

MID-WAY REGIONAL AIRPORT JOINT AIRPORT BOARD MINUTES

A regular meeting of the Mid-Way Regional Airport Joint Airport Board was held on Thursday, May 8, 2025, at 4:00 p.m., in the Upstairs Common Area of Mid-Way Regional Airport, 131 Airport Dr., Midlothian, Texas.

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

Members Absent: Nanette Paghi
Ricky Armstrong

Others Present: Dustin Deel, Director of Administrative Services, City of Waxahachie
Clyde Melick, Assistant City Manager, City of Midlothian
Ross Weaver, Council Representative, City of Midlothian
Amber Villarreal, City Secretary, City of Waxahachie

1. Call to Order

Chair Kevin Griffin called the meeting to order.

2. Invocation

Alex Smith gave the invocation.

3. Public Comments

Ken Lantz, Southern Star Aviation, announced that the self-serve station has been out of service since March 30th, and there is currently no estimated time for repairs, as we are waiting on parts needed to fix the fire shut-off valve.

4. Consent Agenda

- a. Consider Minutes of Meeting Scheduled April 10, 2025
- b. Financial Report – Period Ending April 2025
- c. Operations Report – April 2025
- d. FBO Report on Fuel Sales – April 2025

Pete Setian raised a concern regarding the JWY Operations Summary, pointing out a possible discrepancy between the April 2025 monthly operations total of 6,332 and the aircraft count total of 2,500. Staff responded that they will investigate to determine whether the difference is due to an error or if there is a valid explanation.

Action:

Alex Smith moved to approve the Consent Agenda as presented. Motion was seconded by Jennifer Chelwick and carried unanimously (5-0).

5. Discuss Monthly Projects Report – April 2025

Dustin Deel, Director of Administrative Services, City of Waxahachie, and Assistant City Manager Clyde Melick, City of Midlothian, provided a brief overview of the projects report.

- Self-Service Fuel Expansion: Received proposal from Parkhill and will be presented to the City Councils.
- Business Plan: Completed document submittal and draft will be submitted for review by Midlothian and Waxahachie at a Joint Meeting to be held June 6th at 2 p.m. at the Midlothian City Hall.
- Security Cameras: Purchase order for the camera system has been issued.
- Roof Coating: Completed.
- Roof Repairs: Completed.
- Pavement Project: Construction phase has begun and currently waiting on a timeline from TxDOT.
- Maintenance Software: Currently on hold.
- Annual Pancake Breakfast: Volunteers are needed.
- Administrative Coordinator: Staff has conducted interviews and is actively working to fill the position.

Chair Griffin inquired whether the emergency roof repairs had been completed and questioned why the newly identified leaks were not discovered during the initial assessment. He also asked whether the additional repairs would be covered under the previously approved funding or if they would incur extra costs. Mr. Melick clarified that the new leaks were not part of the original emergency repair scope and will therefore result in additional expenses. Mr. Smith further questioned why the contractor did not conduct a more thorough assessment to identify all existing issues.

Chair Griffin asked whether the reimbursement for the RAMP Grant related to the roof coating had been submitted. Staff responded that they would follow up and verify the status.

Mr. Smith requested to review the TxDOT contract for the pavement project, and staff responded that they would look into it and provide the information.

6. Adjourn

Action:

Jennifer Chelwick moved to adjourn at 4:32 p.m. Motion was seconded by Alex Smith and carried unanimously (5-0).

Respectfully submitted,

Amber Villarreal
City Secretary