

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

A regular meeting of the Mid-Way Regional Airport Joint Airport Board was held on Thursday, April 10, 2025, at 4:00 p.m., in the Upstairs Common Area of Mid-Way Regional Airport, 131 Airport Dr., Midlothian, Texas.

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| Members Present: | Kevin Griffin, Chair<br>Alex Smith<br>Nanette Paghi<br>Pete Setian                                                                                                                                                                                                                                                                                                                                           |
| Members Absent:  | Jennifer Chelwick, Vice Chair<br>Morgan Whitehead<br>Ricky Armstrong                                                                                                                                                                                                                                                                                                                                         |
| Others Present:  | Sharlette Wright, Airport Manager<br>Tammy Bowen, Airport Operations Assistant<br>Dustin Deel, Director of Administrative Services, City of Waxahachie<br>Chris Wright, Council Member, Mayor Pro Tem, City of Waxahachie<br>Clyde Melick, Assistant City Manager, City of Midlothian<br>Ross Weaver, Council Representative, City of Midlothian<br>Kyle Kinater, President, Midlothian Economic Development |

**Call to Order:** Chair Kevin Griffin called the meeting to order.

**Invocation:** Ms. Nanette Paghi gave the invocation.

**Public Comments:** There were no public comments.

### **CONSENT AGENDA:**

- Minutes of Meeting Scheduled March 13, 2025
- Financial Report – Period Ending March 2025
- Operations Report – March 2025
- FBO Report on Fuel Sales – March 2025

Mr. Alex Smith made a motion to approve the Consent Agenda as presented; second by Ms. Nanette Paghi. All Ayes.

### **REGULAR AGENDA:**

**Monthly Projects Report – March 2025:** Ms. Wright gave a brief overview of the projects report.

- Lease Updates – Legal has approved the updated leases. The new leases will go into effect October 1.
- Rates & Charges Review – Rates and Charges were approved and were adopted by Ordinance on April 7. They will go into effect on October 1.
- Business Plan – KSA will have the draft completed for the Business Plan by the end of April. We are hoping to have it to the Board for review by the next meeting. Project cost \$153,620.
- AWOS –Commissioning for the freezing rain sensor on the AWOS has been completed.
- Security Cameras – We have issued a PO to the company that will be replacing our current camera system. The project will cost approximately \$46,000. Mr. Dustin Deel explained that the Airport will pay \$35,000 and the Waxahachie IT Department will be picking up the remainder because they want a very specific type of camera. The Airport will be reimbursed \$30,000 from the ARPA grant. Mr. Dustin Deel explained that staff will have the ability to pull up past recordings for a period of time. Also, he is in collaboration with IT to figure out a way for the police department to be able to access the cameras if needed.
- Roof Coating – The roof coating project for the Terminal building and FBO hangar is currently in progress and should be completed by Friday. Project cost \$86,992. Grant 90/10.

- Roof Repairs - The emergency repairs to hangar roofs to stop the leaking and preserve facilities until the sealcoating can be applied is currently in progress. They are hoping to be completed by the first part of next week. All the skylights are being replaced. They are resealing the seams and replacing screws and grommets. They are waiting on some pieces to be manufactured to replace gutters that were torn. Project cost \$39,200. Airport funds will be used for this project.
- Maintenance Software - We have been researching software packages to help track leases, hangar waiting list, maintenance work orders, fuel and inspections. We are trying to get it all in one place. We have settled with a vendor and have put it in the budget for next year.
- Self-Service Fuel Farm Expansion – A Request for Qualifications (RFQ) was sent out for the self-service fuel farm expansion. There were three consultants that submitted. Parkhill came out to be the best choice. Project cost \$753,600. Grant 90/10.
- Pavement Project – The seal coat, striping and rehabilitation of pavement for the runway, taxiway and Ramp areas will be begin sometime this summer. It just went out for bid for construction. It closed just recently, so we have not been told who was awarded the contract yet. As soon as the schedule is received, we will keep everyone posted as far as closures and things that may change during that time frame. Project cost \$787,101. Grant 90/10.

Provide Direction on Entering into a Contract for Engineering Services for a Proposed Self-Service Fuel Farm: Ms. Sharlette Wright shared that Parkhill was selected as the consultant firm for the self-service fuel farm project. Mr. Clyde Melick explained they are developing the contract now. The contract will need to go to the Councils for approval by May. He shared that legal will be reviewing the contract. The Board asked that a copy be sent to them.

Ms. Nanette Paghi made a motion to approve entering a contract for engineering services for a proposed self-service fuel farm; second by Mr. Alex Smith. All Ayes.

Chair Kevin Griffin announced that Ms. Tammy Bowen, Operations Assistant, will be retiring after almost 24 years with the Airport.

**Adjournment:** There being no further business,

Ms. Nanette Paghi moved to adjourn; second by Mr. Alex Smith. All Ayes.

Respectfully submitted, Ms. Tammy Bowen, Airport Operations Assistant