



## AVIATION ADVISORY BOARD AGENDA

Perot Field Fort Worth Alliance Airport  
13901 Aviator Way  
Spirit of Alliance Conference Room  
Fort Worth TX 76177

**October 19, 2023**

**3:00 p.m.**

<b>BOARD MEMBER</b>	<b>DISTRICT</b>
Chair (Vacant)	
Vice Chair (Vacant)	
Marcia Ceplecha	1
Vacant	2
William Runyon	3
Neftalí Ortiz	4
Samith Hill	5
Mike Gonzalez	6
Bernie Malone	7
Vacant	8
Tom Hicks	9

### **I. Call to Order - Ex Officio Secretary Roger M. Venables**

### **II. Roll Call**

The Perot Field Fort Worth Alliance Airport, located at 13901 Aviator Way, Spirit of Alliance Conference Room, Fort Worth, Texas 76177, 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](mailto: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.

**III. Election of Officers for Two Year Term  
October 19, 2023 – October 18, 2025**

**a. Election of the Aviation Advisory Board Chair – Conducted by  
Ex Officio Secretary Roger M. Venables**

- i. Nominations for Aviation Advisory Board Chair
- ii. Election of Aviation Advisory Board Chair to Serve for Two Year Term

**b. Election of the Aviation Advisory Board Vice Chair – Conducted by the Chair**

- i. Nominations for Aviation Advisory Board Vice Chair
- ii. Election of Aviation Advisory Board Vice Chair to Serve for Two Year Term

**IV. Consideration of Minutes for the June 29, 2023 meeting**

**V. Action Items**

- 1001 (CD 2, CD 8, CD 10) Recommend that the Aviation Advisory Board Adopt the Proposed Amendments to the Aviation Advisory Board Rules of Procedure to Reflect the Increase in Members of the Board and Establishment of a Five Member Attendance to Achieve a Quorum
- 1002 (CD 2) Recommend that the City Council Authorize Execution of a New Ground Lease Agreement of Approximately 347,000 Square Feet of Ground Space with Mandatory Improvements with FTW Midfield LLC for Lease Sites 11C, 12C and 13C at City of Fort Worth Meacham International Airport

**VI. Items for Discussion**

- 1) Legal Ethics Presentation to AAB Members and Future Members – Royce Hansen – Assistant City Attorney
- 2) Spinks Full Master Plan – Michael Mitchell & Elizabeth Burgess - KSA

**VII. Announcements**

- 1) The next Aviation Advisory Board meeting will be held Thursday, January 25, 2024, at Meacham International Airport starting at 3:00 p.m.

## **VIII. Staff Reports**

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

## **IX. 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.

## **X. Request for Future Agenda Items**

## **XI. Adjournment**

The next regularly scheduled meeting date of this Board is scheduled for Thursday, January 25, 2024 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, January 10, 2024.

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  
 June 29, 2023

**I. Call to Order**

**II.** With a quorum of the Board present, Roger Venables called the meeting of the Aviation Advisory Board to order at 3:06 p.m. Thursday, June 29, 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:** Mike Gonzalez      **Second:** Neftali Ortiz      **6 approved, 0 Opposed**

<b>BOARD MEMBER</b>	<b>DISTRICT</b>	<b>PRESENT/ ABSENT</b>
Marcia Ceplecha	1	P
Toni Early	2	A
Mitchell Moses	3	A
Neftali Ortiz	4	P
Samith Hill	5	P
Mike Gonzalez	6	P
Charles "C.B." Team	7	P
Howard Ratliff	8	P
Tom Hicks	9	A
<b>CITY STAFF</b>		
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. Consideration of Minutes for the January 26, 2023 meeting**  
**Motion:** Neftali Ortiz      **Second:** Howard Ratliff      **6 Approved, 0 Opposed**

**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

**Motion:** Howard Ratliff      **Second:** Mike Gonzalez      **6 Approved, 0 Opposed**

[Type here]

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

**Motion:** Neftali Ortiz      **Second:** Mike Gonzalez      **6 Approved, 0 Opposed**

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

**Motion:** Neftali Ortiz      **Second:** Mike Gonzalez      **6 Approved, 0 Opposed**

## V. Items for Discussion

- 1) Spinks Master Plan Presentation      KSA
  - Michael Mallonee and Michael Mitchell with KSA
  - Purpose and Goal, have a plan in place to provide stability
  - FWSMasterplan.com (presentation on website)
  
