



AVIATION ADVISORY BOARD AGENDA

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

June 29, 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

- 0601 (CD 2) Recommend that the City Council Authorize Execution of a New Ground Lease Agreement of Approximately 151,016 Square Feet of Ground Space with Mandatory Improvements with Sitka Aviation, LLC for Lease Site 18C – 19C at City of 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.

0602 (CD 2) Recommend that the City Council Authorize Execution of a New Ground Lease Agreement of Approximately 371,444 Square Feet of Ground Space with Mandatory Improvements with PCT Aviation Services, Inc. for Lease Site 46S at City of Fort Worth Meacham International Airport

0603 (CD 2) Recommend that the City Council Authorize Execution of Amendment No. 3 to City Secretary No. 29732, a Ground Lease Agreement with Hangar One, LLC to include Approximately 2,069 Square Feet of Additional Ground Space Adjacent to Lease Site 1W to facilitate a 12,000 Square Foot Hangar Development at City of Fort Worth Meacham International Airport

V. Items for Discussion

- | | |
|---|-------------------|
| 1) Spinks Master Plan Presentation | KSA |
| 2) Fuel Flowage and Operations Presentation | Dakota Shaw |
| 3) Budget/CIP Presentation | Roger M. Venables |

VI. Announcements

- 1) The next Aviation Advisory Board meeting will be held Thursday, October 19, 2023 at Perot Field Fort Worth Alliance Airport starting at 3:00 p.m.

VII. Staff Reports

- | | |
|--------------------|---------------|
| 1) Meacham Airport | Aaron Barth |
| 2) Spinks Airport | Joe Hammond |
| 3) Perot Field | 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, October 19, 2023 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, October 4, 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: June 29, 2023	REFERENCE NO. 0602
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SUBJECT:

(CD 2) Recommend that the City Council Authorize Execution of a New Ground Lease Agreement with Mandatory Improvements for Approximately 151,016 Square Feet of Ground Space known as Lease Sites 18C and 19C with Sitka Aviation, 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 151,016 square feet of ground space known as Lease Sites 18C and 19C with Sitka Aviation, LLC at City of Fort Worth Meacham International Airport.

DISCUSSION

On or about September 28, 2022, Aviation Staff received a request from Sitka Aviation, LLC (Sitka) to lease ground space in the Midfield Re-Development Area at City of Fort Worth Meacham International Airport. Staff determined and Sitka 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 151,016 square feet. Revenue generated from this lease agreement will total approximately Seventy Thousand Nine Hundred Seventy-Seven Dollars and 52/100 (\$70,977.52) annually, paid in monthly installments of approximately Five Thousand Nine Hundred Fourteen Dollars and 80/100 (\$5,914.80). Rates are in accordance with the Aviation Department’s current Schedule of Rates and Charges.

The mandatory improvements include construction of one 27,125 square foot hangar with an additional 4,080 square feet of office/shop and one 13,520 square foot hangar with surrounding apron and parking. Construction will commence following the completion of demolition of 2N, whichever comes first. 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.



AVIATION ADVISORY BOARD COMMUNICATION

DATE: June 29, 2023	REFERENCE NO. 0603
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SUBJECT:

(CD 2) Recommend that the City Council Authorize Execution of a New Ground Lease Agreement with Mandatory Improvements for Approximately 371,444 Square Feet of Ground Space known as Lease Site 46S with PCT Aviation Services, Inc. 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 371,444 square feet of ground space known as Lease Site 46S with PCT Aviation Services, Inc. at City of Fort Worth Meacham International Airport.

DISCUSSION

On or about February 8, 2023, Aviation Staff received a request from PCT Aviation Services, Inc. (PCT) to lease ground space on the southwest side of the airport at City of Fort Worth Meacham International Airport. Staff determined and PCT agreed, the planned development of two hangars for the purpose of corporate aircraft storage will be compatible with Lease Site 46S. PCT has elected to perform, at its own sole cost, dirt work, which will level the ground to prepare for development, as well as a tie-in to the runway.

Pending completion of an approved, certified survey, the total amount of ground space requested for Lease Site 46S is approximately 371,444 square feet. Revenue generated from this lease agreement will total approximately One Hundred Seventy-Four Thousand Five Hundred Seventy-Eight Dollars and 68/100 (\$174,578.68) annually, paid in monthly installments of approximately Fourteen Thousand Five Hundred Forty-Eight Dollars and 22/100 (\$14,548.22). Rates are in accordance with the Aviation Department's current Schedule of Rates and Charges.

The mandatory improvements will be performed in two phases. Phase One will include construction of one 38,000 square foot hangar with office/shop space and surrounding apron and parking. Phase Two will include construction of a 50,000 square foot hangar with office/shop space and surrounding apron and parking. 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.



