>	Refuse Services	1,300.00	1,300.00	106.46	532.30	106.46	661.24	49.14 %
<a href="#">530-199-54310</a>	Maintenance, Building (Upkeep)	13,000.00	13,000.00	640.00	5,351.18	0.00	7,648.82	41.16 %
<a href="#">530-199-54320</a>	Maintenance, Improvements	12,000.00	12,000.00	0.00	6,517.74	0.00	5,482.26	54.31 %
<a href="#">530-199-54330</a>	Maintenance, Purchased Equipment	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00 %
<a href="#">530-199-54340</a>	Maintenance, Purchased - Vehicle	3,000.00	3,000.00	263.30	1,612.18	0.00	1,387.82	53.74 %
<a href="#">530-199-54345</a>	Maintenance, Leased Vehicle	600.00	600.00	38.29	193.45	0.00	406.55	32.24 %
<a href="#">530-199-54350</a>	Maintenance, Other City Property	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00 %

Budget Report

For Fiscal: FY 2016 Period Ending: 02/29/2016

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
<a href="#">530-199-54400</a> Vehicle Lease	3,470.00	3,470.00	288.95	1,444.75	0.00	2,025.25	41.64 %
<a href="#">530-199-54430</a> Uniform/Janitorial Supply Rental	650.00	650.00	50.00	250.00	0.00	400.00	38.46 %
<a href="#">530-199-55100</a> Insurance & Bonds	15,750.00	15,750.00	0.00	14,285.58	0.00	1,464.42	90.70 %
<a href="#">530-199-55150</a> Phones, Pagers, Internet, Cable	8,800.00	8,800.00	401.26	2,033.72	0.00	6,766.28	23.11 %
<a href="#">530-199-55200</a> Postage	75.00	75.00	0.00	0.00	0.00	75.00	0.00 %
<a href="#">530-199-55260</a> Advertising & Promotions	4,000.00	4,000.00	0.00	450.00	0.00	3,550.00	11.25 %
<a href="#">530-199-55270</a> Special Events	7,000.00	7,000.00	0.00	753.35	0.00	6,246.65	10.76 %
<a href="#">530-199-55300</a> Printing & Binding	50.00	50.00	0.00	0.00	0.00	50.00	0.00 %
<a href="#">530-199-55350</a> Travel (Mileage Meals Lodging)	1,400.00	1,400.00	109.83	574.61	0.00	825.39	41.04 %
<a href="#">530-199-55400</a> Memberships/License/Cert Renewal	500.00	500.00	0.00	475.00	0.00	25.00	95.00 %
<a href="#">530-199-55450</a> Board & Local Meetings	150.00	150.00	0.00	20.00	0.00	130.00	13.33 %
<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	4,000.00	4,000.00	0.00	532.96	0.00	3,467.04	13.32 %
<a href="#">530-199-56101</a> Supplies & Equip-Chem/Janitorial/Lab/Medical/Tool	250.00	250.00	0.00	0.00	0.00	250.00	0.00 %
<a href="#">530-199-56103</a> Supplies & Equip-Motor Vehicle Parts & Equipment	1,000.00	1,000.00	0.00	527.55	0.00	472.45	52.76 %
<a href="#">530-199-56104</a> Supplies & Equip-Computers & Accessories	500.00	500.00	0.00	29.60	0.00	470.40	5.92 %
<a href="#">530-199-56202</a> Gasoline & Oil for Vehicle/Equip	3,150.00	3,150.00	59.99	146.40	0.00	3,003.60	4.65 %
<a href="#">530-199-56204</a> Electricity	22,575.00	22,575.00	2,557.04	9,744.36	0.00	12,830.64	43.16 %
<a href="#">530-199-57400</a> Improvements Other Than Bldgs	22,500.00	22,500.00	0.00	0.00	0.00	22,500.00	0.00 %
<a href="#">530-199-58700</a> Payment to City of Waxahachie	120,150.00	120,150.00	10,017.50	50,095.50	0.00	70,054.50	41.69 %
<a href="#">530-199-58750</a> Payment to City of Midlothian	36,830.00	36,830.00	3,067.50	15,345.50	21,484.50	0.00	100.00 %
<b>Expense Total:</b>	<b>477,620.00</b>	<b>478,610.00</b>	<b>32,563.64</b>	<b>189,697.24</b>	<b>64,473.51</b>	<b>224,439.25</b>	<b>53.11 %</b>
<b>Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):</b>	<b>-9,230.00</b>	<b>-10,220.00</b>	<b>-2,371.23</b>	<b>36,140.13</b>	<b>-64,473.51</b>	<b>-18,113.38</b>	<b>277.23 %</b>
<b>Report Surplus (Deficit):</b>	<b>-9,230.00</b>	<b>-10,220.00</b>	<b>-2,371.23</b>	<b>36,140.13</b>	<b>-64,473.51</b>	<b>-18,113.38</b>	<b>277.23 %</b>

**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	468,390.00	468,390.00	30,192.41	225,837.37	0.00	-242,552.63	48.22 %
Expense	477,620.00	478,610.00	32,563.64	189,697.24	64,473.51	224,439.25	53.11 %
<b>Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):</b>	<b>-9,230.00</b>	<b>-10,220.00</b>	<b>-2,371.23</b>	<b>36,140.13</b>	<b>-64,473.51</b>	<b>-18,113.38</b>	<b>277.23 %</b>
<b>Report Surplus (Deficit):</b>	<b>-9,230.00</b>	<b>-10,220.00</b>	<b>-2,371.23</b>	<b>36,140.13</b>	<b>-64,473.51</b>	<b>-18,113.38</b>	<b>277.23 %</b>

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)
530 - MID-WAY REGIONAL AIRPC	-9,230.00	-10,220.00	-2,371.23	36,140.13	-64,473.51	-18,113.38
Report Surplus (Deficit):	-9,230.00	-10,220.00	-2,371.23	36,140.13	-64,473.51	-18,113.38

## MANAGER'S REPORT FEBRUARY, 2016

The Airport has been running smoothly this month with nothing major to report.

1. Lacy Construction was onsite with KSA Engineering regarding apron/parking lot warranty items. Repair date was scheduled but was rained out. Awaiting new date.
2. Operations for February - 2404





**JANUARY FBO REPORT** –March 9, 2016

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

FUEL SALES: **(Totals for February 2016)**

AvGas (Truck): 4603 gallons

AvGas (Self Serve): 750 gallons

Jet-A: 5826 gallons

Jet-A Government: 2756

TOTAL GALLONS OF FUEL FOR February 2016: 13,935 gallons.

Highlights:

Flying continues to increase as we progress to spring. Airborne has seen an increase in flying as well as Big-Q. We had another U.S. Government fueling with the visit of two Boeing CH-47 Chinook's from Grand Prairie. (Royal Singapore Airforce – U.S. Army). Our corporate/transient traffic continues to be steady. Hertz continues to increase sales and is a top seller in the metroplex. They bring great exposure to our airport.

Ken Lantz

Southern Star Aviation