

**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, January 12, 2017, at 4:00 pm

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

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 November 10, 2016
- Financial Report
- Manager's Report
- Airport Operations Report
- FBO Report

REGULAR AGENDA

3. Hangar Construction Update
4. Airborne Imaging Project Update
5. Consider Southern Star Aviation's request to add an air line system to their hangar.
6. Officer Elections
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, November 10, 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
Alex Smith

Members Absent: George Kent

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

REGULAR AGENDA

Opening: Chairman Kyle Ballard called the meeting to order, and David Box gave the invocation.

Board Announcements: Judy Demoney announced that we will be kicking off the season early this year with the Airport Christmas party on Saturday, December 3rd.

CONSENT AGENDA:

- Minutes of Meeting held September 8, 2016
- Financial Report
- Airport Operation's Report
- FBO Report

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

REGULAR AGENDA:

Future Capital Improvement Projects: Judy Demoney reminded the Board that they discussed future capital improvement projects in the September meeting. The Board had asked her to revise a new Airport development list for the next five years. Judy reiterated that any funding from TxDOT right now will only be used for safety and security related projects. Judy said that she is still recommending that security fencing around the Airport be priority. KSA worked up some numbers for the construction phase. The budget estimate with a 15% contingency came out to \$932,213. KSA added an alternate for a three foot concrete mow strip which would be \$281,865 extra. The fencing would consist of mostly game fencing with some six foot chain link fencing closer to the terminal building. This project would be paid at 90/10, but would not be eligible until at least 2018. Judy explained that the Airport would need to send a Letter of Intent to TxDOT to get in line for possible approval/funding for this project. Asphalt rehabilitation will remain on the list, but we do not have any new numbers because KSA is unsure of the scope of the original estimate.

Randall Porche made a motion to draft up a Letter of Intent for Airport security fencing to submit to the respective municipalities for approval; second by Ray Barksdale. All Ayes.

Hangar Construction Project Update: Judy Demoney told the Board that eight construction companies bid on the hangar construction project, and the bids were opened on October 11th. The low bidder was Don Jackson Construction Company from Waco. The bid included concrete for the taxi lane, and insulation in the doors and walls of the hangars. The initial grant was for \$1.6 M and the estimate was \$1.3 M. We initially sent them our 10% share (\$161,910) because they needed it before it could go out for bid. The bid for the building structure alone is \$564,843 which can only be paid for with accrued NPE funds (\$150,000 per year). We only have three years of accrued NPE funds (\$450,000). They added \$50,000 for our local 10% share so our budget for the building construction is \$500,000. We were \$64,843 short in NPE funds to complete the building. With the \$18,806 we overpaid initially, we still needed to fund an additional \$39,500. TxDOT said that once the NPE funds are received from the FAA we would be reimbursed the \$58,359 sometime in 2017. The contract is being finalized and the pre-construction meeting will be after Thanksgiving with construction starting sometime in December. The construction project will take 120 days.

Judy said that this afternoon our planner from TxDOT called and told her that the NPE accounting system does not keep track of partial payments out of the NPE. If they do reimburse us the \$58,359 in 2017, we will lose the remainder \$91,641 of NPE funds. The funds would be thrown back into the pool for others to use. He said that our options are either to come up with a small eligible project to do in 2017, or wait until 2018 to add the \$91,641 to the 2018 NPE funds (\$150,000) for a bigger project of \$241,641. We would then be reimbursed the \$58,359.

TxDOT Funding Update: Judy Demoney told the Board that because the FAA did not like the way that TxDOT was handling their funding they stopped discretionary funding to all Texas Airports for three years. The Air Transportation Advisory Committee that she Chairs and the Texas Airport Council joined forces and held a workshop with the FAA and TxDOT. Questions were sent to the FAA and TxDOT in advance. When time came for the meeting the principles of both the FAA and TxDOT had conflicts and could not be present, but the FAA Planning Director and the TxDOT Planning Director attended. Not a lot was accomplished with their questions about discretionary funding amounts, transparency and communications. Judy said that she did find out that the FAA did fund \$12M in discretionary funding to TxDOT this year, which all ended up going to Sugarland Airport. ATAC and TAC decided to continue on as a group. Their plans are to draft a position paper saying what the Airports want in writing, and direct it to "someone in charge".

