

**AGENDA  
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 Thursday, November 14, 2024, at 4:00 pm

Members:                    Alex Smith, Chair  
                                 Morgan Whitehead, Vice Chair  
                                 Nanette Paghi  
                                 Jennifer Chelwick  
                                 Kevin Griffin  
                                 Ryan Anderson  
                                 Pete Setian

1.        Call to Order
2.        Invocation
3.        **Public Comments:** *Persons may address the Mid-Way Regional Airport Joint Airport Board on any issues. This is the appropriate time for citizens to address the Board on any concern whether on this agenda or not. In accordance with the State of Texas Open Meetings Act, the Board may not comment or deliberate such statements during this period, except as authorized by Section 551.042, Texas Government Code.*
4.        **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 October 10, 2024
  - b.    Financial Report – Period Ending October, 2024
  - c.    Operations Report – October, 2024
  - d.    FBO Report on Fuel Sales – October, 2024
5.        FY25 Budget Presentation by Chad Tustison, Finance Director
6.        Discuss Monthly Projects Report – October, 2024
7.        Hangar Inspection Follow Up
8.        Consider Revisions to the Airport Rules and Regulations
9.        Consider Amendments to the Mid-Way Regional Airport Joint Airport Board Meeting Rules
10.      Discuss Hertz Car Rental at Mid-Way
11.      Appointment of Board Committees: Economic Development, Event/Public Relations and Finance
12.      Adjourn

**As authorized by Section 551.071(2) of the Texas Government Code, the Board may convene into Closed Executive session for the purpose of seeking confidential legal advice from the Board's Attorney on any agenda item listed herein.**

The Airport Board packet is available for viewing by going to the Airport's website.  
[www.mid-wayregional.com](http://www.mid-wayregional.com)

This meeting location is wheelchair-accessible. Parking for mobility impaired persons is available. Any request for sign interpretive services must be made forty-eight hours ahead of the meeting. To make arrangements, call the City Secretary at 469-309-4006 or (TDD) 1-800-RELAY TX

**Notice of Potential Quorum**  
***One or more members of the Waxahachie City Council and/or Midlothian City Council may be present at this meeting. No action will be taken by the City Council at this meeting.***

(4a)

## MID-WAY REGIONAL AIRPORT JOINT AIRPORT BOARD MINUTES

A regular meeting of the Mid-Way Regional Airport Joint Airport Board was held on Thursday, October 10, 2024, at 4:00 p.m., in the Upstairs Common Area of Mid-Way Regional Airport, 131 Airport Dr., Midlothian, Texas.

**Members Present:** Alex Smith, Chair  
Morgan Whitehead, Vice Chair  
Nanette Paghi  
Jennifer Chelwick  
Kevin Griffin  
Ryan Anderson  
Pete Setian

**Others Present:** Sharlette Wright, Airport Manager  
Tammy Bowen, Airport Operations Assistant  
Dale Sigler, Director of Administrative Services, City of Waxahachie  
Ross Weaver, Council Representative, City of Midlothian  
Joseph Shaefer, Analyst, Midlothian Economic Development

**Call to Order:** Chair Alex Smith called the meeting to order.

**Invocation:** Mr. Ryan Anderson gave the invocation.

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

### **CONSENT AGENDA:**

- Minutes of Meeting Scheduled August 8, 2024
- Financial Report – Period Ending September, 2024
- Operations Report – August and September, 2024
- FBO Report on Fuel Sales – August and September, 2024

**Ms. Jennifer Chelwick moved to approve the Consent Agenda as presented;** second by Mr. Kevin Griffin. **All Ayes.**

### **REGULAR AGENDA:**

**Presentation on the process for Airport Appraisals:** Mr. Win Perkins, Owner of Airport & Aviation Appraisals, explained his process for appraising Airports. He collects market data from similar types of properties. He looks at the Airport's environment value as well as the value of the hangars themselves. Mr. Perkins shared that if he can get measurements for the box hangars on the north end from Ms. Wright by Monday morning he will be able to get the information to her by Friday. The Board asked for the reason for getting the market assessment. Mr. Dale Sigler explained that the Cities are trying to find out if the rates are where they need to be.

**Presentation by KSA Engineers on the Airport Master Plan:** Ms. Elizabeth Burgess and Mr. Logan Hutto, Aviation Planners from KSA, gave a brief overview and answered questions on the Airport Master Plan. The purpose of the Airport Master Plan is to look twenty years into the future to try to figure out where Mid-Way Airport will be then, where we are at now and where we go. The planning provides feasibility and the demand provides justification. There is a link on the Airport's website for a full review of the Master Plan.

**Presentation by Steven Smith for Aviator Academy of Texas:** This item was tabled.

The Board asked that the following items be placed on the next agenda.

- Final Report on FY 2025 Budget
- Appoint Committees
- Election of Officers
- Discuss Board Meeting Schedule
- Discuss Hertz Local Edition at Mid-Way
- Follow-up on Hangar Inspections

(4a)

Monthly Projects Report – September 2024: Ms. Sharlette Wright gave a brief overview and answered questions on the projects report for July 2024.

- Airport Runway Rehab Design – 90% of the plan set has been completed and undergoing initial review with TxDOT. Lochner will be scheduling final design meetings with each Airport. Currently the bid posting is scheduled for December 11, 2024 and will be awarded January 22, 2025.
- Hangar Development – We are currently working through the DRC process and waiting on the updated plans.
- Roof Coating – The bid specifications have gone to purchasing for review and posting for installation of elastomeric roof seal coating to the Terminal building and hangar.
- Self-Serve Tank – The self-service fuel tank was rusting and in need of painting and new placards. The project has been completed.

Adjournment: There being no further business,

Mr. Kevin Griffin moved to adjourn; second by Mr. Ryan Anderson. All Ayes.

