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 14, 2026, at 4:00 p.m., in the Upstairs Common Area of Mid-Way Regional Airport, 131 Airport Dr., Midlothian, Texas.

Members Present:	Ricky Armstrong, Vice Chair Nanette Paghi Morgan Whitehead Pete Setian Kevin Griffin Duke Eason
Members Absent:	Jennifer Chelwick, Chair
Others Present:	Dustin Deel, 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 Dori Lee, Assistant City Manager, City of Midlothian

1. Call to Order

Vice Chair Ricky Armstrong called the meeting to order.

2. Invocation

Nanette Paghi gave the invocation.

3. Public Comments

Ken Lantz, raised need for additional employee/tenant parking as hangar development expands; suggested north side of FBO hangar as potential area.

4. Consent Agenda

a. Consider Minutes of Meeting Scheduled April 9, 2026
b. Financial Report – Period Ending April 2026
c. Operations Report – April 2026
d. FBO Report on Fuel Sales – April 202

Action:
Morgan Whitehead moved to approve the Consent Agenda as presented. Motion was seconded by Nanette Paghi and carried unanimously (6-0).

5. **Introduce new Administrative Coordinator Cindy Cashion**

- Sharlette Wright introduced Cindy Cashion as the new Administrative Coordinator

6 . **Discuss Monthly Projects Report – April 2025**

Sharlette Wright, Airport Manager, provided a brief overview of the projects report.

- New lease rollout: last two leases received; expected to drop off the next agenda.
- Pavement/marking project: striping complete; compass rose and three missed tie-downs still need painting/marking; contractor expected back in a couple weeks.

7. **Hear update on Pavement Project**

- Pavement project update from Chris Whitfield: compass rose painting scheduled May 26–27 (weather permitting); airport remains open; portion of Taxiway Alpha barricaded during painting; final inspection after completion; one-year warranty begins upon final completion (delayed by a few weeks to a month due to weather).
- Self-service fuel expansion: construction management contract negotiations in progress; design is complete (packet listed "design" in error); after negotiations, construction will begin.
- Self-service fuel software/tenant portal: management software still in beta; online waiting list and online payments now available; some tenants received portal notice but not all; weekly meetings with provider to resolve bugs; plan to send instructions/SOP to tenants once configuration/testing is complete.
- Gate access project: waiting on IT for final info; down to one person to get started; requires additional council appropriation because cost exceeds original budget (estimated about $16,000 more); expectation that approval should not be an issue.
- Board request: share self-service fuel expansion plans/design with board (likely via link due to size); noted design aligned with master plan and must meet FAA/TXDOT specs; board has discretion mainly over location/orientation.

8. **Hear update on new lease roll out**

- Sharlette discussed new Lease roll out (delivery/effective date and signed copies): effective date/commencement tied to delivery of premises; agreements should be signed prior to effective date; for existing tenants, premises already delivered and the documents are updated leases; discussion implied no special "return signed copy" requirement for already-in-possession tenants.

9. **Hear update on Pancake Breakfast Fly-In/Drive-In**

- Event set for June 6; board asked to volunteer; arrival time 7:00am, event starts 8:00am.
- Volunteer needs: minimum -eight people (more preferred); main needs are ticket sales (pancakes and train) and staffing to help kids on the train (typically four people assigned to trains).
- Car show returning; organizers manage it and require participants to call/register; website update pending.
- Shirts: color this year will be blue; request shirts via Cindy.

- Support teams: ROTC confirmed parking support (12 volunteers).
- Payments/logistics: expecting three options (two readers + one iPad) and possibly a fourth (tablet) if finalized; reminder to test connectivity in advance due to prior-year connection issues.
- Cash handling: plan to get extra $1 bills (ran out last year).
- Purpose of event clarified: public relations and fundraiser for Boy Scouts (who run the pancake operation).
- Entertainment/activities: Tom Leopard's band is signed up again; face painter and balloon lady confirmed; bounce houses not included this year.
- Media: ABC Radio typically reports live; team to double-check outreach/confirmation.
- Vendors: animal shelter expected; another vendor inquiry mentioned; some prior popular "goodies" vendor not yet confirmed.

10. Hear and Consider Hangar development recommendations from Morgan Whitehead

- Economic development subcommittee (Nanette, Kevin, Morgan) presented recommendation to cities for a smaller-scope, city-led first-mover development: feasibility study and construction of additional box hangars.
- Proposed box hangar locations: immediately west of the current terminal/FBO building; and northwest of the current terminal/FBO building (behind the largest row of box hangars).
- Rationale: maintain flexibility for future large private projects; focus on areas most ready for construction and on known-demand facility types; city-owned development seen as higher income potential than ground lease.
- Demand indicators: box hangars at 100% capacity with six on waiting list; potential "move-up" demand from T-hangar tenants that could free T-hangar capacity (which also has a lengthy waiting list).
- Hangar sizes not specified; to be determined by feasibility study.
- Additional benefits cited: more based aircraft (helps standing with TxDOT), increased fuel sales, and supporting general aviation needs alongside any future corporate-focused development.
- Discussion included concern about a prior developer inquiry and potential conflict; noted matter is in legal proceedings (no further detail discussed).
- Vote: motion to recommend the subcommittee proposal to the cities passed with one "no" vote.
- Next step noted: get Oncor/Ryan Lilley to walk the site to understand utility line constraints and buildable area.
- lease clarification
- After near-adjournment, it was noted someone had signed up for public speaking (Ken Lynch).
- Ken raised need for additional employee/tenant parking as hangar development expands; suggested north side of FBO hangar as potential area.
- Lease question follow-up (delivery/effective date and signed copies): effective

Suggested Action Items

- Send self-service fuel expansion design/plans to board members (possibly via link).

- Finalize self-service fuel portal setup/testing and distribute SOP/instructions to tenants.
- Continue weekly issue-tracking meetings with the software provider and confirm all tenants receive portal access/invites.
- Prepare council request for additional gate access appropriation (reflecting increased cost) and notify board when it will be heard so members can attend.
- Schedule Oncor (Ryan Lilley) site walk to assess utility line relocation impacts and confirm buildable hangar area.
- Update the airport website with car show registration/contact details (Tim Rellet).
- Perform pre-event connectivity/tech testing for payment devices for the June 6 pancake breakfast.
- Acquire additional $1 bills for event cash handling.
- Double-check whether KBEC Radio has been contacted/confirmed for live coverage.

11. Adjourn

Action:
Nanette Paghi moved to adjournal at 4:38 pm. Motion was seconded by Kevin Griffin and carried unanimously (6-0).

Respectfully submitted,

Cindy Cashion
Administrative Coordinator