

MID-WAY REGIONAL AIRPORT JOINT AIRPORT BOARD MINUTES

A regular meeting of the Mid-Way Regional Airport Joint Airport Board was held on Thursday, August 10, 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
Vice Chair, Alex Smith
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
Albert Lawrence, Deputy City Manager, City of Waxahachie
Billie Wallace, Council Representative, City of Waxahachie
Chris Wright, Council Member, City of Waxahachie
Clyde Melick, Assistant Manager, City of Midlothian
Mike Rodgers, Council Member, City of Midlothian

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

Invocation: Chair Nanette Paghi gave the invocation.

Public Comments: There were no public comments.

CONSENT AGENDA:

- Minutes of Meeting Scheduled July 13, 2023
- Financial Report – Period Ending July 31, 2023
- FBO Report on Fuel Sales – July 2023

Ms. Jennifer Chelwick made a motion to approve the Consent Agenda as presented; second by Mr. Kevin Griffin. All Ayes.

REGULAR AGENDA:

Monthly Airport Operations and Projects Report – July 2023: Ms. Sharlette Wright gave a brief overview and answered questions on the Airport Operations and Projects Reports that was included in the packet.

Committee Reports:

Finance: No Report

Economic Development: Vice Chair Alex Smith reported that their discussion circled around property availability. The Economic Development representative from Waxahachie is going to compile a list of property owners adjacent to the Airport so they can reach out to see what is available. In addition, they would like to find a way to merge with KSA Engineers, since they are working on the Master Plan. The Committee would like to make sure they are both on the same path for the Airport.

Education and Tenant Relations: Mr. Joshua Tate reported that a template was created for a new newsletter that will include information on education and tenant relations. The next safety meeting will be on Saturday, August 19. Mr. John Peroyea will be the guest speaker.

Events: Ms. Jennifer Chelwick reported that there is nothing currently planned. However, she has been instructed to investigate the Cleburne airport movie night and emulate that at our Airport.

Community Relations: No Report

Newsletter Format: A template for a newsletter was created and presented to the Board for consideration. The newsletter will be emailed to the tenants and posted on Facebook, Airport's website and bulletin board in Terminal.

Ms. Jennifer Chelwick made a motion to approve the template for a newsletter as presented and for it to go out monthly; second by Mr. Joshua Tate. All Ayes.

Mr. Kevin Sills, 3660 Leigh Erin St., Midlothian, TX, completed a Public Comment Form for this item and joined in discussion with Board Members.

Master Plan Kickoff Meeting Update: Ms. Sharlette Wright shared that the Committee had their first meeting with KSA Engineers. They discussed where they would like the Airport to go, what purpose it serves and what the future could hold. They discussed strengths, weaknesses, opportunities, and threats for the Airport. KSA created a website that will be open for public comments. The comments will be emailed directly to the consultants to be included in the next meeting.

Airport Signage Project: Mr. John Peroyea wanted to clarify that all of the materials and contacts have been turned over to Ms. Sharlette Wright for the signage project. He recommended that the Board officially assign the responsibility to Ms. Wright to follow through with and keep the Board updated.

Ms. Jennifer Chelwick made a motion to pass the responsibility over to Ms. Sharlette Wright for completion of the Airport signage project; second by Mr. Kevin Griffin. All Ayes.

Hangar Audit: Mr. John Peroyea mentioned that it has been a long time since we have had a formal audit of hangars. He noted that we need to make sure that we have everything in order as we progress forward with the new Master Plan.

Mr. John Peroyea made a motion to approve a 60-day time frame to complete an audit of Airport hangars and report back to the Board; second by Mr. Joshua Tate.

Mr. Kevin Sills, 3660 Leigh Erin St., Midlothian, TX, completed a Public Comment Form for this item and joined in discussion with Board Members.

Larry Huntley, 5811 Sweetwater Dr, Midlothian, TX, completed a Public Comment Form for this item and expressed concerns.

Lessee Insurance Report: Mr. Sharlette Wright reported that we are reviewing insurance requirements, so that we can bring together a presentation to be able to show what other Airports are requesting and what our current requirements are to see if the Board would like to make any changes.

Meeting Rules for the Board Including Amendments: Mr. Richard Abernethy mentioned that they have some clarification that they need to get on the Meeting Rules. He first did a quick recap of the Rules. There was a discrepancy regarding the deadline for agenda items. Currently, the Rules say that items are due by 5:00 p.m. on the Tuesday the week prior to the Airport Board meeting. The Tuesday deadline is crucial because we have to meet the City's deadlines for posting agendas. Unfortunately, when the Rules were presented to the Board in March the information given was that Thursday the week before the meeting was the deadline for agenda item requests.

Mr. John Peroyea made a motion to approve changing the deadline for agenda items to Tuesday by 5:00 p.m. the week before the Airport Board meeting; second by Mr. Kevin Griffin. All Ayes.

Midway-Regional Airport Financial Audit Process: Mr. John Peroyea had asked that this item be put on the agenda, but would like to defer it to next month's agenda because he is not ready to present.

Mr. Richard Abernethy gave a quick briefing on what the City currently does for the financial audit process.

Executive Session: The Board convened into Executive Session pursuant to Section 551.074 of the Texas Government Code, Personnel Matters, to deliberate the duties of the Airport Manager including compensation, at 6:41 p.m.

Reconvene to take any Necessary Action Resulting from Executive Session: The Board reconvened to Regular Session at 7:06 p.m. No Action was taken.

Election of Officers: Mr. Richard Abernethy said staff had one item that needed clarification. The Joint Agreement says “The Board shall designate a secretary to keep minutes and records of the Board, who may or may not be a member of the Board itself”. Traditionally, the Board has elected a Secretary, but Ms. Tammy Bowen is still taking the Minutes. It is staff responsibility to maintain the Minutes for both Cities. It is up to the Board if they still want to elect a Secretary or designate Ms. Bowen. Either way, Ms. Bowen will still need to take the Minutes. After a lengthy discussion, the Board agreed that Ms. Bowen should continue taking the Minutes, but chose to elect a Board Secretary. In addition, the Board and staff discussed who should be responsible for putting together the agenda.

Mr. Kevin Griffin made a motion to appoint Mr. John Peroyea as Airport Board Chair; second by Mr. Joshua Tate. The vote was as follows: Ayes: Vice Chair Alex Smith, Mr. Joshua Tate, Mr. John Peroyea, Mr. Kevin Griffin and Mr. Morgan Whitehead. Abstained: Ms. Nanette Paghi and Ms. Jennifer Chelwick. The motion passed

Ms. Jennifer Chelwick made a motion to appoint Mr. Alex Smith as Vice Chair; second by Mr. Kevin Griffin. All Ayes.

Mr. Kevin Griffin made a motion to appoint Mr. Morgan Whitehead as Secretary and second by Mr. John Peroyea, but a pole of the Board did not take place. This item will be on next month’s agenda to consider appointing a Secretary.

Adjournment: There being no further business,

Mr. Alex Smith made a motion to adjourn; second by Ms. Jennifer Chelwick. All Ayes.

Respectfully submitted, Ms. Tammy Bowen, Airport Operations Assistant