



AVIATION ADVISORY BOARD AGENDA

City of Fort Worth Meacham International Airport
201 American Concourse, Suite 330
Fort Worth TX 76106

Thursday, April 21, 2022

3:00 p.m.

BOARD MEMBER	DISTRICT
Toni Early, Chair	2
Mitchell Moses, Vice Chair	3
Marcia Cepelcha	1
Neftalí Ortiz	4
Samith Hill	5
Mike Gonzalez	6
Charles "C.B." Team	7
Howard Rattliff	8
Tom Hicks	9

- I. Call to Order**
- II. Roll Call**
- III. Consideration of Minutes for the January 27, 2022 meeting**
- IV. Action Items**

- 0401 (CD 6) Recommend that the City Council Authorize Execution of a New Hangar and Ground Lease Agreement with Jake Huffman for Lease Site 30, Formerly Known As Community Hangar 30 at City of Fort Worth Spinks Airport

The City of Fort Worth Meacham International Airport, located at 201 American Concourse, Fort Worth, Texas 76106, Suite 330, is wheelchair accessible. Persons with disabilities who plan to attend this meeting and who may need accommodations, auxiliary aids, or services such as interpreters, readers, or large print are requested to contact the City's ADA Coordinator at (817) 392-8552 or e-mail ADA@FortWorthTexas.gov at least 48 hours prior to the meeting so that appropriate arrangements can be made. If the City does not receive notification at least 48 hours prior to the meeting, the City will make a reasonable attempt to provide the necessary accommodations.

0402 (CD 6) Recommend that the City Council Authorize Execution of Amendment No. 1 to City Secretary Contract No. 42806, Ground Lease Agreement with FWS Realty LTD. for the Terminal Building and Lease Site W2 to Include Approximately 40,000 Square Feet of Ramp Space Located at City of Fort Worth Spinks Airport

V. Items for Discussion

- 1) FY2023 Proposed Budget – Ricardo Barcelo
- 2) FY2023 Proposed Capital Improvement Programs for Each Airport – Tyler Dale

VI. Announcements

- 1) The next Aviation Advisory Board meeting will be held Thursday, July 21, 2022, at Meacham International Airport starting at 3:00 p.m.

VII. Staff Reports

- | | |
|---------------------|---------------|
| 1) Meacham Airport | Aaron Barth |
| 2) Spinks Airport | Joe Hammond |
| 3) Alliance Airport | Lauren Spence |

VIII. Citizen's Presentations

Individual citizen presentations shall be limited to three minutes and group presentations shall be limited to ten minutes. The Chair, at their discretion, may reasonably extend these limits.

IX. Request for Future Agenda Items

X. Adjournment

The next regularly scheduled meeting date of this Board is scheduled for Thursday, July 21, 2022 at 3:00 p.m. Notification of the confirmed Board date will be sent by Constant Contact email. If you wish to submit an agenda item(s) for the next regularly scheduled Aviation Advisory Board meeting, please submit item(s) for consideration no later than 12 p.m. (Noon), Wednesday, July 6, 2022.

Meeting agendas are available 72 hours prior to a meeting and may be found on the City's website at <https://www.fortworthtexas.gov/calendar/boards-commission>.

SUMMARY OF MINUTES
 Aviation Advisory Board Meeting
January 27, 2022

I. Call to Order

With a quorum of the Board Members present, Chair Toni Early called the meeting of the Aviation Advisory Board to order at 3:03p.m., Thursday, January 27, 2022, at Fort Worth Meacham Airport, 201 American Concourse, Suite 306, Fort Worth, Texas 76106.

