

**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 8, 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 July 14, 2016
- Financial Report
- Manager's Report
- Airport Operations Report
- FBO Report

**REGULAR AGENDA**

3. Consider Eagles Nest's request for Letter of Agreement involving their pursuit to become public.
4. Consider marketing for upstairs terminal office rental space.
5. Discuss hangar project.
6. Discuss TxDOT funding.
7. Discuss Economic Development Opportunities
8. Consider future Capital Improvement Projects.
9. Other Business
10. Public Comments
11. 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, July 14, 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  
David Box  
Kent McGuire  
Dennis Lauterbach Jr.

**Members Absent:** George Kent

**Others Present:** Judy Demoney, Airport Manager  
Tammy Bowen, Airport Operations Assistant  
Ken Lantz, FBO Partner, Southern Star Aviation  
Chris Whitfield, KSA

### **REGULAR AGENDA**

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

**Board Announcements:** Judy Demoney announced that she was elected as Chair to the Air Transportation Advisory Committee of NCTCOG for 2016-2017.

Judy said that she was asked to remain in position as Airport Manager by the Cities, and has agreed to stay another year.

### **CONSENT AGENDA:**

- Minutes of Meeting held May 12, 2016
- Financial Report
- Airport Operation's Report
- FBO Report – There was no report to review.

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

### **REGULAR AGENDA:**

**Pancake Breakfast Fly-In:** Tammy Bowen reported that the Pancake Breakfast Fly-In was a big success. We were able to keep the line down this year because of the additional ticket table, and other minor changes. We served 902 people breakfast, which fell just under last year's number of 957. The weather was not good for flying, so there were only two that flew in for the event. Last year we had approximately fifty airplanes on the ramp. After a correction was made on the report to the total expenses from \$5,409.75 to \$5,209.75 we ended up with a \$185 loss. We believe that water sales were much lower than last year because it was not as hot, and ticket sales were down a bit due to weather. Overall it was a very good event with many compliments received.

Design Change for the Hangar Construction Project: Judy Demoney said that TxDOT will be going to Commission in August and out for bid in September with construction to begin sometime in November or December on the T-hangars. We are required to submit \$161,910 by August 19<sup>th</sup> to proceed to Commission. The funds will be coming from the Airport's fund balance. After discussion the Board agreed to remove the fire hydrant from the approved design since there is already an existing fire hydrant that could serve the new hangars. Removing Alternate 2 (Fire Hydrant) will save \$31,660.

David Box moved to approve the construction budget removing Alternate 2 (Fire Hydrant); second by Randall Porche; All Ayes.

Airport Illuminated Sign: Judy Demoney said that the sign at the front entrance was struck by lightning, and caught on fire. The sign was remodeled with LED's. The cost was \$1,500, but insurance did not pay because our deductible is \$2,500.

Taxi Lane Drainage Update: Judy Demoney said that the grates for the taxi lane should be delivered tomorrow. Mario with assistance from SBT Welding will begin replacing them next week. The cost of the grates (\$15,000) will come from the Airport's fund balance and the additional \$800 to SBT will be covered from the budget to cut the metal plates and assist Mario.

Airborne Imaging Project Update: Judy Demoney informed the Board that Airborne Imaging's project is currently on hold. They have decided to partially self-fund, and will need to wait until after the end of the year to do so. Since the construction will not begin until next year they will continue to use the Cleburne hangar during the spring weather period.

Executive Session: The Board adjourned into Executive Session for deliberation regarding the lease of real property – Upstairs Terminal Lease Space, as permitted by Texas Government Code, Section 551.072, at 4:39 pm.

Regular Session: The Board reconvened to Regular Session at 5:20 pm.

Kent McGuire moved to approve Judy Demoney writing an email to Girmac Properties stating that the Board has agreed to give them until 5:00 pm on August 1, 2016, to pay the deposit for office lease space, and rent for June, July and August 2016. If the funds are not received the lease will be terminated, and the appropriate termination notice will follow from the City Attorney; second by Dennis Lauterbach. All Ayes.

Judy Demoney asked that the Board to consider changing the date of the August Board meeting to August 18<sup>th</sup>. The Board agreed to the change.

