

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

A regular meeting of the Mid-Way Regional Airport Joint Airport Board was held on Thursday, October 8, 2020, at 4:00 p.m., in the Upstairs Common Area of Mid-Way Regional Airport, 131 Airport Dr., Midlothian, Texas.

Members Present: Drew Sambell, Chairman  
Alex Smith, Vice-Chairman  
Ray Barksdale, Secretary  
Randall Porche  
Larry Johnson  
Nanette Paghi

Members Absent: Kent McGuire

Others Present: Darrell Phillips, Airport Manager  
Tammy Bowen, Airport Operations Assistant  
Clyde Melick, Assistant Manager, City of Midlothian  
Albert Lawrence, Assistant Manager, City of Waxahachie

Call to Order: Chairman Drew Sambell called the meeting to order.

Invocation: Chairman Drew Sambell gave the invocation.

Public Comments: There were no public comments.

### CONSENT AGENDA:

- Minutes of Meeting September 10, 2020
- Financial Report
- Manager's Report
- Airport Operation's Report
- FBO Report

Larry Johnson moved to approve the Consent Agenda as presented; second by Ray Barksdale. All Ayes.

### REGULAR AGENDA:

Robinson Aerospace: Darrell Phillips reminded the Board that Robinson Aerospace has been working with a private investor. Darrell said that they have decided to try to cut down on the dollar amount for their development. They would not need all thirteen acres as planned. Darrell mentioned that is a good thing because now the Airport can look at subdividing the thirteen acres and putting out a Request for Proposal for ground leases. If the land is divided up for several different people it will open it up for TxDOT to consider grants for the infrastructure and Ramp. Darrell said that there is nothing solid yet from the Robinsons to take to the Cities. If still interested they can put in for the RFP.

RFP for Commercial/Private Ground Lease: Darrell Phillips explained that he would like to subdivide the thirteen acres by Airborne and A One Paint, and put out an RFP for Commercial/Private development for ground leases. There would be five different lots for lease including a sixth one behind the four 60 x 60 box hangars. There has already been interest in several of these locations. Darrell presented what the estimated cost would be to the Airport and Cities for infrastructure for each lot of land. The costs could possibly be reduced if approved for TxDOT grants. After discussion the Board and both Assistant City Managers agreed that the City Councils should have the opportunity to discuss the idea before putting out an RFP.

Alex Smith made a motion to move forward with presenting the idea of an RFP for Commercial/Private Development for Ground Leases to both City Councils – Waxahachie and Midlothian; second by Nanette Paghi. All Ayes.

Insurance Requirements for Big Q Aviation's Office Lease: Darrell Phillips explained that the Airport leased office space to Big Q Aviation in March. As a part of the contract they are required to maintain commercial and general liability insurance. A Certificate of Insurance is on file that meets most of the requirements with the exception of \$10,000 in medical. Pete Setian with Big Q Aviation told the Board that they got an ok from Tammy Bowen that \$5,000 would be adequate. Mr. Setian informed the Board that they have the coverage now. Darrell

explained that he has been waiting to receive proof of the medical coverage. The Board agreed to \$5,000 but stressed that Big Q Aviation would be liable for anything over \$5,000. Darrell informed the Board that Paragraph 5.04 (Indemnity) in their lease addresses hold harmless. The Board agreed that the lease would need to be amended to say a minimum of at least \$5,000 medical is required. Carol Walker with Big Q Aviation said that she would call her insurance agent and have them send a new Certificate.

Ms. Walker stated that there should be a more level playing field for those paying rent at the Airport. There are other flight schools that fly into or drive to the Airport conducting business in the lobby or on the patio for free. Ms. Walker asked that the Board consider not requiring her to have insurance. Darrell explained that the difference is that none of these other schools have a contract with the Cities, and she signed a lease agreement that says she will have the coverage. The Airport is a public facility and anyone can use the lobby downstairs. Chairman Drew Sambell shared that in an effort to level the playing field the conference room was locked up, so that non tenants could not conduct business in there without paying the hourly fee. Also, the Airport addressed an issue where someone was conducting a flight school business out of a hangar when the lease did not allow it.

Larry Johnson made a motion to amend the lease for Big Q Aviation to show that there will be a minimum requirement of at least \$5,000 in medical and Big Q Aviation to provide a Certificate of Insurance to resolve the issue; second by Ray Barksdale. All Ayes.

Legal Process to Remove Abandoned Trailer from Airport Property: Darrell Phillips informed the Board that he has not been able to find the owner of a glider trailer parked at the end of a row of hangars. The Police Department ran the tag. They came up with a name, but we could not find an address or contact information to send a notice to that person. Carol Walker with Big Q Aviation said that it is their trailer, and she assumed Darrell knew that it belonged to them. Darrell mentioned that he has sent Big Q several emails and text asking if they knew who the trailer belonged to, but they never claimed it was theirs. Darrell told Carol that he would send them a ground lease to sign for trailer storage, and it would be a \$30 per month fee to leave it parked at the Airport in the grass. If they would like to remove it or put it in one of their hangars there would be no fee for that.

Entering into Negotiations for a Ground Lease for Private Hangar Development: Darrell Phillips introduced Mark Singleton and said that he is looking to purchase a corporate jet and needs a location to build a 120' x 120' hangar. Darrell asked the Board for approval to talk to the City attorney about starting negotiations for a ground lease, and allow him to put in for the RFP. Mr. Singleton stated that a 90' x 90' hangar would work great too, but a 120' x 120' is what would fit on the pad site. They would like to optimize the site, so that the return works for the Airport and them as well.

Alex Smith made a motion to approve moving forward with starting negotiations for a ground lease for private hangar development for Mark Singleton; second by Larry Johnson. The motion passed with Drew Sambell, Ray Barksdale, and Randall Porche in favor. Nanette Paghi abstaining for reasons of conflict of interest.

Security Fence Project: Darrell Phillips informed the Board that Phase I of the security fence project was completed October 1 with a final walk-thru with TxDOT. The Airport is working on getting a 20' gate installed for Airborne Imaging that was not in the plans. Darrel mentioned that the process for Phase II will start pretty soon.

Upcoming Airport Tenant Event: Darrell Phillips shared that the Airport will be hosting an Aviation Poker Run on November 7. Five airports will be involved. The pilots will fly to each airport to pick up a card. The person that brings back the highest hand will be the winner. There will be drawings for prizes, and a food truck on the Ramp.

Executive Session: The Board convened into Executive Session to deliberate economic development negotiations as permitted by the Texas Government Code, Section 551.087, at 3:50 p.m.

Regular Session: The Board reconvened to Regular Session at 5:15 p.m.

Nanette Paghi made a motion to move forward with interviewing two of the three companies that submitted proposals to build seven new box hangars at the Airport – Northgate Construction and Don Jackson Construction; second by Ray Barksdale. All Ayes.

Comments by the Airport Board and Airport Administration: There were no comments.

Adjournment: There being no further business,

Ray Barksdale moved to adjourn; second by Randall Porche. All Ayes.  
Respectfully submitted, Tammy Bowen, Airport Operations Assistant

