



# City of Denton

City Hall  
215 E. McKinney St.  
Denton, Texas 76201  
[www.cityofdenton.com](http://www.cityofdenton.com)

## Meeting Agenda Airport Advisory Board

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Wednesday, May 8, 2024

3:00 PM

Airport Terminal Meeting Room

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After determining that a quorum is present, the Airport Advisory Board of the City of Denton, Texas will convene in a Regular Meeting on Wednesday, at 5:30 p.m. in the Meeting Room at the Denton Enterprise Airport Terminal Building, 5000 Airport Road, Denton, Texas, at which the following items will be considered:

### **1. PLEDGE OF ALLEGIANCE**

- A. U.S. Flag
- B. Texas Flag

“Honor the Texas Flag – I pledge allegiance to thee, Texas, one state under God, one and indivisible.”

### **2. PRESENTATIONS FROM MEMBERS OF THE PUBLIC**

Citizens may complete one Request to Speak “Public Comment” card per night for the “Presentations from Members of the Public” portion of the meeting and submit it to the Airport Staff. Presentations from Members of the Public time is reserved for citizen comments regarding items not listed on the agenda. No official action can be taken on these items. Presentations from Members of the Public is limited to five speakers per meeting with each speaker allowed a maximum of three (3) minutes.

### **3. ITEMS FOR CONSIDERATION**

- A. [AAB24-015](#) Consider approval of the minutes of March 20, 2024.

Attachments:      [Exhibit 1 - Agenda Information Sheet](#)  
[Exhibit 2 - Draft Minutes - March 20, 2024](#)

- B. [AAB24-016](#) Staff Reports:
  - 1. Monthly Operations Report - May 2024
  - 2. Monthly Construction Report - May 2024
  - 3. Airport Advisory Board-City Council Airport Related Items Matrix - May 2024

Attachments:      [Monthly Operations Report - May 2024](#)  
[Monthly Construction Report - May 2024](#)  
[Airport Advisory Board-City Council Airport Related Items Matrix - May 2023](#)

- C. [AAB24-019](#) Ratification of the Airport Business Permit for Sheltair Denton Jet Center, LLC to conduct Fixed Based Operator and On-Airport Rental Car Concession services at the Denton Enterprise Airport.

Attachments:      [Exhibit 1 - Agenda Information Sheet](#)  
[Exhibit 2 - Airport Business Permit](#)  
[Exhibit 3 - Scope of Operations](#)  
[Exhibit 4 - Location Map](#)

- D. [AAB24-020](#) Ratification of the Airport Business Permit for Sheltair Aviation Denton, LLC to conduct Hangar Leasing services at the Denton Enterprise Airport.

Attachments:      [Exhibit 1 - Agenda Information Sheet](#)  
                             [Exhibit 2 - Airport Business Permit](#)  
                             [Exhibit 3 - Scope of Operations](#)  
                             [Exhibit 4 - Location Map](#)

#### **4. WORK SESSION**

- A. [AAB24-017](#) Receive a report and hold a discussion regarding an overview of Denton Enterprise Airport vehicular parking.

Attachments:      [Exhibit 1 - Agenda Information Sheet](#)  
                             [Exhibit 2 - Presentation](#)

- B. [AAB24-018](#) Receive a report and hold a discussion regarding an update on Denton Enterprise Airport Leasing practices.

Attachments:      [Exhibit 1 - Agenda Information Sheet](#)  
                             [Exhibit 2 - Presentation](#)  
                             [Exhibit 3 - Leasing and Development Guide](#)

#### **5. CONCLUDING ITEMS**

A. Under Section 551.042 of the Texas Open Meetings Act, respond to inquiries from the Airport Advisory Board or the public with specific factual information or recitation of policy, or accept a proposal to place the matter on the agenda for an upcoming meeting AND under Section 551.0415 of the Texas Open Meetings Act, provide reports about items of community interest regarding which no action will be taken, to include: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; an honorary or salutary recognition of a public official, public employee, or other citizen; a reminder about an upcoming event organized or sponsored by the governing body; information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; or an announcement involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

NOTE: The Airport Advisory Board reserves the right to adjourn into a Closed Meeting on any item on its Open Meeting agenda consistent with Chapter 551 of the Texas Government Code, as amended, or as otherwise allowed by law.

Following the completion of the Regular Meeting, the Airport Advisory Board will convene in a Work Session at which the following items will be considered:

#### **CERTIFICATE**

I certify that the above notice of meeting was posted on the official website (<https://tx-denton.civicplus.com/242/Public-Meetings-Agendas>) and bulletin board at City Hall, 215 E. McKinney Street, Denton, Texas, on MONTH DAY, YEAR, in advance of the 72-hour posting deadline, as applicable, and in accordance with Chapter 551 of the Texas Government Code.

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OFFICE OF THE CITY SECRETARY

NOTE: THE CITY OF DENTON'S DESIGNATED PUBLIC MEETING FACILITIES ARE ACCESSIBLE IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT. THE CITY WILL PROVIDE ACCOMMODATION, SUCH AS SIGN LANGUAGE INTERPRETERS FOR THE HEARING IMPAIRED, IF REQUESTED AT LEAST 48 HOURS IN ADVANCE OF THE SCHEDULED MEETING. PLEASE CALL THE CITY SECRETARY'S OFFICE AT 940-349-8309 OR USE TELECOMMUNICATIONS DEVICES FOR THE DEAF (TDD) BY CALLING 1-800-RELAY-TX SO THAT REASONABLE ACCOMMODATION CAN BE ARRANGED.



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## Legislation Text

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**File #:** AAB24-015, **Version:** 1

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### **AGENDA CAPTION**

Consider approval of the minutes of March 20, 2024.





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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Denton Enterprise Airport

**ACM:** Frank Dixon

**DATE:** May 8, 2024

### **SUBJECT**

Consider approval of the minutes of March 20, 2024.

### **BACKGROUND**

The draft minutes from the Airport Advisory Board meeting of March 20, 2024, are attached for the Board's consideration and approval.

### **EXHIBITS**

1. Agenda Information Sheet
2. Draft Minutes – March 20, 2024

Respectfully submitted:  
Leanne Alexander, A.C.E.  
Airport Analyst

**MINUTES**  
**AIRPORT ADVISORY BOARD**  
**March 20, 2024**

After determining that a quorum was present, the Airport Advisory Board of the City of Denton, Texas convened in a Special Called Meeting on Wednesday, March 20, 2024, at 3:00 p.m. in the Meeting Room at the Denton Enterprise Airport Terminal Building, 5000 Airport Road, Denton, Texas.

**PRESENT:** Chair Robert Tickner, Vice Chair Rick Woolfolk, Members Ed Ahrens, David Smith, and Davis Bird.

**ABSENT:** Member Ann Patterson.

**1. PLEDGE OF ALLEGIANCE**

Members conducted the U.S. and Texas pledge of allegiance.

**2. PRESENTATION FROM MEMBERS OF THE PUBLIC**

Mike Sykes, 4850 Spartan Drive – Provided a request for long term parking solutions for the US Aviation on Airport businesses.

Thomas Tonkin, 3621 Fritz Lane – Inquired about the Primary Runway construction and closures associated with the project.

**3. ITEMS FOR CONSIDERATION**

**A. Consider approval of the minutes of February 14, 2024. (AAB24-009)**

Vice Chair Woolfolk moved to approve the item as presented. Member Ahrens seconded the motion. Motion carried.

AYES (5): Chair Tickner, Vice Chair Woolfolk, Members Ahrens, Smith, and Bird

NAYS (0): NONE

ABSENT (1): Member Patterson

**B. Receive a report, hold a discussion, and provide recommendation to City Council regarding the approval of an Airport Land Lease Agreement between the City of Denton Texas and Roanoke Air and Auto, Inc covering property at 904 Aeronca Lane, Denton, Texas at the Denton Enterprise Airport; authorizing the City Manager to execute the Airport Lease Agreement; and providing an effective date. (AAB24-010)**

The item was presented, and discussion followed.

Member Smith moved to approve the item as presented. Member Ahrens seconded the motion. Motion carried.

AYES (5): Chair Tickner, Vice Chair Woolfolk, Members Ahrens, Smith, and Bird  
NAYS (0): NONE  
ABSENT (1): Member Patterson

- C. Receive a report, hold a discussion, and recommend adoption of an ordinance of the City of Denton, a Texas home-rule municipal corporation, authorizing the City Manager to accept on behalf of the City an offer from the Federal Aviation Administration ("FAA"), administered by the Texas Department of Transportation ("TxDOT") relating to an Infrastructure Investment and Jobs Act ("IIJA") grant of \$709,779.60 for the Airport Master Plan with the City responsible for ten percent of total project costs; requiring the City to provide \$78,864.40 in contributory funds for the Airport Master Plan at the Denton Enterprise Airport with an estimated total project cost of \$788,644.00; and providing an effective date. (AAB24-011)**

The item was presented, and discussion followed.

Vice Chair Woolfolk moved to approve the item as presented. Member Ahrens seconded the motion. Motion carried.

AYES (5): Chair Tickner, Vice Chair Woolfolk, Members Ahrens, Smith, and Bird  
NAYS (0): NONE  
ABSENT (1): Member Patterson

- D. Receive a report, hold a discussion, and recommend adoption of an ordinance of the City of Denton, a Texas home-rule municipal corporation, authorizing the approval of a second amendment to a Professional Services Agreement between the City of Denton and Coffman Associates, Inc., amending the contract approved by Purchasing July 26, 2023, in the no-to-exceed amount of \$15,000.00; amended by Amendment 1 approved by City Council; said second amendment to provide additional objectives within the Scope of Work for the Airport Master Plan; providing for the expenditure of funds therefor; and providing an effective date (File 8133 – providing for an additional second amendment expenditure amount not-to-exceed \$788,644.00, with the total contract amount not-to-exceed \$874,894.00).(AAB24-013)**

The item was presented, and discussion followed.

Vice Chair Woolfolk moved to approve the item as presented. Member Smith seconded the motion. Motion carried.

AYES (5): Chair Tickner, Vice Chair Woolfolk, Members Ahrens, Smith, and Bird  
NAYS (0): NONE  
ABSENT (1): Member Patterson

**E. Staff Reports: (AAB24-012)**

- 1. Monthly Operations Report – March 2024**
- 2. Monthly Construction Report – March 2024**
- 3. Airport Advisory Board-City Council Airport Related Items Matrix – March 2024**

The items were presented, and discussion followed. There was no direction provided as the items were for presentation/discussion purposes only.

#### **4. CONCLUDING ITEMS.**

Vice Chair Woolfolk requested updated Department of Transportation plans for the Loop 288 project.

Chair Tickner and Vice Chair Woolfolk requested an overview of the parking and leasing procedures.

The next scheduled Airport Advisory Board meeting is April 10, 2024, at 3:00 p.m.

#### **WORK SESSION**

##### **A. Receive a report and hold a discussion regarding an update on the Airport Fund and Airport finances.**

The item was presented by the City of Denton Finance department, and discussion followed. There was no direction provided as the items were for presentation/discussion purposes only.

With no further business, the meeting was adjourned at 4:24 p.m.