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: 08/31/2016

	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	30,500.00	9,019.99	66,138.56	0.00	35,638.56 216.85 %
<a href="#">530-47300</a>	Airport-Fuel Flowage Fees	9,500.00	11,500.00	903.51	11,270.37	0.00	-229.63 98.00 %
<a href="#">530-47350</a>	Renter Utility Payments	3,000.00	3,000.00	9.00	2,771.45	0.00	-228.55 92.38 %
<a href="#">530-47502</a>	Interest From Cash Pool	170.00	710.00	0.00	796.89	0.00	86.89 112.24 %
<a href="#">530-47607</a>	Facility Rental	250.00	250.00	0.00	250.00	0.00	0.00 100.00 %
<a href="#">530-47612</a>	Rents-Airport Commercial Leasing	5,280.00	9,776.00	484.00	5,132.00	0.00	-4,644.00 52.50 %
<a href="#">530-47613</a>	Rent-Airport Land Options	1,500.00	1,496.00	0.00	1,496.25	0.00	0.25 100.02 %
<a href="#">530-47614</a>	Rent-Airport T-Hangars	185,980.00	185,980.00	13,162.00	169,422.00	0.00	-16,558.00 91.10 %
<a href="#">530-47615</a>	Rent-Aircraft Parking	700.00	1,200.00	52.50	883.75	0.00	-316.25 73.65 %
<a href="#">530-47616</a>	Rent-Aiport Box Hangars	73,670.00	73,670.00	6,139.00	67,529.00	0.00	-6,141.00 91.66 %
<a href="#">530-47618</a>	Rent-Airport-Corporate Hangars	83,320.00	83,320.00	6,950.00	76,450.00	0.00	-6,870.00 91.75 %
<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	8,000.00	0.00	6,071.83	0.00	-1,928.17 75.90 %
<a href="#">530-49652</a>	Miscellaneous Revenue - NSF Check Fees	0.00	0.00	0.00	32.00	0.00	32.00 0.00 %
	<b>Revenue Total:</b>	<b>468,390.00</b>	<b>481,352.00</b>	<b>36,720.00</b>	<b>480,194.10</b>	<b>0.00</b>	<b>-1,157.90 99.76 %</b>
<b>Expense</b>							
<a href="#">530-199-51100</a>	Salaries	71,420.00	77,270.00	2,736.81	63,583.02	0.00	13,686.98 82.29 %
<a href="#">530-199-52100</a>	Longevity	1,520.00	1,570.00	120.00	1,320.00	0.00	250.00 84.08 %
<a href="#">530-199-52200</a>	Retirement-FICA	5,520.00	6,000.00	217.16	4,935.96	0.00	1,064.04 82.27 %
<a href="#">530-199-52400</a>	Life & Health Insurance	13,100.00	13,750.00	548.42	11,561.84	0.00	2,188.16 84.09 %
<a href="#">530-199-52501</a>	Retirement Plan Contribution-TMRS	11,170.00	12,080.00	428.81	9,983.78	0.00	2,096.22 82.65 %
<a href="#">530-199-52600</a>	Workers' Compensation	770.00	870.00	30.67	710.78	0.00	159.22 81.70 %
<a href="#">530-199-53101</a>	Airport Management	72,410.00	72,410.00	0.00	60,839.20	0.00	11,570.80 84.02 %
<a href="#">530-199-53201</a>	Training	300.00	200.00	0.00	200.00	0.00	0.00 100.00 %
<a href="#">530-199-53310</a>	Bank Service Charges	4,300.00	4,000.00	0.00	3,432.29	0.00	567.71 85.81 %
<a href="#">530-199-54101</a>	Utilities - Water	7,210.00	6,500.00	661.95	5,864.71	20.53	614.76 90.54 %
<a href="#">530-199-54210</a>	Refuse Services	1,300.00	1,300.00	106.46	1,196.06	0.00	103.94 92.00 %
<a href="#">530-199-54310</a>	Maintenance, Building (Upkeep)	13,000.00	13,000.00	240.00	11,068.10	0.00	1,931.90 85.14 %
<a href="#">530-199-54320</a>	Maintenance, Improvements	12,000.00	12,000.00	0.00	9,201.98	0.00	2,798.02 76.68 %
<a href="#">530-199-54330</a>	Maintenance, Purchased Equipment	5,000.00	2,500.00	0.00	272.69	0.00	2,227.31 10.91 %
<a href="#">530-199-54340</a>	Maintenance, Purchased - Vehicle	3,000.00	3,000.00	0.00	2,002.18	0.00	997.82 66.74 %
<a href="#">530-199-54345</a>	Maintenance, Leased Vehicle	600.00	470.00	39.29	429.19	0.00	40.81 91.32 %