- 2) Fuel Flowage and Operations Presentation      Dakota Shaw
  - Two metrics looked at, Airport Operations and Fuel Flowage Data
  - Meacham Operations 2022 - 178,000
  - Perrot Field Operations 2022 - 110,000
  - Spinks Operations 2022 - 60,000
  - 9 % increase in fuel flowage for this year
  - Factors that influence for fuel prices –
    - production and delivery costs
    - government fees once delivered to the airport.
    - fuel providers and FBO service demand
    - market demand
    - Incentives offered by FBO to aircraft owners/operators
    - FBO amenities and services provided
  - Prices are set by the FBO, airport sponsor does not control retail price of fuel.
  
- 3) Budget/CIP Presentation      Roger M. Venables
  - FY2024 Proposed Budget
  - FY2024-2028 CIP
  - 100 Year Meacham Airport Anniversary coming up 2025

## 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
  - Taxiway Juliet rehabilitation project completed
  - Master Plan for Meacham completed, under final review by the FAA
- 2) Spinks Airport Joe Hammond
  - ATCT improvements completed
  - New Westside Box Hangers nearing 100% occupancy
- 3) Perot Field Lauren Spence
  - Noise Mitigation 91% of property owners have accepted sound mitigation
  - Taxiway Alpha Centerline Lighting Project completed in March

## **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>.

### **Minutes Approved By:**

---

Roger Venables  
Director of Aviation

---

Marcia Cepelcha  
Chair



# AVIATION ADVISORY BOARD COMMUNICATION

<b>DATE:</b> October 19, 2023	<b>REFERENCE NO.</b> 1001
-------------------------------	---------------------------

**SUBJECT:**

(CD 2, CD 8, CD 10) Recommend that the Aviation Advisory Board Adopt Amendments to the Aviation Advisory Board Rules of Procedure to Reflect the Increase in the Number of Members Appointed to the Aviation Advisory Board as a Result of Changes in the Increased Number of Districts Represented from Nine to Eleven and State the Number of Members Required to Establish a Quorum

**RECOMMENDATION:**

Recommend that the Aviation Advisory Board adopt the proposed amendments:

1. Reflect the increase in the number of members appointed to the Aviation Advisory Board as a result of changes in the increased number of districts represented from nine to eleven; and
2. State the number of members required to change the number of members required to establish a quorum from “majority” to “five.”

**DISCUSSION**

On December 4, 1975, the Rules of Procedure for the Aviation Advisory Board was adopted for the purpose of providing an organizational framework for the board to better accomplish its objective of advising the City Manager and City Council through the Aviation Director concerning the development of an effective Aviation Program. The Rules of Procedure was last amended June 22, 2021.

Due to an increased number of districts representing City of Fort Worth residents from nine districts to eleven, the following change is recommended.

Upon approval, the following sections will be updated as follows:

**Section I – SCOPE AND AUTHORITY (EFFECTIVE UPON ADVISORY BOARD APPROVAL)**

**Current:** “The City Council shall appoint an Aviation Advisory Board, composed of nine (9) members, who shall serve in places 1 through 9.”

**Proposed:** “The City Council shall appoint an Aviation Advisory Board, composed of eleven (11) members, who shall serve in places 1 through 11.”

Additionally, it is recommended that the Aviation Advisory Board adopt the following to clarify the number of members to be present at a meeting to establish a quorum.

**Section II – General Rules of Procedure (Effective Upon Advisory Board Approval)**

**Current:** States that a majority of members will constitute a quorum.

**Proposed:** State that five members will constitute a quorum.

FORT WORTH MUNICIPAL AIRPORTS ARE LOCATED IN COUNCIL DISTRICTS 2, 8, AND 10.