BOARD MEMBER	DISTRICT	PRESENT/ ABSENT
Marcia Cepolecha	1	P
Toni Early	2	P
Mitchell Moses	3	A
Neftali Ortiz	4	P
Samith Hill	5	P
Mike Gonzalez	6	P
Charles "C.B." Team	7	P
Howard Rattliff	8	P
Tom Hicks	9	P
CITY STAFF		
Roger Venables, Aviation Director		
Royce Hansen, Assistant City Attorney		
Aaron Barth, Assistant Aviation Director		
Joe Hammond, Assistant Aviation Director		
Ricardo Barcelo, Administrative Services Manager		
Dakota Shaw, Meacham Airport Supervisor		
Tyler Dale, Airport Project Coordinator		
Tina Stibel, Administrative Assistant		
Erin Roden, Administrative Assistant		
Lindsey Crocker, Administrative Assistant		

II. Roll Call

III. Consideration of Minutes for the November 11, 2021 Meeting

Motion: Neftali Ortiz **Second:** C. B. Team **8 Approved, 0 Opposed**

IV. Action Items

- 0101 (CD 7) Recommend the City Council Authorize the Application for and Acceptance of the Fiscal Year 2022 Airport Entitlement Grant, if Awarded, from the Federal Aviation Administration, in an Amount Up to \$2,500,000.00 for Airport Lighting, Joint and Pavement Improvements, Runway Safety Area Mitigation, Pavement Management Report, and the Extension of Taxiway Papa at City of Fort Worth Alliance Airport, Authorize the Use of Land Credits or Cash Match for the City's Match, in an Amount Up to \$277,778.00, and Adopt Appropriation Ordinance
Motion: Tom Hicks **Second:** Marcia Cepolecha **8 Approved, 0 Opposed**

- 0102 (CD 7) Recommend the City Council Authorize the Application for and Acceptance of the Fiscal Year 2022 Noise Mitigation Grant, if Awarded, from the Federal Aviation Administration, in an Amount Up to \$1,976,495.00 for Noise Mitigation Efforts at the City of Fort Worth Alliance Airport, Authorize the Use of Land Credits or Cash Match for the City's Match in an Amount Up to \$219,611.00, and Adopt Appropriation Ordinance
Motion: Mike Gonzalez **Second:** Howard Ratliff **8 Approved, 0 Opposed**
- 0103 (CD 2) Recommend the City Council Authorize Application for and Acceptance of the Infrastructure Investment and Jobs Act of 2021 Grant, if Awarded, for Fort Worth Meacham International Airport from the Federal Aviation Administration Through the Texas Department of Transportation in an Amount Up to \$763,000.00 and Adopt Appropriation Ordinance
Motion: Marcia Ceplecha **Second:** C.B. Team **8 Approved, 0 Opposed**
- 0104 (CD 6) Recommend the City Council Authorize Application for and Acceptance of the Infrastructure Investment and Jobs Act of 2021 Grant, if Awarded, for Fort Worth Spinks Airport from the Federal Aviation Administration Through the Texas Department of Transportation in an Amount Up to \$295,000.00 and Adopt Appropriation Ordinance
Motion: Marcia Ceplecha **Second:** C.B. Team **8 Approved, 0 Opposed**
- 0105 (CD 7) Recommend the City Council Authorize Application for and Acceptance of the Infrastructure Investment and Jobs Act of 2021 Grant, if Awarded, for Fort Worth Alliance Airport from the Federal Aviation Administration in an Amount Up to \$1,452,956.00 and Adopt Appropriation Ordinance
Motion: Marcia Ceplecha **Second:** C.B. Team **8 Approved, 0 Opposed**

V. Items for Discussion

1) Activity Report FY2021 – Clinton Tuggle

- Operations monthly for each airport
 - Low point for the year was February 2021 due to snow storm
- Fuel Flowage
 - Overall increase
 - Alliance Airport spike due to the air show and NASCAR events
- Lease revenue had 25% increase overall
- Total revenue FY20 and FY21 for landing fees, fuel flowage, leases
 - Includes FedEx facility (which has a 20-year lease with escalators) and a 1-time financial adjustment

VI. Announcements

- 1) The next Aviation Advisory Board meeting will be held Thursday, April 21, 2022, at Meacham International Airport starting at 3:00 p.m.

