

## **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 13, 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  
Alex Smith, Vice Chair  
Michael Williams, Secretary  
Jennifer Chelwick  
Joshua Tate

Members Absent: Drew Sambell  
Randall Porche

Others Present: Sharlette Wright, Airport Manager  
Tammy Bowen, Airport Operations Assistant  
Richard Abernethy, Director of Administrative Services, City of Waxahachie  
Clyde Melick, Assistant City Manager, City of Midlothian  
Chris Wright, Council Member, City of Waxahachie

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

Invocation: Chair Nanette Paghi gave the invocation.

Public Comments: Mr. Kevin Sills, Airport Tenant, commented that he understands one of the issues with fuel pricing at Mid-Way is because Southern Star Aviation cannot get a full load of fuel and that is why the Airport is looking at purchasing a bigger fuel tank. He believes that one of the thought processes was to get a new 12,000 gallon tank for self-service only and the City would control it, so we could get the prices where we need it.

Mr. Kevin Sills asked if the Airport could put something reflective on the electric gate to the hangars, so that people can see the gate better at night.

Mr. Kevin Sills mentioned that he called 811. They came out and marked utilities for the hangars.

### CONSENT AGENDA:

- Minutes of Meeting Scheduled September 8, 2022
- Minutes of Special Meeting scheduled September 30, 2022
- FBO Report on Fuel Sales – September 2022

Secretary Michael Williams made a motion to approve the Consent Agenda as presented; second by Mr. Drew Sambell. All Ayes.

### REGULAR AGENDA:

Monthly Airport Operations and Projects Report – August 2022: Ms. Sharlette Wright gave a brief overview and answered questions on the Airport Operations and Projects Reports. See attached Projects Report. Some additional comments are below.

Don Jackson Agreement – Ms. Wright reported that the utility lines have now been marked. Mr. Richard Abernethy shared that the lines are not through the middle of the property, which was a concern. They have a meeting with them tomorrow to talk about the next steps.

Airport Runway and Rehabilitation Design - Ms. Wright shared that she is looking at a FOD-Razor to keep the Airport surfaces clean. Mr. Richard Abernethy mentioned that they cannot use one of their street sweepers because the bristles can come off and leave FOD. They have looked in to a sweeper designed for runways that has a vacuum system built into it, but it expensive and not sure that it would justify the cost. The FOD-Razor may be an alternative that is more affordable and still accomplish the same task.

Stormwater Pollution Prevention Plan – Ms. Wright shared that it will be the Environmental Coordinator with the City of Waxahachie that will be helping her get the Storm Water Pollution Plan up to date, since the City of Midlothian uses consultants. Mr. Abernethy noted that for clarification the Joint Airport Agreement says that the Stormwater Pollution prevention is mutually agreed upon between both City Managers. The City of Waxahachie has the staff to help address these issues. Going forward the Airport will need to budget for some equipment for collecting samples and the lab testing fees.

ADS-B Receiver – Ms. Wright explained that she decided to use the MotionInfo Tracking System for the Operation's count and reports to help with funding. They seem to be the best deal with less bells and whistles.

RFP for Fuel System at the Airport - The Board discussed the issue with Southern Star Aviation's higher fuel prices. Ms. Wright explained that Southern Star is a privately-owned company and they cannot be compared to Airports like Lancaster and Cleburne because they are City operated. You would need to look at other Fixed Based Operators like Signature and Harrison when comparing fuel prices because they are also privately owned. Ms. Jennifer Chelwick mentioned that their prices could be more optimal if they would buy full loads. It is her understanding that there is a flat fee for delivery and because Southern Star is not buying full loads it makes the cost per gallon go up significantly. Ms. Wright explained that you cannot put 10,000 gallons in a 10,000 gallon tank because you must allow for expansion. With a new 12,000 gallon tank they would be able to get a full load. When asked if they would buy full loads Ms. Wright stated that she did not know.

Establishing Future Workshop Meetings of the Mid-Way Regional Airport Joint Airport Board: Mr. Richard Abernethy shared that workshops would be to discuss specific items like policies, procedure, projects and long-range planning items. There would be no formal voting or decision making. Mr. Clyde Mylick noted that the objective for workshops is to have discussions about where we want to see this Airport going in the future.

Ms. Jennifer Chelwick made a motion to approve having future workshop meetings twice per year or as needed; second by Mr. Joshua Tate. All Ayes.

Designs and Estimates for Replacing the Airport Entrance Signs:

Vice Chair Alex Smith made a motion to approve the design and estimate from EZ Sign Works to replace the Airport Entrance Sign –Design for Front of Sign Option #1 and Design for Back of Sign Option #2; second by Mr. Joshua Tate. All Ayes.

