

## **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 11, 2023, at 6:00 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  
Albert Lawrence, Deputy City Manager, City of Waxahachie  
Richard Abernethy, Director of Administrative Services, City of Waxahachie  
David Hill, Mayor, City of Waxahachie  
Billie Wallace, Council Representative, City of Waxahachie  
Chris Wright, Council Member, City of Waxahachie  
Clyde Melick, Assistant Manager, City of Midlothian  
Justin Coffman, Mayor-Elect, City of Midlothian  
Clark Wickliffe, Council Representative, City of Midlothian  
Wayne Sibley, Council Member, City of Midlothian  
Mike Rodgers, Council Member-Elect, City of Midlothian

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

Invocation: Vice Chair Alex Smith gave the invocation.

Public Comments: There were no public comments.

### CONSENT AGENDA:

- Minutes of Meeting Scheduled April 13, 2023
- Financial Report – Period Ending April 30, 2023
- FBO Report on Fuel Sales – April 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 – April 2023: Ms. Sharlette Wright gave a brief overview and answered questions on the Airport Operations and Projects Reports.

Update on the Master Plan & Discuss Process - Mr. Michael Mallonee with KSA Engineers discussed the process for updating the Master Plan. He went over the different phases of the project and the timeline. They are looking to finish up the project around this time next year.

### Selection of KSA Engineers to Develop the Airport Business Plan:

Secretary Michael Williams moved to approve KSA Engineers to Develop the Airport Business Plan; second by Ms. Jennifer Chelwick. All Ayes.

Waivers for Specific Aircraft Insurance Requirements: Ms. Sharlette Wright shared that we have two instances where we need guidance. Our Attorney informed us that the Board would need to decide if a waiver should be granted.

Tenant #1 -The cost for the insurance per seat is extraordinarily high due to the age of the pilot. They are not flying the aircraft and they are planning to sell it. They just want to carry the \$1,000,000 liability insurance on it and not have the \$100,000 per seat portion of the insurance. It is a six-seat aircraft and it would make an \$8,000 per year difference for them.

Mr. Kevin Griffin made a motion to approve the request for a waiver of the \$100,000 per seat passenger coverage for tenant #1; second by Mr. Joshua Tate. All Ayes.

Tenant #2 – They have an aircraft with passenger seats. They have told us that it does not need passenger coverage because they will not be carrying passengers.

Mr. Kevin Griffin made a motion to table the request to waive passenger coverage for tenant #2 until June to obtain more information; second by Mr. John Peroyea. All Ayes.

FY 23/24 Budget: Ms. Sharlette Wright went over the budget timeline, process, base budget, increases, service enhancements, and five-year operating plan. Enhancements include an ATV vehicle for spraying and picking up trash, zero-turn mower replacement, AWOS replacement, sweeper to pick up FOD and engineering for the pavement rehabilitation. In addition, the five-year operating plan includes the pavement rehabilitation construction, annual AWOS inspections, drainage project, new maintenance shop, marquee sign at entrance road and wash rack.

Request for Installation of Tie-Downs on Apron for Airborne Imaging: Ms. Sharlette Wright shared that Airborne requested to install some tie-downs on their Apron at their expense.

Mr. Joshua Tate made a motion to approve the request from Airborne Imaging to install tie-downs on their Apron at their expense; second by Vice Chair Alex Smith. All Ayes.

Request by Don Jackson Construction to amend the Midlothian/Waxahachie Mid-Way Regional Airport Joint Airport Board Hangar Construction Agreement to extend the due diligence period for an additional 90 days: Ms. Sharlette Wright mentioned that the due diligence period ends on May 20th. Mr. Tony Jackson said that the price points made the cost too high, but now that prices have come down a little bit he has asked if a 90-day extension would be possible. Ms. Wright said that it only makes about a \$12,000 difference.

Mr. Joshua Tate made a motion to deny the request from Don Jackson Construction to amend the Midlothian/Waxahachie Mid-Way Regional Airport Joint Airport Board Hangar Construction Agreement to extend the due diligence period for an additional 90 days; second by Ms. Jennifer Chelwick. All Ayes.