VII. Staff Reports

- **Meacham Airport** **Aaron Barth**
 - Mid-Field Redevelopment Project
 - Construction is ahead of schedule.
 - This portion of the Mid-Field Project will be replacing and extending Commander Road into the new redevelopment area and installing the required utility lines along the road.
 - The goal is to have parcel sites ready for developers to easily tie into the road and main utility lines once completed.
 - It is rare to have something of this scope become available.
 - Airport Master Plan Update
 - Has begun and is progressing, and we are looking forward to wrapping it up next year.
 - Coffman and Associates conducted public meetings in June and November that were well received. There is another meeting planned in a couple months.
 - This is a long-range plan that takes a holistic view of airport and community trends and is conducted by consultants that specialize in this field.
 - This effort takes approximately 12 to 18 months to complete.

- **Spinks Airport** **Joe Hammond**
 - West Side Box Hangar Construction
 - This project is 2/3 complete. Hangar delivery delayed due to sourcing issue.
 - Completion to include:
 - Construction of a new group 1 hangar access taxi-lane on the west side of Spinks Airport.
 - Construction of a 12-unit box hangar. Each unit will be approximately 3,400 square feet.
 - West Side Fence Replacement
 - This project is completed
 - Public Fly Event
 - Scheduled for June 18th.
 - Arrangements being made to sell airplane rides, etc. More information to come as it gets closer.

- **Alliance Airport** **Lauren Spence**
 - Gulfstream Aerospace Corporation MRO Facility
 - Construction is currently underway, and is in its final stages.
 - Amazon Environmental Assessment Mitigation Phase
 - Currently working with homeowners to determine their choice of mitigation options.
 - Public meetings occurred virtually to provide homeowners an opportunity to see options for noise mitigation and to describe the process.

- Part 150 Update
 - Approved by the FAA on December 23, 2021.
 - Information regarding the Noise Exposure Map Update was published in the FAA Federal Register.
- Taxiway Papa Extension
 - All outstanding work is scheduled to be completed by end of April 2022, weather pending.
 - Amazon is anxious to get the benefit of a second access point of 16R
 - Work is underway and is a critical project that will create a safer operating environment for all users by reducing dual runway crossings by west side users of the airport.

VIII. Citizen's Presentations – None

IX. Request for Future Agenda Items

- 1) Chair Toni Early requested marketing plan updates for the 2025 100th-year celebration of Meacham International Airport as it gets closer to be included in future agenda items.
- 2) Chair Toni Early requested the board be provided updates in the future on the Aviation Department's current program(s) and commitment to educate today's youth about career opportunities in the Aviation industry.

X. Adjournment

With no further presentations or discussions, Neftali Ortiz motioned to adjourn the Aviation Advisory Board Meeting, Mike Gonzalez seconded, and Chair Toni Early adjourned the meeting at 4:18 p.m., Thursday, January 27, 2022.

Minutes Approved By:

Roger Venables
Director of Aviation

Toni Early
Chair



AVIATION ADVISORY BOARD COMMUNICATION

DATE: April 21, 2022	REFERENCE NO. 0401
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SUBJECT:

(CD 6) Recommend that the City Council Authorize Execution of a New Hangar and Ground Lease Agreement for Approximately 38,250 Square Feet of Ground Space Including a 23,650 Square Foot Hangar known as Lease Site 30 with Jake Huffman at Fort Worth Spinks Airport

RECOMMENDATION:

The Aviation Advisory Board recommends that the City Council authorize execution of a new hangar and ground lease agreement for approximately 38,250 square feet of ground space, including a 23,650 square foot hangar known as Lease Site 30 with Jake Huffman at Fort Worth Spinks Airport.

DISCUSSION

Jake Huffman operates a flight school at Fort Worth Spinks Airport. Mr. Huffman’s flight school is across the ramp from Community Hangar 30. Community Hangar 30 is a City-managed community hangar located at Fort Worth Spinks Airport. Mr. Huffman’s flight school occupies seventy-three percent (73%) of aircraft parking space in Community Hangar 30. Two of the other three spaces are occupied by aircraft belonging to family trusts in the process of selling the property. Annual revenue currently collected by the Aviation Department on Community Hangar 30 for individual leases for aircraft storage and small office space is Thirty-One Thousand Seven Hundred Four Dollars and 00/100 (\$31,704.00).

