

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 Upstairs Common Area of Mid-Way Regional Airport, 131 Airport Dr., Midlothian, Texas on Thursday, March 12, 2026 at 4:00 p.m.

Members: Kevin Griffin, Chair
Jennifer Chelwick, Vice Chair
Brad Owens
Nanette Paghi
Morgan Whitehead
Pete Setian
Ricky Armstrong

1. Call to Order
2. Invocation
3. **Public Comments:** Persons may address the Mid-Way Regional Airport Joint Airport Board on any issues. This is the appropriate time for citizens to address the Board on any concern whether on this agenda or not. In accordance with the State of Texas Open Meetings Act, the Board may not comment or deliberate such statements during this period, except as authorized by Section 551.042, Texas Government Code. *Speakers must observe the three (3) minute time limit.*

In order to be recognized during Public Comments, please complete a Public Appearance Card located at the entrance of the meeting room. Please present the card to the City Secretary, or their designee, ten (10) minutes before the start of the business meeting.

4. **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.
 - a. Consider Minutes of Meeting Scheduled February 2026
 - b. Financial Report – Period Ending February 2026
 - c. Operations Report – February 2026
 - d. FBO Report on Fuel Sales – February 2026

5. Discuss Monthly Projects Report – February 2026
6. Update on Pavement Project – Chris Whitfield, Lochner Engineers
7. Update on New Lease Roll Out
8. Discuss Gate Access Controls
9. Adjourn

As authorized by Section 551.071(2) of the Texas Government Code, the Board may convene into Closed Executive session for the purpose of seeking confidential legal advice from the Board’s Attorney on any agenda item listed herein.

The Airport Board packet is available for viewing by going to the Airport’s website. www.mid-wayregional.com

ACCESSIBILITY STATEMENT

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 ahead of the meeting. To make arrangements, call the ADA Coordinator at (469) 309-4000 or (TDD) 1-800-RELAY TX

Notice of Potential Quorum
One or more members of the Waxahachie City Council and/or Midlothian City Council may be present at this meeting. No action will be taken by the City Council at this meeting.

MID-WAY REGIONAL AIRPORT JOINT AIRPORT BOARD MINUTES - DRAFT

A regular meeting of the Mid-Way Regional Airport Joint Airport Board was held in the Upstairs Common Area of Mid-Way Regional Airport, 131 Airport Dr., Midlothian, Texas on Thursday, February 12, 2026 at 4:00 p.m.

Members: Kevin Griffin, Chair
Jennifer Chelwick, Vice Chair
Nanette Paghi
Brad Owens
Ricky Armstrong
Pete Setian
Morgan Whitehead

Others Present: Sharlette Wright, Airport Manager
Dustin Deel, Director of Administrative Services, City of Waxahachie
Clyde Melick, Assistant City Manager, City of Midlothian
Ross Weaver, Council Representative, City of Midlothian
Chris Wright, City Council Member City of Waxahachie

1. Call to Order
Chair Kevin Griffin called the meeting to order.
2. Invocation
Chair Kevin Griffin gave the invocation.
3. **Public Comments: None**
4. **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.
 - a. Consider Minutes of Meeting Scheduled January 8, 2026
 - b. Financial Report – Period Ending January 2026
 - c. Operations Report – January 2026
 - d. FBO Report on Fuel Sales – January 2026

Action:

Jennifer Chelwick motioned to approve the consent agenda as presented. Motion was seconded by Ricky Armstrong. Motion carried unanimously.

5. **Discuss Monthly Projects Report – January 2026**
Airport Manager Sharlette Wright provided a brief overview of the projects report.
 - New Lease Roll Out: 12 leases remain outstanding.
 - Pavement Project: The anticipated start date is February 16. Crack sealing of the runway is expected to take approximately 3–4 days. Once crack sealing is completed in all areas, seal coat will be applied. The seal coat application will take approximately three days and must dry before the runway can be reopened.
 - Self-Service Fuel Expansion: Awaiting approval of bid documents from TxDOT before proceeding with the bid process.
 - Roof Repairs: The pre-construction meeting has been held and repairs will begin within the next few weeks.
 - Management Software: Data entry into the system is ongoing. Discussion occurred regarding how the tenant portal will function and the importance of verifying the accuracy of tenant information entered into the system.

