

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

A regular meeting of the Mid-Way Regional Airport Joint Airport Board was held on Thursday, March 9, 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  
Richard Abernethy, Director of Administrative Services, City of Waxahachie  
Clyde Mylick, Assistant Manager, City of Midlothian  
Albert Lawrence, Assistant Manager, City of Waxahachie  
David Hill, Mayor, City of Waxahachie  
Richard Reno, Mayor, City of Midlothian  
Billie Wallace, Council Member, City of Waxahachie  
Walter Darrah, Council Member, City of Midlothian  
Chris Wright, Council Member, City of Waxahachie  
McLissa Boler, Senior Manager, Midlothian Community Development Corporation

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

Invocation: Mr. John Peroyea gave the invocation.

Public Comments: There were no public comments.

### CONSENT AGENDA:

- Minutes of Meeting Scheduled February 9, 2023
- Financial Report – Period Ending February 28, 2023
- FBO Report on Fuel Sales – February 2023

Secretary Michael Williams 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 – February 2023: Ms. Sharlette Wright gave a brief overview and answered questions on the Airport Operations and Projects Reports.

Airport Master Plan –The Selection Committee chose a consultant. The forms were submitted to TxDOT. KSA Engineers came out as number one. TxDOT will begin negotiations with them and then we will get started on the Master Plan.

Don Jackson Agreement – He is still in his due diligence period. Mr. Jackson said that they have had a few people interested, but no takers yet. May 10<sup>th</sup> is the deadline for him to get anything going.

Self-Service Card Reader - They are waiting on numbers from the credit card company to be programmed into the card reader and then it will be brought out and installed.

Courtesy Cars -We are still waiting for the Caprice from Waxahachie PD.

Airport Runway Rehab Design – We are still waiting on the announcement of the grant awards for the runway rehabilitation. We have been included in the state-wide funding for large projects. They are grouping five Airports together to help save on cost. We should be getting a date on this soon.

Infrastructure Investment and Jobs Act Funds - TxDOT and the FAA have yet to come to an agreement on who will be in charge of the grants. The funds are being banked right now. The second year's appropriation should be available in May or June, so we will have two years of funds waiting until TxDOT and the FAA come to an agreement.

Business Plan – The RFQ for the Business Plan was posted Monday, March 6, and the responses should be received by purchasing by March 28.

Possible Re-Appointment of Mid-Way Airport Board Officers:

Secretary Michael Williams made a motion to withdrawal item #6 “Possible Re-Appointment of Mid-Way Airport Board Officers”; second by Ms. Jennifer Chelwick. All Ayes.

Committee Structures and Regular Board Reporting: Mr. John Peroyea shared that he has read the Minutes going back as far as 2021. According to the Minutes there has never been Committee reports at the Board meetings. Mr. Peroyea felt that it would behoove the Board and everything that they are attempting to do for the Airport by having the Committee Chairs report at the Board meetings. The Board agreed.

Mr. Peroyea noted that we want the Community involved to the degree where they are interested in the Airport and interested in aviation. There are a lot of people that serve on different charitable and civic organizations throughout the Communities, so there is opportunity there. Perhaps if we would allow one ad hoc member from the Community to serve on each individual Committee it might also add some spice and other opportunities for participation along the way. The Board agreed.

Secretary Michael Williams mentioned that he has not been able to find where it defines what the Committees are supposed to do. The Board agreed that this can be discussed in a workshop session.

Amending the Mid-Way Regional Airport Joint Airport Board Meeting Rules to Incorporate an Agenda Process: Recently a request was made by Board Members to consider implementing an agenda process for Airport Board meetings because the Board does not have a formal agenda process. Ms. Sharlette Wright gave a brief overview of the process (Purpose, Timeline and the Agenda Item Request Form) that she put together.

Ms. Wright explained that the agenda must be publicly posted by both Cities. Both Cities have their own internal deadlines that must be adhered to. The City of Midlothian requires the agenda to be posted five days before the meeting. The City of Waxahachie requires the agenda to be submitted by noon on Thursday a week before the meeting. The agenda is posted the next day on Friday. To meet these deadlines, all requests will need to be submitted no later than 9am on Thursday the week before the meeting. If the item is submitted later or needs to be reviewed, it will go on the following month's agenda. By using the Agenda Item Request Form it will help streamline the Agenda process, give background or purpose of the item, and give direction to staff on the type of item, action or discussion. The Request forms will be added to the packets for Board Members to review and prepare questions if necessary. The Board asked that a tentative agenda be sent to them prior to posting.

In addition, the Board asked for a weekly report from Ms. Sharlette Wright with bullet points on what is going on at the Airport.

Ms. Jennifer Chelwick made a motion to adopt the Agenda Item Request Form and Agenda process into the Mid-Way Regional Airport Joint Airport Board Meeting Rules; second by Mr. Joshua Tate; All Ayes.

Amending the Mid-Way Regional Airport Joint Airport Board Meeting Rules to Change the Time of the of the Airport Board Meetings: Some Members of the Board felt that a later meeting time would allow for more participation from Airport Tenants and the general public.

Mr. John Peroyea made a motion to approve changing the time of the Airport Board meetings to 6:00 pm and adopting it into the Mid-Way Regional Airport Joint Airport Board Meeting Rules; second by Secretary Michael Williams. The vote was as follows. Ayes: Mr. Kevin Griffin, Mr. Joshua Tate. Noes: Ms. Jennifer Chelwick, Vice Chair Alex Smith, Chair Nanette Paghi. The motion carried.