Respectfully submitted, Ms. Tammy Bowen, Airport Operations Assistant

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City of Waxahachie, TX

# Budget Report Account Summary

For Fiscal: FY 2025 Period Ending: 10/31/2024

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 530 - MID-WAY REGIONAL AIRPORT</b>							
<b>Revenue</b>							
<u>530-43200</u>	Grant Reimb-Operating	253,747.00	253,747.00	0.00	0.00	0.00	-253,747.00 0.00 %
<u>530-47300</u>	Airport-Fuel Flowage Fees	32,000.00	32,000.00	2,990.70	2,990.70	0.00	-29,009.30 9.35 %
<u>530-47350</u>	Renter Utility Payments	5,500.00	5,500.00	318.76	318.76	0.00	-5,181.24 5.80 %
<u>530-47502</u>	Interest From Cash Pool	15,000.00	15,000.00	2,830.94	2,830.94	0.00	-12,169.06 18.87 %
<u>530-47607</u>	Facility Rental	2,000.00	2,000.00	360.00	360.00	0.00	-1,640.00 18.00 %
<u>530-47612</u>	Rent-Airport Commercial Leasing	29,000.00	29,000.00	2,523.00	2,523.00	0.00	-26,477.00 8.70 %
<u>530-47613</u>	Rent-Airport Land Options	5,000.00	5,000.00	120.00	120.00	0.00	-4,880.00 2.40 %
<u>530-47614</u>	Rent-Airport T-Hangars	307,000.00	307,000.00	25,722.00	25,722.00	0.00	-281,278.00 8.38 %
<u>530-47615</u>	Rent-Aircraft Parking	4,500.00	4,500.00	463.75	463.75	0.00	-4,036.25 10.31 %
<u>530-47616</u>	Rent-Airport Box Hangars	78,000.00	78,000.00	6,754.00	6,754.00	0.00	-71,246.00 8.66 %
<u>530-47618</u>	Rent-Airport-Corporate Hangars	103,000.00	103,000.00	9,052.00	9,052.00	0.00	-93,948.00 8.79 %
<u>530-49650</u>	Miscellaneous Revenue	0.00	0.00	25.00	25.00	0.00	25.00 0.00 %
<u>530-49655</u>	Miscellaneous Revenues-Late Fees	0.00	0.00	40.00	40.00	0.00	40.00 0.00 %
	<b>Revenue Total:</b>	<b>834,747.00</b>	<b>834,747.00</b>	<b>51,200.15</b>	<b>51,200.15</b>	<b>0.00</b>	<b>-783,546.85 6.13%</b>
<b>Expense</b>							
<u>530-199-51100</u>	Salaries	259,820.00	259,820.00	19,523.59	19,523.59	0.00	240,296.41 7.51 %
<u>530-199-51400</u>	Seasonal/Temporary Salary	15,270.00	15,270.00	0.00	0.00	0.00	15,270.00 0.00 %
<u>530-199-51500</u>	Salaries-Overtime	1,568.00	1,568.00	51.64	51.64	0.00	1,516.36 3.29 %
<u>530-199-52100</u>	Longevity	2,880.00	2,880.00	240.00	240.00	0.00	2,640.00 8.33 %
<u>530-199-52200</u>	Retirement-FICA	20,410.00	20,410.00	1,421.63	1,421.63	0.00	18,988.37 6.97 %
<u>530-199-52400</u>	Life & Health Insurance	26,580.00	26,580.00	3,897.73	3,897.73	0.00	22,682.27 14.66 %
<u>530-199-52501</u>	Retirement Plan Contribution-TMRS	45,650.00	45,650.00	3,370.58	3,370.58	0.00	42,279.42 7.38 %
<u>530-199-52600</u>	Workers' Compensation	5,380.00	5,380.00	373.26	373.26	0.00	5,006.74 6.94 %
<u>530-199-53200</u>	Professional Services	4,000.00	4,000.00	7,238.00	7,238.00	-7,238.00	4,000.00 0.00 %
<u>530-199-53201</u>	Training	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00 0.00 %
<u>530-199-53310</u>	Bank Service Charges	13,511.00	13,511.00	1,096.30	1,096.30	0.00	12,414.70 8.11 %
<u>530-199-54101</u>	Utilities - Water	9,172.00	9,172.00	0.00	0.00	0.00	9,172.00 0.00 %
<u>530-199-54210</u>	Refuse Services	1,461.00	1,461.00	0.00	0.00	0.00	1,461.00 0.00 %
<u>530-199-54310</u>	Maintenance, Building (Upkeep)	126,373.00	126,373.00	3,900.00	3,900.00	6,202.22	116,270.78 7.99 %
<u>530-199-54320</u>	Maintenance, Improvements	16,560.00	16,560.00	0.00	0.00	0.00	16,560.00 0.00 %
<u>530-199-54330</u>	Maintenance, Purchased Equipment	5,138.00	5,138.00	0.00	0.00	0.00	5,138.00 0.00 %
<u>530-199-54340</u>	Maintenance, Vehicle	360.00	360.00	0.00	0.00	0.00	360.00 0.00 %
<u>530-199-54350</u>	Maintenance, Other City Property	35,499.00	35,499.00	0.00	0.00	0.00	35,499.00 0.00 %

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Budget Report

For Fiscal: FY 2025 Period Ending: 10/31/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
<u>530-199-54395</u>	Maintenance, Contingency	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00 %
<u>530-199-54400</u>	Vehicle Lease	3,079.00	3,079.00	256.62	256.62	0.00	2,822.38	8.33 %
<u>530-199-54410</u>	Facilities Rental-Land & Bldgs	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00 %
<u>530-199-54430</u>	Uniform/Janitorial Supply Rental	800.00	800.00	0.00	0.00	0.00	800.00	0.00 %
<u>530-199-55100</u>	Insurance & Bonds	35,313.00	35,313.00	38,209.20	38,209.20	0.00	-2,896.20	108.20 %
<u>530-199-55150</u>	Phones, Pagers, Internet, Cable	1,262.00	1,262.00	0.00	0.00	0.00	1,262.00	0.00 %
<u>530-199-55200</u>	Postage	75.00	75.00	0.00	0.00	0.00	75.00	0.00 %
<u>530-199-55260</u>	Advertising & Promotions	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
<u>530-199-55270</u>	Special Events	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00 %
<u>530-199-55350</u>	Travel (Mileage Meals Lodging)	2,700.00	2,700.00	0.00	0.00	0.00	2,700.00	0.00 %
<u>530-199-55400</u>	Memberships/License/Cert Renewal	940.00	940.00	0.00	0.00	0.00	940.00	0.00 %
<u>530-199-55420</u>	Publications/Subscriptions	1,080.00	1,080.00	0.00	0.00	0.00	1,080.00	0.00 %
<u>530-199-55450</u>	Board & Local Meetings	100.00	100.00	0.00	0.00	0.00	100.00	0.00 %
<u>530-199-55800</u>	State/EPA Permit Fees	400.00	400.00	0.00	0.00	0.00	400.00	0.00 %
<u>530-199-56100</u>	Supplies & Equipment	6,200.00	6,200.00	0.00	0.00	0.00	6,200.00	0.00 %
<u>530-199-56101</u>	Supplies & Equip-Chem/Janitorial/Lab/Medical/Tool	300.00	300.00	0.00	0.00	0.00	300.00	0.00 %
<u>530-199-56103</u>	Supplies & Equip-Motor Vehicle Parts & Equipment	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00 %
<u>530-199-56104</u>	Supplies & Equip-Computers & Accessories	500.00	500.00	0.00	0.00	0.00	500.00	0.00 %
<u>530-199-56202</u>	Gasoline & Oil for Vehicle/Equip	3,115.00	3,115.00	85.91	85.91	0.00	3,029.09	2.76 %
<u>530-199-56204</u>	Electricity	22,954.00	22,954.00	589.27	589.27	0.00	22,364.73	2.57 %
<u>530-199-57400</u>	Improvements Other Than Bldgs	273,467.00	273,467.00	0.00	0.00	0.00	273,467.00	0.00 %
	<b>Expense Total:</b>	<b>966,117.00</b>	<b>966,117.00</b>	<b>80,253.73</b>	<b>80,253.73</b>	<b>-1,035.78</b>	<b>886,899.05</b>	<b>8.20%</b>
	<b>Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):</b>	<b>-131,370.00</b>	<b>-131,370.00</b>	<b>-29,053.58</b>	<b>-29,053.58</b>	<b>1,035.78</b>	<b>103,352.20</b>	<b>21.33%</b>
	<b>Report Surplus (Deficit):</b>	<b>-131,370.00</b>	<b>-131,370.00</b>	<b>-29,053.58</b>	<b>-29,053.58</b>	<b>1,035.78</b>	<b>103,352.20</b>	<b>21.33%</b>

