

MID-WAY REGIONAL AIRPORT JOINT AIRPORT BOARD MINUTES

A regular meeting of the Mid-Way Regional Airport Joint Airport Board was held on Thursday, August 8, 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
Morgan Whitehead, Vice Chair
Nanette Paghi
Jennifer Chelwick
Ryan Anderson
Pete Setian

Members Absent: Kevin Griffin

Others Present: Sharlette Wright, Airport Manager
Tammy Bowen, Airport Operations Assistant
Dale Sigler, Director of Administrative Services, City of Waxahachie
Clyde Melick, Assistant City Manager, City of Midlothian
Ross Weaver, Council Representative, City of Midlothian
Tres Atkins, Council Representative, City of Waxahachie
Chris Wright, Council Member, Mayor Pro Tem, City of Waxahachie
Kyle Kinateder, 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 June 13, 2024
- Financial Report – Period Ending July, 2024
- Operations Report – June and July, 2024
- FBO Report on Fuel Sales – June and July, 2024

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

REGULAR AGENDA:

Presentation on Capital Improvement Funding by David Kirkpatrick, TxDOT Planner: Mr. Kirkpatrick explained that TxDOT manages federal and state funds to provide financial assistance for local airport development through the Aviation Capital Improvement Program (ACIP). He shared the different funding sources available, process for getting the funds, and how much is available.

Presentation on Hangar Development by Steven Smith: Mr. Smith shared that his specialty is designing and building manufacturing lines. He and his wife own “Innovation Smith” which is a small manufacturing business that specializes in mass production style fabrication. He is training to become a pilot and looking into purchasing his first airplane. He understands that there is a hangar shortage and there is a need for office space for aviation centered businesses. His proposal is to build two buildings just under 6,000 square feet. Each building would have two T-hangars, one large box hangar and two office suites per T-hangar. They would manufacture the buildings and oversee the construction. His goal would be to keep the hangar rates in line with the Airport’s rates. The green space that they are looking at is just behind the Terminal building. In addition, they are looking into what it would take to add another row or two of parking spaces to the far parking lot. After discussion, the general consensus of the Board was favorable.

Kevin Sills, Airport Tenant, completed a Public Comment Form to speak. Mr. Sills inquired if more than five gallons of fuel in the airplane would count towards the limit in fuel storage in the hangar. Also, if the hangars will be for rent or for sale.

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

- Master Plan – The Airport Layout Plan has been submitted to TxDOT for review. If there are no changes to be made then it will be sent to the FAA for approval.
- Business Plan - The Rules and Regulations and Minimum Standards were sent for legal review, but we have not heard anything back yet. KSA is currently working on the financial part of the business plan.
- Airport Runway Rehab Design - The design phase of the runway rehab started in July and should be completed in September. The construction schedule should start in March 2025 and completion in September 2025.
- Air Conditioner of Upstairs Terminal – The A/C contractor installed an additional return air duct in the common area and venting into the mechanical room to help balance the upstairs. In addition, the dehumidifier has not been working.
- Hangar Roof Leaks – We have sealed what has been leaking. We have not gone out for bids yet for roof repair. The first buildings that we will do will be the Terminal building/hangar. The project was approved for next budget year using the RAMP grant (90/10). For the next four years we will use the RAMP grant for hangar roof repairs.

Future Events – Budgeting and Planning: Ms. Sharlette Wright reminded the Board that at the June meeting the Board asked to add an agenda item to discuss having additional events in the future that is less of a drive-in community event. In addition, Ms. Jennifer Chelwick wanted to discuss the pancake breakfast fly-in. After a short discussion, the general consensus of the Board was to appoint Board Committees next month and include an Event/Community Relations Committee that can work together on these events.

Ms. Sharlette Wright and Mrs. Tammy Bowen mentioned that there was a correction made to our revenue for the pancake breakfast fly-in. When Elavon sent the settlement report it did not include every transaction, so we were not in the red by \$363 as reported. We actually ended up with net proceeds of \$753.

Airport Rates and Charges: Ms. Sharlette Wright mentioned that we have projects that are coming up and we are working on catching up with maintenance to maintain our facilities. We will need to consider an adjustment because this will put the Airport below the 25% working capital that is required by the City. We are looking at other revenue streams as well. She explained that based on the spreadsheet that she provided the average price in the area for a T-hangar is \$.35 per square foot. The box hangars average about \$.44 per square foot. The information came from an annual survey of North Texas Airports. Ms. Wright explained that she removed some of the Airports because they do not have the same hangars that we do. The last increase was in 2022 and was just for the hangars without a long-term lease. The Board recommended it be put on the next agenda in order to have more time to collect additional information and review it. Mr. Dale Sigler noted that the Board will need to make a recommendation for the Councils to consider.

Adjournment: There being no further business,

Mr. Ryan Anderson moved to adjourn; second by Ms. Jennifer Chelwick. All Ayes.

Respectfully submitted, Ms. Tammy Bowen, Airport Operations Assistant