Budget Report

For Fiscal: FY 2016 Period Ending: 08/31/2016

	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	16,500.00	0.00	16,450.00	0.00	50.00	99.70 %
<a href="#">530-199-54400</a> Vehicle Lease	3,470.00	3,470.00	323.20	3,212.70	0.00	257.30	92.59 %
<a href="#">530-199-54430</a> Uniform/Janitorial Supply Rental	650.00	650.00	0.00	427.62	0.00	222.38	65.79 %
<a href="#">530-199-55100</a> Insurance & Bonds	15,750.00	14,285.00	0.00	14,285.58	0.00	-0.58	100.00 %
<a href="#">530-199-55150</a> Phones, Pagers, Internet, Cable	8,800.00	4,910.00	0.00	4,046.79	0.00	863.21	82.42 %
<a href="#">530-199-55200</a> Postage	75.00	0.00	0.00	0.00	0.00	0.00	0.00 %
<a href="#">530-199-55260</a> Advertising & Promotions	4,000.00	1,000.00	0.00	700.00	0.00	300.00	70.00 %
<a href="#">530-199-55270</a> Special Events	7,000.00	7,000.00	0.00	5,915.95	0.00	1,084.05	84.51 %
<a href="#">530-199-55300</a> Printing & Binding	50.00	0.00	0.00	0.00	0.00	0.00	0.00 %
<a href="#">530-199-55350</a> Travel (Mileage Meals Lodging)	1,400.00	1,200.00	0.00	1,069.25	0.00	130.75	89.10 %
<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	100.00	0.00	31.45	0.00	68.55	31.45 %
<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	7,700.00	3,700.00	7,431.56	0.00	268.44	96.51 %
<a href="#">530-199-56101</a> Supplies & Equip-Chem/Janitorial/Lab/Medical/Tool	250.00	250.00	0.00	199.96	0.00	50.04	79.98 %
<a href="#">530-199-56103</a> Supplies & Equip-Motor Vehicle Parts & Equipment	1,000.00	1,000.00	273.24	961.97	0.00	38.03	96.20 %
<a href="#">530-199-56104</a> Supplies & Equip-Computers & Accessories	500.00	500.00	0.00	199.02	0.00	300.98	39.80 %
<a href="#">530-199-56202</a> Gasoline & Oil for Vehicle/Equip	3,150.00	1,800.00	60.37	1,218.92	0.00	581.08	67.72 %
<a href="#">530-199-56204</a> Electricity	22,575.00	22,575.00	470.14	17,805.27	0.00	4,769.73	78.87 %
<a href="#">530-199-57200</a> Buildings	0.00	217,765.00	161,910.00	161,910.00	0.00	55,855.00	74.35 %
<a href="#">530-199-57400</a> Improvements Other Than Bldgs	22,500.00	22,500.00	0.00	22,500.00	0.00	0.00	100.00 %
<a href="#">530-199-58700</a> Payment to City of Waxahachie	120,150.00	120,150.00	0.00	100,195.00	0.00	19,955.00	83.39 %
<a href="#">530-199-58750</a> Payment to City of Midlothian	36,830.00	36,835.00	0.00	30,695.00	6,135.00	5.00	99.99 %
<b>Expense Total:</b>	<b>477,620.00</b>	<b>707,810.00</b>	<b>171,866.52</b>	<b>576,532.82</b>	<b>6,155.53</b>	<b>125,121.65</b>	<b>82.32 %</b>
<b>Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):</b>	<b>-9,230.00</b>	<b>-226,458.00</b>	<b>-135,146.52</b>	<b>-96,338.72</b>	<b>-6,155.53</b>	<b>123,963.75</b>	<b>45.26 %</b>
<b>Report Surplus (Deficit):</b>	<b>-9,230.00</b>	<b>-226,458.00</b>	<b>-135,146.52</b>	<b>-96,338.72</b>	<b>-6,155.53</b>	<b>123,963.75</b>	<b>45.26 %</b>

