

**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, October 13, 2016, at 4:00 pm

Kyle Ballard, Chairman
Randall Porche, Vice Chairman
Ray Barksdale, Secretary
David Box
Kent McGuire
George Kent
Alex Smith

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 September 8, 2016
- Financial Report
- Manager's Report
- Airport Operations Report
- FBO Report

REGULAR AGENDA

3. Hangar Construction Project Update
4. Economic Development Sub-Committee Report
5. Airborne Project Update
6. Discuss TxDOT funding.
7. Other Business
8. Public Comments
9. 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, September 8, 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

Members Absent: Kent McGuire
Dennis Lauterbach Jr.
George Kent

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

REGULAR AGENDA

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

Board Announcements: Judy Demoney announced that she will be hosting an Octoberfest for the Rotary Club on October 13th at the Airport.

Ken Lantz announced that he and Vern Mitchell recently bought out Dave Wheeler's interest in the Company are now 50/50 partners of Southern Star Aviation.

Kyle Ballard said that he and Randall Porche discussed the Airport hosting an informational open house for the tenants.

CONSENT AGENDA:

- Minutes of Meeting held July 14, 2016
- Financial Report
- Airport Operation's Report
- FBO Report – There was no report to review.

Randall Porche moved to approve the Consent Agenda as presented; second by Ray Barksdale.
All Ayes.

REGULAR AGENDA:

Eagles Nest's request for Letter of Agreement involving their pursuit to become public:

Kevin McDonnell, 2740 Falcon Way, Midlothian, TX registered as a speaker, said that Eagles Nest is attempting to change their Airport classification from private to public in order to protect their airspace. Kevin stated that several years ago a tower was constructed right on final to Eagles Nest Estates, and they are trying to protect their airspace from more towers popping up blocking their right to fly in and out of their Airport. Kevin said that Eagles Nest is about three miles Northwest of Mid-Way Airport. One of the requirements of the FAA is to get a letter of Agreement with the Airports around them. Kevin stressed that in no way would they do anything that would compete with Mid-Way's FBO (i.e. selling fuel, maintenance, flight school, etc..) or Airport (i.e. obtaining IRF procedures, establishing traffic patterns violating Mid-Way's patterns, etc..). Kevin explained that their covenant restrictions on file prohibit them from doing such things.

After discussion the Board agreed that they had some concerns. The Board was concerned if Eagles Nest being public would have any effect on future federal funding for Mid-Way. The Board pointed out that it would be impossible to cover everything in the agreement that should not be allowed. There is a concern that issues could arise in the future when the current residents of Eagles Nest are gone, and new people are involved. Then there is the concern with safety. The Board asked Kevin McDonnell to contact TxDOT again since it has been five years since they last spoke, and several of those people have left. Kevin said that he would also contact the City Attorney.

David Box moved to table Eagles' Nest request for Letter of Agreement involving their pursuit to become public until the Board receives additional information from them; second by Ray Barksdale; All Ayes.

Marketing for upstairs terminal office rental space: Judy Demoney said John Bielamowicz with Biel Partners is a commercial broker that offices in Addison, and a tenant at Mid-Way. Mr. Biel sent us a marketing proposal for the upstairs terminal office space. Based on the proposal if the Airport is willing to build out smaller suites we could charge closer to executive office pricing (Class B) of \$300-\$450 per office. If the goal is to lease the entirety of the space, they believe that the Class C office rate of \$14 to \$16 per square foot would be the correct asking price. The pricing is based on other comparable properties in Ellis County. They utilized several major commercial listing sites. The fee would be 6.75% of the total lease, or an amount equal to one month's rent, whichever is greater. If they don't rent the office then we don't pay them anything. The Board recommended that there be a clause that states that any potential tenants that the Airport has already been dealing with be excluded from the broker's agreement. .

David Box moved to approve Judy Demoney negotiating a listing agreement with Biel Partners to help get the upstairs office space leased in the terminal as is; second by Randall Porche. All Ayes.