X

\_\_\_\_\_  
Bob Tickner  
Chairman

X

\_\_\_\_\_  
Leanne Alexander  
Recording Secretary

MINUTES APPROVED ON: \_\_\_\_\_



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## Legislation Text

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**File #:** AAB24-016, **Version:** 1

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### AGENDA CAPTION

Staff Reports:

1. Monthly Operations Report - May 2024
2. Monthly Construction Report - May 2024
3. Airport Advisory Board-City Council Airport Related Items Matrix - May 2024

## MONTHLY OPERATIONS REPORT

### May 2024

The following tables provide details on operations, fueling, based aircraft, alerts, incidents, and wildlife management efforts. Historical Airport Operations, **Exhibit 1**, and Historical Fuel Flowage, **Exhibit 2**, provides airport historical operations and fuel flowage data from 2014-2024.

OPERATIONS (Calendar Year)						
Operation Type	Apr-23	Apr-24	% Change	2023 YTD	2024 YTD	% Change
IFR Itinerant	760	1,294	70.3%	2,936	4,126	40.5%
VFR Itinerant	5,854	7,448	27.2%	22,559	31,040	37.6%
Local	8,379	8,250	-1.5%	31,664	39,018	23.2%
<b>Total</b>	<b>14,993</b>	<b>16,992</b>	<b>13.3%</b>	<b>57,159</b>	<b>74,184</b>	<b>29.8%</b>

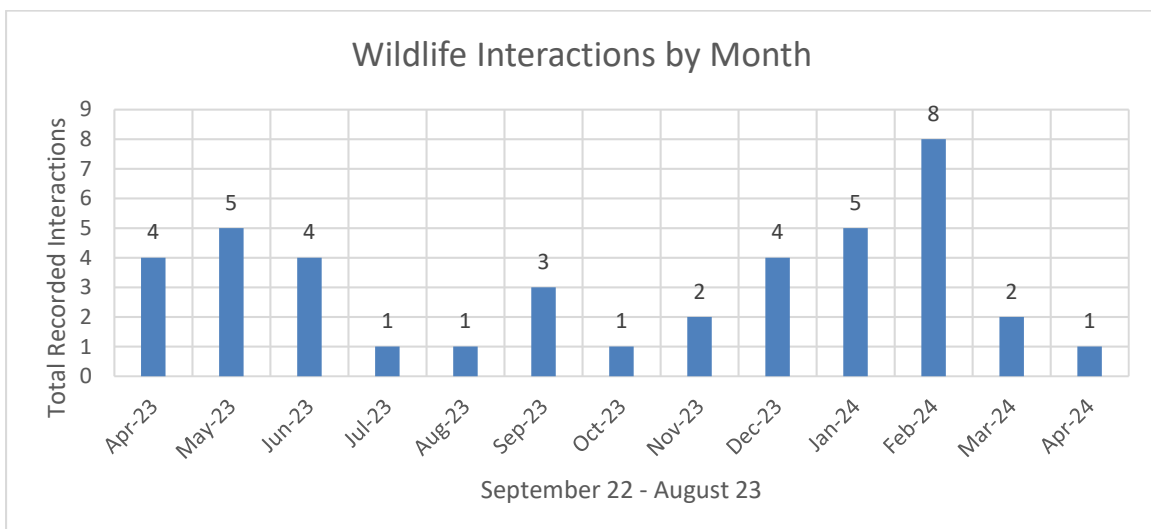
  

FUELING (Fiscal Year)						
Type	Mar-23	Mar-24	% Change	2023 YTD	2024 YTD	% Change
AvGas	37,711	48,135	27.6%	214,829	252,776	17.7%
Jet A	123,210	103,591	-15.9%	735,981	605,361	-17.7%
<b>Total</b>	<b>160,921</b>	<b>151,726</b>	<b>-5.7%</b>	<b>950,810</b>	<b>858,137</b>	<b>-9.7%</b>

BASED AIRCRAFT					
Description	Single Engine	Multi Engine	Jet	Helicopter	Total
Dec 2023	309	62	34	15	420
Dec 2022	321	79	38	14	452
Dec 2021	305	73	37	10	425

ALERTS		
Date	Type	Description
04/17/2024	Alert II	The pilot in a Glasair declared an emergency stating his oil temps had reached an unsafe level while waiting to land. The pilot was able to land safely and taxi the plane back to parking without further incident.
04/17/2024	Alert III	The pilot of a Piper Cherokee was on base leg for RWY 18R when the aircrafts engine lost power. The pilot was able to land in a field approximately 3375 ft. NNW of the threshold of RWY 18R. Airport OPS and EMS immediately responded to the scene. The pilot sustained no injuries and was able to exit the aircraft under their own power. A FSDO Inspector was dispatched to the scene and released the aircraft for recovery. The aircraft was recovered the following day and transported to a maintenance company on the airport for further inspection.

INCIDENTS	
Date	Description
04/08/2024	An aircraft had a flat nose wheel on Taxiway Alpha at A5. A maintenance provider was able to air up the tire and the pilot was able to taxi the aircraft back to parking without further incident.
03/27/2024	A Sheltair fuel truck clipped a corner fence post on the ramp while headed back to the FBO. The fence sustained some minor damage, and no major damage was reported on the fuel truck. There were also no injuries reported on this incident.
03/19/2024	An individual on foot was following the creek line just North of the Airport. The individual ended up making their way onto the Airport (outside of the AOA) and couldn't find their way out. Airport Ops spotted the individual and escorted them out the gate and cautioned them not to return o this area.



**EXHIBITS**

1. Historical Airport Operations 2014-2024 (Attached)
2. Historical Fuel Flowage 2014-2024 (Attached)
3. VirTower Stats (Attached)
4. Airport State and National Ranking (Attached)



## DENTON ENTERPRISE AIRPORT HISTORICAL OPERATIONS

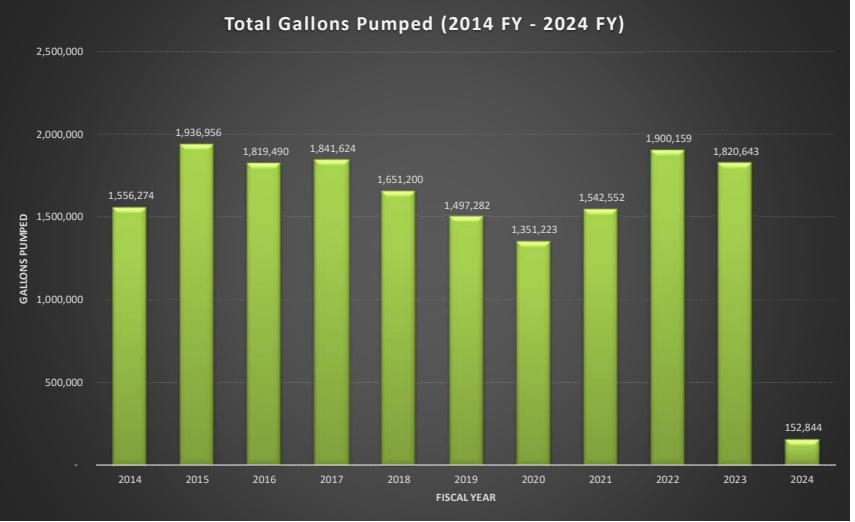
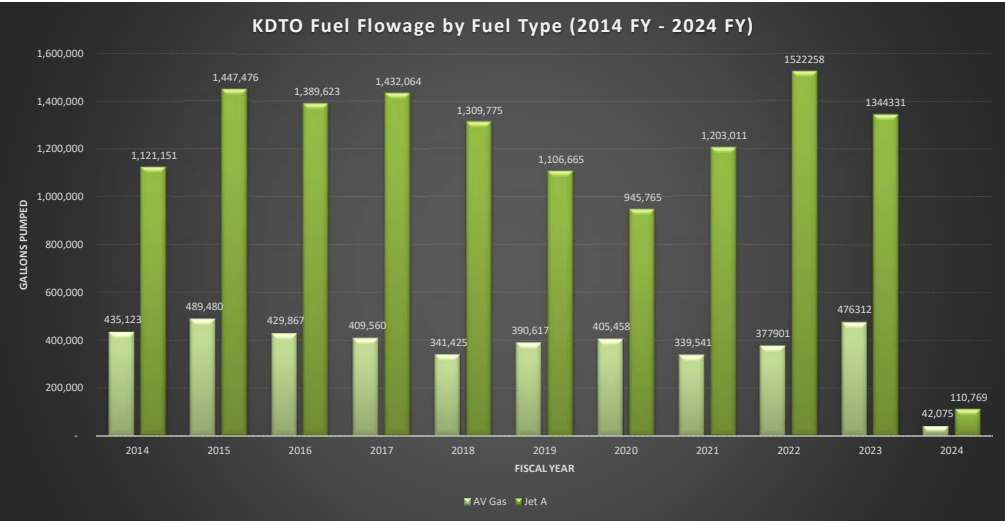
Month:	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
JAN	11019	14419	12074	11070	13036	12323	9830	9138	14030	13814	14618
FEB	10023	10891	12530	9300	7899	9307	11704	6697	10469	13218	20919
MARCH	13929	12886	9240	10846	10659	13074	10055	12423	12719	15134	21655
APRIL	14788	12816	10226	9390	11314	11709	12090	10631	13601	14993	16992
MAY	16140	12431	11958	11914	14854	11172	12690	10704	9902	19470	
JUNE	12949	15308	11962	10342	12521	12468	11282	11519	15321	18549	
JULY	14912	17359	13190	11162	13553	11718	14274	14124	15936	19931	
AUG	13558	18143	11461	10514	14888	10392	13076	12868	17597	21408	
SEP	13485	14665	13523	11010	11477	12176	10911	13672	20217	20484	
OCT	14334	13208	13021	10870	13682	11444	11445	12837	17794	18362	
NOV	10974	10906	9195	10249	13276	11367	10508	12482	14415	18860	
DEC	11228	12020	9166	10899	11539	11379	10296	12051	14217	17977	
<b>Total:</b>	<b>157339</b>	<b>165052</b>	<b>137546</b>	<b>127566</b>	<b>148698</b>	<b>138529</b>	<b>138161</b>	<b>139146</b>	<b>176218</b>	<b>212200</b>	<b>74184</b>



Denton Enterprise Airport Fuel Flowage Data (2014 FY - 2024 FY)