**Budget Report**

For Fiscal: FY 2016 Period Ending: 08/31/2016

**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	481,352.00	36,720.00	480,194.10	0.00	-1,157.90	99.76 %
Expense	477,620.00	707,810.00	171,866.52	576,532.82	6,155.53	125,121.65	82.32 %
<b>Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):</b>	<b>-9,230.00</b>	<b>-226,458.00</b>	<b>-135,146.52</b>	<b>-96,338.72</b>	<b>-6,155.53</b>	<b>123,963.75</b>	<b>45.26 %</b>
<b>Report Surplus (Deficit):</b>	<b>-9,230.00</b>	<b>-226,458.00</b>	<b>-135,146.52</b>	<b>-96,338.72</b>	<b>-6,155.53</b>	<b>123,963.75</b>	<b>45.26 %</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	-9,230.00	-226,458.00	-135,146.52	-96,338.72	-6,155.53	123,963.75
Report Surplus (Deficit):	-9,230.00	-226,458.00	-135,146.52	-96,338.72	-6,155.53	123,963.75

## MANAGER'S REPORT JULY/AUGUST, 2016

### July

- 7/7 Hosted the Waxahachie 101 group with a tour/power point presentation
- 7/19 Installed the new hangar drainage grates in front of the box hangars. Mario made additional adjustments and they are working well.
- 7/21 Met with Crosslands regarding the possibility of building a private hangar  
  
Represented Air Transportation Advisory Committee (ATAC) as Chairman at a Sunset Committee meeting at Council of Governments (COG) headquarters in Arlington regarding TxDOT Aviation Division

### August

- 8/1 ATAC and Texas Airport Council (TAC) met with the FAA at their Regional Headquarters in Ft. Worth regarding TxDOT funding issues
- 8/2 Replaced the downstairs terminal air conditioning unit due to an electrical burnout
- 8/16 ATAC sub-committee meeting at COG headquarters regarding TxDOT funding
- 8/26 Repairs made to the tractor. Thanks to the City garage for making repairs at the airport.



AIRPORT OPERATIONS REPORT										
	Based Aircraft	Waiting List	Inquires	Placement	Accident/Incident	Noise Complaints	Other Complaints	Total Ops	100LL	Jet
<b>2015</b>										
Jan	85	15	0	0	0	0	0		5610	4604
Feb	84	15	1	1	0	0	0		2591	3553
Mar	83	16	3	0	1	0	0		2326	3507
April	85	14	4	1	0	1	0		4194	3833
May	87	15	2	3	0	0	0		4175	4462
June	87	13	2	0	0	0	0		6831	8473
July	87	13	1	0	0	0	0	1819	7028	7868
Aug	87	13	3	1	1	0	0	2965	8372	4552
Sept	92	16	2	0	0	0	0	3362	8156	8575
Oct	92	16	1	0	0	0	0	4802	4754	7277
Nov	92	15	2	1	0	0	0	3150	3098	9652
Dec	92	15	0	1	0	0	0	2110	2720	5015
	Based Aircraft	Waiting List	Inquires	Placement	Accident/Incident	Noise Complaints	Other Complaints	Total Ops	100LL	Jet
<b>2016</b>										
Jan	91	16	3	0	0	0	0	2449	4332	5269
Feb	92	15	0	1	0	0	0	2404	5353	8582
Mar	91	15	2	1	0	0	0	1739	6557	3868
April	92	14	0	0	1	2	0	3734	2947	6262
May	91	10	1	0	0	0	0	2782	5294	7329
June	91	11	1	2	0	0	0	3176	5582	6745
July	88	9	0	1	0	0	0	3812	6100	3939
Aug	88	9	1	0	0	0	0			

**August FBO REPORT** – September 1, 2016,

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

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

AvGas (Truck): 4,797 gallons

AvGas (Self Serve): 1,303 gallons

Jet-A: 3,939 gallons

Jet-A Government: 0

TOTAL GALLONS OF FUEL FOR June 2016: 10,039 gallons.