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Budget Report

For Fiscal: FY 2025 Period Ending: 10/31/2024

Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 530 - MID-WAY REGIONAL AIRPORT</b>							
Revenue	834,747.00	834,747.00	51,200.15	51,200.15	0.00	-783,546.85	6.13%
Expense	966,117.00	966,117.00	80,253.73	80,253.73	-1,035.78	886,899.05	8.20%
<b>Fund: 530 - MID-WAY REGIONAL AIRPORT Surplus (Deficit):</b>	<b>-131,370.00</b>	<b>-131,370.00</b>	<b>-29,053.58</b>	<b>-29,053.58</b>	<b>1,035.78</b>	<b>103,352.20</b>	<b>21.33%</b>
<b>Report Surplus (Deficit):</b>	<b>-131,370.00</b>	<b>-131,370.00</b>	<b>-29,053.58</b>	<b>-29,053.58</b>	<b>1,035.78</b>	<b>103,352.20</b>	<b>21.33%</b>

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**Fund Summary**

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)
530 - MID-WAY REGIONAL AIRPC	-131,370.00	-131,370.00	-29,053.58	-29,053.58	1,035.78	103,352.20
Report Surplus (Deficit):	-131,370.00	-131,370.00	-29,053.58	-29,053.58	1,035.78	103,352.20

(4c)

# JWY Operations Summary 10/1/2024 - 10/31/2024



## Aircraft Counts

Based Aircraft Operations:	113
Itinerant Aircraft Operations:	2387

## Operations Per Year

Year	Total
2024	71036
2023	72959
2022	4726

## Operations Per Month

Month	Total
November 2024	3
October 2024	8413
September 2024	7346
August 2024	9709
July 2024	7864
June 2024	8163
May 2024	5778
April 2024	5635
March 2024	6855
February 2024	6748
January 2024	4522
December 2023	6256
November 2023	6005
October 2023	5757
September 2023	6746
August 2023	8153
July 2023	8361



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June 2023	5595
May 2023	7614
April 2023	5264
March 2023	5116
February 2023	4300
January 2023	3792
December 2022	3244

### Operations by Category

Category	2020	2021	2022	2023	2024
Air Taxi	0	0	120	1510	1650
Local GA	0	0	416	7663	8186
Itinerant GA	0	0	4190	63780	61186
Itinerant Military	0	0	0	6	0

### Top Manufacturers & Models

Manufacturer	Model	Total
CESSNA	C172	3625
PIPER	P28A	806
TEXTRON AVIATION INC	B06T	714
CESSNA	C182	325
PIPER AIRCRAFT INC	P28A	276
UNKNOWN	C172	204
PIPER	PA34	142
PIPER AIRCRAFT INC	PA44	136
UNKNOWN		130
CESSNA	C172	116
COSTRUZIONI AERONAUTICHE TECNA	ECHO	114
TEXTRON AVIATION INC	C172	96
PIPER	PA32	94
GRUMMAN AMERICAN AVN. CORP.	AA5	92

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ROBINSON HELICOPTER COMPANY	R44	86
BELL HELICOPTER TEXTRON CANADA	B407	84
PIPER AIRCRAFT INC	P28A	82
PIPER	PA44	78
PIPER	P28A	63
TEXTRON AVIATION INC	C172	60
CESSNA	C177	54
VASHON AIRCRAFT	RR7	38
CESSNA	C150	36
DE DOMINICIS ALEX	RV7	36
PIPER	PA44	32
CESSNA	C152	30
NORTH AMERICAN	T28	28
CIRRUS DESIGN CORP	SR22	26
AIRBUS HELICOPTERS INC	AS50	24
JOHN A DRUMMOND	GYRO	23
BEECH	T34P	22
DE DOMINICIS ALEX	RV7A	22
PIPER	P28R	22
CESSNA	C310	21
BEECH	BE35	20
FRED WILLIAMS	CH75	20
METAL FEATHERS INC/MAGEE JD	RV7	20
NORTH AMERICAN	T6	20
WILDWOOD AVIATION INC	L18	20
BELL	B407	19
NORTH AMERICAN	AT6T	19
AERO COMMANDER	AC50	18
BEECH	BE33	18
BEECH	BE36	18
LEARJET INC	LJ60	17

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PIPER	PA22	16
MOONEY	MO20	15
CESSNA	C10T	14
CESSNA	C210	14
DIAMOND AIRCRAFT IND GMBH	DA42	14

### Aircraft Approach Category & Design Group

Category & Group	Total
A-I	7752
A-II	32
A-III	12
B-I	90
B-II	66
C-I	31
C-II	7
D-I	82
D-III	2
UNK	405

### Aircraft Type

Type	Total
Helicopter	295
Jet	78
Multi-Prop	512
Narrow	18
Regional	6
Single-Prop	7382
Unknown	122

### Engine Type

Type	Total
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4 Cycle	1144
Reciprocating	5684
Turbo-fan	88
Turbo-jet	2
Turbo-prop	60
Turbo-shaft	156
Unknown	1279

Airline Code	
Code	Total
CAP	10
CSJ	2
EDG	2
GA	6742
UNKNOWN	1657

MotionInfo  
PO Box 612, Orleans MA 02653

+1 (401) 247-7780  
[support@motioninfo.com](mailto:support@motioninfo.com)

(4c)

## Monthly Operations Annual Comparison

	2023 Itinerant	2024 Itinerant	Percent Change	2023 Base	2024 Base	Percent Change
Jan	3453	4212	22%	340	310	-9%
Feb	4028	6405	59%	272	343	26%
Mar	4743	6433	36%	372	422	13%
Apr	4881	5391	10%	383	244	-36%
May	7148	5549	-22%	466	229	-51%
Jun	5209	7858	51%	386	305	-21%
Jul	7851	7538	-4%	510	326	-36%
Aug	7780	9303	20%	373	406	9%
Sep	6369	7038	11%	377	308	-18%
Oct	5398	8087	50%	359	326	-9%
Nov	5640		-100%	365		-100%
Dec	5748		-100%	508		-100%
	68,248	67,814		4,711	3,219	



# SOUTHERN STAR AVIATION

**SEPTEMBER FBO REPORT** November 8, 2024

**FUEL SALES: (Totals for October 2024)**

AVGAS (Truck): 3513 gallons

AVGAS (Self-Serve): 1605 gallons

JET-A (Truck): 17,969 gallons

JET-A (Government): 0 gallons

TOTAL GALLONS OF FUEL FOR SEPTEMBER 2024 –23,087 gallons (Note: Fuel totals may change slightly with final reports).