Hangar Project: Judy Demoney said that the hangar project has been approved by the TxDOT Transportation Commission, and we have funded our share. The project will be advertised by TxDOT on September 11th and 18th. Pre-bid will be on September 21st, and the bid opening will be on October 4th. Construction should begin sometime in November. Judy said that she and Tammy Bowen discussed the assigning of the eleven new T-hangars and their recommendation would be to offer them to anyone on the waiting list with larger aircraft and any existing tenants with larger aircraft that needs the space. Judy told the Board that it is stated in our "Hangar Waiting List Policy" that we reserve the right to give consideration to those with larger aircraft when larger hangars become available. Any hangars left would be offered to current tenants. Judy said that she will be sending an email to our current tenants to gauge interest. If there happens to be more interested than what is left then to be fair we would hold a lottery. Judy recommended that the rates be set for the hangars after we do our hangar rate survey of other Airports in the Spring. The Board was in agreement with the recommendations. A ground breaking ceremony was discussed for the hangar project.

TxDOT Funding: Judy Demoney reminded the Board that TxDOT had been allowing us and other General Aviation airports to bank their NPE funds for future projects. Our hangar project was delayed for the last few years because we were being told by TxDOT that they were not getting any more funds from the FAA because they were seeing all the money being banked , and the FAA said that if the funds are not being used they would like it back to use for other Airports. TxDOT said that when we were ready for our funds that they would see that we got it. For three years no one was getting discretionary funding and projects backed up. Judy told the Board that she has gotten involved because she Chairs the ATAC Committee, which is involved. . A group of large reliever airports went to Washington and visited with the FAA regarding the lack of discretionary funding. The FAA said that TxDOT's management of grant funds was inefficient, so they completely reduced and then eliminated discretionary funding over the past four fiscal years totaling a \$35,000,000 loss to Texas Airports. When the FAA Reauthorization Plan was done a few months ago the FAA decided to release some funds (\$5,000,000). Because we had already finished the design on our hangars we are able to move forward with our hangar project. With the limited funds, and so many projects delayed for the last three year TxDOT will probably only be funding safety and security projects in the foreseeable future. Judy said that TAC and ATAC have joined forces and are pursuing an improvement in transparency, and asking to advise us how they prioritize projects.

Economic Development Opportunities: Judy Demoney told the Board that Crosslands International, Air tractor export/sales, was looking for an 8000 square foot site to build a hangar. The principal was here from Argentina for a visit, and liked our Airport and location. They wanted to build this year. However, it was cost prohibitive due to the fact that they would be responsible for the infrastructure themselves.

Judy said that she spoke with the company in Addison, and they are still interested in leasing Airborne's hangar. However, Airborne has had to put a hold on building their new hangar because funding is so great due the additional cost of having to put the infrastructure in themselves.

Judy asked what can be done as a Board to help in the development of airport property? The Airport is losing business because we don't have shovel ready sites available. `No one wants to come, or can afford to come if they have to develop our property. The Board agreed that the Economic Development Sub-Committee will need to meet, and bring some recommendations to the Board by the October meeting. The Board agreed that at some point we should meet with our Economic Development partners from both Cities about possible opportunities for other funding sources.

Future Capital Improvement Projects: Judy Demoney said that our five year development plan expires next year. Bill Macke with TxDOT said that it is not necessary to do a new five year plan. He said that since we still have some things on the current plan that we can reprioritize off that list. Judy told Mr. Macke that our Airport is not down for any funding until 2019, but he said that they can take a look at our list and there may be some opportunities. Judy reiterated that any funding from TxDOT right now will be used for safety and security projects. Judy said that she recommends that the fencing and gates for airport security be priority. We have continuing problems with cows getting through the fence onto our property. We have had horse riders riding down the side of our runway while a jet was taking off. We have had issues with large coyotes running across the runway. KSA said that they could put some numbers together for us. The Board felt that asphalt rehabilitation should be added to the list.