Request for Proposal for Self-Serve Fueling System and Above Ground Storage Tank: Ms. Sharlette Wright reported that the RFP for the self-serve fueling system and above ground storage tank was pulled because there were few questions that needed to be addressed. Will the new tank replace the existing 10,000 gallon tank located at the fuel farm? Will the FBO be able to fuel their truck from the new tank? What will be done with the old tank? Will it be cleaned for use with Jet-A or be removed?

Ms. Wright noted that the addition of a new above ground storage tank would require a few changes. A new 12,000 gallon tank is quite large and would take up a significant portion of the ramp. There would need to be a procedure for deliveries and fueling the refueler. To comply with the SW3P there would need to be some sort of containment in case of a spill.

Ms. Wright mentioned that the RFP was reposted with changes today. There will be another pre-bid meeting on October 26 to answer any questions.

In addition, Ms. Wright informed the Board that there were some issues with compliance of the above ground storage tanks dealing with containment if there ever is a spill. These issues have been addressed with the FBO. After review, the current Storm Water Pollution Prevention Plan (SW3P) is in need of updating. There are best management practices that need to be instituted and followed. Some of these things have been addressed with a few Airport businesses. Since we are the holder of the permit we would be held responsible because it is up to us to maintain it. There are entities other than Southern Star Aviation that will have to be addressed in regards to outdoor maintenance and outdoor washing. Ms. Wright concluded that she will be bringing this back to the next Board meeting for discussion.

Secretary Michael Williams asked why we are buying brand new fueling equipment and just handing it over to Southern Star Aviation. He asked why we cannot buy the equipment and run the self-serve ourselves, so that we can keep the prices low. Mr. Richard Abernethy shared that per the agreement with the FBO we are responsible for replacement or any major changes because the Airport owns the equipment. The FBO manages the equipment, keeps up with maintenance and responsible for staying in compliance. Mr. Clyde Mylick noted that the tanks are probably originals, which would make them 30 years old. No matter what, they need to be replaced and it is up to us to maintain our equipment out there. Ms. Sharlette Wright explained that to run our own self-serve we would have to do inspections, daily sumps and fuel filter changes. Our maintenance employee is already at maximum capacity, so it could require additional staff. The Board had several questions about the FBO contract. Vice Chair Alex Smith suggested starting a tickler file for when it is time to re-negotiate the contract.

Ms. Wright reminded the Board that the original intention was to replace the card reader for the self-serve because it is ancient and needed replacing. This is all under our contract. Then it snowballed into we should purchase a bigger tank. She noted that with a new 12,000 gallon tank they would be able to fuel their truck from the tank too.

The Board asked for Ms. Wright's opinion. She explained that the optimal thing would be to get the 12,000 gallon tank. Have the old Avgas tank cleaned out professionally to use for Jet A. They would have 20,000 gallons for Jet A and 12,000 gallons for Avgas. This would make it easier for them to manage inventory levels. She explained that Southern Star Aviation has their business model and budgets for things they need to do. You have to think of their overhead too. All fuel distributor's prices are different and are based on fuel volume. The Board was interested in knowing why the FBO is not buying full loads of fuel when it is a flat fee for delivery. They feel that the price of fuel could be lowered with full loads. They asked staff to have this discussion with the FBO.

Airport Funding Opportunities: Ms. Sharlette Wright explained the different funding opportunities for the Airport.

Non-Primary Entitlement (NPE) Funds can be banked for up to 4 years and planned for a major project. This fund can be used for various types of projects including hangars if all airside items are met. The FAA annual is \$150,000 with a 90/10 or 75/25 match.

CIP funding is normally a 90/10 match for large projects. The project will be programmed and usually NPE funds will be included in the project to help with the funding. The CIP is planned in 4-year increments and funding is based on the type of project and how it ranks in the system. Funding starts with the centerline out. Runway/safety projects rank the highest and everything else falls into place. A runway project will take priority to an apron project unless there is a safety issue with the apron.

The RAMP grant is a 50/50 match up to \$50,000. We spend \$100,000 on maintenance and receive \$50,000 back. The RAMP grant helps with regular airport maintenance. RAMP covers items that CIP/NPE do not cover. RAMP can also be used to help with smaller projects in between funding years as preventative maintenance. RAMP covers painting, crack sealing, hangar maintenance, terminal maintenance, herbicide and various building and grounds maintenance. It helps the maintenance budget at the airport.

BIL money will fall under the same restrictions as NPE or CIP money. Currently, our Airport will receive \$159,000 every year for the next 4 years. These funds can be banked and used for a larger project or be used each year. Due to TXDOT and FAA not agreeing on who will administer the grants, these funds are currently not available to use. If there is a project planned, and it is decided to move forward, we can apply for a reimbursement after the project is completed. These funds are good for the next 4 years so we can plan on how we would like to use them and be prepared once the administrator of the grant is determined.

Ms. Wright explained that originally FY2023 Mid-Way was scheduled for engineering and design of a rehab project for the runway, taxiway and apron. In lieu of this project the Master Plan Update was moved to FY2023.