AVIATION ADVISORY BOARD COMMUNICATION

DATE: June 29, 2024	REFERENCE NO. 0604
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SUBJECT:

(CD2) Recommend that the City Council Authorize Execution of Amendment No. 3 to City Secretary Contract No. 29732, a Ground Lease Agreement known as Lease Site 1W with Hangar One, LLC at City of Fort Worth Meacham International Airport to include an Additional 2,069 Square Feet of Ground Space Adjacent to Lease Site 1W with Mandatory Improvements

RECOMMENDATION:

The Aviation Advisory Board recommends that the City Council authorize execution of Amendment No. 3 to City Secretary Contract No. 29732, a Ground Lease Agreement known as Lease Site 1W with Hangar One, LLC at City of Fort Worth Meacham International Airport to include an Additional 2,069 Square Feet of Ground Space Adjacent to Lease Site 1W with Mandatory Improvements.

DISCUSSION

On or about April 5, 2004, the City (Lessor) entered into City Secretary Contract (CSC) No. 29732, a thirty-year ground lease agreement for the lease and use of real property known as Lease Site 1W with an improvement and facilities thereon with WTW Properties, Inc. (Previous Lessee) at City of Fort Worth Meacham International Airport. The lease expires on December 31, 2034, with two (2) five-year options to renew. Lease Site 1W consisted of a total of 114,560 square feet of ground space.

On or about August 1, 2008, the Previous Lessee and Lessor entered in to Amendment One, CSC 37465, to expand the Premises to include an additional 5,652 square feet of ground space for a total of 120,212 square feet.

On or about April 21, 2017, the Previous Lessee and Lessor entered in to Amendment Two, CSC 29732-A2, to expand the Premises to include an additional 33,863 square feet of ground space for a total of 154,075 square feet.

On or about March 7, 2018, the parties entered in to CSC No. 29732-CA1, a Consent to Assignment, through which the Lessor consented to an assignment of the leasehold interest from WTW Properties, Inc. to Hangar One, LLC. (Lessee).

Lessee and Lessor now wish to amend the lease to include an additional 2,069 square feet of ground space to facilitate a new 12,000 square foot hangar development. The additional 2,069 square feet will amend the total ground space leased to 156,144 square feet. Additionally, the lease will amend the Mandatory Improvements clause to include the hangar development with a construction timeline consistent with the Aviation Department policies.

If recommended, beginning the first day of the first month following the Effective Date of the amended lease Lessee shall pay Lessor annual rent in the amount Seventy-Three Thousand Three Hundred Eighty-Seven

Dollars and 68/100 (\$73,387.68), which will be payable in monthly installments of Six Thousand One Hundred Fifteen Dollars and 64/100 (\$6,115.64).

On October 1 of any given year, 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.

In addition to the annual rent adjustments, on October 1, 2025, and every fifth year thereafter for the remainder of the lease term, (i.e. October 2025, 2030, 2035, etc.), rent shall automatically be adjusted to equal the then-current rates prescribed by the Schedule of Rates and Charges for the type or types of property at the Airport similar to the type or types of property that comprise the Premises.

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

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



**Aviation Advisory Board
Department Update
June 29, 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.

Spinks Airport

West Side Box Hangar Construction

Construction of the West Side Box Hangars is now complete and hangars are available for month-to-month lease. The hangar is approximately 2/3 leased currently.

East Side Hangar Taxi-Lane Construction

Bids have been opened for the upcoming East Side Hanger Taxi-Lane project and contract award is pending. This project will consist of 3 newly constructed taxi-lanes and which will open additional airport property for box & t-hanger development.

Airport Master Plan

The Master Plan is currently underway. The first Planning Advisory Committee (PAC) meeting was held on February 23rd.

The 2nd PAC meeting and 1st public information meeting occurred on May 25th. The next PAC and public information meeting scheduled for September 28th. Presentations and draft documents can be found at <https://www.fwsmasterplan.com/>

The last Master Plan was conducted in 2004 and is typically updated every 10-15 years. This effort is anticipated to take approximately 18 months to complete.

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 seventy-eight (78) homes. Two (2) homes have expressed no interest, three (3) have not yet selected, and twenty-one (21) have chosen transaction assistance. Of the homes that chose transaction assistance, twenty (20) have sold and one (1) is currently on the market.

Currently, Bids 1-16 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, the project reached substantial completion. All contractor punch list items are complete except the installation of the ALCMS computer. Final change order is currently in payment processing.

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, followed by a field verification site visit on April 17 and a 95% design page turn review which was conducted at the first of June.

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 was completed at the end of April and preliminary findings review was conducted with the consultants on June 2.

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 and a site visit/visual inspection was performed on March 27. A 95% completed design page-turn review was conducted on May 8. By early June, it is anticipated the design plans will include an add alternative for lighting improvements on the Southwest Cargo Ramp.