



AVIATION ADVISORY BOARD AGENDA

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

May 11, 2023

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 26, 2023 meeting

IV. Action Items

- 0501 (CD 2/Future CD 2) Recommend that the City Council Authorize a New Ground Lease Agreement of Approximately 154,037 Square Feet of Ground Space with Katie’s Express Car Wash for Lease Site 18C – 19C at Fort Worth Meacham International 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.

0502 (CD 2/Future CD 2) Recommend that the City Council Authorize a New Hangar and Ground Lease Agreement of Approximately 18,619 Square Feet of Ground Space, including a 4,600 Square Foot Hangar with Zia Capital, Inc. for Lease Site 10S-A at Fort Worth Meacham International Airport

V. Items for Discussion

- | | |
|---|-----------------|
| 1) FY2024 Proposed Budget | Ricardo Barceló |
| 2) FY2024-FY2028 Proposed Capital Improvement Program | Tyler Dale |
| 3) Fuel Flowage and Operations Presentation | Dakota Shaw |

VI. Announcements

- 1) The next Aviation Advisory Board meeting will be held Thursday, June 29, 2023, at Fort Worth Meacham International Airport starting at 3:00 p.m. This will be a special meeting called by the Director.

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 meeting date of this Board is scheduled for Thursday, June 29, 2023 at 3:00 p.m. This will be a special meeting called by the Director. 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, June 14, 2023.

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 26, 2023

I. Call to Order

II. With a quorum of the Board Members present, Roger Venables called the meeting of the Aviation Advisory Board to order at 3:06 p.m., Thursday, January 26, 2023, at Fort Worth Meacham International Airport, 201 American Concourse, Suite 330 Fort Worth 76106. First order of business is to nominate a temporary chair, Marcia Ceplecha nominee.

Motion: Charles Team **Second:** Tom Hicks **6 Approved, 0 Opposed**

BOARD MEMBER	DISTRICT	PRESENT/ ABSENT
Marcia Ceplecha	1	P
Toni Early	2	A
Mitchell Moses	3	A
Neftali Ortiz	4	P
Samith Hill	5	P
Mike Gonzalez	6	A
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		
Lauren Spence, Director of Airport Operations		
Ricardo Barcelo, Administrative Services Manager		
Tyler Dale, Airport Project Coordinator		
Sasha Kane, Grants Manager		
Monica Saenz, Administrative Assistant		
Barbara Goodwin, Real Property Manager		

III. Roll Call

IV. Consideration of Minutes for the October 20, 2022 Meeting.

Motion: Neftali Ortiz **Second:** Charles Team **6 Approved, 0 Opposed**

Consideration of the May 11, 2023 Meeting minutes will be on the next meeting on June 29, 2023.

V. Action Items

0101 (CD 7/Future CD 10) Recommend the City Council Authorize the Application for and Acceptance of, if Awarded, the Fiscal Year 2023 Airport Cargo Entitlement Grant from the Federal Aviation Administration, in an Amount Up to \$2,500,000 for Various Projects at Perot Field Fort Worth Alliance Airport and Authorize Use of Land Credits for City’s Match in an Amount Up to \$277,778 for a Total Amount Not to Exceed \$2,777,778 and Adopt Appropriation Ordinance

0102 (CD 7/Future CD 10) Recommend the City Council Authorize the Application for and Acceptance of, if Awarded, a Fiscal Year 2023 Discretionary Grant from the Federal Aviation Administration, in an Amount Up to \$10,000,000 for the Extension of Taxiway Papa at Perot Field Fort Worth Alliance Airport and Authorize Use of Land Credits for City's Match in an Amount Up to \$1,111,112 for a Total Amount Not to Exceed \$11,111,112 and Adopt Appropriation Ordinance

0103 (CD 7/Future CD 10) Recommend the City Council Authorize the Application for and Acceptance of, if Awarded, a Noise Mitigation Grant from the Federal Aviation Administration, in an Amount Up to \$19,000,000 for Noise Mitigation Efforts at Perot Field Fort Worth Alliance Airport and Authorize Use of Land Credits for City's Match in an Amount Up to \$2,111,112 for a Total Amount Not to Exceed \$21,111,112 and Adopt Appropriation Ordinance