- Gate Access: Once quotes are reviewed, a purchase order will be issued and the project will begin. The Board discussed how the gate access system will operate and expressed interest in enhanced security measures, including cameras or license plate readers. The original concept included FOB access; however, the Board indicated a preference for a higher level of security. A toll tag reader was also suggested. It was determined that this item will be placed on the next agenda for further discussion and possible re-bidding based on the desired access system.

6. Update on Pavement Project

Concern was expressed regarding the potential duration of the airport closure and the impact on airport businesses.

Discussion included the anticipated project timeline, required notice for tenants, and accommodations that may be necessary during the project. Permission for limited access may be granted on a case-by-case basis.

The runway will be closed at night due to construction activities and debris on the runway surface. The Board emphasized the importance of accommodating airport businesses as much as possible during construction.

Discussion also included NOTAM (Notice to Airmen) postings and notification procedures for tenants and customers. The NOTAM will be issued for the week of construction, and the contractor is expected to work through the weekend in order to complete the project as quickly as possible.

7. Update on New Lease Roll Out

Discussion occurred regarding the process for accessing leases through the system. There are currently 12 leases outstanding, and data entry into the new administrative software is ongoing.

The goal is to complete the data entry process by March 1.

8. Election of Chair and Vice Chair Positions

Chair Kevin Griffin reviewed the Joint Airport Agreement and stated that the Chair position would be held by a representative from Waxahachie and the Vice Chair position would be held by a representative from Midlothian.

Action:

Nanette Paghi nominated Jennifer Chelwick for Chair representing Waxahachie. Motion carried unanimously.

Jennifer Chelwick nominated Ricky Armstrong as Vice Chair representing Midlothian. Motion carried unanimously.

9. Adjourn

Jennifer Chelwick motioned to adjourn the meeting. Motion was seconded by Ricky Armstrong. The meeting was adjourned.

