

MINUTES
MID-WAY REGIONAL AIRPORT
JOINT AIRPORT BOARD

A regular meeting of the Mid-Way Regional Airport Joint Airport Board will be held in the Upstairs Common Area of Mid-Way Regional Airport, 131 Airport Dr., Midlothian, Texas on September 10, 2026, at 4:00 p.m.

Members Present: Nanette Paghi, Chair
 Ricky Armstrong, Vice Chair
 Morgan Whitehead
 Kevin Griffin
 Don Snodgrass
 Anne Marie Kornman

Members Absent: Duke Eason

Others Present: Dustin Deel, Director of Administrative Services, City of Waxahachie
 Clyde Melick, Assistant City Manager, City of Midlothian
 Ross Weaver, Council Representative, City of Midlothian
 Chris Wright, Council Representative, City of Waxahachie

Call to Order-

Chair Nanette Paghi called the regular meeting of the Mid-Way Regional Airport Joint Airport Board to order at 4:00 p.m.

1. Invocation-

Ricky Armstrong delivered the invocation.

2. Public Comments-

The Chair reviewed the public comment procedures. No public comments were received.

3. Consent Agenda: All matters under Consent Agenda are considered to be routine by the Airport Board and will be enacted by one motion without separate discussion. If discussion is desired, that item will be removed from the Consent Agenda and considered separately.

- a. Consider Minutes of Meeting Scheduled June 11, 2026, and August 13, 2026
- b. Financial Report – Period Ending August 2026
- c. Operations Report – August 2026
- d. FBO Report on Fuel Sales – August 2026

Action:

Ricky Armstrong moved to approve the Consent Agenda. Kevin Griffin seconded the motion. The motion carried unanimously (6-0).

4. Discuss Monthly Projects Report – August 2026

Airport staff presented the August 2026 Monthly Projects Report and provided the following updates:

- **Self-Service Fuel Farm Expansion:** The construction contract remained pending with the contractor. Staff anticipated construction beginning in October 2026, when the project funding would be in place. Because of tank lead times and other construction scheduling factors, completion was projected for approximately the second quarter of 2027, likely during the summer of 2027. The design/engineering work was reported as complete.
- **Board members requested that the completed design information be distributed so members could better understand the planned work.** Staff agreed to send the information to the Board. Staff also indicated that, before construction starts, an email notice would be sent describing where work would occur and any impacts associated with construction. Staff confirmed that both cities had approved the construction.
- **AeroSimple Management Software:** Staff advised that the completion date would be changed to “to be determined.” Invoice emails were reported to be functioning well, and documents could be placed in the tenant portal; however, tenant access to the portal remained inconsistent and staff continued to troubleshoot the software. The airport waiting list had been populated in the system and was expected to be published so applicants could view it. Staff was also working to provide a payment link on invoices. Because the payment feature built into AeroSimple was not providing the information needed by Finance, the airport planned to use a link to its existing credit-card payment application instead. Staff described four payment options for tenants: payment by check, payment in person, payment through an online credit-card link, or use of a credit card already on file. Staff emphasized that the airport does not retain complete card numbers; the payment system retains the information securely and staff can view only the last four digits. Staff was also adding airport assets to the system, including buildings, lighting, signs, pavement areas, equipment, and gates. The work-order portion of the software was being implemented and appeared to be functioning, including email notifications when work orders were completed. Tenant communication through the portal remained inconsistent, and staff believed additional software troubleshooting was needed.
- **Gate Access Upgrade:** The gate-system vendor was on site the day of the meeting. A different source for electrical power had been identified; instead of pulling power from the Titan sign, the contractor planned to use power from a nearby light and tunnel under the concrete to reach the gate controller. Staff reported that the project was moving forward and hoped for completion by the end of the fourth quarter of 2026, while noting that the schedule would continue to be updated as work progressed. Staff continued developing operating procedures and forms for issuing gate access, including limitations, charges, and access rules. Final procedures depended in part on receiving the final cost information. The current project is primarily intended to control vehicular access. The Board also discussed the pedestrian walk-through gate and the need for tighter pedestrian/ramp security as airport activity grows. The pedestrian-gate upgrade was not included in the current gate project, but the Board asked that enhanced pedestrian access control be considered in future planning. Staff noted that camera coverage is available at the gates.
- **Drainage Project:** The drainage project had been approved by the State as the airport’s next project. Engineering and design were expected to begin in 2027. The airport elected to have TxDOT serve as the agent for the project; therefore, TxDOT will select the engineer. Staff explained that more detailed information would be available after the grant and project information are received from TxDOT.

- **Hangar Project:** Staff was obtaining final engineering fee information to present to the city councils. The engineer initially prepared information without a fire-sprinkler component, but staff requested that sprinkler requirements be included because the fire marshal is expected to require them. The engineer was developing alternatives based on whether existing water pressure is sufficient or whether a pump would be required to provide adequate fire protection. The Board clarified that construction/project management during the construction phase would be addressed later and is not part of the current design phase.
- **Additional Parking:** Staff reported that this item had not advanced significantly since the prior discussion. During the discussion, an estimated cost of approximately \$60,000 was referenced for the smaller parking concept near Southern Star. The Board discussed a possible layout with parking rows and the need to account for a fire lane and aircraft/wind considerations. No action was taken; the item remained under evaluation.

