

## **MID-WAY REGIONAL AIRPORT JOINT AIRPORT BOARD MINUTES**

A regular meeting of the Mid-Way Regional Airport Joint Airport Board was held on Thursday, February 13, 2025, 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  
Pete Setian

Members Absent: Ryan Anderson

Others Present: Sharlette Wright, Airport Manager  
Tammy Bowen, Airport Operations Assistant  
Dustin Deel, Director of Administrative Services, City of Waxahachie  
Albert Lawrence, Deputy City Manager, City of Midlothian  
Chris Wright, Council Member, Mayor Pro Tem, City of Waxahachie  
Chris Dick, City Manager, City of Midlothian  
Ross Weaver, Council Representative, City of Midlothian  
Kyle Kinatader, President, Midlothian Economic Development

**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 November 14, 2024
- Minutes of Meeting Scheduled December 12, 2024
- Financial Report – Period Ending January 2025
- Operations Report – December 2024 and January 2025
- FBO Report on Fuel Sales – December 2024 and January 2025

Ms. Jennifer Chelwick made a motion to approve the Consent Agenda as presented; second by Ms. Nanette Paghi. All Ayes.

### **REGULAR AGENDA:**

**Introduction of the New Director of Administrative Services, Dustin Deel:** Mr. Albert Lawrence introduced Mr. Deel to the Board. Mr. Deel worked nearly twenty years with the City of Weatherford. He has a wide range of experience. He started in IT and worked his way through different departments. He has a wide breadth of knowledge with different projects and budgeting.

**Monthly Projects Report – January 2025:** Ms. Wright gave a brief overview and answered questions on the projects report.

- Roof Coating – The roof repairs will start with the Terminal building first. The project should start in April once the weather is more consistent. They will be removing the rust and putting in new screws and grommets where they have come loose. They will apply an elastomeric coating on the top. In addition, they will be replacing the skylight in the FBO hangar. Project cost will be \$76,463. We will receive 90% back through a grant.
- Self-Service Fuel Expansion - It was requested that we put in another self-service for the Airport to run. There will be two 15,000-gallon tanks. One for jet and one for Avgas. The RFQ for engineering is out, and it closes on February 28<sup>th</sup>. There will be a committee to go over the submissions to choose the engineering services. Project cost will be \$753,600. We will receive 90% back through a grant.
- Lease Updates – Currently, the leases are being reviewed by the Attorney. We have been going back and forth answering questions. We hope to have them completed before our next meeting. The Board asked Ms. Wright if she could get the Attorney to commit to a date. Mr. Albert Lawrence shared that he spoke with him yesterday. They went over the leases together. He was almost done, but he had some questions for the City. The Attorney was going to make the changes and send him the draft.

- Business Plan – KSA Engineers hope to have it finished up by next quarter. They were waiting for the City to get the Airport fund closed out, so they could get good numbers. The numbers have been sent to them, and they are putting in the projections for us to look at when they complete the project. Project cost will be \$153,620.
- Rates & Charges Review – The Board will be considering a recommendation to Councils for T-hangar and box hangar rate increases. We will be looking at our other sources of income next month, such as office space.
- Pavement Project – TxDOT said that the pavement project should begin this summer. They will be doing seal coating, striping and rehabilitation of pavement on the runway, taxiway and Ramp areas. Project cost \$787,101. Airport portion is 10%.
- Conference Room and Pilot’s Lounge – We will be updating the conference room with new flooring and paint on the walls. In addition, we will be painting and getting new furniture for the pilot’s lounge. Project cost \$9,254. We will receive 90% back.
- Security Cameras – We received three quotes, but they needed to be updated. There is another area that will need to be covered due to our flatbed trailer being removed from Airport property. Project cost \$30,000. We will receive 90% back through a grant.

**Update on Roofing Projects and Schedule:** Mr. Wright explained that the seal coating is necessary to prevent having full replacement. Order of repairs is determined by frequency of leaks. This will prevent further degradation and maintain facilities. Ms. Nanette Paghi pointed out that insurance does not cover because of age, wear and tear. She asked Ms. Wright to find out if insurance (TML) would cover roof damage going forward after this type of repair.

FY2025 – FBO and Staff Office - \$76,463  
FY2026 – Building 690 - \$162,700  
FY2027 – Building 650 - \$136,500  
FY2028 – Building 670 - \$141,100  
FY2029 – Building 680 - \$139,100

**Update on ARPA Funds for Self-Serve Fuel Expansion and Wash Rack:** Ms. Wright explained that FY2022 grant funds have to be scheduled for use before this summer, so that we do not lose them. The plan is to use the funds for engineering and design of the self-service fuel farm expansion.

**Update on Security Cameras:** The previous system is outdated and does not function properly. The purpose of the new system is to provide updated and expanded surveillance for the airport property.

Ms. Jennifer Chelwick shared that she has gotten calls from tenants about a paraglider using the Airport. He has gate access and has been using the Ramp area to change his oil. Ms. Wright explained that he checks in with the FBO when he is here. It is an aeronautical activity, so she cannot tell him that he cannot use the Airport.