Ray Barksdale moved to table this item until Judy Demoney revises a new Airport development list covering the next five years, and presents it to the Board by the November meeting; second by David Box; All Ayes.

Public Comments: There were no public comments.

Adjournment: There being no further business,

David Box moved to adjourn; second by Ray Barksdale. All Ayes.

Respectfully submitted, Tammy Bowen, Airport Operations



City of Waxahachie, TX

Budget Report Account Summary

For Fiscal: FY 2016 Period Ending: 09/30/2016

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
Fund: 530 - MID-WAY REGIONAL AIRPORT							
Revenue							
530-43200	Grant Reimb-Operating	25,000.00	30,500.00	4,266.40	70,404.96	39,904.96	230.84 %
530-47300	Airport-Fuel Flowage Fees	9,500.00	11,500.00	693.00	11,963.37	463.37	104.03 %
530-47350	Renter Utility Payments	3,000.00	3,000.00	211.95	3,354.90	354.90	111.83 %
530-47502	Interest From Cash Pool	170.00	710.00	0.00	992.41	282.41	139.78 %
530-47607	Facility Rental	250.00	250.00	0.00	250.00	0.00	100.00 %
530-47612	Rents-Airport Commercial Leasing	5,280.00	9,776.00	484.00	5,616.00	-4,160.00	57.45 %
530-47613	Rent-Airport Land Options	1,500.00	1,496.00	0.00	1,496.25	0.25	100.02 %
530-47614	Rent-Airport T-Hangars	185,980.00	185,980.00	13,122.00	185,048.00	-932.00	99.50 %
530-47615	Rent-Aircraft Parking	700.00	1,200.00	35.00	918.75	-281.25	76.56 %
530-47616	Rent-Aiport Box Hangars	73,670.00	73,670.00	3,090.00	73,668.00	-2.00	100.00 %
530-47618	Rent-Airport-Corporate Hangars	83,320.00	83,320.00	3,100.00	83,400.00	80.00	100.10 %
530-48320	Contribution - City of Waxahachie	35,975.00	35,975.00	0.00	35,975.00	0.00	100.00 %
530-48325	Contribution - City of Midlothian	35,975.00	35,975.00	0.00	35,975.00	0.00	100.00 %
530-49650	Miscellaneous Revenue	8,070.00	8,000.00	0.00	6,071.83	-1,928.17	75.90 %
530-49652	Miscellaneous Revenue - NSF Check Fees	0.00	0.00	0.00	32.00	32.00	0.00 %
	Revenue Total:	468,390.00	481,352.00	25,002.35	515,166.47	33,814.47	107.02 %
Expense							
530-199-51100	Salaries	71,420.00	71,800.00	8,210.44	74,530.27	-2,730.27	103.80 %
530-199-52100	Longevity	1,520.00	1,450.00	120.00	1,440.00	10.00	99.31 %
530-199-52200	Retirement-FICA	5,520.00	5,570.00	634.50	5,778.44	-208.44	103.74 %
530-199-52400	Life & Health Insurance	13,100.00	12,660.00	1,094.18	13,201.78	-541.78	104.28 %
530-199-52501	Retirement Plan Contribution-TMRS	11,170.00	11,240.00	1,250.39	11,644.96	-404.96	103.60 %
530-199-52600	Workers' Compensation	770.00	810.00	89.69	829.98	-19.98	102.47 %
530-199-53101	Airport Management	72,410.00	72,410.00	0.00	66,873.12	5,536.88	92.35 %
530-199-53201	Training	300.00	200.00	0.00	200.00	0.00	100.00 %
530-199-53310	Bank Service Charges	4,300.00	4,000.00	0.00	3,723.10	276.90	93.08 %
530-199-54101	Utilities - Water	7,210.00	8,000.00	647.82	6,512.53	1,466.94	81.66 %
530-199-54210	Refuse Services	1,300.00	1,300.00	-26.06	1,275.40	24.60	98.11 %
530-199-54310	Maintenance, Building (Upkeep)	13,000.00	11,500.00	220.00	11,434.50	65.50	99.43 %
530-199-54320	Maintenance, Improvements	12,000.00	13,050.00	1,523.00	13,034.44	15.56	99.88 %
530-199-54330	Maintenance, Purchased Equipment	5,000.00	650.00	0.00	434.61	215.39	66.86 %
530-199-54340	Maintenance, Purchased - Vehicle	3,000.00	3,000.00	0.00	2,101.77	898.23	70.06 %
530-199-54345	Maintenance, Leased Vehicle	600.00	470.00	39.29	468.48	1.52	99.68 %