October was a good month for fuel sales. Airborne was a big contributor with a lot of flying taking place, as well as numerous large corporate jets.

As we move into November and finally cooler weather, we should see an increase in recreational flying.

All the staff from Southern Star Aviation and Nova Avionics wish you all a Happy Thanksgiving.

Sincerely,

Ken Lantz

Southern Star Aviation/NOVA Avionics





(4d)  
 P.O. BOX 799  
 Lindale, TX 75771  
 1-888-MAV-TANK

BILL OF LADING NO. 1601116  
 UNIT NO. 015/1003  
 LOAD NO. 934114  
 CUSTOMER PO. 717833

Date: 10/24/24  
 Shipper/Bill To: Titan Aviation Fuels

Shipping Origin: Valero  
 Magellan  
 Dallas, TX

Destination/Consignee: Southern Star Aviation  
 131 Airport Dr.  
 Midlothian, TX 76065

Terminal: Arrive: 04:15  
 Depart: 05:00  
 Customer: Arrive: 05:45  
 Depart: 07:45

HM(X)	UN	Product Description	CL	PG	Gross	Net
	1863	Jet A - Fuel, Aviation, Turbine	3	III		
X	1863	Jet A w/ Additive - Fuel, Aviation, Turbine	3	III	80001	7925
	1863	JAA - Fuel, Aviation, Turbine	3	III		
	1203	Aviation Gasoline 100 LL	3	II		

Customer Notes:

Pump  
Split

Call CHEMTREC Emergency Number 800-424-9300 For Spills, Leak, Fire, Exposure or Accident - A#: CCN1014388

FSII Calculations	QC Unloading
Amount End: 24241.62	Batch Gravity: 44.6
Amount Start: 24231.68	Observed Gravity:
Total added: 9.94 gal.	Observed Temp:
Volume % 0.124%	Converted:
Total additive / Gross Jet X 100 = 0.10% - 0.15%	Driver: 10/24/24 0630
Received by: [Signature]	[Signature]

**Monthly Airport Operations and Projects Report October 2024**  
**Attachment A - Airport Projects**

Project Name	Description	Status	Funding
Roof Coating	The installation of elastomeric roof seal coating to the Terminal Building and hangar.	The RFP is posted and the bid opening is set for November 19th.	RAMP Grant
Self-Service Fuel Expansion	Request for Proposals for the design of a 15,000 gallon self-service fuel island.	Writing RFP for engineering and design.	2022 ARPA Funds

(6)



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# ***MID-WAY REGIONAL AIRPORT***

## **AIRPORT RULES AND REGULATIONS**

Revised: XXXXXXXXX

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## **SECTION 1. AIRPORT OWNERSHIP, PURPOSE AND ADOPTION**

1. The Mid-Way Regional Airport is jointly owned by the City of Midlothian and the City of Waxahachie.
2. The Rules and Regulations published herein have been established in the public's interest for the safe and efficient operation of the Mid-Way Regional Airport.
3. The Cities, by Joint Airport Agreement, effective April 20, 1992 appointed the Mid-Way Airport Board (formerly the Midlothian/Waxahachie Municipal Airport Joint Airport Board) to operate and develop the Airport, and did grant the Board and the Airport Manager the power to enforce these Airport Rules and Regulations.
4. These Rules and Regulations were approved by the Midlothian/Waxahachie Municipal Airport Joint Airport Board on August 27, 1992; and approved by the City Council of Waxahachie by ordinance on September 8, 1992, to become effective September 15, 1992.
5. The Mid-Way Airport Board amended these Rules and Regulations and they were approved by the City Council of Waxahachie on October 19, 2009 and by the City of Midlothian on November 10, 2009.
6. The Mid-Way Airport Board amended these Rules and Regulations and they were approved by the City Council of Waxahachie on March 2, 2020 and by the City of Midlothian on March 10, 2020.
7. The Mid-Way Airport Board amended these Rules and Regulations and they were approved by the City Council of Waxahachie on XXXX and by the City of Midlothian on XXXX.
8. The Mid-Way Airport Board recommended these amended Rules and Regulations and they were approved by the City Council of Waxahachie on XXXXX and by the City of Midlothian on XXXXX.

## **SECTION 2. DEFINITIONS**

**Aircraft** - Any weight-carrying structure for navigation in the air and which obtains support by the dynamic reaction of the air to any obstruction connected with the structure. Gliders or ultralights, either powered or unpowered, will be considered aircraft.

**Airport** - All of the land, improvements, facilities and development within the boundaries of the Mid-Way Regional Airport, hereinafter referred to as the "Airport".

**Airport Board** - The Mid-Way Airport Joint Airport Board, hereinafter referred to as the "Board".

**Cities** - The City of Midlothian and the City of Waxahachie are joint owners of the Airport and shall hereinafter be referred to as the "Cities" or "City Councils".

**Person** - Any individual, firm, partnership, corporation, association or company (including any

assignee, receiver, trustee or similar representative thereof) or the United States of America or any foreign government or any state or political subdivision thereof.

### **SECTION 3. USE OF AIRPORT RESTRICTED**

No person shall use the Airport for any commercial activity, unless approved by the Cities.

### **SECTION 4. GENERAL RULES AND REGULATIONS**

The following rules and regulations shall be observed in the use and operation of the Airport:

#### **Rule 1. Safeguard of Persons and Property**

The Airport Manager shall at all times have the authority to take necessary and legal actions to safeguard any person, aircraft, equipment or property at the Airport.

#### **Rule 2. Lease of Airport Property**

- a) The Cities, upon a recommendation of the Board, may lease property within the Airport for the construction of hangars, buildings, aprons, taxiways, auto parking lots, and other facilities in accordance with the approved Airport Master Plan and the Airport Layout Plan.
- b) No Airport property along the flight line, taxiways or apron shall be leased for non-aeronautical purposes unless such property is extraneous to Airport needs, or the non-aeronautical use is to support aeronautical activities such as rental cars, vending machines, and other services.
- c) Proposals for first time lease of Airport lands for any purpose, and proposals for lease of any part of the Airport for non-aeronautical use will be entered into only after a recommendation is made by the Board and approval of the City Councils.
- d) The Cities may enter into contracts, leases and other arrangements with any person granting the privileges of using the Airport or designated portions thereof or space therein for commercial aeronautical purposes following the procedures, terms, conditions and requirements in the Minimum Standards of Mid-Way Regional Airport, and subject to all statutory legal requirements and restrictions applicable to the two Cities.
- e) The Cities shall fix the charges, rentals or fees for use of the Airport land, facilities or services.