Mr. Keith Wright, Airport Tenant, shared that the paraglider has been crossing the runway at altitudes of conflict. In addition, he has been operating after twilight, which is against FAA rules. Ms. Wright stressed that she needs to be notified when this happens because she needs to document it for the FAA to justify telling him that he can no longer use the Airport. Chair Alex Smith suggested sending an email to all the tenants asking them to report it if they see this person acting in this behavior.

Mr. Setian asked if we are going to regulate and watch him that closely then what about all the other people on the Ramp doing maintenance. Ms. Wright mentioned that no one is supposed to be doing outside maintenance without some kind of containment for spills. She noticed evidence while walking around two days ago and that person would be contacted. She reiterated that she is not here 24/7, so she needs people to report these incidents.

**Hangar Inspections:** Ms. Wright reported that in October 2024 a re-inspection of ten hangars was conducted to verify that discrepancies from the previous inspections were corrected. Two out of ten were still not in compliance. The Fire Marshal sent letters to the two tenants. Everyone is now in compliance. The hangar inspections for 2025 will commence in the spring/summer season.

**Future Businesses at the Airport:** Chair Alex Smith asked when we would get to the point where we could start talking about different business opportunities for the Airport. He could think of three or four businesses that would make perfect sense to be affiliated with the Airport. Mr. Lawrence explained that the comprehensive plan and the business plan will help a lot. The business plan will be a guideline to show how the Airport should grow. It will help identify some of those people that we would target and go talk to because they are aviation experts. A part of that plan will be financial options on how we can fund the growth. It will be a whole package on how we get there. Chair Smith shared that he has not been given a whole lot of confidence that the plan will be that detailed or specific. He is concerned that it will be very general, and we will be back to the drawing board trying to figure out specifically who we should be talking to. He wants to make sure that we are proactive.

**Amended Hangar Leases:** Ms. Wright reported that the T-hangar and Box hangar leases are being reviewed by legal. They are out of date and need to be in line with the current Airport Rules and Regulations. Mr. Pete Setian asked Ms. Wright what is changing regarding the leases. Ms. Wright shared that the current leases allow subleasing, but the amended leases will no longer allow it.

Ms. Nanette Paghi asked if we distinguish between a consumer lease and a commercial lease. Ms. Wright explained that no one is allowed to run a business out of a T-hangar, which is the Fire Marshal's policy. There was a question about how it is that Nova Avionics (Southern Star Aviation) can lease T-hangars for office space and their business. Ms. Wright explained that they have a commercial lease and were already doing that before she came. After discussion, Chair Alex Smith concluded that it seems that it is up in the air whether they have the authority to do it or not. He inquired if we need to make a special exception going forward so we do not have someone else questioning why they cannot do the same.

**Recommendations to Councils for Hangar Rate Increases:** Ms. Wright presented information from the market study. The recommendation is to increase T-hangar rates from \$308 to \$325, \$363 to \$375 and \$470 to \$480. Box hangar rates from \$1,089 to \$1,300, \$935 to \$1,250, \$1,700 to \$2,000 and \$1,654 to \$1,945. Ms. Paghi said if using the National CPI there would be a 15% increase and an 18% increase using DFW Metroplex. The Board reiterated their concerns about using the market study for considering rates. Mr. Albert Lawrence explained the City's process when considering their rates and charges and explained that when the City adopts their budget, the fees get approved and incorporated in their next year's budget. Going forward they recommend this for the Airport. Staff recommended adopting the hangar rates as appraised by Airport & Aviation Appraisals, Inc. and conducting an annual review based on the Consumer Price Index (CPI) to determine if adjustments are necessary. Mr. Justin Deel shared that both City Attorneys confirmed the tenants on the Board do not have to abstain from voting on this matter. Mr. Chris Dick explained that the Board is just recommending rates to the Councils. They are not setting the rates.

Ms. Nanette Paghi made a motion to table making a recommendation to Councils for Hangar Rate Increases in order to have more discussion; second by Mr. Kevin Griffin. The vote was as follows: Ayes: Ms. Nanette Paghi, Mr. Kevin Griffin, Mr. Pete Setian, Mr. Alex Smith. Naes: Ms. Jennifer Chelwick, Mr. Morgan Whitehead. The motion carried.

**Recommendation to Councils for Approval of Updated Master Plan:** Ms. Wright reminded the Board that KSA gave the final presentation of the Master Plan during the October 10, 2024, Airport Board meeting. The required FAA signatures have been received on the Airport Layout Plan drawings. Staff requested that the Airport Board submit a recommendation for both City Councils to adopt the completed Master Plan by KSA.

Ms. Nanette Paghi made a motion recommending that the Cities move proposal 5 (Acquisition of Land) to the forefront and for both Cities to adopt the completed Master Plan by KSA; second by Ms. Jennifer Chelwick. All Ayes.

#### **Re-Organize the Board:**

Ms. Jennifer Chelwick made a motion to appoint Mr. Kevin Griffin as Chair; second by Mr. Pete Setian. All Ayes.

Ms. Nanette Paghi made a motion to appoint Ms. Jennifer Chelwick as Vice Chair; second by Mr. Pete Setian. All Ayes.

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

Mr. Morgan Whitehead moved to adjourn; second by Mr. Kevin Griffin. All Ayes.

Respectfully submitted, Ms. Tammy Bowen, Airport Operations Assistant