0104 (CD 7/Future CD 10) Recommend the City Council Authorize the Application for and Acceptance of, if Awarded, a Supplemental Discretionary Grant from the Federal Aviation Administration, in an Amount Up to \$47,000,000.00, for the Extension of Taxiway Papa at Perot Field Fort Worth Alliance Airport and Authorize the Use of Land Credits for the City's Match in an Amount Up to \$5,222,223.00, for a Total Amount Not to Exceed \$52,222,223.00 and Adopt Appropriation Ordinance

Motion: CB Team **Second:** Neftali Ortiz **6 Approved, 0 Opposed**

0105 (CD 6/Future CD 8) Recommend the City Council Authorize the Application for and Acceptance of, if Awarded, a Grant from the Federal Aviation Administration, Passed Through the Texas Department of Transportation in an amount up to \$187,500 for the Upgrade of the Weather Reporting System at Fort Worth Spinks Airport, with an amount up to \$62,500 Contributed as the City's Match Requirement, for a Total Amount Not to Exceed \$250,000 and Adopt Appropriation Ordinance

Motion: Neftali Ortiz **Second:** Tom Hicks **6 Approved, 0 Opposed**

0106 (CD 2/Future CD 2) Recommend the City Council Authorize Application for and Acceptance of, if Awarded, the Infrastructure Investment and Jobs Act of 2023 Grant from the Federal Aviation Administration Passed Through the Texas Department of Transportation in an Amount Up to \$844,000.00 for Fort Worth Meacham International Airport and Adopt Appropriation Ordinance

0107 (CD 6/Future CD 8) Recommend the City Council Authorize Application for and Acceptance of, if Awarded, the Infrastructure Investment and Jobs Act of 2023 Grant from the Federal Aviation Administration Passed Through the Texas Department of Transportation in an Amount Up to \$292,000.00 for Fort Worth Spinks Airport and Adopt Appropriation Ordinance

0108 (CD 7/Future CD 10) Recommend the City Council Authorize Application for and Acceptance of, if Awarded, the Infrastructure Investment and Jobs Act of 2023 Grant from the Federal Aviation Administration in an Amount Up to \$1,769,400.00 for Perot Field Fort Worth Alliance Airport and Adopt Appropriation Ordinance

Motion: CB Team **Second:** Howard Ratliff **6 Approved, 0 Opposed**

0109 (CD 2/Future CD 2) Recommend that the City Council Authorize a New Ground and Building Lease Agreement of Approximately 179,000 +/- Square Feet of Ground Space, which Includes 3,925 Square Feet of Storage Space and 3,157 Square Feet of Office Space with OV-10 Bronco Association, Inc. (d.b.a.) Fort Worth Aviation Museum for Lease Site 35S at Fort Worth Meacham International Airport

Motion: Neftali Ortiz **Second:** Samith Hill **6 Approved, 0 Opposed**

VI. Items for Discussion

1) General Aviation Airports Presentation

- ❖ Presenter Aaron Barth, Assistant Aviation Director
 - NPIAS – Identifies amount and types of airport project funding eligibility.
 - Airport Operations continue to increase after Pandemic
 - All three airports performing well

VII. Announcements

- 1) The next Aviation Advisory Board meeting will be held Thursday, May 11, 2023, at Fort Worth Meacham International Airport, starting at 3:00 p.m.

VIII. Staff Reports-

Aaron Barth for Meacham Airport

- Meacham doing well
- Annual Part 139 inspection scheduled for March of this year
- North Main Airport Frontage improvements project, hopefully plan review completed by this summer.