Respectfully submitted,

Sharlette Wright, Airport Manager



Budget Report Account Summary

For Fiscal: FY 2026 Period Ending: 02/28/2026

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 530 - MID-WAY REGIONAL AIRPORT							
Revenue							
530-43100	Grant Reimb-Capital	246,120.00	246,120.00	0.00	0.00	-246,120.00	100.00 %
530-43200	Grant Reimb-Operating	100,000.00	100,000.00	0.00	4,949.73	-95,050.27	95.05 %
530-47300	Airport-Fuel Flowage Fees	32,000.00	32,000.00	1,851.50	4,724.66	-27,275.34	85.24 %
530-47350	Renter Utility Payments	5,500.00	5,500.00	768.91	1,352.48	-4,147.52	75.41 %
530-47502	Interest From Cash Pool	15,000.00	15,000.00	0.00	6,848.49	-8,151.51	54.34 %
530-47607	Facility Rental	2,000.00	2,000.00	1,422.00	1,522.00	-478.00	23.90 %
530-47612	Rent-Airport Commercial Leasing	29,000.00	29,000.00	2,349.00	4,551.00	-24,449.00	84.31 %
530-47613	Rent-Airport Land Options	0.00	0.00	180.00	2,703.75	2,703.75	0.00 %
530-47614	Rent-Airport T-Hangars	352,000.00	352,000.00	75,831.35	96,758.35	-255,241.65	72.51 %
530-47615	Rent-Aircraft Parking	4,500.00	4,500.00	0.00	210.00	-4,290.00	95.33 %
530-47616	Rent-Airport Box Hangars	78,000.00	78,000.00	13,279.00	20,146.00	-57,854.00	74.17 %
530-47618	Rent-Airport-Corporate Hangars	103,000.00	103,000.00	32,219.64	46,780.30	-56,219.70	54.58 %
530-49650	Miscellaneous Revenue	5,800.00	5,800.00	6.50	6.50	-5,793.50	99.89 %
	Revenue Total:	972,920.00	972,920.00	127,907.90	190,553.26	-782,366.74	80.41%
Expense							
530-199-51100	Salaries	257,260.00	257,260.00	19,175.31	110,261.77	146,998.23	57.14 %
530-199-51400	Seasonal/Temporary Salary	17,050.00	17,050.00	0.00	6,914.34	10,135.66	59.45 %
530-199-51500	Salaries-Overtime	1,615.00	1,615.00	0.00	212.50	1,402.50	86.84 %
530-199-52100	Longevity	1,520.00	1,520.00	120.00	600.00	920.00	60.53 %
530-199-52200	Retirement-FICA	20,260.00	20,260.00	1,423.83	8,944.02	11,315.98	55.85 %
530-199-52400	Life & Health Insurance	25,690.00	25,690.00	2,488.99	12,444.68	13,245.32	51.56 %
530-199-52501	Retirement Plan Contribution-TMR	45,380.00	45,380.00	3,386.33	19,546.58	25,833.42	56.93 %
530-199-52600	Workers' Compensation	5,620.00	5,620.00	380.41	2,326.36	3,293.64	58.61 %
530-199-53200	Professional Services	4,500.00	39,500.00	0.00	4,808.57	34,691.43	87.83 %
530-199-53201	Training	2,125.00	2,125.00	0.00	550.00	1,575.00	74.12 %
530-199-53310	Bank Service Charges	14,833.00	14,833.00	0.00	3,567.31	11,265.69	75.95 %
530-199-53401	Computer Services and Support	12,500.00	12,500.00	0.00	0.00	12,500.00	100.00 %
530-199-54101	Utilities - Water	9,060.00	9,060.00	0.00	1,552.63	7,507.37	82.86 %
530-199-54210	Refuse Services	1,461.00	1,461.00	0.00	678.34	782.66	53.57 %
530-199-54310	Maintenance, Building (Upkeep)	28,643.00	28,643.00	0.00	5,504.44	23,138.56	80.78 %
530-199-54320	Maintenance, Improvements	16,560.00	16,560.00	0.00	0.00	16,560.00	100.00 %
530-199-54330	Maintenance, Purchased Equipmen	5,138.00	5,138.00	0.00	472.90	4,665.10	90.80 %
530-199-54340	Maintenance, Vehicle	360.00	360.00	0.00	50.74	309.26	85.91 %
530-199-54345	Maintenance, Leased Vehicle	0.00	0.00	0.00	177.74	-177.74	0.00 %
530-199-54350	Maintenance, Other City Property	1,700.00	14,385.00	0.00	13,580.29	804.71	5.59 %
530-199-54395	Maintenance, Contingency	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
530-199-54400	Vehicle Lease	3,146.00	3,146.00	243.69	1,276.90	1,869.10	59.41 %
530-199-54410	Facilities Rental-Land & Bldgs	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
530-199-54430	Uniform/Janitorial Supply Rental	800.00	800.00	0.00	450.00	350.00	43.75 %
530-199-55100	Insurance & Bonds	39,530.00	39,530.00	0.00	43,582.00	-4,052.00	-10.25 %
530-199-55150	Phones, Pagers, Internet, Cable	2,761.00	2,761.00	37.21	324.63	2,436.37	88.24 %
530-199-55200	Postage	75.00	75.00	0.00	18.66	56.34	75.12 %
530-199-55260	Advertising & Promotions	500.00	500.00	0.00	150.00	350.00	70.00 %
530-199-55270	Special Events	10,000.00	10,000.00	0.00	1,124.93	8,875.07	88.75 %
530-199-55350	Travel (Mileage Meals Lodging)	3,592.00	3,592.00	0.00	244.56	3,347.44	93.19 %
530-199-55400	Memberships/License/Cert Renew	940.00	940.00	0.00	50.00	890.00	94.68 %
530-199-55420	Publications/Subscriptions	2,030.00	2,030.00	0.00	2,248.30	-218.30	-10.75 %
530-199-55450	Board & Local Meetings	100.00	100.00	0.00	100.00	0.00	0.00 %
530-199-55800	State/EPA Permit Fees	400.00	400.00	0.00	204.76	195.24	48.81 %
530-199-56100	Supplies & Equipment	9,200.00	9,200.00	0.00	1,886.99	7,313.01	79.49 %