Budget Report

For Fiscal: FY 2016 Period Ending: 09/30/2016

		Original	Current	Period	Fiscal		Variance	
		Total Budget	Total Budget	Activity	Activity	Encumbrances	Favorable (Unfavorable)	Percent Used
530-199-54350	Maintenance, Other City Property	2,000.00	16,500.00	0.00	16,450.00	0.00	50.00	99.70 %
530-199-54400	Vehicle Lease	3,470.00	3,470.00	288.95	3,501.65	0.00	-31.65	100.91 %
530-199-54430	Uniform/Janitorial Supply Rental	650.00	650.00	50.00	557.74	0.00	92.26	85.81 %
530-199-55100	Insurance & Bonds	15,750.00	14,285.00	0.00	14,285.58	0.00	-0.58	100.00 %
530-199-55150	Phones, Pagers, Internet, Cable	8,800.00	4,910.00	442.06	5,000.11	0.00	-90.11	101.84 %
530-199-55200	Postage	75.00	0.00	0.00	0.00	0.00	0.00	0.00 %
530-199-55260	Advertising & Promotions	4,000.00	1,000.00	300.00	1,000.00	0.00	0.00	100.00 %
530-199-55270	Special Events	7,000.00	7,000.00	59.47	5,975.42	0.00	1,024.58	85.36 %
530-199-55300	Printing & Binding	50.00	0.00	0.00	0.00	0.00	0.00	0.00 %
530-199-55350	Travel (Mileage Meals Lodging)	1,400.00	1,200.00	0.00	1,113.53	0.00	86.47	92.79 %
530-199-55400	Memberships/License/Cert Renewal	500.00	500.00	0.00	475.00	0.00	25.00	95.00 %
530-199-55450	Board & Local Meetings	150.00	100.00	0.00	31.45	0.00	68.55	31.45 %
530-199-55800	State/EPA Permit Fees	200.00	200.00	0.00	200.00	0.00	0.00	100.00 %
530-199-56100	Supplies & Equipment	4,000.00	8,500.00	9.16	7,550.68	0.00	949.32	88.83 %
530-199-56101	Supplies & Equip-Chem/Janitorial/Lab/Medical/Tool	250.00	250.00	0.00	199.96	0.00	50.04	79.98 %
530-199-56103	Supplies & Equip-Motor Vehicle Parts & Equipment	1,000.00	1,000.00	0.00	1,013.17	0.00	-13.17	101.32 %
530-199-56104	Supplies & Equip-Computers & Accessories	500.00	500.00	0.00	370.98	0.00	129.02	74.20 %
530-199-56202	Gasoline & Oil for Vehicle/Equip	3,150.00	1,800.00	0.00	1,286.88	0.00	513.12	71.49 %
530-199-56204	Electricity	22,575.00	22,575.00	1,827.23	20,902.81	0.00	1,672.19	92.59 %
530-199-57200	Buildings	0.00	217,765.00	0.00	161,910.00	0.00	55,855.00	74.35 %
530-199-57400	Improvements Other Than Bldgs	22,500.00	22,500.00	0.00	22,500.00	0.00	0.00	100.00 %
530-199-58700	Payment to City of Waxahachie	120,150.00	120,150.00	0.00	115,589.00	0.00	4,561.00	96.20 %
530-199-58750	Payment to City of Midlothian	36,830.00	36,835.00	0.00	35,289.00	1,541.00	5.00	99.99 %
	Expense Total:	477,620.00	699,800.00	16,780.12	628,686.34	1,561.53	69,552.13	90.06 %
	Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	-9,230.00	-218,448.00	8,222.23	-113,519.87	-1,561.53	103,366.60	52.68 %
	Report Surplus (Deficit):	-9,230.00	-218,448.00	8,222.23	-113,519.87	-1,561.53	103,366.60	52.68 %

Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
Fund: 530 - MID-WAY REGIONAL AIRPORT							
Revenue	468,390.00	481,352.00	25,002.35	515,166.47	0.00	33,814.47	107.02 %
Expense	477,620.00	699,800.00	16,780.12	628,686.34	1,561.53	69,552.13	90.06 %
Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	-9,230.00	-218,448.00	8,222.23	-113,519.87	-1,561.53	103,366.60	52.68 %
Report Surplus (Deficit):	-9,230.00	-218,448.00	8,222.23	-113,519.87	-1,561.53	103,366.60	52.68 %

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	-218,448.00	8,222.23	-113,519.87	-1,561.53	103,366.60
Report Surplus (Deficit):	-9,230.00	-218,448.00	8,222.23	-113,519.87	-1,561.53	103,366.60

MANAGER'S REPORT – SEPTEMBER, 2016

Operations ran smoothly at the airport this month. Administratively, we were busy closing out the 2016 year-end budget and preparing for the Routine Airport Maintenance Program grant (RAMP) with TxDOT Aviation Division. This will cover certain maintenance costs for 2017 shared equally between TxDOT and the airport up to \$30,000.

September 13 – We had 16 military helicopters stop at our airport—6 Apaches and 10 Blackhawks with 5 of the Blackhawks remaining overnight. This was the group from Ft. Campbell, Kentucky that had planned to stay overnight last month but were redirected because of weather. They were treated to hot dogs by Southern Star Aviation.

September 21 - Our eleven T-hangar construction project kicked off with a pre-bid meeting with TxDOT, KSA Engineering and interested contractors. Bid opening will be October 11.

September 1 – I attended a Texas Airports Council workshop in Ft. Worth. This is a member organization for all airports in Texas. Several topics were covered including runway and ramp surface maintenance, airport development plans, new hangar rules by the FAA, etc.

September 9 – I participated in the Air Transportation Advisory Committee funding sub-committee meeting in Arlington preparing for the quarterly meeting in October with TxDOT Aviation and the FAA.

AIRPORT OPERATIONS REPORT										
	Based Aircraft	Waiting List	Inquires	Placement	Accident/Incident	Noise Complaints	Other Complaints	Total Ops	100LL	Jet
2015										
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
2016										
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	4157	3165	4535
Sept	86	8	2	2	0	0	0	3642	3054	9108

September FBO REPORT – October 7, 2016,

Please Note fuel totals will be from the month of August.

FUEL SALES: (Totals for August 2016)

AvGas (Truck): 2345 gallons

AvGas (Self Serve): 820 gallons


Jet-A: 4535 gallons

Jet-A Government: 0

TOTAL GALLONS OF FUEL FOR August 2016: 7,700 gallons.

The August fuel totals dropped for the month of August. This month usually slows down with the start of school and the last end of the summer vacation. The corporate traffic did show a drop for August as well. As we move into the fall months the general aviation should increase. It remains to be seen what Hurricane Matthew will do to the fuel prices and availability. As this was an Atlantic storm and did not affect the Gulf, the prices should only show a slight increase.

Ken Lantz


Southern Star Aviation