Through the Fence Agreements: Ms. Sharlette Wright gave a presentation on through the fence agreements and what they entail. Through the fence agreements allows people who own residential property with aircraft storage facilities near an airport to access the Airport from off Airport property. Airport sponsors considering such agreements are strongly encouraged to work with the FAA to ensure the proposals are consistent with the current and future plans for the airport, comply with the terms and conditions of Section 136 and do not impede the sponsor's ability to comply with federal grant assurances. Ms. Wright explained the risk involved with grant assurance violations. She stressed that if we do not follow the grant assurances we could lose grant funding. Mr. Richard Abernethy noted that we really need to keep in mind – do these developments align with both City's visions and goals for the Airport? At the end of the day they are the ones that own it. It was asked - what is the vision? Mr. Clyde Melick shared that if you look at the thirty-five-year-old Airport agreement they vision more of a commercial development. After Board and Staff discussion they decided to table the discussion until they could hear the proposal for more information.

Vice Chair Alex Smith made a motion to table the Through-the-Fence discussion; second by Ms. Jennifer Chelwick. All Ayes.

Big Sky Estates Proposed Hangar Home Development: Secretary Michael Williams stated that based on the information that they received today they would like to withdrawal their discussion on Big Sky Estates proposed hangar home development.

Utilizing the Grass Area in the Runway Safety Area: Ms. Sharlette Wright explained that the runway safety area is defined as an area surrounding the runway consisting of a prepared surface suitable for reducing risk of damage to aircraft in the event of an undershoot, overshoot or excursion from the runway. Previously, when we had the development plan there was discussion of adding a turf runway. During that process there were three alternatives. The cost back then ranged between \$2.1 and \$2.6 million dollars. It was determined that the loss potential for future revenue generating development on the east side of the Airport outweighed the benefits associated with the existence of a turf runway. The FAA has accommodations for utilizing the RSA. She explained key risk factors to consider when operations are happening in the safety area. TxDOT was tasked by the FAA to mitigate safety concerns at Airports. A year or two ago it was determined by TxDOT that the RSA is not to be used for any operations outside the intended use (overruns, excursions, etc.). Ms. Wright said that the area on the east side of the runway is not a designated landing area and is not to be used as such, but we are to maintain it. It was recently brought to her attention that the safety area needs to be rolled because it is getting rough.

Protocol for Electronic Communications with Tenants: Ms. Sharlette Wright shared that we have had some requests about communicating information with the tenants. The tenants supply Airport Management with their email address for the purpose of communications concerning billing, Airport operations and closures. The email list is not public record and is not to be shared. The agendas are posted on the doors at the City Halls and the doors of the FBO. The City of Midlothian has an opt in option for their posting of Board meetings. If it is the desire of the tenant they can go to the link on the Midlothian website and choose to receive notices of our Airport Board meetings. We can send out an email to the tenants, so they can opt in on Midlothian's website to know when we are going to have meetings. In an effort to get the word to those that may be interested in attending the meetings we started posting the agenda on the Airport's Facebook page. It is also posted on the Airport's website. Mr. Josh Tate asked how the Sub-Committees can send information to the tenants of the Airport. Staff was asked to research for additional options.

Committee Reports:

Finance – No report.

Economic Development – No report.

Education - Secretary Michael Williams reported that the next Safety meeting will be on May 20th at 8:30 a.m. with Mr. Mike Montefusco speaking on "Perfect Landings".

Tenant Relations Secretary Michael Williams reported that Mr. Josh Tate has a really good idea that they are working on currently. They would like to get some more tenant type activities.

Events - Ms. Jennifer Chelwick reported that the Committee meet to go over logistics for the Pancake Breakfast Fly-In coming up in June. They discussed utilizing a square device for accepting credit cards and moving all ticketing to the porch to create less congestion while entering the dining hangar. In addition, we will be reaching out to the police departments about off duty officers to direct entering and exiting traffic.

Community Relations – Mr. John Peroyea reported on the signage project. He presented a picture of what Mid-Way will look like on three kiosk signs that approach Hwy 287 in Midlothian. Once approved, a fourth will be at the entrance of the Airport. He spoke to Mr. Richard Abernethy about getting the City of Waxahachie to provide the Airport with the same opportunities on the kiosk in Waxahachie. He is still working with TxDOT about putting up additional signage on the highway.

Executive Session: The Board convened into Executive Session pursuant to Section 551.074, Personnel Matters, of the Texas Government Code, to discuss evaluation and duties of the Airport Manager.

Reconvene to take any Necessary Action Resulting from Executive Session: No Action was taken.

Adjournment: There being no further business,

Secretary Michael Williams made a motion to adjourn; second by Mr. Kevin Griffin. All Ayes.

Respectfully submitted, Ms. Tammy Bowen, Airport Operations Assistant