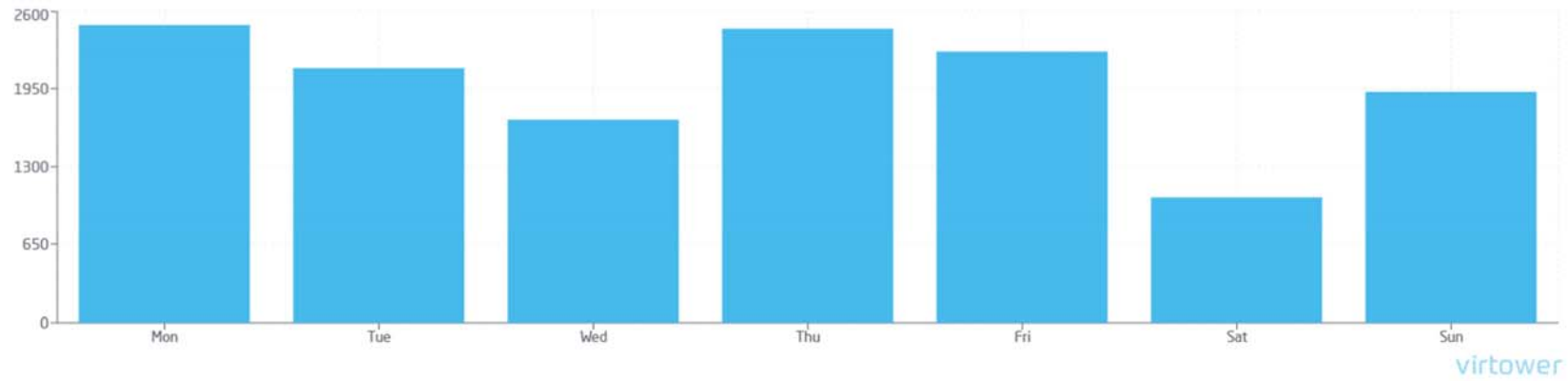
All numbers below represent U.S. Gallons

Month:	2014		2015		2016		2017		2018		2019		2020		2021		2022		2023		2024		TOTAL
	AV Gas	Jet A	AV Gas	Jet A	AV Gas	Jet A	AV Gas	Jet A	AV Gas	Jet A	AV Gas	Jet A	AV Gas	Jet A	AV Gas	Jet A	AV Gas	Jet A	AV Gas	Jet A	AV Gas	Jet A	4,348,060.00
OCT	39932	127358	53341	123699	39858	115108	38343	132214	20728	143240	28452	107670	35715	105460	35631	105141	24214	116562	61611	148500	42075	110769	
NOV	32122	84320	32093	106167	39713	129726	39407	138470	18427	146159	30973	99147	31868	83005	47812	106976	27892	132701	27105	100558	42283	102797	
DEC	29433	69454	32056	110117	28155	117665	23553	93974	32083	127691	39148	92592	24587	82387	32267	83953	28292	156521	22190	141247	33729	87840	
JAN	28150	94086	40413	118367	36273	92626	31290	123841	24219	106326	32119	82476	24087	83957	20584	77349	24027	119289	33805	111388	35531	104469	
FEB	31420	66208	40164	112469	33050	108927	27317	84073	20027	75550	24939	91478	31991	75548	23864	69928	24010	95155	32407	111078	51023	95895	
MAR	36387	94939	31828	164541	51459	118085	30972	114433	31988	106609	27799	98979	23853	60237	15971	116035	40014	142974	37711	123210	48135	103591	
APR	37600	81605	33813	158634	24972	133206	43548	97103	27769	96351	39613	90424	38629	29912	32354	99894	27734	138601	45444	110233			
MAY	42651	91438	35104	94632	27625	95236	39425	134854	31356	105264	27412	96991	31549	66916	19685	123164	31730	125991	32605	102672			
JUN	31482	83118	51039	122798	30860	116535	31497	112690	21686	122843	38995	81278	46965	81254	32022	106194	35282	118103	41080	113687			
JUL	51198	106097	52136	114103	51458	125261	28923	112760	39119	99127	42974	95958	39210	89037	24034	114757	33155	102139	40445	93023			13,427,480.00
AUG	36820	98847	47872	105756	31362	91756	35349	142080	42546	97711	26962	88429	38512	97331	27912	106957	40165	140596	57089	78284			
SEP	37928	123681	39621	116193	35082	145492	39936	145572	31477	82904	31231	81243	38492	90721	27405	92663	41386	133626	44820	110451			
Total:	435123	1121151	489480	1447476	429867	1389623	409560	1432064	341425	1309775	390617	1106665	405458	945765	339541	1203011	377901	1522258	476312	1344331	252776	605361	
	1556274		1936956		1819490		1841624		1651200		1497282		1351223		1542552		1900159		1820643		858137		17,775,540



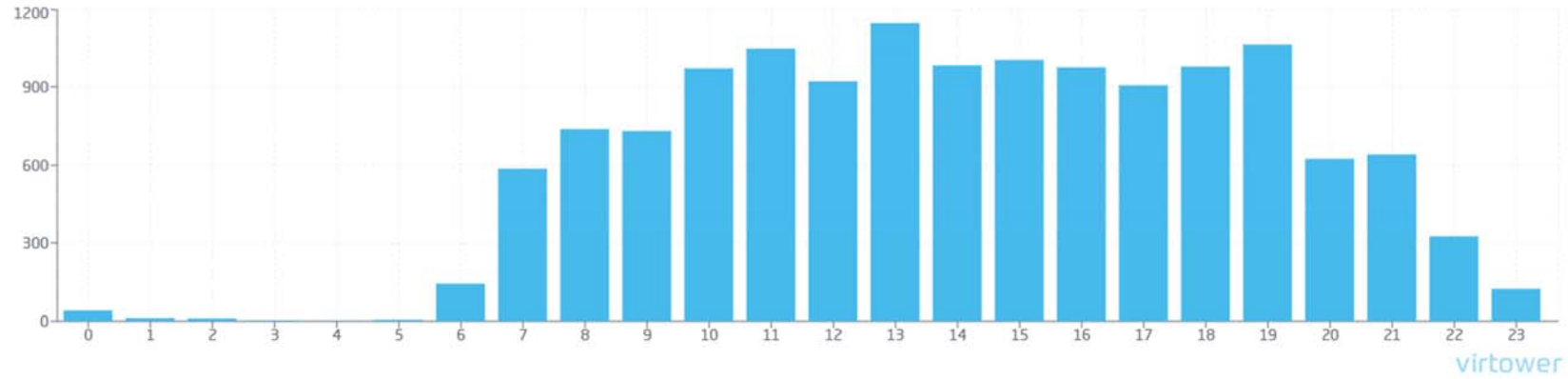
### Operations by Day of Week

KD TO 04/01/2024 0:00 > 04/30/2024 23:59 LT



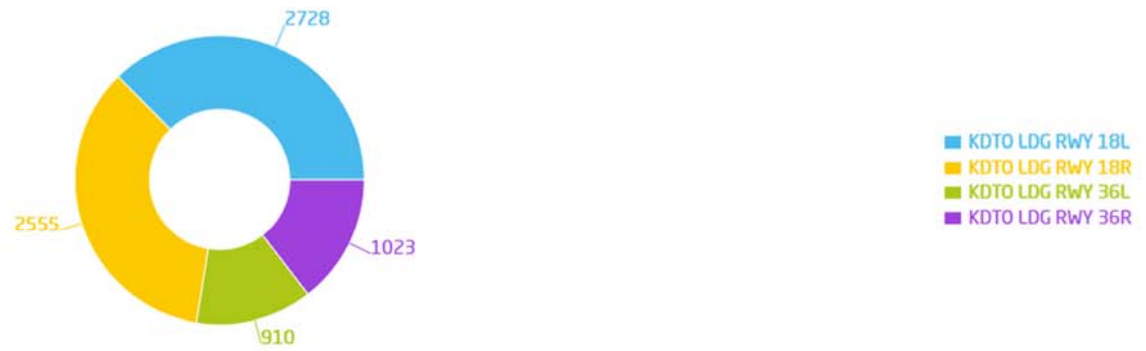
### Operations per Hour (Landings & Takeoffs)

KD TO 04/01/2024 0:00 > 04/30/2024 23:59 LT



### Landings per Runway

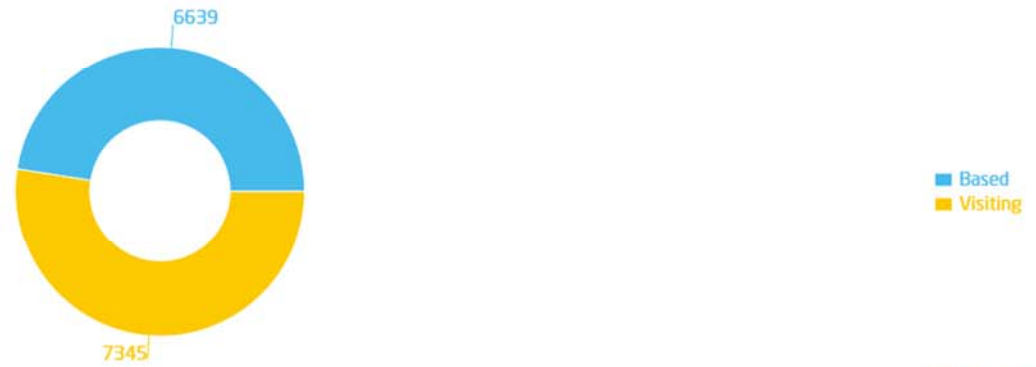
KD TO 04/01/2024 0:00 > 04/30/2024 23:59 LT



virtower

### Operations Based vs Visiting

KD TO 04/01/2024 0:00 > 04/30/2024 23:59 LT



virtower

# ATADS : Airport Operations : Ranking Report

From 01/2024 To 03/2024 | State=TX  
Ranked by : Total Operations

#	Facility	Itinerant					Local			Total Operations
		Air Carrier	Air Taxi	General Aviation	Military	Total	Civil	Military	Total	
1	DFW	167,269	3,625	1,361	52	172,307	0	0	0	172,307
2	IAH	89,718	12,705	1,961	19	104,403	0	0	0	104,403
3	AUS	43,179	6,447	10,387	1,373	61,386	138	4	142	61,528
4	DAL	35,662	12,825	11,405	191	60,083	0	0	0	60,083
5	FTW	72	2,799	18,769	382	22,022	34,527	646	35,173	57,195
6	DTO	1	883	25,227	4	26,115	30,067	0	30,067	56,182
7	HOU	29,602	7,683	13,246	132	50,663	0	0	0	50,663
8	DWH	2	967	16,441	694	18,104	23,265	273	23,538	41,642
9	SAT	23,481	5,721	10,038	964	40,204	0	0	0	40,204
10	TKI	0	5,079	8,581	18	13,678	19,961	0	19,961	33,639
11	GTU	0	140	17,221	18	17,379	15,274	10	15,284	32,663
12	SJT	378	651	10,970	4,571	16,570	9,355	6,076	15,431	32,001
13	GKY	3	225	11,806	7	12,041	16,532	4	16,536	28,577
14	ADS	10	10,359	16,831	32	27,232	350	0	350	27,582
15	AFW	3,971	2,539	9,078	2,665	18,253	8,671	530	9,201	27,454
16	CXO	0	683	18,148	174	19,005	8,354	42	8,396	27,401
17	HQZ	8	157	6,598	6	6,769	18,372	6	18,378	25,147
18	ELP	10,138	3,989	5,755	1,746	21,628	1,414	514	1,928	23,556
19	ACT	512	1,330	9,301	1,007	12,150	9,028	100	9,128	21,278