Economic Development Sub-Committee Report: Chair Kyle Ballard said that the Economic Development Sub Committee met last week along with the Economic Development organizations from Midlothian and Waxahachie. They discussed several projects that the Airport has been working on. Kyle said that both Economic Development organizations had some good suggestions. The consensus was to discuss with the Board about putting together some more concrete steps to work on completing the development finish out of the fifteen acres on the south side of the Airport.

Judy Demoney said that Larry Barnett with Midlothian Economic Development has someone that might be interested in building some box hangars. Judy told the Board that they found out that the Tail Rotor deal is off the table for now because they will be building in Europe.

Airborne Project Update: Judy Demoney said that Airborne is working with another bank on the financing of their hangar project. Airborne had to get the Nay Company to put together some new numbers, and they are just waiting to get together with the Bank hoping to finalize things.

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 2017 Period Ending: 12/31/2016

	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	12,000.00	12,000.00	0.00	0.00	-12,000.00	0.00 %	
530-47300	Airport-Fuel Flowage Fees	13,300.00	13,300.00	765.20	3,377.62	-9,922.38	25.40 %	
530-47350	Renter Utility Payments	3,000.00	3,000.00	306.68	1,009.92	-1,990.08	33.66 %	
530-47502	Interest From Cash Pool	710.00	710.00	0.00	129.75	-580.25	18.27 %	
530-47607	Facility Rental	350.00	350.00	0.00	150.00	-200.00	42.86 %	
530-47612	Rents-Airport Commercial Leasing	6,100.00	6,100.00	484.00	1,452.00	-4,648.00	23.80 %	
530-47613	Rent-Airport Land Options	1,496.00	1,496.00	0.00	1,516.20	20.20	101.35 %	
530-47614	Rent-Airport T-Hangars	185,980.00	185,980.00	25,991.00	57,713.00	-128,267.00	31.03 %	
530-47615	Rent-Aircraft Parking	1,200.00	1,200.00	52.50	157.50	-1,042.50	13.13 %	
530-47616	Rent-Aiport Box Hangars	73,670.00	73,670.00	6,139.00	18,417.00	-55,253.00	25.00 %	
530-47618	Rent-Airport-Corporate Hangars	86,400.00	86,400.00	7,200.00	21,600.00	-64,800.00	25.00 %	
530-48320	Contribution - City of Waxahachie	36,500.00	36,500.00	0.00	36,500.00	0.00	100.00 %	
530-48325	Contribution - City of Midlothian	36,500.00	36,500.00	0.00	36,500.00	0.00	100.00 %	
530-49650	Miscellaneous Revenue	8,000.00	8,000.00	0.00	50.00	-7,950.00	0.63 %	
530-49652	Miscellaneous Revenue - NSF Check Fees	0.00	0.00	32.00	32.00	32.00	0.00 %	
	Revenue Total:	465,206.00	465,206.00	40,970.38	178,604.99	0.00	-286,601.01	38.39 %
Expense								
530-199-51100	Salaries	74,300.00	74,300.00	5,637.82	17,913.46	56,386.54	24.11 %	
530-199-52100	Longevity	1,590.00	1,590.00	132.00	396.00	1,194.00	24.91 %	
530-199-52200	Retirement-FICA	5,770.00	5,770.00	438.36	1,391.60	4,378.40	24.12 %	
530-199-52400	Life & Health Insurance	14,440.00	14,440.00	1,202.66	3,719.74	10,720.26	25.76 %	
530-199-52501	Retirement Plan Contribution-TMRS	11,690.00	11,690.00	866.05	2,748.25	8,941.75	23.51 %	
530-199-52600	Workers' Compensation	650.00	650.00	49.85	159.63	490.37	24.56 %	
530-199-53101	Airport Management	74,600.00	74,600.00	6,214.94	19,144.82	55,953.45	100.67 %	
530-199-53201	Training	300.00	300.00	0.00	0.00	300.00	0.00 %	
530-199-53310	Bank Service Charges	4,300.00	4,300.00	0.00	610.51	3,689.49	14.20 %	
530-199-54101	Utilities - Water	7,000.00	7,000.00	662.51	1,966.17	660.55	4,373.28	37.52 %
530-199-54210	Refuse Services	1,300.00	1,300.00	105.40	316.20	-105.40	1,089.20	16.22 %
530-199-54310	Maintenance, Building (Upkeep)	16,000.00	16,000.00	479.40	4,027.03	190.00	11,782.97	26.36 %
530-199-54320	Maintenance, Improvements	12,000.00	12,000.00	0.00	5,999.14	2,309.46	3,691.40	69.24 %
530-199-54330	Maintenance, Purchased Equipment	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00 %
530-199-54340	Maintenance, Purchased - Vehicle	3,000.00	3,000.00	0.00	14.25	0.00	2,985.75	0.48 %
530-199-54345	Maintenance, Leased Vehicle	600.00	600.00	39.29	117.87	0.00	482.13	19.65 %