#### **Rule 3. Lien for Charges**

To enforce the payment of any charge made for repair, improvements, storage or care of any personal property, made or furnished by the Cities or agents, in connection with the operation of the Airport, the Cities shall have a lien upon such personal property, which shall be enforceable as provided by law. The Airport Manager may retain possession of such personal property until all reasonable, customary and usual compensation shall have been paid in full.

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**Rule 4. Unauthorized Signs, Equipment and Buildings**

No signs, non-aeronautical equipment, portable buildings, trailers of any type or house trailers may be erected, moved in or installed on the Airport property except as may be specifically authorized by the Airport Manager in writing. Any violation can result in termination of a lease or request to be towed and subject to Municipal Court. Any authorized trailer parked on the airport will pay monthly fee set by The Cities.

**Rule 5. Damage to Airport**

Any person causing damage of any kind to the Airport, whether through violation of any of these rules or through vandalism or any act of negligence, shall be liable therefore in and to said Cities.

**Rule 6. Injury to Persons**

Persons entering upon Airport grounds do so at their own risk and with no liability incurring to the Cities for any injury or damage to person or property. Further, any person desiring to use the Airport shall observe and obey all laws, resolutions, orders, and Rules and Regulations promulgated and enforced by the Cities, Airport Manager or by any other authority having jurisdiction over the conduct and operation at the Airport.

**Rule 7. Access From Off Airport Property**

**Through-the-Fence Operations Prohibited** – No private individual, partnership, FBO, company, or corporation shall be permitted direct ground access to the Airport by their aircraft, customers' aircraft, or private vehicle from property adjacent to or in the immediate vicinity of the Airport. Furthermore, no private individual, partnership, company, corporate, or customers' aircraft or vehicle shall be permitted direct ground access to property from the Airport – a practice commonly known as a "through-the-fence operation."

**Rules 8-12. Reserved**

**SECTION 5. AIRCRAFT AND AIRCRAFT OPERATIONS**

**Rule 13. Federal Air Traffic Rules**

Federal Aviation Regulations of the Federal Aviation Administration for aircraft operated anywhere in the United States, and presently or hereafter effective, are hereby referred to, adopted and made a part hereof as though fully set forth and incorporated herein.

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#### **Rule 14. Authority to Suspend Operations**

The Airport Manager may suspend or restrict any or all Airport operations whenever such action is deemed necessary in the interest of safety.

#### **Rule 15. Registration**

**Registration** – Each person owning an aircraft based at the Airport, or any person based and receiving flight instruction toward an FAA rating at the Airport or any aircraft that is transported to the airport with authorization per visit by Airport Manager to operate on the airport (daily basis) shall register at the office of the Airport Manager their name, address, telephone number, aircraft model, aircraft registration “N” number, and the name, address, and telephone number of their next of kin or person to be notified in case of an accident or emergency.

#### **Rule 16. Registered Aircraft/Licensed Pilots**

**Licensed Pilots** – Only aircraft with current and correct FAA Certificates of Registration and Airworthiness and persons holding valid and current airman and medical certificates issued by the FAA, for those flight operations requiring medical certificates, shall be authorized to operate aircraft upon the Airport except as provided in this ordinance / order. This limitation shall not apply to students-in-training under licensed instructors or to public aircraft of the Federal government or of a State, Territory, or political subdivision thereof, or to aircraft licensed by a foreign government with which the United States has a reciprocal agreement covering the operation of such licensed aircraft. Use of the Airport by ultralight aircraft (FAR 103) and light sport aircraft in the weight shift control and powered parachute class shall be subject to approval by the Airport Manager and shall be in accordance with FAA Order 5190.6 (latest change) and appropriate FARs Part 61 and 103 and any other rules established by the City.

#### **Rule 17. Intoxicants and Narcotics Prohibited**

No person under the influence of an intoxicant or narcotic shall operate any aircraft at or over the Airport.

#### **Rule 18. Foreign Objects**

No foreign objects, including bottles, cans, scrap or any object that may cause damage to an aircraft shall be left upon the floor of any building or upon any part of the surface area of the Airport.

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### **Rule 19. Fueling of Aircraft**

- a) Aircraft shall not be fueled while the engine is running or while in a hangar or other enclosed place, except that agricultural spray aircraft and traffic or law enforcement of emergency helicopters on a fast- turn-around may be fueled and or loaded with chemicals with the aircraft engine idling if the Airport Manager has provided written authority to the operator and if the wheels are chocked and there are at least two (2) 20lb portable fire extinguishers within 50 feet and a qualified ground crew member is present during the fueling operation.
- b) All aircraft will be positively grounded when being serviced with fuel. Aircraft being serviced by a fuel truck will be grounded to the fuel truck.
- c) All aircraft shall be fueled clear of all hangars and other buildings.
- d) All aircraft fueling, fuel equipment, and procedures will be in accordance with Manual 407 – “Standard for Aircraft Fuel Servicing, (or as revised) published by the National Fire Protection Association.
- e) Persons or aviation businesses wishing to supply and dispense aviation fuel for their private use must first obtain a recommendation from the Board under the "Minimum Standards for Commercial Aeronautical Activities, Mid-Way Regional Airport" and subject to approval by the Cities. Private self-fueling can only be completed on aircraft owned or operated by the self-fueler.
- f) Public sale of automobile gas for use in aircraft will not be permitted on the aprons without approval of the Airport Manager. Aircraft authorized by the FAA to use automobile gas may be privately fueled by their owner only after compliance with established rules for self-fueling.
- g) Aviation or auto fuels will not be stored within hangars except as a defueling operation and as permitted by the Fire Marshal for the purpose of conducting maintenance in those hangars where maintenance is permitted. Maximum amount shall not exceed 5 gallons in safety containers.
- h) Fuel storage tanks will be registered, inspected and certified in accordance with the State laws and the Rules and Regulations of the Texas Water Commission, Fuel storage tanks will be installed in accordance with U.S. Environmental Protection Agency and Texas Water Commission Rules and Regulations.

### **Rule 20. Tiedown of Aircraft**

- a) All aircraft not hangared shall be tied down or secured at night and during inclement weather.
- b) All aircraft owners or their agents are responsible for the tiedown (and chocked if the aircraft is over 15,500 lbs.) and security of their aircraft at all times.



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### **Rule 21. Running Aircraft Engines**

- A. Aircraft not equipped with adequate brakes shall not be started until the wheels have been set with chocks attached to ropes or other suitable means of removing them.
- B. No aircraft will be left running without a qualified person at the controls.
- C. No aircraft engine shall be started or run inside any building or hangar.
- D. No engine shall be started, run up, or warmed up until and unless the aircraft is in such position that the propeller stream or jet blast will clear all buildings, other aircraft, and groups of people.