# ATADS : Airport Operations : Ranking Report

From 01/2024 To 03/2024 | State=TX  
Ranked by : Total Operations

#	Facility	Itinerant					Local			Total Operations
		Air Carrier	Air Taxi	General Aviation	Military	Total	Civil	Military	Total	
20	GPM	0	11	10,408	22	10,441	10,670	18	10,688	21,129
21	RBD	0	104	10,264	30	10,398	10,075	2	10,077	20,475
22	FWS	0	552	7,409	8	7,969	12,026	0	12,026	19,995
23	SSF	0	1,037	7,941	845	9,823	9,803	188	9,991	19,814
24	HYI	0	430	9,006	72	9,508	9,994	42	10,036	19,544
25	LBB	3,442	3,366	6,211	1,373	14,392	3,726	745	4,471	18,863
26	SGR	0	2,125	9,174	17	11,316	6,442	0	6,442	17,758
27	GGG	294	2,906	5,440	830	9,470	7,502	444	7,946	17,416
28	BAZ	0	529	6,565	664	7,758	8,681	704	9,385	17,143
29	CRP	2,547	1,560	3,719	8,080	15,906	0	62	62	15,968
30	CLL	469	1,311	7,821	1,918	11,519	3,212	518	3,730	15,249
31	MFE	2,236	645	6,713	1,035	10,629	4,223	46	4,269	14,898
32	MAF	4,469	2,042	4,865	1,999	13,375	612	706	1,318	14,693
33	GYI	0	424	6,488	92	7,004	6,282	88	6,370	13,374
34	VCT	0	652	1,377	2,814	4,843	540	5,901	6,441	11,284
35	LRD	2,052	2,874	4,291	650	9,867	268	568	836	10,703
36	ABI	977	867	3,609	2,000	7,453	2,120	1,040	3,160	10,613
37	GLS	0	1,754	4,564	191	6,509	3,718	96	3,814	10,323
38	HRL	3,148	399	2,034	932	6,513	980	2,722	3,702	10,215

# ATADS : Airport Operations : Ranking Report

From 01/2024 To 03/2024 | State=TX  
Ranked by : Total Operations

		Itinerant					Local			Total Operations
#	Facility	Air Carrier	Air Taxi	General Aviation	Military	Total	Civil	Military	Total	
39	AMA	2,111	1,627	2,152	2,380	8,270	810	1,006	1,816	10,086
40	TYR	404	967	4,605	54	6,030	1,704	56	1,760	7,790
41	CNW	0	61	1,717	357	2,135	4,730	620	5,350	7,485
42	BRO	1,218	894	2,722	695	5,529	1,140	190	1,330	6,859
43	BPT	290	336	2,413	151	3,190	0	0	0	3,190
Total:		427,663	106,280	354,632	41,264	929,839	304,566	23,967	328,533	1,258,372

Report created on Mon Apr 29 12:41:54 EDT 2024  
Sources: Air Traffic Activity System (ATADS)  
[Show data notices.](#)

# ATADS : Airport Operations : Ranking Report

From 01/2024 To 03/2024  
Ranked by : Total Operations

#	Facility	Itinerant					Local			Total Operations
		Air Carrier	Air Taxi	General Aviation	Military	Total	Civil	Military	Total	
1	ATL	183,139	2,072	1,631	52	186,894	0	0	0	186,894
2	DFW	167,269	3,625	1,361	52	172,307	0	0	0	172,307
3	ORD	141,167	27,051	714	2	168,934	0	0	0	168,934
4	DEN	141,343	19,140	639	71	161,193	0	0	0	161,193
5	LAS	98,114	33,517	9,115	2,412	143,158	0	0	0	143,158
6	LAX	128,238	5,387	3,128	121	136,874	0	0	0	136,874
7	CLT	109,709	21,203	5,708	179	136,799	0	0	0	136,799
8	MIA	119,305	7,797	4,312	130	131,544	0	0	0	131,544
9	PHX	105,698	8,522	6,297	716	121,233	0	0	0	121,233
10	MCO	102,951	4,398	4,023	68	111,440	0	0	0	111,440
11	JFK	104,796	1,281	2,860	91	109,028	0	0	0	109,028
12	IAH	89,718	12,705	1,961	19	104,403	0	0	0	104,403
13	EWR	94,947	2,219	2,869	36	100,071	0	0	0	100,071
14	DVT	3	17,368	15,907	26	33,304	64,820	115	64,935	98,239
15	FFZ	5	18,059	21,723	287	40,074	57,253	4	57,257	97,331
16	SEA	91,744	925	281	2	92,952	0	0	0	92,952
17	LGB	8,916	3,595	27,079	166	39,756	50,090	6	50,096	89,852
18	BOS	75,673	10,918	1,684	44	88,319	0	0	0	88,319
19	SFO	80,152	5,347	1,762	680	87,941	0	0	0	87,941
20	FLL	67,229	9,071	10,291	432	87,023	0	0	0	87,023



# ATADS : Airport Operations : Ranking Report

From 01/2024 To 03/2024  
Ranked by : Total Operations

#	Facility	Itinerant					Local			Total Operations
		Air Carrier	Air Taxi	General Aviation	Military	Total	Civil	Military	Total	
21	MYF	1	1,232	25,412	334	26,979	59,753	53	59,806	86,785
22	HWO	0	304	22,881	0	23,185	62,954	0	62,954	86,139
23	LGA	83,650	1,136	749	17	85,552	0	0	0	85,552
24	APA	10	12,643	25,415	770	38,838	44,355	17	44,372	83,210
25	SLC	59,918	10,915	10,332	808	81,973	184	0	184	82,157
26	HNL	42,301	22,544	13,142	3,939	81,926	22	2	24	81,950
27	TMB	6	1,910	37,566	65	39,547	40,846	62	40,908	80,455
28	PRC	1	15,068	8,866	155	24,090	54,204	35	54,239	78,329
29	MSP	72,500	3,617	1,708	465	78,290	0	0	0	78,290
30	IWA	3,577	20,040	6,359	540	30,516	45,146	408	45,554	76,070
31	SNA	23,347	6,604	23,353	57	53,361	22,330	46	22,376	75,737
32	DCA	72,359	557	512	524	73,952	0	0	0	73,952
33	SFB	5,138	19,425	8,451	192	33,206	38,185	9	38,194	71,400
34	VNY	22	8,843	28,384	87	37,336	33,497	2	33,499	70,835
35	DAB	1,471	44,244	10,488	194	56,397	14,095	0	14,095	70,492
36	GFK	625	24,524	2,413	28	27,590	41,454	0	41,454	69,044
37	DTW	66,274	1,003	1,021	4	68,302	0	0	0	68,302
38	PHL	50,790	14,329	2,487	124	67,730	0	0	0	67,730
39	CHD	0	6,898	15,530	41	22,469	43,171	0	43,171	65,640

# ATADS : Airport Operations : Ranking Report

From 01/2024 To 03/2024  
Ranked by : Total Operations

#	Facility	Itinerant					Local			Total Operations
		Air Carrier	Air Taxi	General Aviation	Military	Total	Civil	Military	Total	
40	IAD	43,845	14,454	6,424	154	64,877	0	0	0	64,877
41	VRB	501	17,121	14,314	62	31,998	32,654	25	32,679	64,677
42	BJC	5	4,732	23,196	267	28,200	34,000	237	34,237	62,437
43	TPA	48,735	6,302	7,116	190	62,343	0	0	0	62,343
44	BNA	46,927	6,645	7,817	665	62,054	8	0	8	62,062
45	AUS	43,179	6,447	10,387	1,373	61,386	138	4	142	61,528
46	DAL	35,662	12,825	11,405	191	60,083	0	0	0	60,083
47	CNO	14	262	15,732	447	16,455	42,925	160	43,085	59,540
48	FTW	72	2,799	18,769	382	22,022	34,527	646	35,173	57,195
49	DTO	1	883	25,227	4	26,115	30,067	0	30,067	56,182
50	PBI	18,867	17,866	18,464	532	55,729	4	0	4	55,733
51	VGT	1	5,369	16,550	346	22,266	33,020	439	33,459	55,725
52	BWI	49,548	3,325	2,028	258	55,159	0	0	0	55,159
53	GYR	46	17,533	7,747	94	25,420	29,220	0	29,220	54,640
54	ANC	29,610	13,569	7,538	1,212	51,929	1,372	0	1,372	53,301
55	SAN	45,241	3,521	2,035	218	51,015	1	0	1	51,016
56	RVS	0	13,281	9,243	36	22,560	28,334	0	28,334	50,894
57	HOU	29,602	7,683	13,246	132	50,663	0	0	0	50,663
58	MEM	43,486	3,149	3,415	261	50,311	0	0	0	50,311

## MONTHLY CONSTRUCTION REPORT

### May 2024

The following provides a status update on the capital improvement projects that are in progress at the Airport:

#### **Fire Station 9 (Status Unchanged)**

##### **I. Achievements**

- FRP Install Complete
- Elevator Install Complete
- Apparatus Bay Conduit and Wiring Complete
- Apparatus Bay Ceiling Paint (1<sup>st</sup> Coat Complete)
- Gear Locker Assembly Complete
- East Canopy Install Complete
- Sauna Delivered
- Slide Pole Cages Delivered
- Irrigation Install Started

##### **II. Next Steps**

- Concrete Polish
- Install Carpet in Day Room
- Install Rubber Flooring in Workout Room
- Complete Plumbing Fixtures
- Finish Lighting Install
- Finish Observation Deck Paver System
- App Bay Folding Door Install
- Complete Fencing on West Side
- Start all Terminal Activities (Demo, Canopy, Paint)
- Finish Irrigation and Complete Landscape
- Final Paint
- Finish Ceiling Tile Install
- Install Pony Wall Glass behind Elevator
- Complete Fire Alarm and G2
- Install Appliances
- Install Sauna

### **RWY 18L-36R Reconstruction (Status Updated)**

A Pre-Pave Meeting is tentatively scheduled for Tuesday May 7, 2024 with plans to begin laying asphalt the following week. A more in depth look ahead will be provided in our PowerPoint presentation along with construction photos from the project.

The scope of this project includes phased for subgrade, line-of-sight, and runway lighting. The southern end of the runway is experiencing significant subgrade issues resulting in the need for a full-depth repair of approximately 1,200 feet. The line-of-sight issue between runway ends is being corrected by lowering the center portion of the runway by approximately 2 feet. This effort will also include reconstruction of several taxiway stubs. This project will also include the replacement of the runway lights with LED lighting and new cabling, along with LED PAPIs. Lastly, the northern end of the runway will either get a mill and overlay or crack and seal coat, along with complete runway markings for the entire runway.

The project is anticipated to begin in April 2024, with a multi-phase schedule. Phase I will include a short closure of the runway to install a temporary Alpha 6 connector. Phase II will start thereafter which will result in the southern end of the runway being closed and providing a 5,200-foot runway remaining for use. Phase III, anticipated to begin in July 2024, will result in the full runway closure for approximately 45 days to complete the center portion of the runway. The remaining phasing will include runway lighting and PAPI installation during nighttime closures.

### **FM 1515 (Status Updated)**

The TxDOT project scope is to widen (from Bonnie Brae to Masch Branch Road) to a six-lane divided roadway. TxDOT is currently working on the final design for the planned project. As of April 2024, the project is expected to be ready to let in June 2025.

### **Loop 288 West Frontage Roads (Status Updated)**

The TxDOT project scope is to construct 9 miles of frontage roads for the western portion of Loop 288 from I-35 to I-35W. TxDOT continues to engage in negotiation for rights of way for the planned project. As of April 2024, the project is expected to be ready to let in April 2026.

