

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

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