### **Rule 22. Damage to Runway Lights or Fixtures**

Any person damaging any field light or fixture by operation of an aircraft or otherwise shall immediately report such damages to the Airport Manager. Persons causing damage to runway and taxiway lights, as a result of negligent operation of an aircraft or willful acts will be liable for replacement cost of the light(s) fixtures, signage, markings or navigational aides

### **Rule 23. Parking Aircraft**

- a) Unoccupied aircraft shall not be parked or tied down on or within three hundred fifty (350) feet of the centerline of the runway; and all unhoused aircraft shall be parked in the areas designated by the Airport Manager for that purpose. Unoccupied aircraft shall not be parked or tied down within any protected area (object free area, runway safety area, etc.) as described in FAA AC 150/5300-13 (latest change).
- b) Aircraft will not be parked within fifty (50) feet of an aircraft fuel pump except when the aircraft is being fueled.
- c) Aircraft will not be parked in such a manner as to hinder the normal movement of other aircraft or traffic unless specifically authorized by the Airport Manager as an emergency measure.
- d) It is the responsibility of the pilot when leaving a parked aircraft unattended to see that the brakes are set or that the plane is properly chocked and /or tied down.

### **Rule 24. Wrecked Aircraft**

Every aircraft owner, pilot and agents, shall be responsible for notifying FAA of disabled or wrecked aircraft and for the prompt removal of disabled or wrecked aircraft from the operational areas of the Airport, under the direction of the Airport Manager.

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**Rule 25. Repairs to Aircraft**

All outside repairs shall be made at locations designated by the Airport Manager for such purpose.

**Rule 26. Taxiing Aircraft**

- a) No person shall taxi an aircraft until it has been ascertained that there will be no danger of collision with any person or object in the immediate area.
- b) Aircraft will taxi at a safe and prudent speed, and in such manner as to be at all times under the control of the pilot.
- c) Aircraft not equipped with adequate brakes will not be taxied near buildings or parked aircraft unless an attendant is at a wing of the aircraft to assist the pilot.
- d) Aircraft shall not taxi onto the runway from the ramp and taxiway area if there is an aircraft approaching to land, or on the ground in take-off position.

**Rule 27. Traffic Advisory**

All pilots are encouraged to call Mid-Way UNICOM frequency 122.975 MHz to determine the active runway and to announce their position and intentions for safe take-off and landing.

All Pilots are encouraged to receive current local field conditions from the Automated Weather Observation System (AWOS) on 119.575 before entry of the traffic pattern.

**Rule 28. Take-offs on Apron or Other Areas**

No take-offs or landings shall be made on the apron, parking ramp, infield grass or taxiway by fixed wing aircraft except by special permission of the Airport Manager.

**Rule 29. Touch and Go Landings**

Touch and go landings may be made at the discretion of the pilot. All aircraft shall be encouraged to use the UNICOM during these operations.

**Rule 30. Agricultural Spraying Operations**

Agriculture spraying operations will be conducted in accordance with procedures approved by the Airport Manager and made known to all persons conducting agricultural spraying operations. Said operations shall be conducted only on the designated Airport areas, and shall not include reckless flying or careless chemicals handling. Chemicals used in agricultural operations shall be dispersed, maintained and stored and the dispensing area cleaned, and empty chemical containers promptly disposed of or stored in accordance with the standards set by the Environmental Protection Agency, Texas Water Commission, Texas Department of Agriculture, Texas Department of Health and the Airport Manager.

A Spill Prevention, Control and Countermeasures program must be submitted to the Airport Manager prior to beginning operations.

**Rule 31. Washing of Aircraft**

Aircraft shall be washed only in areas designated for such purposes by the Airport Manager.

**Rules 32-45. Reserved**

**SECTION 6. FIRE REGULATIONS**

**Rule 46. Fire Regulations**

- a) Every person going upon or using the Airport or its facilities in any matter, shall exercise the greatest care and caution to avoid and prevent fires.
- b) Smoking or any open flames within fifty (50) feet of any aircraft, fuel truck, or fuel farm is prohibited.
- c) Compressed flammable gas shall not be kept or stored upon the Airport, except at such places as may be designated by the Airport Manager.
- d) No flammable substance shall be used in cleaning motors or other parts of an aircraft inside a hangar or other building.
- e) No one shall smoke, ignite a match or lighter in any building, ~~except in~~ offices, waiting rooms or storage buildings.
- f) Hangar entrances shall be kept clear at all times.
- g) The floors in all buildings shall be kept clean and free from oil. Volatile, flammable substances shall not be used for cleaning the floors. Each building and each individual hangar shall have fire extinguishers of the appropriate size, class, and number readily available as determined by the authority of the City having jurisdiction.

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- h) No boxes, crates, cans, bottles, paper, tall grass/weeds or other litter shall be permitted to accumulate in or about any hangar.
- i) Where aircraft fueling is performed by a fuel truck, "the fuel truck should be bonded to the aircraft and in over wing fueling, the fuel hose nozzle should be bonded to the aircraft filler pipe to assure the fuel truck and the aircraft are at the same potential. Grounding the fuel truck or the aircraft is standard procedure
- j) At least two (2) 20lb portable fire extinguishers will be available upwind of the fuel pumps within 100 feet of the fuel pumps where the open hose discharge capacity of the fuel pump is not more than 200 gallons per minute.
- k) All aviation fuel nozzles will have "Dead Man" controls which will shut off the fuel flow when the nozzle hand control is released. Automatic fuel cut off nozzles will not be permitted for fueling aircraft.
- l) The pilot and passengers will exit the aircraft and the aircraft will be unoccupied during fueling operations, except during hot refueling operations. (Refer to Rule 19).
- m) All aircraft fueling, fuel equipment, and procedures will be in accordance with Manual 407 – "Standard for Aircraft Fuel Servicing, ," (or as revised) published by the National Fire Protection Association Technical fire safety answers may be obtained from NFPA fire safety specialists by calling 1-800 344-3555 or (617) 770-3000 during normal working hours (East coast time).
- n) "Unattended aircraft fuel trucks shall not be parked inside of or closer than fifty (50) feet from a hangar, building, or aircraft. A minimum of ten (10) feet clearance shall be maintained between parked "fuel trucks."

**Rules 47-50**

**Reserved**

**SECTION 7.**

**OTHER ACTIVITIES**

**Rule 51. Restricted Areas**

- a) The Airport Manager shall have authority to designate "restricted areas".
- b) It shall be unlawful, without specific authorization from the Airport Manager, to enter or travel upon any area designated as a "restricted area".

**Rule 52. Animals**

It shall be unlawful to bring or allow any unrestrained animal onto the Airport, without the consent of the Airport Manager.

**Rule 53. Soliciting**

It shall be unlawful to solicit funds or anything of value for any purpose at the Airport unless approved by the Airport Manager.

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#### **Rule 54. Litter**

It shall be unlawful to place, discharge or deposit in any manner any litter, offal, garbage, trash, debris, junk or any refuse on the Airport except at such places and under such conditions as the Airport Manager may from time to time prescribe.