## **Administrative Update**

**Texas Innovation Engine** – The Texas Innovation Engine project is a regional initiative spearheaded by a consortium of local universities and organizations with the goal of establishing the Texoma Region as a global leader in logistics innovation. Funded by a National Science Foundation (NSF) Type-1 innovation development grant, the initiative aims to establish a robust logistics innovation ecosystem that addresses future logistics requirements, fosters innovative solutions, and facilitates their commercialization on a global scale. Collaboration lies at the heart of this initiative, with an extensive roster of organizations already on board. The City of Denton, and Denton Enterprise Airport, specifically, have been invited to be a collaboration partner in this initiative, helping the effort through identifying logistical challenges and research opportunities, serving on advisory boards, and offering valuable insights and connections to fellow industry collaborators, among other contributions. Council will consider a resolution authorizing the City Manager to sign a letter of collaboration at its May 7 meeting. Staff contact: Ryan Adams, Airport

<b>Airport Advisory Board/City Council Airport Related Items</b> <b>**Council Airport Committee – Dissolved 09/28/2021</b> <b>***Legal Review</b>				
	<b>Airport Advisory Board</b>		<b>City Council</b>	
<b>Description</b>	<b>Date</b>	<b>Action</b>	<b>Date</b>	<b>Action</b>
<b>Pending Items</b>				
Airport Financial Analysis	06/12/2024	Pending	06/18/2024	Work Session
US Trinity Aviation, LLC – Lease Agreement – Site 9	Pending	Pending	Pending	Pending
HC Commercial – Lease Agreement – Site 10	Pending	Pending	Pending	Pending
GKY Holdings 1, LLC – Lease Amendment	Pending	Pending	Pending	Pending
GKY Holdings 1, LLC – Lease Agreement (7B/Tract 2)	Pending	Pending	Pending	Pending
Chapter 3 Amendment	Pending	Pending	Pending	Pending
<b>Completed Items with Airport Advisory Board and City Council</b>				
Airport Master Plan	03/20/2024	Approved 5-0	04/02/2024	Approved 7-0
Airport Financial Update	03/20/2024	Work Session	N/A	Approved 7-0
Roanoke Air and Auto, Inc – Lease Agreement	03/20/2024	Approved 5-0	04/02/2024	Pending
Hangar 10 Flying Museum – Lease Assignment	02/14/2024	Approved 6-0	02/20/2024	Approved 7-0
GKY Holdings 1, LLC – Lease Amendment	12/06/2023	Approved 4-0	12/12/2023	Approved 6-0
Financial Analysis	12/06/2023	Approved 4-0	12/12/2023	Approved 6-0
Nebrig Properties, LP – Lease Assignment	12/06/2023	Approved 4-0	12/12/2023	Approved 6-0
TxDOT – Primary Runway Reconstruction Project	10/11/2023	Approved 4-0	10/24/2023	Approved 6-0
Victory Aviation Supplies, LLC – Consent to Subsublease	09/13/2023	Approved 4-0	09/26/2023	Approved 7-0
Ronald J. Gowan – Lease Assignment	09/13/2023	Approved 4-0	09/26/2023	Approved 7-0
Petersen Hangars, LLC – Lease Assignment	09/13/2023	Approved 4-0	09/26/2023	Approved 7-0
Dave Austin – Lease Assignment	08/09/2023	Approved 5-0	08/15/2023	Approved 7-0
DTO 4858, LLC – Lease Assignment	08/09/2023	Approved 5-0	08/15/2023	Approved 7-0
US Trinity – Lease Assignment	02/23/2023	Approved 4-0	03/07/2023	Approved 6-0
TxDOT – Runway Rehabilitation Project	12/14/2022	Approved 7-0	1/10/2023	Approved 5-0

<b>Airport Advisory Board/City Council Airport Related Items</b> <b>**Council Airport Committee – Dissolved 09/28/2021</b> <b>***Legal Review</b>				
Description	Airport Advisory Board		City Council	
	Date	Action	Date	Action
THP Air, LLC – Lease Amendment	12/14/2022	Approved 7-0	1/10/2023	Approved 5-0
Sykes-Vaughan Investments, LLC – Lease Assignment x 6	11/9/2022	Approved 6-0	12/15/2022	Approved 7-0
Airport Rates and Fees Schedule	9/14/2022	Approved 5-0	9/27/2022	Approved 7-0
3KAM Real Estate, LLC – Lease Assignment	6/08/2022	Approved 4-0	6/28/2022	Approved 7-0
Willowbend Development, LLC – Consent to Assignment of Sublease	5/11/2022	Approved 5-0	5/17/2022	Approved 7-0
Pedron Aircraft Works – Lease Assignment	5/11/2022	Approved 5-0	5/17/2022	Approved 7-0
Ezell Aviation, Inc– Consent to Sublease (CFD Integration, LLC)	5/11/2022	Approved 5-0	5/17/2022	Approved 7-0
Ezell Aviation, Inc– Consent to Sublease (DSR-Cherokee 180, LLC)	5/11/2022	Approved 5-0	5/17/2022	Approved 7-0
Ezell Aviation, Inc– Consent to Sublease (Precision Aircraft Maintenance)	5/11/2022	Approved 5-0	5/17/2022	Approved 7-0
Airport Tower Operations Agreement	3/9/2022	Approved 4-0	3/22/2022	Approved 7-0
Airport Outer Marker Lease	3/9/2022	Approved 4-0	3/22/2022	Approved 7-0



# City of Denton

City Hall  
215 E. McKinney St.  
Denton, Texas 76201  
[www.cityofdenton.com](http://www.cityofdenton.com)

## Legislation Text

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**File #:** AAB24-019, **Version:** 1

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### **AGENDA CAPTION**

Ratification of the Airport Business Permit for Sheltair Denton Jet Center, LLC to conduct Fixed Based Operator and On-Airport Rental Car Concession services at the Denton Enterprise Airport.





# City of Denton

City Hall  
215 E. McKinney Street  
Denton, Texas  
www.cityofdenton.com

## AGENDA INFORMATION SHEET

**DEPARTMENT:** Denton Enterprise Airport

**ACM:** Frank Dixon

**DATE:** May 8, 2024

### **SUBJECT**

Ratification of the Airport Business Permit for Sheltair Denton Jet Center, LLC to conduct Fixed Based Operator and On-Airport Rental Car Concession services at the Denton Enterprise Airport.

### **PURPOSE**

Pursuant to Denton Enterprise Airport Revised Code, Chapter 3, Article 3, commercial aeronautical activity conducted at the Airport requires a valid Airport Business Permit. In addition, the Airport Minimum Operating Standards outlines the process for obtaining such a permit. Sheltair Denton Jet Center, LLC has requested an Airport Business Permit to conduct Fixed Based Operator and On-Airport Rental Car Concession services at the Denton Enterprise Airport.

Airport Business Permit administrative approval was given to Sheltair Denton Jet Center, LLC on December 5, 2022. The Airport Business Permit ratification was delayed due to the purchase of additional property, obtaining a Certificate of Occupancy for each building, and staffing time constraints. The Scope of Operations provided by Sheltair Denton Jet Center, LLC is attached as **Exhibit 3**.

### **APPLICANT(S)**

Sheltair Denton Jet Center, LLC  
Milo Zonka, Vice President, Real Estate  
4860 NE 12<sup>th</sup> Ave  
Fort Lauderdale, FL 33334

### **KEY CONSIDERATIONS**

Sheltair Denton Jet Center, LLC has provided the appropriate documentation and meets the requirements for said services as outlined in the Airport Minimum Operating Standards.

### **EXHIBITS**

1. Agenda Information Sheet
2. Airport Business Permit
3. Scope of Operations
4. Location Map

Respectfully submitted:  
Leanne Alexander  
Airport Analyst



## DENTON ENTERPRISE AIRPORT AIRPORT BUSINESS PERMIT



(Required to conduct any commercial activity on the airport)

**Business or activity to be conducted (check all that apply):**

- |   |  |
|---|--|
| <input type="checkbox"/> Aircraft Charter Services                | <input checked="" type="checkbox"/> Fixed Based Operator             |
| <input type="checkbox"/> Aircraft Leasing or Rental Services      | <input type="checkbox"/> Flight Training Services                    |
| <input type="checkbox"/> Aircraft Maintenance and Repair Services | <input type="checkbox"/> Hangar Leasing Services                     |
| <input type="checkbox"/> Aircraft Management                      | <input type="checkbox"/> Mobile Maintenance and Repair Services      |
| <input type="checkbox"/> Aircraft Sales Services                  | <input checked="" type="checkbox"/> On-Airport Rental Car Concession |
| <input type="checkbox"/> Aircraft Washing Services                |  |

☐ Other (list services): \_\_\_\_\_

☐ Specialized Aircraft Repair Services (list service): \_\_\_\_\_

☐ Specialized Commercial Flying Service (list service): \_\_\_\_\_

These activities are limited to the airport by ordinance. Please refer to the Airport Minimum Operating Standards for further information on each type of business.

Applicant/Business Name: Sheltair Denton Jet Center LLC

Authorized Representative/Title: Milo Zonka, Vice President, Real Estate

Email Address: mzonka@sheltairaviation.com

Website: sheltairaviation.com

Mailing Address: 4860 NE 12th Ave

City: Fort Lauderdale State: FL Zip: 33334

Work Phone: 321-863-1812 Cell Phone: 321-863-1812 Fax: \_\_\_\_\_

Billing Address: 4860 NE 12th Ave

City: Fort Lauderdale State: FL Zip: 33334

Billing Phone: 954-771-2210 Fax: \_\_\_\_\_ Email: Accountspayable@Sheltairaviation.com

The Applicant hereby requests the above action(s), and in consideration of this request being granted, agrees to the following:

1. PERMIT LIMITATIONS: This permit may not be assigned or transferred, and is limited to the approved business activity listed above
2. INFORMATION CHANGES: The Applicant shall notify Airport Administration, in writing within fifteen (15) days, of any change to the information provided.
3. RELEASE OF LIABILITY: The City assumes no liability for damage or loss to personal property while operating at Denton Enterprise Airport.
4. INDEMNIFICATION: The Applicant and invitees shall indemnify the City pursuant to Chapter 3 of the Denton Revised Code. Permit holder shall endorse all liability insurance policies to include the City of Denton as an additional insured. Applicant further agrees to waive their insurers' subrogation rights against the City of Denton, and its Officers, Directors, Commissioners, and Employees.
5. COMPLIANCE WITH THE LAW: The Applicant shall comply with all applicable laws, ordinances, rules and regulations. To view regulations, go to <http://www.cityofdenton.com/airport>

Please check the box for each item attached and submitted with the application:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Lease/License      | <input checked="" type="checkbox"/> Certificate of Insurance | <input type="checkbox"/> FAA Certificates |
| <input type="checkbox"/> Sublease Agreement | <input checked="" type="checkbox"/> Sales and Use Tax Permit |   |

The undersigned representative certifies he/she is authorized to sign for the business and acknowledges receipt of a copy of this permit.

Applicants Signature: Milo Zonka Digitally signed by Milo Zonka  
Date: 2022.12.01 07:09:18 -05'00' Date: 12/1/2022

☒ By checking this box, I affirm that the information provided above is accurate and that the above represents my official signature.