Budget Report

For Fiscal: FY 2026 Period Ending: 02/28/2026

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
530-199-56101	300.00	300.00	0.00	26.98	273.02	91.01 %
530-199-56103	1,000.00	1,000.00	0.00	494.91	505.09	50.51 %
530-199-56104	500.00	500.00	0.00	0.00	500.00	100.00 %
530-199-56202	5,131.00	5,131.00	0.00	255.13	4,875.87	95.03 %
530-199-56204	21,280.00	21,280.00	597.97	6,758.39	14,521.61	68.24 %
530-199-57400	207,700.00	207,700.00	2,663.40	55,254.66	152,445.34	73.40 %
530-199-57500	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
Expense Total:	795,260.00	842,945.00	30,517.14	306,645.01	536,299.99	63.62%
Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	177,660.00	129,975.00	97,390.76	-116,091.75	-246,066.75	189.32%
Report Surplus (Deficit):	177,660.00	129,975.00	97,390.76	-116,091.75	-246,066.75	189.32%

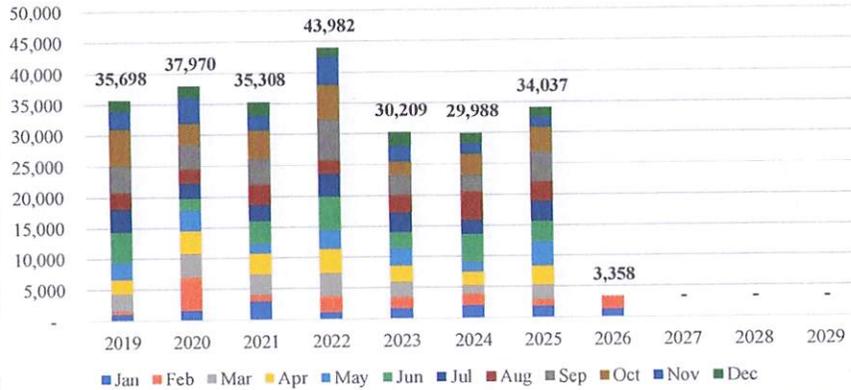
Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	
					Favorable (Unfavorable)	Percent Remaining
Fund: 530 - MID-WAY REGIONAL AIRPORT						
Revenue	972,920.00	972,920.00	127,907.90	190,553.26	-782,366.74	80.41%
Expense	795,260.00	842,945.00	30,517.14	306,645.01	536,299.99	63.62%
Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):	177,660.00	129,975.00	97,390.76	-116,091.75	-246,066.75	189.32%
Report Surplus (Deficit):	177,660.00	129,975.00	97,390.76	-116,091.75	-246,066.75	189.32%

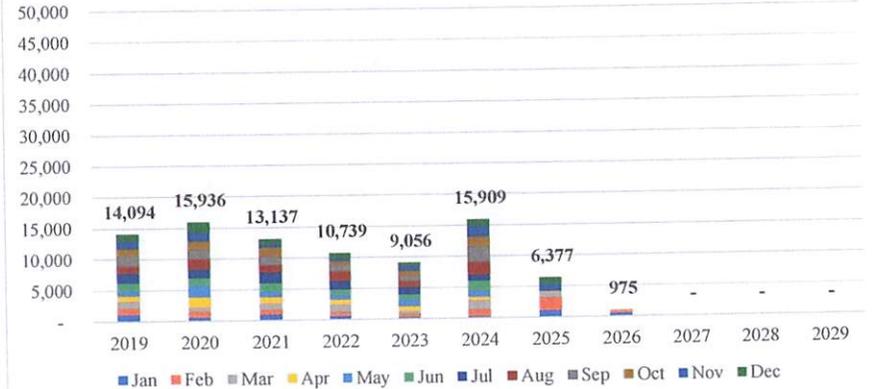
Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
530 - MID-WAY REGIONAL AIRPOI	177,660.00	129,975.00	97,390.76	-116,091.75	-246,066.75
Report Surplus (Deficit):	177,660.00	129,975.00	97,390.76	-116,091.75	-246,066.75

