

## **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 14, 2021, at 4:00 p.m., in the Upstairs Common Area of Mid-Way Regional Airport, 131 Airport Dr., Midlothian, Texas.

Members Present: Drew Sambell, Chairman  
Alex Smith, Vice-Chairman  
Randall Porche  
Kent McGuire  
Nanette Paghi  
Larry Huntley  
Michael Williams

Others Present: Darrell Phillips, Airport Manager  
Tammy Bowen, Airport Operations Assistant  
Clyde Melick, Assistant Manager, City of Midlothian

Call to Order: Chairman Drew Sambell called the meeting to order.

Invocation: Chairman Drew Sambell gave the invocation.

Public Comments: There were no public comments.

### CONSENT AGENDA:

- Minutes of Meeting December 10, 2020
- Manager's Report
- FBO Report

Alex Smith made a motion to approve the Consent Agenda with the removal of the Financial Report and Airport Operation's Report over to the Regular Agenda; second by Nanette Paghi. All Ayes.

### REGULAR AGENDA:

Financial Report: Randall Porche inquired why the payment in the amount of \$30,696 to the City of Midlothian is showing encumbered and Waxahachie is not. It was explained that the amount is being held and will be paid out this year.

Airport Operations Report: Tammy Bowen mentioned that the issue with the runway security cameras/equipment has been resolved and we now have the total Operations for the month of November (2841) and December (3688).

Randall Porche made a motion to approve the Financial Report and the Airport Operations Report; second by Alex Smith. All Ayes.

Introduction of New Board Members: Chairman Drew Sambell welcomed Larry Huntley and Michael Williams to the Board. Each one introduced themselves.

Ground Lease and Layout Design for Mark Singleton: Darrell Phillips explained that he was hoping to have the ground lease and layout design from Mark Singleton for this meeting, but it was not ready in time for approval. Darrell recommended that once the lease is finalized we call for a Special meeting by Zoom rather than waiting another month. Once approved by the Board it will be sent to the City Councils for their approval.

RFP for Commercial/Private Ground Lease: Darrell Phillips reminded the Board that Don Jackson Construction was awarded the project to build the seven new box hangars behind the terminal building. Darrell shared that he and the City Attorney worked on the ground lease together. They changed the lease so that an individual could sell or transfer their hangar, but they would have to pay a fee to the Airport. The lease was sent to Don Jackson for review. There will be a meeting next week to finalize the ground lease. Darrell hopes to have the lease ready for approval by the Zoom meeting as well.

Darrell Phillips told the Board that it would be more feasible for the Airport and both Cities to look at new innovative ways to get ground leases where people will invest as a partnership with good jobs and economic returns outside of the Airport.

Darrell informed the Board that the bid opening for the second RFP for six Commercial/Private ground leases will be next Tuesday at the City of Midlothian at 10:00 am. Darrell mentioned that the main reason for this RFP is to give everyone a fair opportunity to put out a proposal for development at the Airport.

Hangar Lease Compliance: Darrell Phillips shared that there is always one or two tenants not wanting to comply with their hangar lease agreement. Sometimes we spend up to six months going back and forth trying to get proof of aircraft insurance. Certified letters are sent as well as emails and phone calls. Darrell reminded the Board that we have thirty people on the hangar waiting list, so we need to be stricter. Rather than going to the Board each time Darrell asked the Board for permission to proceed with thirty day cure letters when necessary. Darrell said that he would also consult with the City Attorney. If they do not cure it then we will terminate the lease. The tenant is always welcome to attend a Board meeting. Drew Sambell mentioned that Darrell has been copying him on some of the emails and there has been too many of them. The Board was in agreement with the process for non-compliance of hangar leases.

Pancake Breakfast & Fly-In: Darrell Phillips said that Tammy Bowen usually starts organizing the Pancake Breakfast and Fly-In in February. Darrell recommended waiting to see what happens with Covid and vaccinations. If we were to have it in June there would be so many stipulations on it that it would not be fun. Right now, neither City is allowing large gatherings. Darrell suggested that we revisit this item in June or July. Tammy spoke with the Scout Master and he agreed that it would be better to wait. Tammy shared that the Scouts also use it as one of their big fundraisers, so we feel that there might be a better turnout if we wait until the fall.

Randall Porche made a motion to revisit Pancake Breakfast & Fly-In agenda item in June or July; second by Kent McGuire. All Ayes.

Election of Officers:

Nannette Paghi made a motion to approve Drew Sambell as Chair, Alex Smith as Vice Chair and Kent McGuire as Secretary; second by Randall Porches. All Ayes.

Appoint Sub-Committees:

Kent McGuire made a motion to approve the following sub-committees:  
Economic Development (Larry Huntley, Alex Smith and Nannette Paghi)  
Finance (Kent McGuire, Randall Porche and Drew Sambell)  
Tenant Liaison (Randall Porche, Michael Williams and Larry Huntley); second by Nannette Paghi.  
All Ayes.

Comments by the Airport Board and Airport Administration: Each Board Member and Airport Staff introduced themselves to the new Board Members.

Adjournment: There being no further business,

Nanette Paghi made a motion to adjourn; second by Kent McGuire. All Ayes.  
Respectfully submitted, Tammy Bowen, Airport Operations Assistant