

MID-WAY REGIONAL AIRPORT JOINT AIRPORT BOARD MINUTES

A regular meeting of the Mid-Way Regional Airport Joint Airport Board was held on Thursday, December 8, 2022, 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
Drew Sambell
Randall Porche
Joshua Tate

Members Absent: Jennifer Chelwick

Others Present: Tammy Bowen, Airport Operations Assistant
Richard Abernethy, Director of Administrative Services, City of Waxahachie
Clyde Mylick, Assistant Manager, City of Midlothian
Billie Wallace, Council Member, City of Waxahachie
Chris Wright, Council Member, City of Waxahachie

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 November 10, 2022
- Financial Report – Period Ending November 30, 2022
- FBO Report on Fuel Sales – November 2022

Mr. Randall Porche made a motion to approve the Consent Agenda as presented; second by Mr. Joshua Tate.
All Ayes.

REGULAR AGENDA:

Recognition of Outgoing Board Members, Drew Sambell and Randall Porche: Chair Nanette Paghi thanked Mr. Drew Sambell and Mr. Randall Porche for serving on the Airport Board and presented them with a plaque for their years of service.

Monthly Airport Operations and Projects Report – November 2022: Mr. Richard Abernethy gave a brief overview and answered questions on the Airport Operations and Projects Reports. See attached Projects Report. Some additional comments below.

The RFP for the Airport Master Plan has been posted by TxDOT.

The ADS-B receiver has been installed. The report should be more accurate keeping operations counts compared to the camera system that we have been using.

Vice Chair Alex Smith asked if there is a performance threshold in the contract with Don Jackson. It has been a long time with little activity, so he questions if he is still interested. Mr. Abernethy believed that there is a six-month due diligence. Chair Nanette Paghi asked if he had paid the fee. Mr. Abernethy mentioned that he was not sure, but would follow up. Mr. Clyde Mylick noted that there is a 30-day timeframe to pay the fee. Mr. Mylick shared that they had a frank conversation with Mr. Jackson about one month ago. Mr. Jackson wanted to move forward with it and signed the contract. The Board had mixed opinions.

Meeting Rules for the Mid-Way Regional Airport Board Meetings: Mr. Richard Abernethy mentioned that at the last Board meeting staff received consensus from the Board to draft a set of meetings rules and present the rules back to the Board for consideration this month. The rules would be made available to the public on all websites (airport and Cities) as well as at Board meetings.

Mr. Michael Williams made a motion to approve the Meeting Rules for the Mid-Way Regional Airport Board Meetings as presented; second by Vice Chair Alex Smith. All Ayes.

Quotes for the Card Reader Upgrade: Mr. Richard Abernethy shared that we did not receive any bids from the RFP for the card reader upgrade. Because of this Ms. Sharlette Wright went out to get quotes to replace the card reader. She was only able to get two quotes – QT and Fuel Master. The quote from QT is \$22,220 and Fuel Master is \$13,800. Fuel Master is lower, but there is a six-month lead time with them because they do not have all of the equipment. Also, there would be another upgrade that we would be required to pay for at a later date. Ms. Wright's recommendation is to go with QT because they already have the equipment and technology ready to go. Mr. Abernethy mentioned that it is something that needs to be replaced because it is on its last leg. Mr. Ken Lantz, FBO partner, agreed with Ms. Wright's recommendation. Mr. Troy Whistman, Tenant, shared that he is on QT's email list for outages. Sometimes they are down for days, so it is something for the Board to be aware of. Mr. Joshua Tate asked if the card reader reliability is affecting fuel sales right now. Mr. Lantz shared that anytime the self-serve is down they provide fuel at the self-serve price out of the truck during business hours, so that people are not without fuel. Mr. Drew Sambell mentioned that if we are going to get a new fuel island or relocate the fuel island that this is something that the next contractor is not going guarantee it work if they were to move the equipment. It almost seems like we are going to buy another system in a year or so, if we were to do this now. The Board felt the need to table the discussion for another month in order to collect some more information.

Mr. Drew Sambell moved to table considering quotes for the card reader upgrade until next month's Board meeting; second by Vice Chair Alex Smith. All Ayes.

