

**DRAFT**

**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 14, 2024, at 4:00 p.m., in the Upstairs Common Area of Mid-Way Regional Airport, 131 Airport Dr., Midlothian, Texas.

Members Present: Alex Smith, Chair  
Morgan Whitehead, Vice Chair  
Nanette Paghi  
Jennifer Chelwick  
Kevin Griffin  
Ryan Anderson  
Pete Setian

Others Present: Sharlette Wright, Airport Manager  
Tammy Bowen, Airport Operations Assistant  
Dale Sigler, Director of Administrative Services, City of Waxahachie  
Chad Tustison, Finance Director, City of Waxahachie  
Clyde Melick, Assistant City Manager, City of Midlothian  
Mike Rodgers, Council Member, City of Midlothian

**Call to Order:** Chair Alex Smith called the meeting to order.

**Invocation:** Chair Alex Smith gave the invocation.

**Public Comments:** There were no public comments.

**CONSENT AGENDA:**

- Minutes of Meeting Scheduled October 10, 2024
- Financial Report – Period Ending October, 2024
- Operations Report – October, 2024
- FBO Report on Fuel Sales – October, 2024

Ms. Jennifer Chelwick moved to approve the Consent Agenda as presented; second by Mr. Kevin Griffin. All Ayes.

**REGULAR AGENDA:**

FY25 Budget Presentation by Chad Tustison, Finance Director: Mr. Chad Tustison explained the process for development of the Airport’s budget. He went over the Airport’s adopted budget, enhancements, and fund schedule for FY25.

Monthly Projects Report – October, 2024: Ms. Wright gave a brief overview and answered questions on the projects report.

- Roof Coating - The RFP has been posted and the bid opening is set for November 19<sup>th</sup>.
- Self-Service Fuel Expansion – We are working on the design for a 15,000-gallon self-service fuel island.

Hangar Inspection Follow Up: Ms. Sharlette Wright explained that after re-inspection of the hangars there were two out of ten tenants that was either still not in compliance or we were not certain if they were complying. Both received letters from the Fire Marshal. Everyone is in compliance now.

Revisions to the Airport Rules and Regulations: After Board discussion, the following changes were recommended:

- Rule 7. Access from Off Airport Property – add back the original sentence “Under extenuating circumstances, the Airport Board and Cities Council may request approval from TxDOT Aviation Division for certain through-the-fence operations on a case by case basis.
- Rule 60. Vehicular Traffic and Parking – under second paragraph, third sentence, add “or areas as designated by the Airport Manager”.
- Rule 46. Fire Regulations – add that there should be no painting in the hangars.

Ms. Nanette Paghi made a motion to approve the revisions to the Airport Rules and Regulations along with the additional changes to Rule 7, 46 and 60 as recommended by the Board; second by Ms. Jennifer Chelwick. All Ayes.

Mr. Gerry Dyer, employee of Airborne Imaging, completed a Public Comment Form to speak. Mr. Dyer expressed concern about the requirements for outside maintenance.

Amendments to the Mid-Way Regional Airport Joint Airport Board Meeting Rules: Ms. Sharlette Wright reminded the Board that they wanted to discuss their meeting schedule. After discussion, the consensus of the Board was that they would like to have monthly meetings. In addition, they would like to give input on whether or not a meeting should be canceled. The meeting rules should remain the same.

Hertz Car Rental at Mid-Way: Ms. Jennifer Chelwick expressed her concern with the lack of parking spaces at the Terminal building because of Hertz rental vehicles. After discussion, the general consensus of the Board was for Ms. Wright to have another conversation with Hertz to remind them that they should only be using the spaces assigned to them in front of their door at the Terminal building. All other vehicles should be parked in the far parking lot in front of their Hertz signs.

Appointment of Board Committees:

Ms. Nanette Paghi made a motion to approve the following Committees:

Economic Development – Mr. Kevin Griffin, Mr. Morgan Whitehead and Ms. Nanette Paghi

Finance – Ms. Jennifer Chelwick, Mr. Ryan Anderson and Mr. Pete Setian; second by Mr. Kevin Griffin. All Ayes.

Ms. Jennifer Chelwick made a motion to remove the Event/Public Relations Committee; second by Mr. Pete Setian. All Ayes.

**Adjournment:** There being no further business,

Mr. Kevin Griffin moved to adjourn; second by Ms. Jennifer Chelwick. All Ayes.

Respectfully submitted, Ms. Tammy Bowen, Airport Operations Assistant