Budget Report

For Fiscal: FY 2017 Period Ending: 12/31/2016

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
530-199-54350 Maintenance, Other City Property	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00 %
530-199-54400 Vehicle Lease	3,470.00	3,470.00	288.95	902.10	0.00	2,567.90	26.00 %
530-199-54430 Uniform/Janitorial Supply Rental	650.00	650.00	50.00	150.00	0.00	500.00	23.08 %
530-199-55100 Insurance & Bonds	14,500.00	14,500.00	0.00	15,176.28	0.00	-676.28	104.66 %
530-199-55150 Phones, Pagers, Internet, Cable	4,910.00	4,910.00	440.25	1,320.57	0.00	3,589.43	26.90 %
530-199-55200 Postage	75.00	75.00	0.00	0.00	0.00	75.00	0.00 %
530-199-55260 Advertising & Promotions	1,000.00	1,000.00	273.00	546.00	0.00	454.00	54.60 %
530-199-55270 Special Events	7,000.00	7,000.00	0.00	48.83	0.00	6,951.17	0.70 %
530-199-55350 Travel (Mileage Meals Lodging)	1,600.00	1,600.00	44.28	234.36	1,365.64	0.00	100.00 %
530-199-55400 Memberships/License/Cert Renewal	500.00	500.00	225.00	500.00	0.00	0.00	100.00 %
530-199-55450 Board & Local Meetings	100.00	100.00	0.00	45.00	0.00	55.00	45.00 %
530-199-55800 State/EPA Permit Fees	250.00	250.00	0.00	100.00	200.00	-50.00	120.00 %
530-199-56100 Supplies & Equipment	3,500.00	3,500.00	0.00	730.12	0.00	2,769.88	20.86 %
530-199-56101 Supplies & Equip-Chem/Janitorial/Lab/Medical/Tool	250.00	250.00	0.00	0.00	0.00	250.00	0.00 %
530-199-56103 Supplies & Equip-Motor Vehicle Parts & Equipment	1,000.00	1,000.00	0.00	607.38	0.00	392.62	60.74 %
530-199-56104 Supplies & Equip-Computers & Accessories	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
530-199-56202 Gasoline & Oil for Vehicle/Equip	2,100.00	2,100.00	53.20	115.75	0.00	1,984.25	5.51 %
530-199-56204 Electricity	24,500.00	24,500.00	1,942.88	5,220.38	534.95	18,744.67	23.49 %
530-199-57200 Buildings	0.00	0.00	0.00	39,552.00	0.00	-39,552.00	0.00 %
530-199-58700 Payment to City of Waxahachie	123,235.00	123,235.00	0.00	20,539.00	0.00	102,696.00	16.67 %
530-199-58750 Payment to City of Midlothian	36,835.00	36,835.00	0.00	6,139.00	30,696.00	0.00	100.00 %
Expense Total:	458,015.00	458,015.00	19,145.84	150,451.44	91,804.65	215,758.91	52.89 %
Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	7,191.00	7,191.00	21,824.54	28,153.55	-91,804.65	-70,842.10	-885.15 %
Report Surplus (Deficit):	7,191.00	7,191.00	21,824.54	28,153.55	-91,804.65	-70,842.10	-885.15 %

