

## **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 9, 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  
Nanette Paghi  
Jennifer Chelwick  
Kevin Griffin  
Ryan Anderson  
Pete Setian

Members Absent: Morgan Whitehead, Vice Chair

Others Present: Sharlette Wright, Airport Manager  
Dale Sigler, Director of Administrative Services, City of Waxahachie  
Billie Wallace, Council Representative, City of Waxahachie

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

**Invocation:** Mr. Kevin Griffin gave the invocation.

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

### **CONSENT AGENDA:**

- Minutes of Meeting Scheduled April 11, 2024
- Financial Report – Period Ending April, 2024
- Operations Report – April, 2024
- FBO Report on Fuel Sales – April, 2024

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

### **REGULAR AGENDA:**

**Monthly Projects Report – March 2024:** Ms. Sharlette Wright gave a brief overview and answered questions on the projects report for April 2024.

- Master Plan –The updates have been completed and we are waiting for the final rendering of the Airport layout plan drawings that will be submitted to the FAA for approval.
- Business Plan – KSA is working on updating the Rules & Regulations and Minimum Standards and Requirements, which will be submitted for legal review.
- Airport Runway Rehab/Design – The design kickoff meeting will be held on May 15<sup>th</sup>. Sometime after the 15<sup>th</sup> they will come out and do an individual site visit.
- Infrastructure Investment and Jobs Act Funds – TxDOT has finally given us the paperwork to fill out to be able to use the funds. The first round for 2022 is \$159,000. We are looking to put those funds with 2023 (\$292,000), 2024 (\$294,000) and 2025 to work on a larger project for the Airport.
- AWOS – The AWOS is scheduled for installation next week. It should take no more than five days for completion.

**Review of FY25 Budget:** Ms. Sharlette Wright gave a power point presentation and answered questions on the proposed five year plan for the Airport. All quotes received were for budget purposes, so the higher bids were used.

Ms. Wright shared that for FY25 it was requested to look at constructing a new self-service location with a larger fuel tank. We would have to pay for planning \$125,590 upfront and we would receive a reimbursement of 90% (\$113,031). Construction cost estimate \$627,948 our match \$62,795. Final out of pocket after Grant funds would be \$75,354.

A wash rack is needed to comply with the Texas Commission on Environmental Quality storm water permit. We would pay for planning upfront \$56,722 and receive a reimbursement of 90% (\$51,050). Construction estimate would be \$283,608 and our match would be \$28,361. Total out of pocket after the BIL grant funding \$34,034.

Roof repair is needed on all buildings. This project would need to be done in phases due to the total cost estimates. Beginning with the oldest building first, the terminal building estimate is \$99,630 which we would pay upfront and would receive \$89,667. After grant reimbursement total out of pocket is \$9,963.

The existing security camera system needs to be replaced with reliable and newer technology. The estimated cost is \$33,000. Since the majority of the RAMP grant will be used for the terminal roof repair, the funds reimbursed could be used to pay for the camera system.

Mr. Kevin Griffin inquired about where the 10% comes from to pay our match. Ms. Wright said that the matches have been coming out of the Airport's general fund account. Mr. Griffin pointed out that the money that we have is for operations and asked if there are funds available inside the Cities that can be pulled for things like infrastructure before we tap out our general fund account. Mr. Dale Sigler explained that the Joint agreement going back to 1992 set the Airport up as an enterprise fund. The hope is to get the Airport to be a self-supporting enterprise fund much like the Water Treatment and Waste Water Treatment facilities. It is intended for it to get there at some point. In the past and just this year the Cities have had to step in and give funds. If the enterprise funds are available the Cities would rather the Airport use those funds. If something comes up much like the Business Plan, they will pay for those things. The Board agreed that they were comfortable with the five-year plan as presented and recommended that Staff discuss with the Cities ways that the match can be funded outside of the Airport's general fund.

**Options regarding hangar rent when hangar becomes inoperable or inaccessible as a result other than the tenant:** After Board discussion it was decided that options regarding hangar rent when a hangar becomes inoperable or inaccessible as a result other than the tenant should be made on a case by case basis.

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

Mr. Kevin Griffin moved to adjourn; second by Ms. Nanette Paghi. All Ayes.

Respectfully submitted, Ms. Tammy Bowen, Airport Operations Assistant