On March 17, 2022, Jake Huffman submitted a proposal to lease, in its entirety, Community Hangar 30.

The City and Jake Huffman now wish to enter into a new Hangar and Ground Lease Agreement consisting of approximately 38,250 square feet of ground space with a 23,650 square foot hangar. The lease will commence upon City Council approval and expire three years after lease commencement date. The lease will have two options to renew at one year each.

Annual Revenue generated from the hangar is approximately \$35,475.00, paid in monthly installments of approximately \$2,956.25. Annual Revenue from the ground space is approximately \$11,857.50, paid in monthly installments of approximately \$988.13. Rates were established by an appraisal performed by a qualified third-party appraiser and are in accordance with the Aviation Department’s current Schedule of Rates and Charges and the Aviation Department’s Leasing Policy.

All terms and conditions of the lease agreement will be in accordance with City of Fort Worth and Aviation Department policies.

Rental rates shall be subject to an increase on October 1st of any given year, based on the upward percentage change in the Consumer Price Index for the Dallas-Fort Worth Metropolitan area. At no time will the adjusted rate exceed the rate that is current in the Schedule of Rates and Charges.

Fort Worth Spinks Airport is located in COUNCIL DISTRICT 6.



AVIATION ADVISORY BOARD COMMUNICATION

DATE: April 21, 2022	REFERENCE NO. 0402
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SUBJECT:

(CD 6) Recommend that the City Council Authorize Execution of Amendment No. 1 to City Secretary Contract No. 42806, Ground Lease Agreement with FWS Realty LTD. for the Terminal Building and Lease Site W2 to Include Approximately 40,000 Square Feet of Ramp Space Located at City of Fort Worth Spinks Airport

RECOMMENDATION:

The Aviation Advisory Board recommends that the City Council authorize execution of Amendment No. 1 to City Secretary No. 42806, Ground Lease Agreement with FWS Realty, LTD. for the Terminal Building and Lease Site W2 to include approximately 40,000 square feet of ramp space located at City of Fort Worth Spinks Airport.

DISCUSSION

On January 19, 2012, through Mayor and Council Communication (M&C) C-25388, City Council authorized execution of a Ground Lease Agreement with FWS Realty, LTD. for the lease and use of real property known as Terminal Building and Lease Site W2 consisting of 16,000 square feet of ground space to construct an executive terminal building and 47,218 square feet of ground space to construct a hangar known as W2 at Fort Worth Spinks Airport. CSC No. 42806 contains a 29-year, 8-month lease term that would expire on September 30, 2041 with two options to renew for five years each.

Lessor and Lessee now wish to amend the lease to include approximately 40,000 square feet of ramp space adjacent to the executive terminal building.

If recommended, beginning the first day of the first month following the Effective Date, Lessee shall pay Lessor additional rent in the amount of approximately Twelve Thousand, Four Hundred and 00/100 Dollars (\$12,400), which will be payable in twelve monthly installments of One Thousand Thirty-Three and 33/100 Dollars (\$1,033.33). On October 1, 2022, and on October 1 each year thereafter, rental rates shall be subject to an increase based on the upward percentage change in the Consumer Price Index for the Dallas-Fort Worth Metropolitan area. At no time will the adjusted rate exceed the rate that is current in the Schedule of Rates and Charges.

If recommended, all terms and conditions of the lease amendment will be in accordance with City of Fort Worth and Aviation Department policies.

Fort Worth Spinks Airport is located in COUNCIL DISTRICT 6.



**Aviation Advisory Board
Department Update
April 21, 2022**

**Toni Early
Aviation Advisory Board Chair**

**Roger Venables
Director of Aviation**

Meacham Airport

Mid-Field Redevelopment Project

Construction on the utility corridor for the Midfield Redevelopment Project is nearing completion and should be done this month. This portion of the Mid-Field Project will be replacing and extending Commander Road into the new redevelopment area and installing the required utility lines along the road. The goal is to have parcel sites ready for developers to easily tie into the road and utility lines once it is completed.