The July AVGAS sales remained on par with the previous month, however the JET-A sales dropped slightly as predicted with the month of July being the prime vacation month. While the weather is heating up, general aviation flying is on the increase. We continue to have the “unusual weather patterns” that drop in and put a damper on flying activities. With that said, we had 21 Army helicopters scheduled to overnight with us in August. Due to an “unusual weather system” they had to divert for fuel to a stop further west. We hope to serve them on their return trip.



Ken Lantz

Southern Star Aviation

## **Tammy Bowen**

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**Subject:** FW: REQUEST OF EAGLES NEST ESTATES  
**Attachments:** Eagles Nest Covenants.pdf; Mid-Way-Eagles Nest Letter of Understanding.pdf

**From:** Kevin McDonnell  
**Sent:** Tuesday, August 16, 2016 2:37 PM  
**To:** Judy Demoney  
**Cc:** Tammy Bowen; Dan McNeely; Tom Kasallis  
**Subject:** REQUEST OF EAGLES NEST ESTATES

Thank you for meeting with Dan, Tom and myself yesterday. As we discussed, Eagles Nest Estates is attempting to change the status of its airport from private to public. This is for the sole purpose to protect the airspace around eagles nest, which further protects Mid-Way's airspace as well.

You see, there is a tower that was constructed real close to final 17 for Eagles Nest. Without FAA protection, towers can continue to be constructed causing safety issues for Eagles Nest. If Eagles Nest becomes a public airport, the FAA can help prevent the obstructions to Eagles Nest landing pattern and increase the safety of Eagles Nest and Mid-Way as well.

The FAA requests a letter agreement between Midway and Eagles Nest because of the close proximity of the 2 airports.

Eagles Nest does not intend and will not:

- Operate a FBO;
- Operate a commercial enterprise of repairing planes, painting planes or any other form of commercial enterprise of any type of character;
- Operate a flight school;
- Allow flight training, touch and goes or other training exercises;
- Obtain an instrument approach;
- Sell fuel to the public; and
- Host a Fly In or other fundraising or commercial activity.

Not only will Eagles not in any way compete with Midway but legally it cannot based on its Covenants. Please see the attached Covenants Page 5 of 6 item T.

Attached is a proposed letter of understanding. At this point, the letter is merely a suggestion.

We understand that you need to obtain Board approval. Therefore, we respectfully request you put us on the Agenda for the next Board Meeting and please provide the time and address for the next Board meeting to present this proposal.

Thanks and we look forward to your response.

Thanks again,

Kevin

**Draft**

**Eagles Nest Property Owners Association  
Kevin McDonnell, President  
2740 Falcon Way  
Midlothian, TX 76065**

**August 16, 2016**

**Mid-Way Regional Airport  
Ms. Judy Demoney, Airport Manager  
131 Airport Drive  
Midlothian, Texas 76065**

**Reference: Letter of Understanding between Mid-Way Regional Airport (KJWY) and Eagles Nest Estates (2TS6)**

**Dear Ms. Demoney:**

**This letter memorializes the understanding between Mid-Way Regional airport (KJWY) and Eagles Nest Estates (2TS6) whereby KJWY agrees to not object to 2TS6 change of status from a private airport to a public airport and 2TS6 agrees not to conduct the following:**

**Operate a FBO;**

**Operate a commercial enterprise of repairing planes, painting planes or any other form of commercial aviation enterprise of any type of character;**

**Operate a flight school;**

**Allow flight training, touch and goes or other training exercises;**

**Sell fuel to the public;**

**Obtain IFR procedures;**

**Host a Fly In or other fundraising or commercial activity; and**

**Establish traffic patterns that violate Mid-Way's traffic patterns.**

**The intent to memorialize this agreement is evidenced by the signatures below:**

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**Judy Demoney, Airport Manager  
Mid-Way Regional Airport**

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**Kevin McDonnell, President  
Eagles Nest Property Owners Association  
Eagles Nest Estates Airport**