

MID-WAY REGIONAL AIRPORT JOINT AIRPORT BOARD MINUTES

A regular meeting of the Mid-Way Regional Airport Joint Airport Board was held on Thursday, January 12, 2023, 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 John Peroyea, II Kevin Griffin
Others Present:	Sharlette Wright, Airport Manager Tammy Bowen, Airport Operations Assistant Clyde Mylick, Assistant Manager, City of Midlothian Walter Darrach, Council Member, City of Midlothian Chris Wright, Council Member, City of Waxahachie Kyle Kinatader, President, Midlothian Economic Development

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

Invocation: Mr. Joshua Tate gave the invocation.

Public Comments: Mr. Kevin Sills, Airport Tenant, asked if the Board still needs the agenda item “Public Comments” with the new meeting rules. Mr. Sills was informed that the agenda item “Public Comments” is required. In addition, Mr. Sills noted that he noticed that there are four designated parking spots for Hertz and two spots for courtesy cars in the Terminal parking area. He asked if it would be possible to move those to the far parking lot to allow for more parking at the Terminal. Chair Nanette Paghi said that she would leave that up to Ms. Sharlette Wright.

CONSENT AGENDA:

- Minutes of Meeting Scheduled December 8, 2022
- Financial Report – Period Ending December 31, 2022
- FBO Report on Fuel Sales – December 2022

Ms. Jennifer Chelwick made a motion to approve the Consent Agenda as presented; second by Vice Chair Alex Smith. All Ayes.

REGULAR AGENDA:

Monthly Airport Operations and Projects Report – December 2022: Ms. Sharlette Wright gave a brief overview and answered questions on the Airport Operations and Projects Reports.

The Master Plan has been posted with TxDOT. The Request for Qualifications are due January 19th and TxDOT will send us the packets the following week to review and choose the consultant.

The agreement to construct the six private box hangars just west of the Airport Terminal has been signed by Don Jackson and is currently in the “Due Diligence Period” as of November 14, 2022. They are going through building and permitting at this time with the City of Midlothian.

We have received a Tahoe from Waxahachie PD to use as a courtesy car. We should be receiving a Caprice from them to use in a few more weeks.

Looks like we will be doing the Runway rehab design the end of 2024 or beginning of 2025. TxDOT has a new program where they are combining like projects to get a better pricing. We would have to use the consultant that TxDOT has chosen to utilize the program.

Staff is still waiting on guidance from the FAA or TxDOT on whom we can apply for the Infrastructure Investment and Jobs Act funds.

The quarterly inspection for the Stormwater Pollution Prevention Plan is complete. We will need to regrade some areas that are eroding. This will be addressed in the Spring.

The ADS-B receiver is installed and functioning properly.

January is General Aviation Appreciation Month. Currently the Aviation Advisory Board is planning to host an Aviation Day at the Capital to allow Airport Managers and sponsors to meet with their representative and let them know how important general aviation is to the communities that they serve.

Quotes for the Self-Service Card Reader: Ms. Sharlette Wright shared that she received quotes to replace the self-service card reader. There are two systems, Fuel Master Live and QT POD. Fuel Master is upgrading at this time, so none of the bugs have been worked out. They have not been able to get the ability to run the credit cards through the machines properly yet and could not guarantee when they would be able to deliver the system. It could be six months to a year before we could purchase the system. QT POD has already upgraded theirs, so they are up and running. If we want to replace the reader immediately we can purchase their system now. The card reader that we currently have is not very reliable. Quotes were received from Bassco Services (\$22,948), BGIS (\$21,403) and Eagle Pump & Meters (\$20,657) for the QT POD system and installation. Eagle Pump did not include electrical in their quote. The Fuel Master System would need to be purchased from Fuel Master for (\$12,654) and BGIS would charge (\$3,798) for installation, Eagle Pump (\$1,970). An electrician charge is not included in these prices. Mr. Josh Tate questioned whether it was even worth having a self-serve because there were only 880 gallons sold last month and 600 the month before that. We had over 3,000 operations in December. Lancaster sells over 8,500 gallons per month and on a bad month 2,500. Mr. Tate stated that nobody is buying fuel here. Councilman Walter Darrach stated that regardless of the volume of fuel that we sell today he hopes that the decision that the Board makes is for tomorrow and ten years from now. Airports are graded on their capability and their resource availability. He reiterated that it is an expense that can be brought forth to other parties within both Cities for coverage. Ms. Wright recommended the QT POD System with BGIS installation. Ms. Jennifer Chelwick asked that Clyde Mylick send them the email where the Attorney said that the Airport could not do their own self-service.

Mr. John Peroyea made a motion to approve the QT POD Card Reader System with BGIS installing the system; second by Alex Smith. All Ayes.

Quotes for the Runway and Taxiway Striping: Ms. Sharlette Wright received three quotes to restripe the runway and Taxiways. TxDOT had said that we should not spend more than \$63,000 for striping. Little Manufacturing (\$90,468), Stripe-A-Zone (\$74,584) and Eagle Airport Marking (\$42,097).

Mr. Michael Williams made a motion to approve the quote from Eagle Airport Marking for \$42,097.40; second by Mr. Joshua Tate. All Ayes.

Appoint Committees:

Vice Chair Alex Smith made a motion to approve the following Committees:
Finance Committee – Chair Nanette Paghi, Ms. Jennifer Chelwick and Mr. Kevin Griffin.
Economic Development Committee – Vice Chair Alex Smith, Chair Nanette Paghi and Mr. Kevin Griffin
Education Committee – Ms. Jennifer Chelwick, Mr. Joshua Tate and Secretary Michael Williams
Tenant Relations Committee – Secretary Michael Williams, Mr. Joshua Tate and Mr. John Peroyea; second by Michael Williams. All Ayes.

Comments by the Airport Board and Airport Administration: Secretary Michael Williams commented that the “Coffee, Donut and Safety” meeting was pretty well attended last Saturday. Mr. Mike Montefusco was the speaker. Mr. Scott Pardue will be coming back on March 18. These meetings will be held on the third Saturday every other month.

Ms. Sharlette Wright commented that there was a fuel spill on Christmas Eve. The valve or switch did not work properly, so when it was topped off about 40 gallons of fuel went out the wings. The FBO took care of it. The fuel did not sit long, so the pavement at this time seems to be ok. The owners of the aircraft will be paying for the cleanup. Nothing got into the grass or drainage. The FBO did a great job and appreciates them being on top of it.

Adjournment: There being no further business,

Secretary Michael Williams made a motion to adjourn; second by Ms. Jennifer Chelwick. All Ayes.

Respectfully submitted, Ms. Tammy Bowen, Airport Operations Assistant