Lauren Spence for Alliance

- Noise Mitigation Project
 - 264 eligible homes
 - 220 sound in
 - 22 not selected

- 19 transaction assist (realtor assistance)
- 3 no interest
- Taxiway Papa Extension Project
 - Complete Phase I, II, 7, and 8
 - Remaining to be completed in April 2023
- Perot Field dedication ceremony held on 12/15/2022
 - New Plan for Perot Plaza
 - Display new FBO facility
 - FBO Grand Opening date February 7, 2023
 - Hosting Gulf Stream tour on February 20,2023

Aaron Barth for Spkins

- Kicked of Master Plan at Spinks
- Eastside taxilane construction project anticipated to begin this summer
- Pending final inspection and Certificate of Occupancy for new westside Box Hangars

IX. Citizen's Presentations – None

X. Request for Future Agenda Items

- 1) Fuel Discussion

XI. Adjournment

With no further presentations or discussions, Marcia Ceplecha motioned to adjourn the Aviation Advisory Board Meeting, Howard Ratliff seconded, meeting adjourned at 4:08 p.m., Thursday, January 26, 2023.

Minutes Approved By:

Roger Venables
Director of Aviation

Marcia Ceplecha
Chair



AVIATION ADVISORY BOARD COMMUNICATION

DATE: May 11, 2023	REFERENCE NO. 0501
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SUBJECT:

(CD 2 / Future CD 2) Recommend that the City Council Authorize Execution of a New Ground Lease Agreement with Mandatory Improvements for Approximately 154,037 Square Feet of Ground Space known as Lease Sites 18C and 19C with Katie’s Express Car Wash LLC. at City of Fort Worth Meacham International Airport

RECOMMENDATION:

The Aviation Advisory Board recommends the City Council authorize execution of a new ground lease agreement with mandatory improvements for approximately 154,037 square feet of ground space known as Lease Sites 18C and 19C with Katie’s Express Car Wash LLC at City of Fort Worth Meacham International Airport.

DISCUSSION

On or about September 28, 2022, Aviation Staff received a request from Katie’s Express Car Wash LLC (Katie’s) to lease ground space in the Midfield Re-Development Area at City of Fort Worth Meacham International Airport. Staff determined and Katie’s agreed, the planned development of two hangars for the purpose of aircraft storage will be compatible with 18C and 19C of the Midfield Re-Development Area, pending completion of demolition of an existing hangar, formerly identified as 2N.

Pending completion of an approved, certified survey, the total amount of ground space requested for Lease Sites 18C and 19C is approximately 154,037 square feet. Revenue generated from this lease agreement will total approximately Seventy-Two Thousand Three Hundred Ninety-Seven Dollars and 39/100 (\$72,397.39) annually, paid in monthly installments of approximately Six Thousand Thirty-Three Dollars and 12/100 (\$6,033.12). Rates are in accordance with the Aviation Department’s current Schedule of Rates and Charges.

The mandatory improvements include construction of one 27,125 SF hangar with an additional 4,080 square feet of office/shop and one 13,520 SF hangar with surrounding apron and parking. Construction will commence no later than six (6) months after either execution of the lease agreement or completion of demolition of 2N, whichever comes first, with completion of construction no later than eighteen (18) months after commencement of construction. Hangars, aprons, ramps and other auxiliary areas will be constructed in compliance with the Minimum Standards and the Aviation Department’s Development Guide.

The term of the new ground lease is recommended for thirty (30) years, effective upon execution of a ground lease agreement, with one ten (10) year option to renew, bringing the lease term to a total of forty (40) years. 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. Five-year rate adjustments will be applied to the ground rate every fifth year thereafter.

City of Fort Worth Meacham International Airport is located in COUNCIL DISTRICT 2 / FUTURE COUNCIL DISTRICT 2.



AVIATION ADVISORY BOARD COMMUNICATION

DATE: May 11, 2023	REFERENCE NO. 0502
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SUBJECT:

(CD 2/Future CD 2) Recommend that the City Council Authorize Execution of a New Hangar and Ground Lease Agreement for Approximately 18,319 Square Feet of Ground Space Including a 4,600 Square Foot Hangar known as Lease Site 10S-A with Zia Capital, Inc. at Fort Worth Meacham International Airport

RECOMMENDATION:

The Aviation Advisory Board recommends the City Council authorize execution of a new hangar and ground lease agreement for approximately 18,319 square feet of ground space, including a 4,600 square foot hangar known as Lease Site 10S-A with Zia Capital, Inc. at Fort Worth Meacham International Airport.

