

MID-WAY REGIONAL AIRPORT JOINT AIRPORT BOARD MINUTES

A regular meeting of the Mid-Way Regional Airport Joint Airport Board was held on Thursday, September 8, 2022, at 4:00 p.m., in the Upstairs Common Area of Mid-Way Regional Airport, 131 Airport Dr., Midlothian, Texas.

Members Present: Nanette Paghi, Chair
Michael Williams, Secretary
Drew Sambell
Randall Porche
Jennifer Chelwick
Joshua Tate

Members Absent: Alex Smith, Vice Chair

Others Present: Tammy Bowen, Airport Operations Assistant
Richard Abernethy, Director of Administrative Services, City of Waxahachie
Clyde Melick, Assistant City Manager, City of Midlothian
Billie Wallace, Council Member, City of Waxahachie
Chris Wright, Council Member, City of Waxahachie
Walter Darrah, Council Member, City of Midlothian
Kyle Kinaterder, President, Midlothian Economic Development

Call to Order: Chair Nanette Paghi called the meeting to order.

Invocation: Mr. Drew Sambell gave the invocation.

Public Comments: Mr. Kevin Sills, Airport Tenant, presented a proposal for rules for public comments for the Mid-Way Regional Airport Board meetings. Mr. Sills asked that the Board consider placing it on the next agenda for discussion.

Mr. Doug Black, 1817 Plum Creek Dr., Midlothian, TX, asked why the electric gates get locked open on such a regular basis. He shared that he comes out some nights and one of the gates is wide open. He likes the idea of securing the Airport as much as possible. Ms. Tammy Bowen explained that this has been happening more often, so she asked Barrier Fence to check the gate out while they were here. We were told that someone must be using the code that we use to keep the gates open. Ms. Bowen mentioned that she will be working with Barrier to get the code changed. The gate behind the Terminal building remains open during the day because Hertz is in and out all day as are the employees. That gate gets closed back up at the end of the business day.

CONSENT AGENDA:

- Minutes of Meeting Scheduled August 11, 2022
- Minutes of Special Meeting scheduled August 25, 2022
- FBO Report on Fuel Sales – August 2022

Secretary Michael Williams made a motion to approve the Consent Agenda with the removal of the Finance Report over to the Regular Agenda; second by Mr. Drew Sambell. All Ayes.

REGULAR AGENDA:

Finance Report: Secretary Michael Williams stated that he noticed \$67,000 under Miscellaneous Revenue. Mr. Richard Abernethy shared that it was a payment from the City of Midlothian to pay off the box hangars. The hangars were built and debt service was issued in 2007 which was split 50/50 between the two Cities. He believes that the box hangars should be paid off by the end of this fiscal year and revenue should start going back to the Airport.

Secretary Michael Williams inquired about the A One Aircraft Paint and Airborne Holdings hangars. Mr. Abernethy shared that the debt that Waxahachie issued on those hangars has been settled and the revenue now goes back to the Airport.

Secretary Michael Williams made a motion to approve the Finance Report; second by Mr. Drew Sambell; All Ayes.

Monthly Airport Operations and Projects Report – August 2022: Mr. Richard Abernethy gave a brief overview and answered questions on the Airport Operations and Projects Reports that were included in the packet.

Secretary Michael Williams shared that the AWOs has more problems than what Mr. Abernethy reported. Mr. Darrell Phillips had looked into replacing it at one time. Mr. Abernethy informed the Board that there are several federal funds that we have access to and can look into replacing the AWOs. Mr. Randall Porche asked the pilots present if they have had these issues. They agreed that often they just get a tone rather than receiving the broadcast. Ms. Tammy Bowen mentioned that the AWOs is almost twenty years old. Mr. Abernethy stated that it is something that we need to prioritize.

Chair Nanette Paghi took a moment to welcome people from the Cities, and to introduce the new Airport Manager, Sharlette Wright.

Replacing Lighted Sign at Airport Entrance: Ms. Tammy Bowen presented designs from Quickway Signs to replace the lighted sign at the Airport entrance. The designs are for a single faced internal LED lit Lexan sign. They quoted \$2,600 for each design. Mr. Clyde Melick informed the Board that the City of Midlothian would require channel letters on the sign. Ms. Bowen mentioned that a sign with channel letters would cost over \$5,000. Additional estimates would need to be obtained. The Board agreed that the sign needs to be updated. The Board asked for some additional sign designs to consider at the next Board meeting. Ms. Jennifer Chelwick offered to put something creative together for the Board to consider.

Ms. Jennifer Chelwick made a motion to approve replacing the lighted sign at the Airport entrance using channel letters; second by Mr. Drew Sambell. The votes were as follows: Ayes: Nanette Paghi, Michael Williams, Drew Sambell, Jennifer Chelwick and Joshua Tate. Noes: Randall Porche.

Recommendation for both Cities to adopt a resolution accepting and supporting the Airport Master Plan Project: Back in the spring the Board made a motion to proceed with the process of updating the Airport Master Plan. Mr. Clyde Melick shared that if the Airport Board approves adopting a resolution it will go to both Cities to approve a resolution for the Board. It would then go to the Texas Transportation Commission for approval for funding in October. Request for qualifications would go out in November. Our Selection Committee would review the qualifications and make a selection sometime in January. The Consultant contract would be sent for acceptance in March of 2023. It will be a \$200,000 project. TxDOT will cover \$180,000. Typically, the other \$20,000 would be split between the two Cities, but TxDOT will be utilizing Federal Airport Relief Funds for that, so there will be no local match required for this part of the Master Plan.

Ms. Jennifer Chelwick made a motion to approve a recommendation for both Cities to adopt a resolution accepting and supporting the Airport Master Plan Project; second by Mr. Drew Sambell. All Ayes.

Designating a Project Representative and Naming the Five Members of the Consultant Selection Committee for the Airport Master Plan Project: Mr. Richard Abernethy explained that the project representative will be the one to receive all the documentation and have contact with TxDOT. Traditionally speaking, that person has been the Airport Manager. The Selection Committee is only to select the consultant. Once the RFQ goes out this committee working with TxDOT will create the selection criteria and will score and select the Consultant. The two Cities recommended that the Selection Committee consist of two City staff members, one representative from each City on the Board and either the Airport Manager or the Board Chair.

Ms. Jennifer Chelwick made a motion to designate the Airport Manager, Sharlette Wright, as the project representative and naming Alex Smith, Michael Williams, Nanette Paghi, Clyde Melick and Richard Abernethy to the Consultant Selection Committee for the Airport Master Plan Project; second by Mr. Drew Sambell. All Ayes.

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

Adjournment: There being no further business,

Mr. Randall Porche made a motion to adjourn; second by Mr. Drew Sambell. All Ayes.

Respectfully submitted, Ms. Tammy Bowen, Airport Operations Assistant