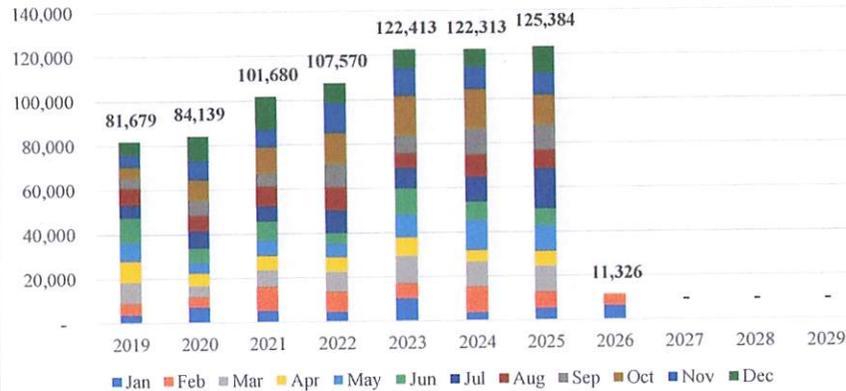
AVAGAS



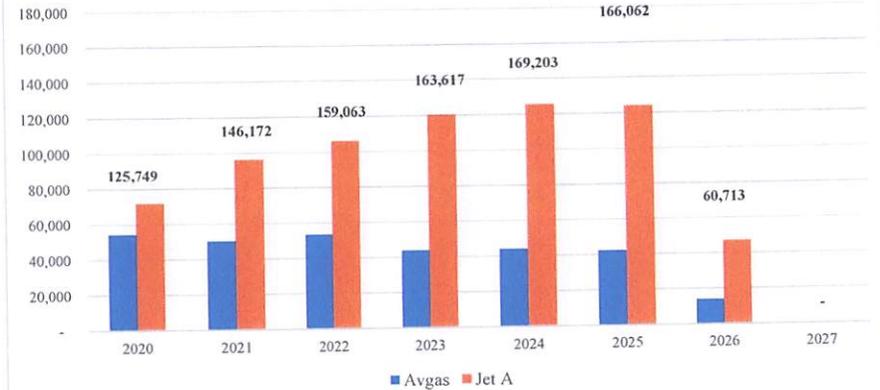
AVGAS SELF-SERVE



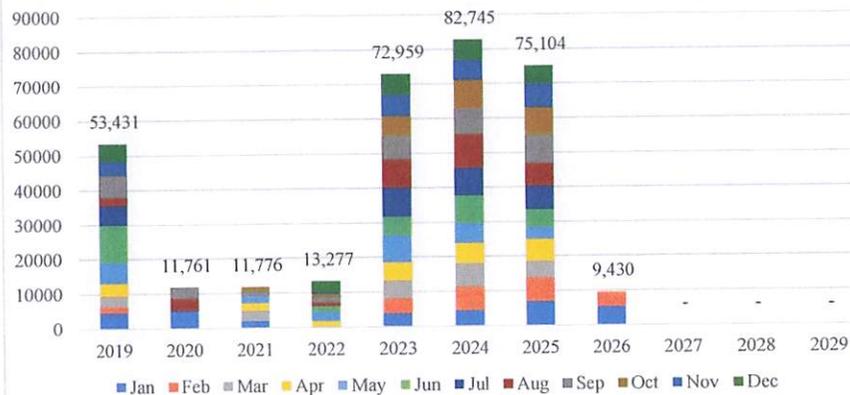
JET



FISCAL YEAR TOTAL GALLONS SOLD



OPERATIONS



Date Range Select

2/1/2026 2/28/2026

Mid-Way Regional Airport (KJWY)

