

**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, April 14, 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 March 17, 2016
- Financial Report
- Manager's Report
- Airport Operations Report
- FBO Report

**REGULAR AGENDA**

3. Airborne Imaging Construction Project Update
4. Economic Development Updates
5. Discuss Pancake Breakfast Fly-In
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, March 17, 2016, at 4:00 p.m., in the Rex Odom Conference Room, at Mid-Way Regional Airport, 131 Airport Dr., Midlothian, Texas.

**Members Present:** Kyle Ballard, Chairman  
Randall Porche, Vice Chairman  
Ray Barksdale, Secretary  
Kent McGuire

**Members Absent:** George Kent  
David Box  
Dennis Lauterbach, Jr.

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

### **REGULAR AGENDA**

**Opening:** Chairman Kyle Ballard called the meeting to order, and Ray Barksdale gave the invocation.

**Board Announcements:** Tammy Bowen asked the Board to mark their calendars for the upcoming Pancake Breakfast Fly-In on Saturday, June 4<sup>th</sup>.

### **CONSENT AGENDA:**

- Minutes of Meeting held February 11, 2016
- Financial Report
- Manager's Report
- Airport Operation's Report
- FBO Report

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

### **REGULAR AGENDA:**

**Airborne Imaging Construction Project Update:** Kyle Ballard said that he and Judy met with Chris Dick, Manager, City of Midlothian, Michael Scott, Assistant Manager, City of Waxahachie, Kevin Lucia, Fire Marsha, City of Midlothian, and KSA Engineers. They went over the sight plan for Airborne Imaging's construction project. There were a few minor changes on the plan which helped maximize the space in that area for future development. The infrastructure for the project totals approximately \$613,000. The infrastructure would help develop the remainder of the land in the future. Kyle said that after their discussion it was decided that the proposal to be presented to the City Councils would be to ask the two Cities to handle the infrastructure costs in lieu of some of the subsidy that the Airport gets from them each year for operating expenses. The Airport would get the revenue from the ground lease from Airborne Imaging which would come to approximately half of the subsidy that we get from the Cities. Kyle told the Board that this proposal would allow us to continue moving forward with trying to make the Airport self-sustaining. Judy Demoney said that she is still in discussions with a potential prospect about renting the hangar that Airborne is currently occupying. As soon as everything is set in stone with Airborne Imaging then we can begin negotiating with this prospect.

TxDOT Conference Report: Judy Demoney said that she was hoping to bring back some positive news about the funding for our hangar project. The FAA Reauthorization bill is on the table trying to get passed. The Reauthorization bill is up on March 31<sup>st</sup>. Judy said that she had been told that we would be getting our funding after that date, but heard at the Conference that they might be given another ninety day extension which would put us to July before funding with no hangars until next year.

Ground Lease Rates:

Randall Porche moved to approve ground lease rates at \$0.25 per square foot for unimproved land, and \$0.30 per square foot for improved land. Annual adjustments in rates would be tied to the CPI; second by Kent McGuire. All Ayes.

Airport Board Committees: Kyle Ballard said that we currently have several Committees in place, but need to decide what Committees are necessary, and look at appointing new members to these Committees. Judy Demoney said that the two key Committees would be Economic Development and Finance. The Board discussed the possibility of a Committee to work on Bi-Laws for the Airport. Since there were three members absent this item was tabled until next month's Board meeting.

Public Comments: There were no public comments.