DISCUSSION

The City and Barrett-Conatser Hangar Joint Venture previously entered into City Secretary Contract (CSC) No. 13160, as first amended by CSC No. 19263 (CSC 13160 A-1) and assigned by CSC No. 25932. CSC Nos. 13160, 19263, 13360, 25932 are collectively referred to as the Previous Lease. The Previous Lease had a lease term of 30 years, with a termination date of June 30, 2013 with no options to renew. The Previous Lease was amended in 2009 through the execution of CSC No. 13160 A-2, which added two additional five-year options to renew to provide the Lessee a total potential lease term of forty (40) years, which will expire on June 30, 2023. CSC No. 13160 A-2 also decreased the square footage of the ground space under the lease from 23,689 square feet to 18,319 square feet. In 2018, there was a third amendment, which intended to memorialize the second renewal term under the lease; however, there was an error within the body of CSC No. 13160 A-3 and the renewal incorrectly stated that the parties were executing the first renewal. The error resulted in execution of CSC No. 13160 A-4, a fourth amendment to the lease, thereby correcting the renewal and correctly stating the final expiration date as June 30, 2023 with no additional options to renew.

The City and Zia Capital, Inc. now wish to enter into a new hangar and ground lease agreement that will commence on the effective date of the new lease, for a ten-year lease term with two (2) consecutive options to renew for five (5) years each.

Annual Revenue generated from the hangar is approximately \$28,750.00, paid in monthly installments of approximately \$2,395.83. Annual Revenue from the ground space is approximately \$8,609.93, paid in monthly installments of approximately \$717.49. Rates 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. Five-year rate adjustments will be

applied to the ground rate starting on October 1, 2028, and every fifth year thereafter. If near the end of the ten (10) year Initial Term, a Renewal Term has been requested by the Lessee, City will have an appraisal performed by a qualified third-party appraiser to adjust the hangar rate to equal the then Fair Market Value, for this type of property at airports similar to the type or types of property that comprise the Premises.

Fort Worth Meacham International Airport is located in COUNCIL DISTRICT 2/FUTURE COUNCIL DISTRICT 2.



**Aviation Advisory Board
Department Update
May 11, 2023**

**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 completed and ready for use. This portion of the Mid-Field Project replaced and extended Commander Road into the new redevelopment area and installed the required utility lines along the road. Parcel sites are ready for developers to easily tie into the road and utility lines now that it is completed.

Taxiway Juliet/Apron Charlie Project

Completion of 12” of asphalt was finished for Taxiway Juliet and Apron C and is open for use. The final walkthrough was completed. This project was the first substantial improvement since the last 30 years.

Airport Master Plan Update

The Master Plan process at Meacham Airport has been completed. Airport Staff presented the Master Plan to the City Manager’s office and received positive comments. The Airport Master Plan is a long-range plan that takes a holistic view of airport and community trends and is conducted by consultants specializing in this field. The last plan was conducted in 2004 and is typically updated every 10-15 years. This effort took approximately 18 months to complete. The Master Plan has been submitted to the FAA and TxDOT Aviation for final review.

Perot Field Fort Worth Alliance Airport

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 discussions regarding how the process will be conducted.

Final noise testing performed in February 2022 determined that all homes (264 total) in the River's Edge subdivision qualify for sound insulation, which was approved by the FAA. Of these eligible homes, two-hundred and thirty-eight (238) homeowners have elected to participate in sound insulation with sound insulation construction now complete on sixty-five (65) homes. Three (2) homes have expressed no interest, three (3) have not yet selected, two (2) have expressed no interest and nineteen (22) have chosen transaction assistance. Of the homes that chose transaction assistance, eighteen (21) have sold and one (1) is anticipated to go on the market by mid-April. Currently, Bids 1-15 are in the varying stages of the seven (7) month orientation to the construction process. Construction on the first home began in late June 2022. It is anticipated that the program will receive approximately \$8M in federal funding this summer. Due to price increases in construction costs across the board, the estimated \$60K per home increased to an average of \$80K per home.

