



Mid-Way Regional Airport Joint Airport Board Meeting Rules

Purpose

The Mid-Way Regional Airport Joint Airport Board (“Airport Board”) welcomes all citizens to attend public meetings of the Airport Board. The purpose of this document is to provide guidelines for Airport Board Meetings.

Mid-Way Regional Airport Joint Airport Board

The Mid-Way Regional Airport is jointly owned by the City of Waxahachie and the City of Midlothian. The Airport Board is composed of seven board members who are appointed to serve three-year terms. Each City appoints three board members. The appointment of the seventh board member rotates to each City after each term expires. The airport board sets policy for the airport including adopting rules and regulations, executing contracts, and recommending an annual operating budget. The airport manager carries out policy and administers the day-to-day operations of the airport, while the Airport Board Chair is recognized as the head of the Airport Board and has the responsibility of presiding overall all meetings of the Airport Board.

Board Meetings

Meetings of the Airport board are held on the second Thursday of each month at 6:00p.m. in the Upstairs Common Area of Mid-Way Regional Airport, 131 Airport Dr. Midlothian, TX. The Airport Board, on the occasion, may call a special meeting and reserves the right to change the meeting place and date.

Work Session Meetings

The Airport Board may conduct work session meetings to discuss and receive information regarding the agenda. Items that are not ready for an Airport Board vote, but which the Airport Board desires to discuss, may also be placed on the work session agenda. A minimum of two work session meetings may be held each year at a time and date designated by the Airport Board.

Agenda Process

The agenda for the Mid-Way Regional Joint Airport Board Meeting will be publicly posted by both the City of Midlothian and The City of Waxahachie in accordance with Texas Open Meetings Act. The Airport Board and Administration will follow the processes and deadlines established by both cities. Board members may request an item to be placed on the meeting agenda by completing a request from with the Airport Manager. Agenda requests forms must be submitted to the Airport Manager by 5:00 p.m. on the Tuesday the week prior to the airport board meeting.

Addressing the Airport Board

Public Comments to the Airport Board

Citizens may address the Airport Board on any subject at the beginning of the meeting during the Public Comments agenda item by completing a speaker form and presenting it to the Airport Board Chair. However, in accordance with the Texas Open Meetings Act, the Airport Board



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cannot discuss issues raised or make any decisions on topics not posted as an agenda item. Issues raised may be referred to Airport staff for research and possible future action.

Each citizen presentation will be limited to three minutes. Delegations or groups are asked to select one spokesperson for the group to speak for five minutes. When addressing the Airport Board, the presentation should be thorough, concise, and complete. No additional information may be given following the presentation.

The Airport Board Chair will recognize each citizen appearing before the Airport Board. After recognition, speakers should move to the front of the room, state their name and address for the

public record. If the speaker is representing an organization or group, the group should be identified before the presentation. Presentations and discussions should be directed to the Airport Board and all questions to the Airport Board Chair.

Meeting Agenda Items

Citizens may address the Airport Board at the discretion of the Board Chair on any individual meeting agenda item by completing a speaker form and presenting it to the Airport Board Chair prior to the beginning of the meeting. Each citizen presentation will be limited to three minutes. Delegations or groups are asked to select one spokesperson for the group to speak for five minutes. When addressing the Airport Board, the presentation should be thorough, concise, and complete. No additional information may be given following the presentation.

When an item posted on the agenda is considered by the Airport Board, staff presentations will be heard first followed by citizen presentations. The item will then go to the Airport Board for Deliberation and action. During staff presentations and Airport Board deliberation, there will be no citizen participation except to answer questions by Board Members. The Airport Board chair may grant exceptions if there is a compelling case to do so.

Board Meeting Protocol

While the Airport Board is in session, the following protocol must be followed:

- All communication devices during the Airport Board meeting shall be silenced.
- All persons shall refrain from private conversations during the Airport Board Meeting.
- All persons shall refrain from speaking during the meeting unless they have completed a speaker form to address the board during public comments or individual meeting agenda items or recognized by the Airport Board Chair.
- Citizens attending Board Meetings shall observe the same rules of propriety, decorum and good conduct applicable to members of the Airport Board. Persons shall refrain from making personal, impertinent, and slanderous remarks, while addressing the Airport Board or attending the Board Meeting.