5. Discuss the Implementation of an Event Committee-

The Chair reminded the Board that it had previously discussed creating an Event Committee to increase public awareness of the airport while also attracting pilots and aviation-oriented participants to airport events. The Board discussed committee composition and noted that no more than three Board members should serve together on a committee in order to avoid creating a quorum of the full Board. Members also discussed allowing tenants or other non-Board participants to assist and suggested that committee participation opportunities could potentially be publicized through the airport website or tenant communications.

Before formally establishing or appointing members to a new Event Committee, the Board asked that the cities/staff review the appropriate process and confirm how the committee should be structured. No final appointments were made during this meeting.

6. Discuss Economic Development Committee-

The Board confirmed that an existing business/economic development committee was already in place. The current Board members serving were Nanette Paghi, Kevin Griffin, and Morgan Whitehead. Each indicated a willingness to continue, and the Board agreed to leave the current three-member composition in place for the time being.

The Board discussed whether members of the public or tenants should be added to the committee. Members expressed concern that economic development discussions may involve confidential business information, potential nondisclosure agreements, and matters requiring participants to be familiar with ongoing airport issues. The Board agreed that the existing committee structure should remain unchanged for now, while still allowing the committee to seek outside expertise or input when appropriate. Historically, economic development representatives from both cities and other appropriate liaisons have been invited to participate when needed.

7. Discuss future airport expansion-

Sharlette Wright, Airport Manager identified three of the next major items in the airport master plan and used them to begin a broader discussion of future development:

- Hangar development, including T-hangars, executive hangars, and the box-hangar project already underway.
- Terminal-area expansion to provide additional office/operational space and support future growth, including additional parking.

- A 500-foot runway extension that would increase the runway length to approximately 7,000 feet, together with a taxiway extension. Staff stated that the project would also require acquisition of roughly 15 acres to protect the runway protection zone, with the extension occurring to the north.

The Board discussed how the future runway-extension area would relate to the drainage project. Staff explained that the current drainage project focuses primarily on existing infield and erosion issues, while drainage and environmental considerations associated with a future runway extension would be addressed as part of that later project.

Members asked what operational benefit an additional 500 feet of runway would provide. The discussion centered on accommodating larger and heavier aircraft, increasing fuel sales, supporting additional maintenance and aviation business activity, and allowing aircraft to depart with greater fuel and payload. Members also noted that attracting larger aircraft would require sufficient hangar space so transient business aircraft could remain overnight and purchase fuel locally instead of dropping off passengers and repositioning them to another airport.

A substantial portion of the discussion focused on whether the terminal-area project should simply expand the existing terminal or whether the airport should consider a new terminal/hangar development in another location. Several members described the existing terminal as dated and questioned whether major renovation dollars would be better invested in a new facility. Concepts discussed included a new terminal with office and pilot-lounge space, larger corporate-jet hangars, potential charter or maintenance uses, and space that could support a future control tower. Under such a concept, portions of the existing terminal could potentially be repurposed for other aviation business or maintenance uses.

The Board discussed the possibility of issuing a request for proposals (RFP) for private development in the terminal/hangar area and allowing proposers to present their highest and best use of the property. Members stated that the RFP should clearly identify the core elements the airport needs while leaving room for qualified developers to propose an economically viable combination of hangar, terminal, office, maintenance, charter, or related aviation uses. The Board also discussed the importance of using a fair development process consistent with the airport's FAA obligations and of attracting private/corporate partners that can invest in airport facilities.

The Board asked the Economic Development Committee to help refine the desired use of the property and the elements that should be included in a future development opportunity. Staff indicated that once the Board and committee define the desired concept, city staff can help develop and distribute an RFP and Board members can assist by sharing the opportunity with aviation-industry contacts. The committee also discussed using outside business-development contacts and potential corporate users to help generate interest.

The runway extension was described as a longer-term master-plan item, generally shown around 2035. Board members emphasized that the approximately 15 acres needed for the runway protection zone may be more practical to acquire before the project reaches construction, while the property is still available and potentially less expensive. Members expressed concern about waiting until future growth makes the acquisition more difficult.

The Board also discussed runway pavement strength in addition to runway length. Members noted that larger business jets can approach or exceed the current pavement loading threshold and that simply extending the runway may not address all future aircraft needs. This led to a

broader long-range discussion about eventually strengthening runway pavement and potentially planning for a parallel runway so the airport would have operating capacity when the existing runway requires major rehabilitation. Members noted that future runway work could otherwise significantly limit airport operations.

Members stressed the importance of long-range land planning, early property acquisition, and identifying future acreage needs before surrounding development limits the airport's options. The discussion also addressed the role of corporate partners, aviation businesses, letters of support, and elected officials in strengthening future state and federal grant requests and demonstrating demand for airport improvements.

The Chair summarized that the hangar project now underway is bringing several related long-term needs to the forefront, including terminal development, additional hangars, parking, security, runway capacity, property acquisition, and future runway planning. The Board agreed that the Economic Development Committee should refocus on these issues and help bring recommendations back to the Board.

To remain compliant with Open Meetings Act requirements, members were reminded that committee discussions must not create a quorum or be conducted through serial communications. Board members who are not on the committee were asked to send ideas and information to airport staff, who can then provide that information to the committee. Staff requested that input be sent by email so it can be tracked and shared appropriately.

8. Adjourn-

Action:

Kevin Griffin moved to adjourn at 4:46 pm. Motion was seconded by Anne Marie and carried unanimously (6-0).

Respectfully submitted,

Cindy Cashion

Administrative Coordinator