Adjournment: There being no further business,

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

Respectfully submitted, Tammy Bowen, Airport Operations



City of Waxahachie, TX

# Budget Report Account Summary

For Fiscal: FY 2016 Period Ending: 03/31/2016

	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	4,302.50	4,302.50	0.00	-20,697.50 17.21 %
<a href="#">530-47300</a>	Airport-Fuel Flowage Fees	9,500.00	9,500.00	1,114.80	5,758.52	0.00	-3,741.48 60.62 %
<a href="#">530-47350</a>	Renter Utility Payments	3,000.00	3,000.00	379.32	1,649.43	0.00	-1,350.57 54.98 %
<a href="#">530-47502</a>	Interest From Cash Pool	170.00	170.00	0.00	298.90	0.00	128.90 175.82 %
<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	5,280.00	5,280.00	440.00	2,800.00	0.00	-2,480.00 53.03 %
<a href="#">530-47613</a>	Rent-Airport Land Options	1,500.00	1,500.00	0.00	1,496.25	0.00	-3.75 99.75 %
<a href="#">530-47614</a>	Rent-Airport T-Hangars	185,980.00	185,980.00	17,011.00	94,931.00	0.00	-91,049.00 51.04 %
<a href="#">530-47615</a>	Rent-Aircraft Parking	700.00	700.00	70.00	603.75	0.00	-96.25 86.25 %
<a href="#">530-47616</a>	Rent-Aiport Box Hangars	73,670.00	73,670.00	6,143.00	36,834.00	0.00	-36,836.00 50.00 %
<a href="#">530-47618</a>	Rent-Airport-Corporate Hangars	83,320.00	83,320.00	6,950.00	41,700.00	0.00	-41,620.00 50.05 %
<a href="#">530-48320</a>	Contribution - City of Waxahachie	35,975.00	35,975.00	0.00	35,975.00	0.00	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	0.00 100.00 %
<a href="#">530-49650</a>	Miscellaneous Revenue	8,070.00	8,070.00	0.00	25.00	0.00	-8,045.00 0.31 %
<a href="#">530-49652</a>	Miscellaneous Revenue - NSF Check Fees	0.00	0.00	32.00	32.00	0.00	32.00 0.00 %
	<b>Revenue Total:</b>	<b>468,390.00</b>	<b>468,390.00</b>	<b>36,442.62</b>	<b>262,381.35</b>	<b>0.00</b>	<b>-206,008.65 56.02 %</b>
<b>Expense</b>							
<a href="#">530-199-51100</a>	Salaries	71,420.00	72,160.00	5,473.64	36,214.89	0.00	35,945.11 50.19 %
<a href="#">530-199-52100</a>	Longevity	1,520.00	1,520.00	120.00	720.00	0.00	800.00 47.37 %
<a href="#">530-199-52200</a>	Retirement-FICA	5,520.00	5,600.00	425.14	2,808.88	0.00	2,791.12 50.16 %
<a href="#">530-199-52400</a>	Life & Health Insurance	13,100.00	13,100.00	1,094.18	6,636.70	0.00	6,463.30 50.66 %
<a href="#">530-199-52501</a>	Retirement Plan Contribution-TMRS	11,170.00	11,340.00	839.60	5,785.78	0.00	5,554.22 51.02 %
<a href="#">530-199-52600</a>	Workers' Compensation	770.00	770.00	60.18	409.88	0.00	360.12 53.23 %
<a href="#">530-199-53101</a>	Airport Management	72,410.00	72,410.00	6,033.92	36,703.52	36,206.48	-500.00 100.69 %
<a href="#">530-199-53201</a>	Training	300.00	300.00	0.00	0.00	0.00	300.00 0.00 %
<a href="#">530-199-53310</a>	Bank Service Charges	4,300.00	4,300.00	732.23	2,140.67	0.00	2,159.33 49.78 %
<a href="#">530-199-54101</a>	Utilities - Water	7,210.00	7,210.00	642.15	2,582.23	634.29	3,993.48 44.61 %
<a href="#">530-199-54210</a>	Refuse Services	1,300.00	1,300.00	106.46	638.76	106.46	554.78 57.32 %
<a href="#">530-199-54310</a>	Maintenance, Building (Upkeep)	13,000.00	13,000.00	625.00	6,032.79	270.85	6,696.36 48.49 %
<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	0.00	1,612.18	0.00	1,387.82 53.74 %
<a href="#">530-199-54345</a>	Maintenance, Leased Vehicle	600.00	600.00	39.29	232.74	0.00	367.26 38.79 %

Budget Report

For Fiscal: FY 2016 Period Ending: 03/31/2016

	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	0.00	650.00	1,350.00	32.50 %
<a href="#">530-199-54400</a> Vehicle Lease	3,470.00	3,470.00	288.95	1,733.70	0.00	1,736.30	49.96 %
<a href="#">530-199-54430</a> Uniform/Janitorial Supply Rental	650.00	650.00	50.00	300.00	25.00	325.00	50.00 %
<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	412.63	2,446.35	0.00	6,353.65	27.80 %
<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	561.80	1,136.41	0.00	263.59	81.17 %
<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	31.45	0.00	118.55	20.97 %
<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	869.84	0.00	3,130.16	21.75 %
<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	634.09	0.00	365.91	63.41 %
<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	0.00	146.40	0.00	3,003.60	4.65 %
<a href="#">530-199-56204</a> Electricity	22,575.00	22,575.00	1,293.37	11,037.73	392.38	11,144.89	50.63 %
<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	10,021.50	60,117.00	0.00	60,033.00	50.03 %
<a href="#">530-199-58750</a> Payment to City of Midlothian	36,830.00	36,830.00	3,071.50	18,417.00	18,413.00	0.00	100.00 %
<b>Expense Total:</b>	<b>477,620.00</b>	<b>478,610.00</b>	<b>31,891.54</b>	<b>222,100.26</b>	<b>56,698.46</b>	<b>199,811.28</b>	<b>58.25 %</b>
<b>Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):</b>	<b>-9,230.00</b>	<b>-10,220.00</b>	<b>4,551.08</b>	<b>40,281.09</b>	<b>-56,698.46</b>	<b>-6,197.37</b>	<b>160.64 %</b>
<b>Report Surplus (Deficit):</b>	<b>-9,230.00</b>	<b>-10,220.00</b>	<b>4,551.08</b>	<b>40,281.09</b>	<b>-56,698.46</b>	<b>-6,197.37</b>	<b>160.64 %</b>

Budget Report

For Fiscal: FY 2016 Period Ending: 03/31/2016

**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	36,442.62	262,381.35	0.00	-206,008.65	56.02 %
Expense	477,620.00	478,610.00	31,891.54	222,100.26	56,698.46	199,811.28	58.25 %
<b>Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):</b>	<b>-9,230.00</b>	<b>-10,220.00</b>	<b>4,551.08</b>	<b>40,281.09</b>	<b>-56,698.46</b>	<b>-6,197.37</b>	<b>160.64 %</b>
<b>Report Surplus (Deficit):</b>	<b>-9,230.00</b>	<b>-10,220.00</b>	<b>4,551.08</b>	<b>40,281.09</b>	<b>-56,698.46</b>	<b>-6,197.37</b>	<b>160.64 %</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	4,551.08	40,281.09	-56,698.46	-6,197.37
Report Surplus (Deficit):	-9,230.00	-10,220.00	4,551.08	40,281.09	-56,698.46	-6,197.37

## **MANAGER'S REPORT MARCH 2016**

The day-to-day operations of the airport continue to run smoothly with nothing major to report.

**Operations – 1739**

### **Manager's meetings:**

**March 4 – ATAC Officers' meeting at NCTCOG in Arlington**

**March 9-11 – TxDOT Aviation Conference in Houston (report presented last Airport Board meeting)**

**March 21 – Waxahachie City Council and March 22 – Midlothian City Council – Subject was infrastructure funding for the Airborne expansion project. Both Cities approved the expenditure.**