Airport Master Plan Update

The Master Plan process at Meacham Airport is progressing. In 2021, Coffman and Associates conducted a public meeting in June and another the beginning of November. The next planning/public meeting will take place sometime in the upcoming month or so. The Airport Master Plan is a long-range plan that takes a holistic view of airport and community trends and is conducted by consultants that specialize in this field. The last plan was conducted in 2004 and is typically updated every 10-15 years. This effort takes approximately 12 to 18 months to complete.

Spinks Airport

West Side Box Hangar Construction

Contractors broke ground June 17th, 2021. The West side box hangar construction project consists of:

- Construction of a new group 1 hangar access taxi-lane on the west side of Spinks Airport.
- Construction of a 12-unit box hangar. Each unit will be approximately 3,400 square feet.

The final foundation pour occurred on April 1st. Hangar steel delivery is anticipated to occur in May. Hangar completion is anticipated to occur approximately 60-90 days after material delivery.

East Side Hangar Taxi-Lane Design

Design and engineering for the upcoming East Side Hangar Taxi-Lane project is currently underway with design completion expected later this year. The construction of these new taxi-lanes is slated for FY23 and will open additional airport property and set the stage for box and t-hangar construction.

Commemorative Air Force – Barnstormer Saturday

Historic Aircraft Fly-in July 9, 2022.

The Commemorative Air Force owns and operates the world's largest collection of authentic, flying, vintage military aircraft, most of which are from the WWII era.

Additional information on the event is available at <https://www.ikesbird.org/fortworthspinks>

Alliance Airport

Gulfstream Aerospace Corporation MRO Facility

Construction is underway for Gulfstream's new 160,000 square foot Maintenance, Repair, and Overhaul (MRO) service center located on private property at the east end of TWY H and is scheduled to be completed by June. Concrete paving for the new adjoining taxiway between Gulfstream and TWY H was completed on March 22, 2022.

Amazon Environmental Assessment Mitigation Phase

The Public Meetings (virtual) for this project occurred on January 12-13, 2021 and included the following information which was presented to possibly affected homeowners: study/construction schedules, possible mitigation options and how the process will be conducted. The study determined that all homes in the Rivers Edge subdivision qualify for sound insulation, which was approved by the FAA. Of those homes eligible for sound insulation, three (3) have chosen the Avigation Easement, thirteen (13) have chosen transaction assistance, two (2) have no interest, and eighty-two (82) have not yet selected. At this time, Bids 1-4 are in the varying stages of the seven (7) month orientation to the construction process.

Part 150 Update

The Part 150 Update, which began January 2019, was approved by the FAA on December 23, 2021. As of January 3, 2022, information regarding the Part 150 Noise Exposure Map Update was published in the FAA Federal Register.

Taxiway Alpha Centerline Light Replacement Project

The electrical contractor selected for this project, B-C Company, is in the process of preparing for field work and is currently procuring materials. Field work is scheduled to begin in mid-May starting with Phase 7 on TWY H, followed by Phase 1 on the south end of TWY A, and then move northward on TWY A as lights are installed. All field activities and changes to phasing will be completed in collaboration with AFW Operations.

Taxiway Papa Extension

The Taxiway Papa Extension is underway and is a critical, multiphase project that will create a safer operating environment for all users by reducing dual runway crossings by west side users of the airport. Phase II work, which is located between the newly completed Phase I area at TWY E and the existing TWY P at the TWY D intersection, is currently in the final stages of concrete pouring and installment of electrical conduits and taxiway light and sign fixtures.

On March 1st, RWY 16R/34L was closed for a fifty (50) day runway closure which is enabling the Mario Sinacola & Sons construction crews to complete demo, the pour of new concrete, and all associated electrical work on the Phase II area within the runway safety area at TWY D intersection. RWY 16R/34L is scheduled to reopen on Wednesday April 20th. All outstanding work within Phase II is scheduled to be completed by early May 2022.