Milo Zonka Digitally signed by Milo Zonka  
Date: 2022.12.01 07:09:30 -05'00'

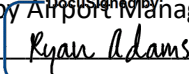
### Staff Use Only

Application, permits and insurance reviewed by:  
Signature: Leanne Alexander Digitally signed by Leanne Alexander  
Date: 2024.04.29 16:02:06 -05'00' Date: Admin approved 12/05/2022

Airport Manager or designee's Comments/Stipulations:

Certificate #2024-003 (Administratively approved December 5, 2022)

Insurance approved on December 8, 2022 - TH (Insurance submitted yearly and approved)

Approved by Airport Manager or designee:  
Signature:  Date: 5/1/2024  
DocuSigned by: Ryan Adams  
76544D73C36F499...

Date ratified by Airport Advisory Board: \_\_\_\_\_

**Sheltair Denton Jet Center Documentation (Per Minimum Standards)**

The applicant shall, at minimum, submit the following documentation with the above-referenced application:

- (a) A detailed description of the scope of the intended operations, including all services to be offered;

Sheltair Denton Jet Center LLC will provide Fixed Base Operation services at Denton Enterprise Airport on behalf of Sheltair Aviation Denton LLC, including the following services: Aviation Fueling Services, utilizing two (2) 12,000 Jet A tanks, two (2) 12,000gal AvGas tanks, and one (1) 1,100gal self-service Avgas tank, all currently installed and in use on the leasehold held by Sheltair Aviation Denton. Jet A Fuel will be transferred to aircraft utilizing three trucks, one 5,000gal capacity and two 3,000gal capacity. AvGas will be transferred to aircraft utilizing two 750gal capacity trucks.

Rental Car Concession, offering vehicles through a contractual arrangement with Hertz Corporation.

- (b) The amount of land, office space, and/or aircraft storage areas required for the operation;

26.94 acres, 18 buildings, comprising 231,242sq ft of hangar space and 52,003sq ft of office space.

- (c) A detailed description of any improvements or modifications to be constructed or made to airport property, including cost estimates and a construction timetable, if applicable;

Sheltair Denton Jet Center does not immediately anticipate improvements or modifications to be made at the time of acquisition and this application, other than signage changes to reflect new branding. Sheltair Aviation Denton, as the lessee to the City, will engage Airport and City departments in the near future to discuss improvement and modification plans being considered.

- (d) The proposed hours of operation;

Sheltair Denton Jet Center will provide aircraft fueling and line services seven (7) days per week, from 6:00 a.m. to 10:00 p.m. Appropriate staff will also be on-call twenty-four (24) hours per day with after-hours response times of one (1) hour or less.

- (e) Documentation of the applicant's financial capabilities to construct any improvements and to conduct any proposed activities;

Sheltair Denton Jet Center is affiliated with Sheltair Aviation, the largest family/private owned fixed base operator and aviation properties developer in the country. Established in 1963, Sheltair Aviation operates 14 additional FBOs in Florida, Georgia, and Colorado, and currently operates in excess of 4 million square feet of specialized aviation facilities serving 1,300 tenants at 18 locations.

- (f) One of the following

- (2) If the applicant is a limited liability company, a copy of the articles of organization filed with the Corporation Commission

Attached

- (i) An original copy of a certificate of insurance, in the amounts outlined hereunder, naming the city as an additional insured

Attached

- (j) A copy of a lease/sublease or other agreement with the city or a bona fide airport tenant.

Sheltair Aviation Denton LLC leases on file as assigned by City of Denton.

- (k) A copy of the applicant's State of Texas Sales and Use Tax Permit

Attached.

- (l) A rates and charges schedule of all services to be conducted at Denton Enterprise Airport

Attached.

- (m) Copies of applicable Federal Aviation Administration (FAA) certificates.



- Not applicable. No FAA certification required for services provided.



# Location Map

Sheltair Aviation Denton, LLC  
Shetair Denton Jet Center, LLC

## Legend

-  5000 Airport Rd
-  Fixed Based Operator and Hangar Leasing Services





# City of Denton

City Hall  
215 E. McKinney St.  
Denton, Texas 76201  
[www.cityofdenton.com](http://www.cityofdenton.com)

## Legislation Text

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**File #:** AAB24-020, **Version:** 1

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### **AGENDA CAPTION**

Ratification of the Airport Business Permit for Sheltair Aviation Denton, LLC to conduct Hangar Leasing services at the Denton Enterprise Airport.



# City of Denton

City Hall  
215 E. McKinney Street  
Denton, Texas  
www.cityofdenton.com

## AGENDA INFORMATION SHEET

**DEPARTMENT:** Denton Enterprise Airport

**ACM:** Frank Dixon

**DATE:** May 8, 2024

### **SUBJECT**

Ratification of the Airport Business Permit for Sheltair Aviation Denton, LLC to conduct Hangar Leasing services at the Denton Enterprise Airport.

### **PURPOSE**

Pursuant to Denton Enterprise Airport Revised Code, Chapter 3, Article 3, commercial aeronautical activity conducted at the Airport requires a valid Airport Business Permit. In addition, the Airport Minimum Operating Standards outlines the process for obtaining such a permit. Sheltair Aviation Denton, LLC has requested an Airport Business Permit to conduct Hangar Leasing services at the Denton Enterprise Airport.

Airport Business Permit administrative approval was given to Sheltair Aviation Denton, LLC on December 5, 2022. The Airport Business Permit ratification was delayed due to the purchase of additional property, obtaining a Certificate of Occupancy for each building, and staffing time constraints. The Scope of Operations provided by Sheltair Aviation Denton, LLC is attached as **Exhibit 3**.

### **APPLICANT(S)**

Sheltair Aviation Denton, LLC  
Milo Zonka, Vice President, Real Estate  
4860 NE 12<sup>th</sup> Ave  
Fort Lauderdale, FL 33334

### **KEY CONSIDERATIONS**

Sheltair Aviation Denton, LLC has provided the appropriate documentation and meets the requirements for said services as outlined in the Airport Minimum Operating Standards.

### **EXHIBITS**

1. Agenda Information Sheet
2. Airport Business Permit
3. Scope of Operations
4. Location Map

Respectfully submitted:  
Leanne Alexander  
Airport Analyst





## DENTON ENTERPRISE AIRPORT AIRPORT BUSINESS PERMIT



(Required to conduct any commercial activity on the airport)

**Business or activity to be conducted (check all that apply):**

- |   |   |
|---|---|
| <input type="checkbox"/> Aircraft Charter Services                | <input type="checkbox"/> Fixed Based Operator                   |
| <input type="checkbox"/> Aircraft Leasing or Rental Services      | <input type="checkbox"/> Flight Training Services               |
| <input type="checkbox"/> Aircraft Maintenance and Repair Services | <input checked="" type="checkbox"/> Hangar Leasing Services     |
| <input type="checkbox"/> Aircraft Management                      | <input type="checkbox"/> Mobile Maintenance and Repair Services |
| <input type="checkbox"/> Aircraft Sales Services                  | <input type="checkbox"/> On-Airport Rental Car Concession       |
| <input type="checkbox"/> Aircraft Washing Services                |   |

☐ Other (list services): \_\_\_\_\_

☐ Specialized Aircraft Repair Services (list service): \_\_\_\_\_

☐ Specialized Commercial Flying Service (list service): \_\_\_\_\_

These activities are limited to the airport by ordinance. Please refer to the Airport Minimum Operating Standards for further information on each type of business.

Applicant/Business Name: Sheltair Aviation Denton LLC

Authorized Representative/Title: Milo Zonka, Vice President, Real Estate

Email Address: mzonka@sheltairaviation.com

Website: sheltairaviation.com

Mailing Address: 4860 NE 12th Ave

City: Fort Lauderdale State: FL Zip: 33334

Work Phone: 321-863-1812 Cell Phone: 321-863-1812 Fax: \_\_\_\_\_

Billing Address: 4860 NE 12th Ave

City: Fort Lauderdale State: FL Zip: 33334

Billing Phone: 954-771-2210 Fax: \_\_\_\_\_ Email: Accountspayable@Sheltairaviation.com

The Applicant hereby requests the above action(s), and in consideration of this request being granted, agrees to the following:

1. PERMIT LIMITATIONS: This permit may not be assigned or transferred, and is limited to the approved business activity listed above
2. INFORMATION CHANGES: The Applicant shall notify Airport Administration, in writing within fifteen (15) days, of any change to the information provided.
3. RELEASE OF LIABILITY: The City assumes no liability for damage or loss to personal property while operating at Denton Enterprise Airport.
4. INDEMNIFICATION: The Applicant and invitees shall indemnify the City pursuant to Chapter 3 of the Denton Revised Code. Permit holder shall endorse all liability insurance policies to include the City of Denton as an additional insured. Applicant further agrees to waive their insurers' subrogation rights against the City of Denton, and its Officers, Directors, Commissioners, and Employees.
5. COMPLIANCE WITH THE LAW: The Applicant shall comply with all applicable laws, ordinances, rules and regulations. To view regulations, go to <http://www.cityofdenton.com/airport>

Please check the box for each item attached and submitted with the application:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Lease/License      | <input checked="" type="checkbox"/> Certificate of Insurance | <input type="checkbox"/> FAA Certificates |
| <input type="checkbox"/> Sublease Agreement | <input checked="" type="checkbox"/> Sales and Use Tax Permit |   |

The undersigned representative certifies he/she is authorized to sign for the business and acknowledges receipt of a copy of this permit.

Applicants Signature: Milo Zonka Digitally signed by Milo Zonka  
Date: 2022.12.01 07:07:18 -05'00' Date: 12/1/2022

☒ By checking this box, I affirm that the information provided above is accurate and that the above represents my official signature.

Milo Zonka Digitally signed by Milo Zonka  
Date: 2022.12.01 07:07:28 -05'00'

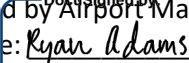
### Staff Use Only

Application, permits and insurance reviewed by:  
Signature: Leanne Alexander Digitally signed by Leanne Alexander  
Date: 2024.04.29 15:43:56 -05'00' Date: Admin approved 12/05/2022

Airport Manager or designee's Comments/Stipulations:

Certificate #2024-002 (Administratively approved December 5, 2022)

Insurance approved on December 8, 2022 - TH (Insurance submitted yearly and approved)

Approved by Airport Manager or designee:  
Signature:  Digitally signed by Ryan Adams  
Date: 2024.05.01 07:07:28 -05'00' Date: 5/1/2024

Date ratified by Airport Advisory Board: \_\_\_\_\_

**Sheltair Aviation Denton Documentation (Per Minimum Standards)**

The applicant shall, at minimum, submit the following documentation with the above-referenced application:

- (a) A detailed description of the scope of the intended operations, including all services to be offered;

Sheltair Aviation Denton LLC will provide Hangar Leasing services and engage in the business of constructing and operating hangars to be leased at Denton Enterprise Airport.

- (b) The amount of land, office space, and/or aircraft storage areas required for the operation;

26.94 acres, 18 buildings, comprising 231,242sq ft of hangar space and 52,003sq ft of office space.