Report on Annual Pancake Breakfast Fly-In/Drive-In and Consider Breakfast Ticket Price Increase: Ms. Tammy Bowen gave a report on what she has done the past few months in preparation for the Pancake Breakfast Fly-In/Drive-In on Saturday, June 3. She also asked the Board to consider an increase in breakfast ticket prices to cover the growing expenses.

Ms. Jennifer Chelwick made a motion to approve increasing the Adult Pancake Breakfast ticket price to \$7 and leaving children's 7 and under at \$3; second by Secretary Michael Williams. All Ayes.

Appointment of an Event Committee and Committee Chair: Secretary Michael Williams stated that the Pancake Breakfast Fly-In/Drive-In is a big event and it could be a lot bigger. We need someone who has done things like this before to Chair a Committee in conjunction with Tammy. Tammy has done a fantastic job, but that is a lot of work for one person. After Board discussion,

Vice Chair Alex Smith made a motion to appoint Ms. Jennifer Chelwick as the Committee Chair for an Event Committee and for her to seek other volunteers to help on the Committee; second by Secretary Michael Williams. All Ayes.

Appointment of a Community Relations Committee and Committee Chair: Mr. John Peroyea shared that he has talked to a lot of individuals, some public officials and some private citizens, in both Communities of Waxahachie and Midlothian. It is interesting to hear people's real perception about the Airport. He has heard things like, it's a country club for a bunch of pilots or it's a social club for local pilots. If we are going to develop the Airport we are going to have to change that image. Mr. Peroyea suggested that we have someone willing to serve as a Community Relations individual. This person could put together a presentation on the Airport and how it benefits the Communities. This person would go out to speak before Rotary Clubs, general business people and charitable organizations to present the Airport in a positive way.

Ms. Jennifer Chelwick made a motion to appoint Mr. John Peroyea as the Community Relations Committee Chair; second by Mr. Joshua Tate. All Ayes.

Scheduling a Strategic Planning Workshop: Mr. John Peroyea suggested getting the Board together to come up with a strategic plan on what the Board wants to do for the rest of the year. The Board asked that Ms. Sharlette Wright email a couple of options for Saturdays in June to see what would work best for everyone.

Implementing an Airport Signage Effort Within the Communities: Mr. John Peroyea informed the Board that he drove around several Communities similar to the size of ours that have Municipal or Regional Airports. He took pictures of their Airport signs. He felt that people would know that the Airport is here if we had more signage and better signage. Mr. Peroyea mentioned that he had a meeting with Alyn Nix and McLissa Boler from Midlothian Community Development Corporation to present to them his idea and find out the process for getting funding for these signs through Infrastructure. He also had meetings with both Mayors and there were no objections. The MCDC would require a presentation and he is willing to do the leg work on the whole thing. Mr. Clyde Mylick asked Mr. Peroyea to forward the pictures of the signs to him because there are sign regulations involved. Some of these signs were put up by TxDOT. Chair Nanette Paghi suggested having another Committee for this because there needs to be communications with other people.

Brief on FY 23-24 Budget Development Process: Mr. Richard Abernethy shared that we are starting the budget development process that we do annually for the budget. He gave a brief overview of the process, 5-Year Operating Plan and budget schedule.

Ms. Sharlette Wright gave a brief overview of Airport needs, grant funds and future plans.

Operating Needs - Multi-purpose Vehicle (MPV) for Grounds • Spray Trailer • Foreign Object Debris (FOD) Sweeper • Test Jars for SWP3 • Upgrade Audio Visual – TV, Wireless HDMI display

Projects -Regrade infield, entrance road, west side of runway • Rehab Runway, Taxiway, Apron • Automated Weather Observing System (AWOS) • Crack seal • Wash rack • Airport Lighting • Phase II Fence Design

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.

FY2024 TxDOT has implemented a Statewide Pavement project and included JWY with other airports to get better pricing. The estimated budget for the pavement rehabilitation is \$766,390.00 and the match would be \$76,639.00. The construction dates have yet to be determined.

The AWOS can be programmed for replacement in 2026. All of 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 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.

The runway lights have exceeded their useful life. After the rehabilitation, TxDOT will be planning for the replacement of the runway lighting. A date has yet to be determined, but TxDOT is looking at issuing another State-Wide project for electrical. The cost savings by being included in the State-Wide project will be very helpful.

May 2023- Finance Committee and staff will present Airport budget to the Airport Board for review and approval.

Mr. Richard Abernethy shared that the working Capital Reserve Fund for the Airport is about \$326,000. We did take \$69,000 from the Reserve Fund to pay for the Self-Serve Card Reader and Runway Re-striping. We should get 50% of that back.

Comments by the Airport Board and Airport Administration: Secretary Michael Williams commented that next Saturday is the Coffee, Donut & Safety meeting. Scott Perdue will be speaking and Airborne is helping with donuts and coffee. They have been working with the Wings Program with the FAA trying to get Wings credit if pilots attend the meetings.

Vice Chair Alex Smith commented on the Don Jackson hangar project that if the people on the "Hangar Waiting List" were serious candidates it seems like some of these folks would be stepping up to Jackson saying they want one of the hangars.

Executive Session (as needed): No Executive Session needed.

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