#### **Rule 55. Weapons and Explosives**

a) It shall be unlawful to carry any prohibited weapons, as defined in the Penal Code of the State of Texas, on any area of the Airport except by officers specially authorized by the state or federal law to do so or is done as a legitimate shipment of freight, or by lawful license to carry or open carry as permitted by Texas state law.

b) It shall be unlawful to bring any explosive substance, as defined in the Penal Code of the State of Texas, upon any area of the Airport without the prior approval of the Cities.

#### **Rule 56. Airborne Objects Other Than Aircraft**

It shall be unlawful to operate or release any kite, (UAS) unmanned aircraft system, balloon, model aircraft, model rocket or parachute upon or above the Airport without written permission from the Airport Manager.

#### **Rule 57. Demonstrations**

It shall be unlawful to conduct or participate in parades, marches, patrols or demonstrations on the Airport if such activity prevents or interferes with access to or egress from any Airport facility or premises or hampers or curtails the conduct of business at the Airport.

#### **Rule 58. Recreational Activities**

It is unlawful to use the Airport for the purpose of camping, picnicking, hunting, athletic games or contests, or other recreational activities. unless written permission is granted by the Airport Manager 30 days in advance of the activity.

#### **Rule 59. Alcoholic Beverages Served on Airport**

No beer, wine, or any liquors of alcoholic content may be sold, given away or consumed upon the Airport property without prior written consent, and then only in accordance with the rules & regulations determined by the Cities and in compliance with the laws of the State of Texas regulating the sale and use of alcoholic beverages. In addition, specifically, no alcoholic beverages will be served to any minor on the premises, regardless of parental consent.

Any alcohol sold must be handled through a provider that possesses an Off-Site Liquor License that gives them permission to sell alcohol in Ellis County. This license must be provided to the Airport Manager (14) days prior to the event.

All alcohol must be served by a licensed Texas Alcoholic Beverage Commissioned Bartender

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through the licensed provider or the On-Call Bartenders.

Off-duty Law Enforcement Officers must be commissioned by the Lessee/Event at (1) officer per (100) guest for any event serving alcohol on airport property or additional officers as requested by Airport Manager.

**Rule 60. Vehicular Traffic and Parking**

All vehicular traffic shall be confined to avenues of passage designated and provided for that purpose by the Airport Manager, and shall not be operated at a speed in excess of 20 (twenty) miles per hour, unless otherwise posted. All vehicles are subject to ticketing for excessive speed by both Cities at any time.

All vehicles must park in designated parking spots that is provided by the airport and or tenant businesses. Parking signage will be placed for short term and long-term parking. Tenant and employee parking signs will be assigned for special parking space reserved for their vehicles. Any violations will be subject to warning, parking tickets or subject to be towed. All violations will be handled in Municipal Court.

**SECTION 8. KNOWLEDGE OF RULES-REGULATIONS and MINIMUM STANDARDS**

By the publication of this ordinance/order as required by law, all persons will be deemed to have knowledge of its contents. The Airport Manager is directed to have copies of the ordinance/order printed and posted where appropriate. Copies will be available at all times in the Airport Manager's office, on the airport web site and copies will be furnished to owners and operators of aircraft based and all Lessees on the Airport.

**SECTION 9. CONFLICT OF RULES**

If and where there is conflict in these and the Federal Aviation Rules (FARs) the latter shall prevail.

**SECTION 10. PENALTY FOR VIOLATIONS**

The Airport Manager may terminate the lease and access to airport property of any person violating or refusing to comply with any of the rules or regulations prescribed herein. Upon notice of violation the violator will have 30 days to comply with the rules and regulations. If upon reinspection the violation has not been cured, the violator will be given notice of termination and 30 days to vacate the hangar and airport property.

Continued refusal to comply with the rules and regulations prescribed herein may result in termination of lease and removal from airport property.

**SECTION 11. SAVING CLAUSE**

Should any part of this ordinance/order be held invalid or unconstitutional, no other part shall necessarily be affected thereby.

**SECTION 12. HOLD HARMLESS**

Hold Harmless – The Cities shall not be liable to an Airport tenant’s employees, agents, servants, customers, invitees, or to any other person whomsoever, for any injury to persons or damages to property on or about the leased premises or any adjacent area owned by the City or County.

**SECTION 13. ENVIRONMENTAL**

**Rule 61. Environmental Issues and Indemnification** - Any tenant of the Airport, its agents, employees, independent contractors, or sub lessee shall not install, store, use, treat, transport or dispose of any:

- A. Asbestos in any form
- B. Urea formaldehyde foam insulation.
- C. Transformers or other equipment which contain dielectric fluid containing levels of polychlorinated biphenyls in excess of 50 parts per million; or
- D. Any other chemical, material, air pollutant, toxic pollutant, waste, or substance which is regulated as toxic or hazardous or exposure to which is prohibited, limited or regulated by the Resource Conservation Recovery Act, the Comprehensive and Environmental Response Compensation and Liability Act, the Hazardous Materials Transportation Act, the Toxic Substances Control Act, the Clean Air Act, and/or the Clean Water Act or any other federal, state, county, regional, local or other governmental authority or which, even if not so regulated, may or could pose a hazard to the health and safety of the occupants of the Leased Premises, and which is either:
  - 1. in amounts in excess of that permitted or deemed safe under applicable law;
  - 2. or in any manner which is prohibited or deemed unsafe under applicable law. (The substances referred to in (A), (B), (C) or (D) are collectively referred to hereinafter as "Hazardous Materials"); and
  - 3. Storage of any type of hazardous materials must have signage posted outside of building/hangar to provide product type, for first responders.
  - 4. Each operator shall have Materials Safety Data Sheets (MSDS) on site and be provided to the airport manager.

**Rule 62. Environmental Cleanup Laws** – An Airport tenant will, at their own expense, comply with all existing or hereafter enacted laws relating to Hazardous Materials (collectively, "Cleanup Laws") in effect at the time of the lease, and all future laws thereafter. An Airport tenant will, at their own expense, make all submissions to provide all information to, and comply with all requirements of the appropriate governmental authority (the "Authority") under the Cleanup Laws. Should any Authority require that a cleanup plan be prepared and that a cleanup be undertaken because of the

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existence of Hazardous Materials which were installed, stored, used, treated, transported, disposed of or discharged on the leased premises, by an airport tenant, its agents, employees, independent contractors or sub lessees during the term of a lease, the Airport tenant will prepare and submit the required plans and financial assurances in accordance with such Cleanup Laws. The Airport shall be indemnified and held harmless from and against all obligations, damages, injunctions, fines, penalties, demands, claims, costs, expenses, actions, liabilities, suits, proceedings and losses of whatever nature (including, without limitation, attorneys' fees and court costs), and all cleanup or removal costs and all actions of any kind arising out of or in any way connected with the installation, storage, use, treatment, transporting, disposal or discharge of Hazardous Materials in or on the leased premises by an Airport tenant.

**Rule 63. Environmental Notices** – An Airport tenant shall promptly supply the Cities with copies of any notices, correspondence and submissions made or received from any governmental authorities of the United States Environmental Protection Agency, the United States Occupational Safety and Health Administration, or any other local, state or federal authority that requires submission of any information concerning environmental matters or Hazardous Materials.