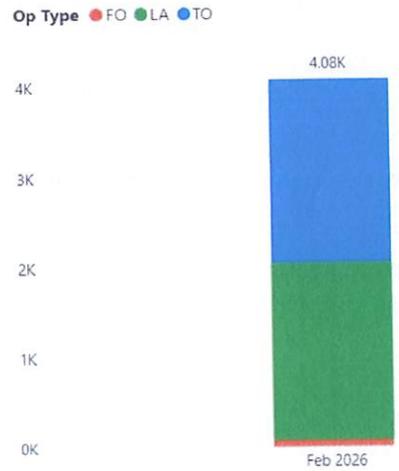


Board Reports

Ops Last Calendar Year
53,325

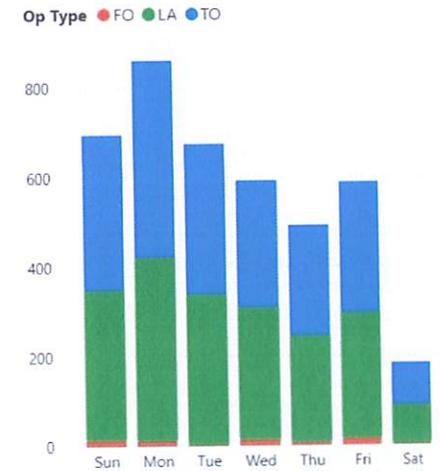
Ops YTD
4,082

By Month

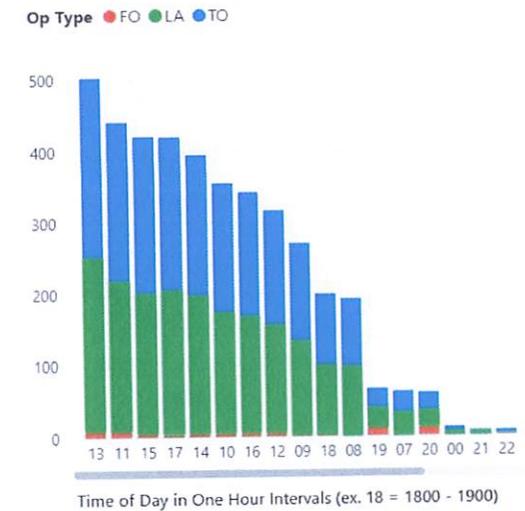


Ground Tracks

By Day



By Time



Provided By: **AIRPORT**
MONITORING SYSTEMS

For More Information:
info@airportmonitoring.com
855-5HelpGA (543-5742)

Date Range Selection

2/1/2026 2/28/2026

Mid-Way Regional Airport (KJWY) Board Reports



● Helicopter ● Jet ● Piston ● Turbo-Prop



Runway Used

18	36	UND
----	----	-----

Press CTRL for Multiple Selection

Aircraft Type

- Select all
- Helicopter
- Jet
- Piston
- Turbo-Prop

Press CTRL for Multiple Selection

Based - Itinerant

- Select all
- KJWY
- Other

Press CTRL for Multiple Selection

Provided By: **AIRPORT**
MONITORING SYSTEMS

For More Information:
info@airportmonitoring.com
855-5HelpGA (543-5742)



FEBRUARY FBO REPORT March 31, 2026

FUEL SALES: (Totals for February 2026)

AVGAS (Truck): 2076 gallons

AVGAS (Self-Serve): 460 gallons

JET-A (Truck): 5012 gallons

JET-A (Government): 0 gallons

TOTAL GALLONS OF FUEL FOR FEBRUARY 2026 – 7539 gallons (Note: Fuel totals may change slightly with final reports).

The month of February started out with better weather and more activity. This quickly changed with low ceilings, rain, windy conditions, and the runway project. We look to a stronger February.

Sincerely,

Ken Lantz

Southern Star Aviation/NOVA Avionics



Monthly Airport Operations and Projects Report March 2026

Attachment A - Airport Projects

Project Name	Description	Status	Funding
New Lease Roll Out	Updated leases sent for signature	Receiving signed leases. 5 in process. *UPDATE*	Airport
Pavement Project	Seal coat, striping and rehabilitation of pavement. RWY, TWY and Ramp areas.	Crack Sealing of the Runway & Taxiways completed. Seal coat to begin March 12th anticipated airport closure until March 18th. <i>Weather permitting.</i>	TxDOT Grant
Self-Service Fuel Expansion	Request for Proposals for the design of a 12,000 gallon self-service fuel island.	Advertisement March 14 & March 21 bid opening April 9th.	2022 IJA Funds
Roof Repairs	The next phase of roof repairs will be on building 690. Hangars 41-52, 53,54 & 55.	Project is underway. Removal and replacement of skylights, power washing surface, installed new r-panel as necessary. Applied silicone mastic to all seams, fasteners, and deficiencies. Pprimed all fasteners to proote proper adhesion.	RAMP Grant
Management Software	Management Software to help track leases, inspections and invoicing.	Data is being entered into the system.	Airport
Gate Access	Replace gate controllers with card/fob access.	Possible re-bid, will discuss options.	Airport