- (c) A detailed description of any improvements or modifications to be constructed or made to airport property, including cost estimates and a construction timetable, if applicable;

Sheltair Aviation Denton does not immediately anticipate improvements or modifications to be made at the time of acquisition and this application, other than signage changes to reflect new branding. Sheltair Aviation Denton, as the lessee to the City, will engage Airport and City departments in the near future to discuss improvement and modification plans being considered.

- (d) The proposed hours of operation;

Sheltair Aviation Denton will have qualified facility management and leasing staff available to customers and prospective customers between 8:30am and 5:00pm ET. Local assistance can also be provided by Sheltair Denton Jet Center staff seven (7) days per week, from 6:00 a.m. to 10:00 p.m. Facilities are generally available to tenants 24/7.

- (e) Documentation of the applicant's financial capabilities to construct any improvements and to conduct any proposed activities;

Sheltair Aviation Denton is affiliated with Sheltair Aviation, the largest family/private owned fixed base operator and aviation properties developer in the country. Established in 1963, Sheltair Aviation operates 14 additional FBOs in Florida, Georgia, and Colorado, and currently operates in excess of 4 million square feet of specialized aviation facilities serving 1,300 tenants at 18 locations.

- (f) One of the following

- (2) If the applicant is a limited liability company, a copy of the articles of organization filed with the Corporation Commission

Attached

- (i) An original copy of a certificate of insurance, in the amounts outlined hereunder, naming the city as an additional insured

Attached

- (j) A copy of a lease/sublease or other agreement with the city or a bona fide airport tenant.

Sheltair Aviation Denton LLC leases on file as assigned by City of Denton.

- (k) A copy of the applicant's State of Texas Sales and Use Tax Permit

Attached.

- (l) A rates and charges schedule of all services to be conducted at Denton Enterprise Airport

Attached.

- (m) Copies of applicable Federal Aviation Administration (FAA) certificates.

- Not applicable. No FAA certification required for services provided.



# Location Map

Sheltair Aviation Denton, LLC  
Shetair Denton Jet Center, LLC

## Legend



5000 Airport Rd



Fixed Based Operator and Hangar Leasing Services





# City of Denton

City Hall  
215 E. McKinney St.  
Denton, Texas 76201  
[www.cityofdenton.com](http://www.cityofdenton.com)

## Legislation Text

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**File #:** AAB24-017, **Version:** 1

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### **AGENDA CAPTION**

Receive a report and hold a discussion regarding an overview of Denton Enterprise Airport vehicular parking.



## City of Denton

City Hall  
215 E. McKinney Street  
Denton, Texas  
[www.cityofdenton.com](http://www.cityofdenton.com)

---

### AGENDA INFORMATION SHEET

**DEPARTMENT:** Denton Enterprise Airport

**ACM:** Frank Dixon

**DATE:** May 8, 2024

#### **SUBJECT**

Receive a report and hold a discussion regarding an overview of Denton Enterprise Airport vehicular parking.

#### **BACKGROUND**

Denton Enterprise Airport staff will provide information regarding vehicular parking on Airport property. The presentation will include information on the requirements for vehicular parking within the Airport's Rules and Regulations, Minimum Operating Standards, and the City of Denton Development Code. Staff will also provide potential next steps to enhance Airport Parking Management.

#### **EXHIBITS**

1. Agenda Information Sheet
2. Presentation

Respectfully submitted:  
Ryan Adams  
Director of Airport



# Airport Vehicular Parking Overview

Airport Advisory Board



# Contents

- Parking Use
- DTO Requirements
- City of Denton Code Requirements
- Potential Enhancements to Airport Parking Management

# Parking as an Airport Use

- DTO land is designated for Aeronautical Activities
  - Any activity that involves, makes possible, or is required for the operation of an aircraft, launch or reentry vehicle, or that contributes to or is required for the safety of such operations.
  - EX: general aviation, corporate aviation, charters, air carriers, pilot training, aircraft rental and sightseeing, aircraft sales and storage, repair and maintenance,
- Parking is considered non-aeronautical (FAA Rules, 88 FR 85477)
  - Permitted when it does not displace an aeronautical use
    - (i.e., on-site parking supporting that use)
  - When parking is the only use, that must take place on land designated as non-aeronautical

# Denton Airport Requirements

- Sec. 4-11, Rules and Regulations (adopted January 2021)
  - Permits vehicles to be parked in aircraft storage area when aircraft is not present
  - Limits vehicular parking to designated areas (i.e. parking spaces).
- Section 7, Minimum Operating Standards (Adopted February 2020)
  - Requires Specialty Aviation Services to “lease sufficient land or facilities...to accommodate the proposed operations”.

# City Code Requirements

- Prescribes off-street parking and loading requirements that are in proportion to the generalized parking, loading, and transportation demands of the land use
- Minimum Requirements for Airport Development
  - Aeronautical uses are unique, minimums are determined by the Development Services Director (Sec. 7.9.4E of DDC)
- Director is Authorized to:
  - Apply standards that is deemed most similar to the proposed use
  - Establish a requirement based on generally accepted published standards
  - Establish a requirement based on local or national best practices
  - Establish a requirement based on a demand study prepared by the applicant

# City Code Requirements (cont.)

- Shared or Offsite Parking
  - Approved only by the Development Services Director
  - When approved, is generally within 500 feet of the entrance to the building

# Potential Enhancements to Airport Parking Management

1. Update ground lease language to provide sufficient parking for their use, considering peak periods
2. Require a parking demand study if/when a lease transfer or sublease requires a use change:
  - Require a parking plan that resolves deficiencies if existing parking is insufficient
  - Parking plan would be incorporated into the lease transfer or sublease

# Questions?



# City of Denton

City Hall  
215 E. McKinney St.  
Denton, Texas 76201  
[www.cityofdenton.com](http://www.cityofdenton.com)

## Legislation Text

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**File #:** AAB24-018, **Version:** 1

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### **AGENDA CAPTION**

Receive a report and hold a discussion regarding an update on Denton Enterprise Airport Leasing practices.





## City of Denton

City Hall  
215 E. McKinney Street  
Denton, Texas  
[www.cityofdenton.com](http://www.cityofdenton.com)

---

### AGENDA INFORMATION SHEET

**DEPARTMENT:** Airport

**ACM:** Frank Dixon

**DATE:** May 8, 2024

#### **SUBJECT**

Receive a report and hold a discussion regarding an update on Denton Enterprise Airport Leasing practices.

#### **BACKGROUND**

Denton Enterprise Airport staff will provide information regarding its current leasing and development practices. The presentation will include information on the Airport's objectives regarding the leasing and development of property, federal grant assurances, and the core elements common to every lease. An overview of the leasing process will be provided, and staff will discuss its next steps regarding leases.

#### **EXHIBITS**

1. Agenda Information Sheet
2. Presentation
3. Leasing and Development Guide

Respectfully submitted:  
Ryan Adams  
Director of Airport



# Airport Leasing Practices

Airport Advisory Board

# Summary

- Airport Development Objectives
- Grant Assurances
- Core Lease Elements
  - Premises
  - Term
  - Construction of Improvements
  - Rent
  - Maintenance and Operations
  - End of Term
- Other Lease Components
- Lease Process
- Next Steps

# Airport Leasing and Development Objectives

## Take full advantage of development opportunities

- To benefit the sponsor
- To benefit tenants and users
- To benefit the surrounding community

## Maximize Airport Revenue

- To ensure safe operability
- To ensure long term self-sustainability

## Implement Airport Vision, as defined in:

- Master Plan
- Infrastructure plans
- Business plans
- Other operational and economic objectives

# Grant Assurances

Airport must agree with 39 assurances to receive federal grant funding

Grant Assurances	Description
5 and 31	Ensure that the airport sponsor does not enter into any agreement that will inhibit its ability to provide the core services of a public-use airport.
6 through 8	Ensure that the airport sponsor accounts for the existing plans, interests, and concerns of both the surrounding community (particularly local planning agencies) and current airport users prior to entering into an airport development or leasing agreement.
20, 21, 29, and 38	Ensures compliance with FAA land management requirements, focusing primarily on safety, planning, and airport standards.
22, 24, and 39	Impose guidelines as to how the airport sponsor must interact with commercial and noncommercial tenants on the airport, and are important practices in establishing a fair and equitable business environment

# Core Lease Elements

Premises

Term

Construction  
of  
Improvements

Rent

Operations  
and  
Maintenance

Reversion

# Leased Premises

## Leasehold Survey

- Defines leasehold boundaries
- Confirms size and dimensions

## Leasehold Authority

- Lessee is responsible for entirety of the leasehold
- Airport retains right of access, with limitations

## Use

- Use of Leased Premises should be clearly defined
- Best practice = general description of the activities
- Applies to aeronautical and non-aeronautical activities

# Lease Term

## Length

- Must be “reasonable” and “not unjustly discriminatory”
- Long enough to allow tenant to amortize its investment, but not longer.
- Statutorily and regulatorily limited to no more than 50 years.
- Denton uses an evaluation matrix as a starting point in lease term discussions.

## Extensions/Options

- FAA expects any extensions/options to be at sponsor’s discretion
- FAA expects extensions/options to be contingent on additional investment into the airport that aligns with the value of the lease option.
- Initial term and extensions cannot exceed 50 years.

## Non-Capital Leases

- Apply to leases with no capital investment
- Term must be as short as possible/reasonable



# Construction of Improvements

## Improvement Approval

- Plans must be approved by the Airport to ensure compliance with site requirements, grant assurances, planning documents.
- Improvements must comply with city building codes, processes

## Construction Timeline

- Construction begin and end on a date certain
- Phased construction permitted for larger or complex projects
- Airports may include penalties, incentives in construction timeline

## Confirmation of Value

- Value of leasehold improvements directly influences term
- Lease document states a minimum level of capital investment
- Lessee must confirm capital investment at end of construction

# Lease Rent

## Base Rent

- Must be reasonable and not unjustly discriminatory
- Denton uses fair market value via appraisal
- Applied monthly, quarterly, or annually

## Rent Escalation

- FAA recommends for leases with 5 years or more
- Denton adjusts based on CPI every two years

# Maintenance and Operations

## Maintenance Responsibility

- Lessee bears full responsibility for leasehold maintenance
- Proper maintenance ensures quality building during and after term of lease.
- Airport has the right, with limitations, to inspect leasehold for maintenance compliance

## Maintenance Requirements

- Ongoing maintenance required under lease
- Condition assessments at intervals during lease term
- Lessee must correct deficiencies identified in assessment

# End of Lease Term

## Improvement Reversion

- At end of lease, Improvements revert to Airport
- Airport may enter into new lease at fair market value for land and improvements

## Improvement Removal

- Can be required in lease
- Can be conditional, i.e. if improvement has reached the end of useful life.