**Rule 64. Environmental Survival** – An Airport tenant's liability pursuant to any environmental issue shall survive the expiration or earlier termination of their lease.

**Rule 65. Storm Water Compliance**

A. The Airport is subject to federal storm water regulations, 40 C.F.R. Part 122 for “vehicle maintenance shops” (including vehicle rehabilitation, mechanical repairs, painting, fueling and lubrication), equipment cleaning operations and/or deicing operations that occur at the Airport as defined in these regulations and, if applicable, state storm water regulations. Each Airport tenant shall become familiar with these storm water regulations if it conducts “vehicle maintenance” or operates equipment cleaning operations and/or deicing activities as defined in the federal storm water regulations.

B. The Cities shall take steps necessary to apply for or obtain a storm water discharge permit as required by the applicable federal and/or state regulations, including the leased property occupied or operated by an Airport tenant. A storm water discharge permit issued to the City or County may name an Airport tenant as a co-permittee.

C. An Airport tenant’s close cooperation is necessary to ensure compliance with any storm water discharge permit terms and conditions, as well as to ensure safety and to minimize costs. An Airport tenant may have to implement and maintain “Best Management Practices”. to minimize the exposure of storm water (and snow melt) to “significant materials” generated, stored, handled or otherwise used as defined in the federal storm water regulations.

D. The Cities’ storm water discharge permit is incorporated by reference into each lease and any subsequent renewals.

E. The Cities will provide an Airport tenant with a written notice of those storm water discharge permit requirements that are in the City or County’s storm water permit, that a tenant will be obligated to perform from time to time, including, but not limited to:

1. certification of non-storm water discharges;
2. collection of storm water samples
3. preparation of storm water pollution prevention or similar plans



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4. implementation of “good housekeeping” measures or best management practices; and maintenance of necessary records.

Such written notice shall include applicable deadlines and an opportunity to dispute any of the storm water discharge permit requirements.

Each Airport tenant shall participate in any organized task force or other work group established to coordinate storm water activities of the Airport.

**Rule 66. Spill Prevention, Control and Countermeasures Program**

- A. Any commercial operator/person/entity that uses or stores hazardous materials on the airport such as (but not limited to) fuel, oils, lubricants, solvents or chemical applications will complete and have on file a Spill Prevention, Control and Countermeasures Program. Materials Safety Data Sheets for all hazardous materials shall be kept on site and supplied to the Airport Manager. A copy of the SPCC will be supplied to the Airport Manager. The SPCC will need to be updated every 5 years.



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## Mid-Way Regional Airport Joint Airport Board Meeting Rules

### **Purpose**

The Mid-Way Regional Airport Joint Airport Board ("Airport Board") welcomes all citizens to attend public meetings of the Airport Board. The purpose of this document is to provide guidelines for Airport Board Meetings.

### **Mid-Way Regional Airport Joint Airport Board**

The Mid-Way Regional Airport is jointly owned by the City of Waxahachie and the City of Midlothian. The Airport Board is composed of seven board members who are appointed to serve three-year terms. Each City appoints three board members. The appointment of the seventh board member rotates to each City after each term expires. The airport board sets policy for the airport including adopting rules and regulations, executing contracts, and recommending an annual operating budget. The airport manager carries out policy and administers the day-to-day operations of the airport, while the Airport Board Chair is recognized as the head of the Airport Board and has the responsibility of presiding overall all meetings of the Airport Board.

### **Board Meetings**

Meetings of the Airport board are held on the second Thursday of each month at 4:00p.m. in the Upstairs Common Area of Mid-Way Regional Airport, 131 Airport Dr. Midlothian, TX. The Airport Board, on the occasion, may call a special meeting and reserves the right to change the meeting place and date.

### **Work Session Meetings**

The Airport Board may conduct work session meetings to discuss and receive information regarding the agenda. Items that are not ready for an Airport Board vote, but which the Airport Board desires to discuss, may also be placed on the work session agenda. A minimum of two work session meetings may be held each year at a time and date designated by the Airport Board.

### **Agenda Process**

The agenda for the Mid-Way Regional Joint Airport Board Meeting will be publicly posted by both the City of Midlothian and The City of Waxahachie in accordance with Texas Open Meetings Act. The Airport Board and Administration will follow the processes and deadlines established by both cities. Board members may request an item to be placed on the meeting agenda by completing a request from with the Airport Manager. Agenda requests forms must be submitted to the Airport Manager by 5:00 p.m. on the Tuesday the week prior to the airport board meeting.

### **Addressing the Airport Board**

#### **Public Comments to the Airport Board**

Citizens may address the Airport Board on any subject at the beginning of the meeting during the Public Comments agenda item by completing a speaker form and presenting it to the Airport Board Chair. However, in accordance with the Texas Open Meetings Act, the Airport Board



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## Mid-Way Regional Airport Joint Airport Board Meeting Rules

cannot discuss issues raised or make any decisions on topics not posted as an agenda item. Issues raised may be referred to Airport staff for research and possible future action.

Each citizen presentation will be limited to three minutes. Delegations or groups are asked to select one spokesperson for the group to speak for five minutes. When addressing the Airport Board, the presentation should be thorough, concise, and complete. No additional information may be given following the presentation.

The Airport Board Chair will recognize each citizen appearing before the Airport Board. After recognition, speakers should move to the front of the room, state their name and address for the

public record. If the speaker is representing an organization or group, the group should be identified before the presentation. Presentations and discussions should be directed to the Airport Board and all questions to the Airport Board Chair.

### Meeting Agenda Items

Citizens may address the Airport Board at the discretion of the Board Chair on any individual meeting agenda item by completing a speaker form and presenting it to the Airport Board Chair prior to the beginning of the meeting. Each citizen presentation will be limited to three minutes. Delegations or groups are asked to select one spokesperson for the group to speak for five minutes. When addressing the Airport Board, the presentation should be thorough, concise, and complete. No additional information may be given following the presentation.

When an item posted on the agenda is considered by the Airport Board, staff presentations will be heard first followed by citizen presentations. The item will then go to the Airport Board for Deliberation and action. During staff presentations and Airport Board deliberation, there will be no citizen participation except to answer questions by Board Members. The Airport Board chair may grant exceptions if there is a compelling case to do so.

### **Board Meeting Protocol**

While the Airport Board is in session, the following protocol must be followed:

- All communication devices during the Airport Board meeting shall be silenced.
- All persons shall refrain from private conversations during the Airport Board Meeting.
- All persons shall refrain from speaking during the meeting unless they have completed a speaker form to address the board during public comments or individual meeting agenda items or recognized by the Airport Board Chair.
- Citizens attending Board Meetings shall observe the same rules of propriety, decorum and good conduct applicable to members of the Airport Board. Persons shall refrain from making personal, impertinent, and slanderous remarks, while addressing the Airport Board or attending the Board Meeting.