# AVIATION ADVISORY BOARD COMMUNICATION

<b>DATE:</b> October 19, 2023	<b>REFERENCE NO.</b> 1002
-------------------------------	---------------------------

**SUBJECT:**

(CD 2) Recommend that the City Council Authorize Execution of a New Ground Lease Agreement with Mandatory Improvements for Approximately 347,000 +/- Square Feet of Ground Space known as Lease Sites 11C, 12C and 13C with FTW Midfield LLC at City of Fort Worth Meacham International Airport

---

**RECOMMENDATION:**

The Aviation Advisory Board recommends that the City Council authorize execution of a new ground lease agreement with mandatory improvements for approximately 347,000 +/- square feet of ground space known as Lease Sites 11C, 12C and 13C with FTW Midfield LLC at City of Fort Worth Meacham International Airport.

---

**DISCUSSION**

On or about January 25, 2023, Aviation Staff received a request from FTW Midfield LLC to lease ground space known as 11C, 12C and 13C at City of Fort Worth Meacham International Airport.

Pending completion of a revised survey, the total amount of ground space requested for Lease Sites 11C, 12C and 13C is approximately 347,000 +/- square feet. Based on 347,000 square feet, revenue generated from this lease agreement is approximately One Hundred Sixty-Three Thousand Ninety Dollars and no/100 (\$163,090) annually, paid in monthly installments of approximately Thirteen Thousand Five Hundred Ninety Dollars and 84/100 (\$13,590.84). Rates are in accordance with the Aviation Department's current Schedule of Rates and Charges.

The mandatory improvements include construction of three 24,990 square foot hangars, one 29,920 square foot hangar and one 5,000 square foot office/shop with surrounding apron and parking. Construction will begin no later than six (6) months after effective date of the lease agreement, with a phased construction timeline agreed upon through the lease agreement. Hangars, aprons, ramps and other auxiliary areas will be constructed in compliance with the Minimum Standards and Aviation Development Guide.

The term of the new ground lease is recommended for thirty (30) years, effective upon execution of the 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 Department Update October 19, 2023

---

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. We are actively working with interested developers for future hangar development.

### Demolition of Hangar 2N

Completion of the demolition of hangar 2N, a 29,442 square foot hangar was completed this month. This hangar and leasehold reached the end of its lease term and the aged structure was in the appropriate condition for demolition. This paves the way for future hangar development.

### 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

### East Side Hangar Taxilane Construction

Construction has begun on the East Side Hangar Taxilane project. This project consists of 3 taxilanes, which will open additional airport property for box & t-hangar development. Construction is expected to be completed in January 2024.

### Airport Master Plan

The Master Plan is currently underway. The first Planning Advisory Committee (PAC) meeting was held on February 23<sup>rd</sup>, 2023.

The 3<sup>rd</sup> PAC meeting and 2<sup>nd</sup> public information meeting occurred on September 28<sup>th</sup>, 2023. 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 twenty-eight (228) homeowners have elected to participate in sound insulation with sound insulation construction now complete on one hundred and six (106) homes. Fourteen (14) homes have expressed no interest or have been unresponsive, twenty-two (22) have chosen transaction assistance. Of the homes that chose transaction assistance, twenty (21) have sold and one (1) is currently on the market.

Currently, Bids 1-21 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. The program received \$11.4 additional funding at the end of September. 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. All contractor punch list items are complete. The change order has been processed and final pay applications are in the payment process. Once paid, project closeout will begin.

### **Joint Reseal & Pavement Management Repair (Design Phase)**

An essential project that will involve the resealing of 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, 2023, followed by a field verification site visit on April 17, 2023, and a 95% design page turn review, which was conducted at the first of June.

This project is on hold due to complex scheduling and timing of work. A re-engagement meeting is scheduled for October 31, 2023.

### **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. At the end of September, a final report page turn review was held with Jacobs Engineering and RDM.

Next step is to meet with Jacobs Engineering at the end of October to discuss RDM's findings and incorporate the work into the Airport's Capital Improvement Plan (CIP).

### **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. Phase 3 work will extend Taxiway Papa to the north from Taxilane Papa 2 to Taxiway Foxtrot, and will include construction of Taxiway Foxtrot between Papa and Runway 16R/34L.

The Phase 3 Design project kick-off meeting was held on March 9 and by early June, the design plans included an add alternative for lighting improvements on the Southwest Cargo Ramp.

Mario Sinacola was the low bidder for the construction of both the base bid and the add-alternate. Award is anticipated by the end of October.