In FY2024 the engineering for the runway, taxiway and apron rehab will take place. The cost for engineering is estimated at \$50,000 and our match is \$5,000.

In FY2025 the construction for the rehab will take place. The construction cost is estimated at \$1,350,000 and our match is \$135,000.

The AWOS can be programmed for replacement in 2026. All the funding for 2023-2025 has been allocated, so any new projects not listed in the CIP will have to wait to be funded in 2026 if it meets the criteria for funding. Currently, a new AWOS is estimated at \$200,000 so our match would be \$50,000 and the grant is a 75/25. If it is deemed necessary to replace the AWOS before 2026 we can fund the project ourselves and request reimbursement in 2026.

It's all about planning. The grants that we will be using are CIP/NPE and ARPA for the currently planned projects. We can start planning the next projects and submit them to TXDOT for the next funding cycle. All the funds have been allocated until 2026, so nothing new will be added until then.

With BIL money, if we have the funds to cover the project, we can use the \$159,000 and apply for a reimbursement. We just must make sure that the project is eligible and we follow all the normal procurement rules.

Currently, the AWOS needs to be addressed and there are more items that will be brought to the board as they are identified and a cost estimate can be submitted.

Mr. Richard Abernethy informed the Board that the Airport has a working capital account of about \$348,000 that we can potentially use to help with some of the matched dollars.

Comments by the Airport Board and Airport Administration: Mr. Josh Tate thanked Ms. Sharlette Wright for sharing all the information at the meeting today.

Adjournment: There being no further business.

Ms. Jennifer Chelwick made a motion to adjourn: second by Mr. Michael Williams. All Ayes.

Respectfully submitted, Ms. Tammy Boyer, Airport Operations Assistant

**Monthly Airport Operations and Projects Report - September 2022**

**Attachment A - Airport Projects**

<b>Project Name</b>	<b>Description</b>	<b>Status</b>	<b>Funding</b>
Airport Master Plan Update	Airport Master Plan update through TxDOT. This will also update the business plan, rates and charges, rules and regulations and minimum standards	Next step is to form the selection committee and wait for the RFP to go out.	TxDOT Grant 90/10*
Don Jackson Agreement	Agreement to construct six private box hangars just west of the Airport Terminal Building. This would be a private development.	There is an Oncor line that apparently runs through the middle of the property. It would need to be relocated in order to start the project. Don Jackson put a request in to Oncor at the end of June asking for three things: 1.) conduct a line locate, 2.) provide any easements that may exist 3.) provide a cost for relocating the line. Staff has been assisting with this request through both Cities Oncor rep.	Private
RFP for Fuel System at the Airport	Replace the credit/debit card reader and add a 12,000 gallon double wall tank for fueling.	After review, there were some changes that needed to be made to the RFP. It will be updated and reposted in October.	Potential funding from Midlothian Economic Development (MED)

**Monthly Airport Operations and Projects Report - September 2022**

**Attachment A - Airport Projects**

Runway and Taxiway Paint	Re-stripe runway. The runway is in good condition except for the current markings which need to be re-striped.	Currently staff is compiling a list of vendors for the RFQ to go out. Should have ready for posting October 17th at the latest.	Airport Fund and potential grant funding options
Courtesy Cars	Consider replacing existing vehicles. Review the insurance coverage/requirements for the Courtesy Vehicles.	Spoke with Ken Lantz and he is going to see if there can be an agreement made with Hertz to help with the courtesy car situation.	
Airport Runway Rehab design	As part of the Airport's Capital Improvement Program this project would rehabilitate the runway surface.	TxDOT has a new program where they are combining like projects to get better pricing. We would have to use the consultant that TXDOT has chosen to utilize the program.	TxDOT Grants 90/10

**Monthly Airport Operations and Projects Report - September 2022**

**Attachment A - Airport Projects**

Infrastructure Investment and Jobs Act (IIJA) Funds	Mid-Way Regional Airport received \$159,000 in grant funding from this infrastructure law passed in late 2021.	Staff is still waiting on guidance from FAA or TXDOT on to whom we can apply for the grant funds.	IIJA Funds
---	--	---	------------

\*Funding for updating the business plan, rates and charges, rules and regulations and the minimum standards will have to come from another source. TxDOT grant funding will only apply to the Master Plan.

Stormwater Pollution Prevention Plan	The SW3P has not been properly followed, there are issues with compliance that need to be addressed.	The monthly inspection is complete, working with environmental on the addition of water testing twice a year and training. Also need to address outdoor exposure issues with waste fuel, outdoor maintenance and vehicle/aircraft washing.	Airport Fund
ADS-B Reciever	An ADS-B reciever gives accurate operations counts and reports to help with funding.	There are 3 different companies offering the system. Currently working on which would suit our needs. And how much we want to spend.	Airport Fund