Staff Recommendation to Reject Bid Received from Traffic Highway Maintenance for the Runway and Taxiway Striping: Mr. Richard Abernethy reminded the Board that we went out for bid for runway restriping. Only one bid was received from Traffic Highway Maintenance, LLC in the amount of \$124,790. This is actually a lot higher than when we did some preliminary quotes. They were more in the \$50,000 - \$55,000 range. TxDOT said that we really should not pay more than \$60,000 - \$65,000. We need to go back and look at the specs as well as talk to some of the vendors to find out why they were not interested in bidding. To do that and start over the Board would need to reject the bid. Mr. Richard Abernethy explained that it is going to be a few years from now before we can do the runway rehabilitation. The striping on the runway is really bad, so the idea was to restripe the runway for now. Mr. Ken Lantz, FBO Partner, commented that touchdown markings are extremely important for safe operation, especially during low visibility night IFR operations. Mr. Randall Porche mentioned that if we start over again we could be looking at another three months or so. He asked if it was something we could live with or if it is something we need to address more quickly. Mr. Kevin Sills, Tenant, commented that they land out here day, night and with rain, but it is dangerous. They can wait three months, but if there is an accident in that three months then the answer is no. Chair Nanette Paghi said that is too broad of a spread without further information being provided to the Board. Mr. Richard Abernethy shared that the funds would be coming from working Capital.

Mr. Joshua Tate moved to reject bid received from Traffic Highway Maintenance for the Runway and Taxiway Striping; second by Michael Williams. All Ayes.

Comments by the Airport Board and Airport Administration: Mr. Clyde Mylick thanked Mr. Drew Sambell and Mr. Randall Porche for all their hard work and appreciates them volunteering on the Board.

Secretary Michael Williams said that there will be another "Coffee and Donut" meeting in January. Mr. Josh Flowers will be the speaker.

Adjournment: There being no further business,

Vice Chair Alex Smith made a motion to adjourn; second by Mr. Drew Sambell. All Ayes.

Respectfully submitted, Ms. Tammy Bowen, Airport Operations Assistant

Monthly Airport Operations and Projects Report - November 2022

Attachment A - Airport Projects

Project Name	Description	Status	Funding
Airport Master Plan Update	Airport Master Plan update through TxDOT. This will also update the business plan, rates and charges, rules and regulations and minimum standards	Next step is for TXDOT to post the RFP and then the selection committee will review the proposals and if needed conduct interviews of the consultants.	TxDOT Grant 90/10*
Don Jackson Agreement	Agreement to construct six private box hangars ju	The agreement has been signed by Don Jackson. Currently in Due Diligence Period as of 11/14/2022	Private
RFP for Fuel System at the Airport	Replace the credit/debit card reader and add a 12,000 gallon double wall tank for fueling.	There were no bids received.	Potential funding from Midlothian Economic Development (MED)

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Attachment A - Airport Projects

Runway and Taxiway Paint	Re-stripe runway. The runway is in good condition except for the current markings which need to be re-striped.	One bid received.	Airport Fund and potential grant funding options
Courtesy Cars	Consider replacing existing vehicles. Review the insurance coverage/requirements for the Courtesy Vehicles.	Will be receiving a Tahoe and Caprice from Waxahachie PD.	Airport Fund transfer to the Airport from Waxahachie PD
Airport Runway Rehab design	As part of the Airport's Capital Improvement Program this project would rehabilitate the runway surface.	TxDOT has a new program where they are combining like projects to get better pricing. We would have to use the consultant that TXDOT has chosen to utilize the program.	TxDOT Grants 90/10

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Attachment A - Airport Projects

Infrastructure Investment and Jobs Act (IIJA) Funds	Mid-Way Regional Airport received \$159,000 in grant funding from this infrastructure law passed in late 2021.	Staff is still waiting on guidance from FAA or TXDOT on to whom we can apply for the grant funds.	IIJA Funds
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*Funding for updating the business plan, rates and charges, rules and regulations and the minimum standards will have to come from another source. TxDOT grant funding will only apply to the Master Plan.

Stormwater Pollution Prevention Plan	The SW3P has Montly, Quarterly and Annual compliance inspections to maintain compliance with TCEQ regulations.	Quarterly inspection complete. We will need to regrade some areas that are eroding. This will be addressed in the spring.	Airport Fund
ADS-B Reciever	The ADS-B equipment from Motion Information Systems has arrived and the annual cost for the reports is \$1,200.00	The receiver and antennas will be installed on 12/6.	Airport Fund
General Aviation Appreciation Month	January is General Aviation Appreciation Month an Aviation Day at the Capital is being planned in January .	Currently the Aviation Advisory Board is planning to host an Aviaiton Day at the Capital to allow airport managers and sponsors to meet with their representatives and let them know how important general aviation is to the communities they serve.	Airport Fund