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	465,206.00	465,206.00	40,970.38	178,604.99	0.00	-286,601.01	38.39 %
Expense	458,015.00	458,015.00	19,145.84	150,451.44	91,804.65	215,758.91	52.89 %
Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	7,191.00	7,191.00	21,824.54	28,153.55	-91,804.65	-70,842.10	-885.15 %
Report Surplus (Deficit):	7,191.00	7,191.00	21,824.54	28,153.55	-91,804.65	-70,842.10	-885.15 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)
530 - MID-WAY REGIONAL AIRPC	7,191.00	7,191.00	21,824.54	28,153.55	-91,804.65	-70,842.10
Report Surplus (Deficit):	7,191.00	7,191.00	21,824.54	28,153.55	-91,804.65	-70,842.10

MANAGER'S REPORT, DECEMBER 2016

Site Visit

We had a site visit by our TxDOT Planner, Bill Macke, on December 2. We reviewed our Capital Improvement Plan and discussed the needs and growth plan for the airport. He was very complimentary of the appearance and maintenance of the airport and property.

Grant Letter of Intent

A letter of intent was submitted to TxDOT for a grant for security perimeter fencing with controlled vehicle access gates. This is part of our 2012 Development Plan and was approved by the Airport Board in the November, 2016 meeting. If approved, the grant will probably not be available until 2019 as federal funds have already been designated for other airports' projects until that time.

Hangar Construction Project

Construction began on December 12th for eleven T-hangars. Estimated completion will be the end of May.

Aircraft Incident

On December 28th there was an incident where an aircraft nosed over on landing. There were no injuries and the runway was closed for a short time until the aircraft was removed.

Annual Operations

There were a total of 40,031 aircraft operations in 2016.

AIRPORT OPERATIONS REPORT										
	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
Oct	86	10	3	0	0	0	0	4156	6052	9171
Nov	88	9	1	1	0	0	0	4560	5002	7652
Dec	88	9	3	0	0	0	0	3957		

November FBO REPORT – January 6, 2017

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

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

AvGas (Truck): 3955 gallons

AvGas (Self Serve): 1047 gallons

Jet-A: 2650 gallons

TOTAL GALLONS OF FUEL FOR September 2016: 7652 gallons.

November started off good with AVGAS sales. Airborne did a lot of flying at the beginning of the month. With the approaching holidays the flying begins to drop off, especially with the corporate/business flying. With some of the cold temps and low ceiling days, much of the general aviation will slow down also. November and December are looking better with some increase in AVGAS sales. Southern Star Aviation and the Midway Airport has been hosting Sky Lens, an aerial survey company that is operating a fleet of six Cessna 172's out of JWY doing aerial mapping of Ellis and surrounding counties. Along with fuel purchases and maintenance, they are also consuming hotel rooms, rental cars, dining and retail. While they are not large aircraft, they are contributing to the airport and the local economy. We expect them to remain through mid-January. They chose JWY because of our location and our ability to accommodate the pilots, aircraft and maintenance.

Ken Lantz

Southern Star Aviation