Taxiway Alpha Centerline Light Replacement Project

Field work on this project began in late June 2022. On March 17, 2023, the project reached substantial completion. The contractor (B-C Company) is working on finalizing two outstanding punch list items and both the contractor and consultant are confirming final quantities. Anticipate this project to be closed out by the end of May 2023.

Joint Reseal & Pavement Management Repair (Design Phase)

An essential project that will involve the resealing of all runway and taxiway joints on the airport's original surfaces. Crack and spall repair will be performed on concrete panels identified as in need of improvement. The project kick-off meeting was held on March 30 and was followed by a field verification site visit on April 17. Anticipate 95% design documents by the end of May.

Airfield Pavement Management Report

This project involves a complete pavement condition evaluation to assess the current condition of the airfield pavements to prioritize short term maintenance and rehabilitation needs. The project kick-off meeting was held on March 9 and was followed by a condition assessment/visual inspection site visit March 4-7. Profilograph and friction testing is tentatively scheduled the end of April.

Taxiway Papa Extension - Phase 3 Design

Taxiway Papa Extension is a critical, multiphase project that will create a safer operating environment for all airport users by reducing dual runway crossings by west side users of the airport. The Phase 3 Design project kick-off meeting was held on March 9, 2023 and a site visit/visual inspection was performed on March 27. Anticipate 95% design documents by the first of May and a 95%-page turn review is scheduled shortly after.

Alliance Airport

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.

Final noise testing performed in February 2022 determined that all homes (264 total) in the River's Edge subdivision qualify for sound insulation, which was approved by the FAA. Of these eligible homes, two-hundred and twenty (220) homeowners have elected to participate in sound insulation with sound completion now complete on forty-one (41) homes. Three (3) homes have expressed no interest, twenty-two (22) have not yet selected, and nineteen (19) have chosen transaction assistance. Of the homes that chose transaction assistance, eighteen (18) have sold and one (1) has been on the market for over sixty (60) days with three (3) price reductions. Currently, Bids 1-13 are in the varying stages of the seven (7) month orientation to the construction process. Construction on the first home began in late June 2022.

Taxiway Alpha Centerline Light Replacement Project

Field work began in late June 2022 and the following phases are completed: Phase 1 on the south end of TWY A to D and Phase 6 and 7 on TWY H. At the end of January 2023, the electrical contractor (B-C Company) will finish up Phases 8 (TWY A between H & M) and Phase 2 (intersection at TWY D) and will start work on the final three (3) phases as new light fixtures are installed and the existing conduit is replaced. All field activities and changes to phasing will be completed in collaboration with AFW Operations.

Airport Renaming to "Perot Field Fort Worth Alliance Airport"

In a ceremony on Thursday December 15, 2022, Fort Worth Alliance Airport was officially renamed "Perot Field Fort Worth Alliance Airport" in honor of Ross Perot, Sr. and his legacy in North Texas. Local government officials, business leaders and other dignitaries joined several members of the Perot family to celebrate the renaming of the world's first industrial airport, the product of a unique public private partnership involving Hillwood, the Federal Aviation Administration (FAA) and the City of Fort Worth.

It was announced at the ceremony that the airport would be adding an additional green space that will include a bronze statue of the late Perot, Sr. located near the air traffic control tower and adjacent to Mayor Bob Bolen Plaza. The ceremony also marked the grand opening of Alliance Aviation Services new fixed-based operation (FBO) facility to serve the airport's corporate, military, and private customers. The new facility includes upgraded amenities with 20,000 square feet of lounges and meeting spaces with 68,000 square feet of attached hangar space, providing a total of six hangars operated by Alliance Aviation Services.