## Mid-Term Purchase of Improvements

- Airport may purchase interest in improvements prior to lease expiration
- May allow airport to strategically redevelop location

# Other Lease Components

## Lessee Rights

- Ingress/egress
- Quiet enjoyment
- Signage
- Approved alterations, additions to improvements
- Transfer, subletting

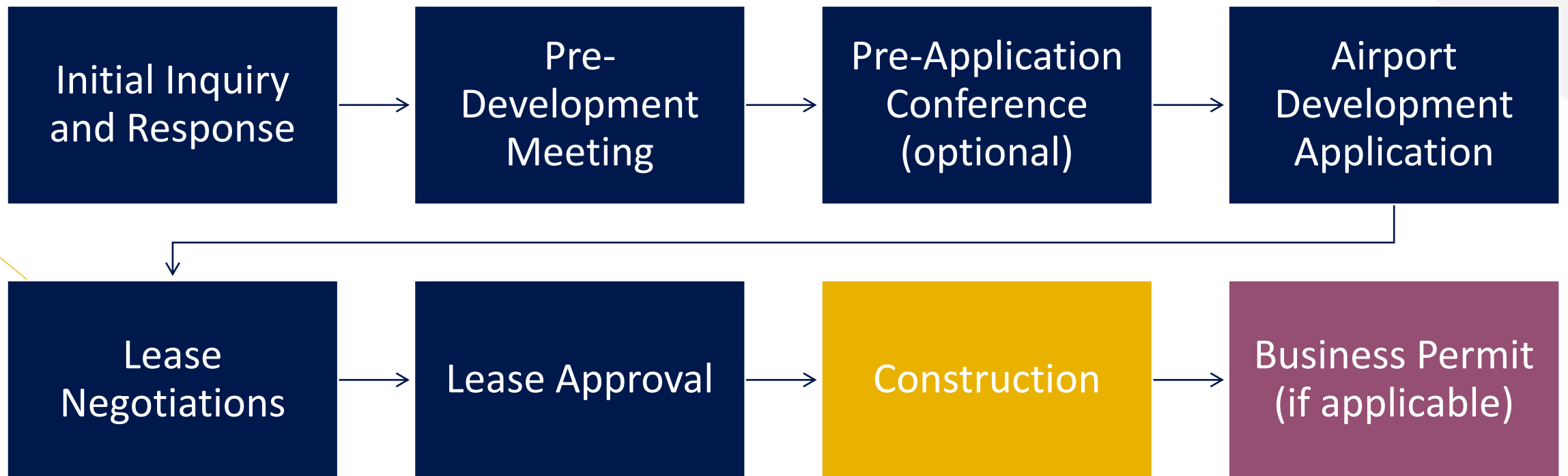
## Lessor Rights

- Access to leased premises
- Compliance enforcement
- Insurance requirements
- Close airport as necessary

## Compliance with

- Federal, state, and local law
- Minimum operating standards
- Rules and regulations

# Leasing Process



# Next Steps

- Develop Leasing Policy
  - Formalizes:
    - Development Principles and Objectives
    - Approach to setting term and rent
    - Requirements for lease agreements
  - Ensures:
    - Clarity on leasing and development standards
    - Consistency between leases
    - Alignment between leases and other Airport policy and planning documents
  - Bring to AAB for discussion and recommendation, approval by Council
- Update Lease Documents/Guides to conform to Policy (as needed)





# DENTON ENTERPRISE AIRPORT

DFW ACCESS.  
EXTRAORDINARY BUSINESS.

## LEASING AND DEVELOPMENT GUIDE





## Introduction

Denton Enterprise Airport (“DTO” or the “Airport”) serves as an important economic, recreational, and transportation asset for the City of Denton (the “City”), Denton County (the “County”), the Dallas-Fort Worth Metroplex, the State of Texas (the “State”), and the United States.

The United States Department of Transportation, through the Federal Aviation Administration (“FAA”), requires any airport developed with Federal grant assistance to operate for the use and benefit of the public and to be made available to all types, kinds, and classes of aeronautical activity on fair and reasonable terms and without unjust discrimination. These requirements, among others contained in FAA Airport Sponsor Assurances (the “Grant Assurances”), further obligate the City, as the Airport’s sponsor, to develop the Airport in a manner that will make it as financially self-sustaining as possible under the existing circumstances, taking into account such factors as the volume of traffic and economy of fee and rent collection.

### A Message to Airport Developers

Welcome to the Denton Enterprise Airport! The City of Denton is pleased that you are interested in developing at DTO and staff members are committed to working with you to ensure a smooth process. The following information is intended to serve as a guide to help you navigate the development and leasing process at the airport.

It is important that Airport staff, the tenant, and the contractor have a good working relationship. We firmly believe that your success is directly related to our success, and we look forward to ensuring that the relationships formed during the development process will create a foundation for success throughout your tenure at Denton Enterprise Airport.

Once again, thank you for choosing to develop at Denton Enterprise Airport. We look forward to working with you. Should you ever need to contact us, a list of names and numbers associated with developing at Denton Enterprise Airport is included at the end of this guide.

Ryan Adams  
Director of Airport

Scott McDonald  
Director of Development Services



## How to Use This Guide

The Airport recognizes that leasing and development of aeronautical land and facilities are regulated and complex processes. This Airport Leasing and Development Guide (“Guide”) provides a framework to facilitate fair and consistent negotiation, implementation, and administration of Airport leases and development projects while ensuring compliance with FAA Grant Assurances and State obligations.

This guide is designed to:

- Set minimum standards for evaluating and approving tenant leasing proposals and applications;
- Communicate rate-setting methodologies;
- Assist applicants with general development requirements;
- Promote compliance with applicable legal requirements, including the Grant Assurances;
- Ensure fairness and consistency in leasing Airport lands and facilities; and
- Make the Airport available for public use on fair and reasonable terms and without unjust discrimination among all types, kinds, and classes of aeronautical uses.

While the Guide provides a general description of the City’s approach to Airport leases and development projects, it does not set forth a rigid, one-size-fits-all rule.

The Guide is intended to provide information to City and Airport staff, current and potential Airport developers and tenants, and other interested parties concerning what terms and conditions apply to the aeronautical and nonaeronautical leasing and development of Airport property. It also helps ensure that such activities are consistent with federal, state, and local requirements governing the Airport.

In compliance with its federal obligations and other applicable legal requirements, the City must structure lease agreements to protect the City’s and the Airport’s current and future interests and to generate sufficient revenue to operate the Airport. To ensure the Airport’s self-sustainability and to retain flexibility with lease applicants and tenants, lease agreements may take on various forms and include differing stipulations based on the functions, locations, and types of leaseholds and tenants involved. Existing and prospective tenants will be treated equitably, but not necessarily identically, with consideration given to their respective circumstances.

The City, in its sole discretion, has the right to waive any requirement or standard contained in this Guide if such waiver benefits the City or the Airport and does not violate federal, state, county, or City law or regulation. In all respects, this Guide and the requirements and standards contained within it are subject and subordinate to federal, state, county, and City law and regulation, as such currently exist or may be enacted, promulgated, or amended in the future.



## Airport Development Contact Information

The individuals below can assist with specific questions regarding Airport Leasing and Development

### **Lease-Related Inquiries:**

Leanne Alexander, [Leanne.Alexander@cityofdenton.com](mailto:Leanne.Alexander@cityofdenton.com), 940-349-7738

### **Airport Land Use-Related Inquiries:**

Chase Patterson, [Chase.Patterson@cityofdenton.com](mailto:Chase.Patterson@cityofdenton.com), 940-349-7739

### **For Fire Code and Fire-Safety Questions:**

Megan Schuth, [Megan.Schuth@cityofdenton.com](mailto:Megan.Schuth@cityofdenton.com), 940-349-8861

### **For Building Code Questions:**

Emily Loiselle, [Emily.Loiselle@cityofdenton.com](mailto:Emily.Loiselle@cityofdenton.com), 940-349-8536

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## Leasing and Development Process Overview

The leasing and development process at Denton Enterprise Airport typically takes a total of 13-28 weeks to complete. The process begins with identifying a lot for development and ends with a certificate of occupation being issued and the lessee occupying the building. The process is broken into five phases:


1. Pre-Development
2. Leasing
3. Plan Review, Permitting, and Construction (including any required FAA approvals)
4. Airport Business Permitting (if applicable)
5. Lease Term: Subleasing, Assignment, and Reversion

The details of each phase are described in this Guide, as well as information on ongoing lease maintenance and the reversion of any improvements on a leased property to the Airport at the end of the lease term.

### Principal Development Criteria

The Airport has limited land resources for development, so it is important to adequately evaluate proposed Airport leases and development to ensure that the highest and best use of each property is realized and that such use is compatible with future Airport development plans. Proposed leasing or development requests will be evaluated in accordance with the content of this Guide. Such evaluation will look to whether the proposed use conforms to the following (collectively, the Principal Development Criteria):

1. The use is shown to be appropriate and consistent with the Airport Layout Plan (“ALP”), Airport Master Plan, Airport Appraisal, and other relevant Airport planning documents or Airport expansion or development plans or goals.
2. The use will not interfere with the normal and efficient operation of the Airport or with the ability of other Airport users to enjoy reasonable access to their leaseholds or the public areas of the Airport, including its runway and public taxiways and aprons.
3. The use will advance the goal of achieving financial self-sustainability for the Airport by providing a consistent, reliable, and appropriately substantial source of revenue to the Airport, whether in the form of rent or other rates, fees, or charges.
4. The use will provide long-term benefits to the Airport through the tenant’s construction, expansion, maintenance, or other development of useful and valuable improvements or facilities (or through the tenant’s efficient use of or improvements to existing Airport property or facilities).
5. The use will support the City’s efforts to make the Airport an attractive, aesthetically pleasing gateway to, and source of economic development for, the City.
6. The use will not involve non-aeronautical use of Airport property or facilities more appropriate or necessary for aeronautical use, as determined at the sole discretion of the City.
7. The use does not pose exceptional or unreasonable financial, legal, or operational risk to the Airport or the City.

- 
8. The use does not violate any applicable laws or regulations or any Grant Assurances or similar state or local obligations and does not pose a substantial risk of causing the City to violate any such laws, regulations, Grant Assurances, or obligations.

Notwithstanding the above, the City reserves the right to issue an RFQ/RFP to consider the highest and best proposal for the Airport.

## Pre-Development

The purpose of this phase is to determine the needs of the developer and to identify a site at the Airport that best meets those needs (while also meeting the current and future needs of the Airport). At the end of the pre-development phase, the developer will have a basic understanding of the requirements needed to complete their proposed development, and staff members will understand the intended use and purpose of the development. Before moving forward, the developer will submit an Application for Airport Development and pay the associated application fee to Airport staff.

### Initial Inquiry and Response

The pre-development phase typically begins with a developer contacting the City to inquire about a potential development. Airport staff will receive a high-level understanding of the developer's needs or proposal and will further direct the developer to resources such as this Guide, Airport Minimum Operating Standards, and other relevant resources.

Staff will also perform an initial review to verify the project would generally conform to the highest and best use of the property and meet current and future Airport needs.

### Airport Pre-Application Meeting

Before the formal submission of an Application for Airport Development, the Airport requires each applicant to meet with Airport staff for a formal discussion of the developer's leasing or development proposal. This Airport pre-application meeting will be used to determine if the developer's proposed use of the Airport and leasehold location meet the eight Principal Development Criteria listed earlier in this document. The developer should be prepared to discuss the proposal with Airport staff in detail, including a conceptual site plan in sufficient detail to indicate the parcel size needed, building sizes and orientation, and connections to taxiways, taxilanes, and/or aprons. Airport staff will review the plan and provide any recommended modifications.

Developers are encouraged to ask any questions necessary at the meeting to ensure they understand the application process and other requirements necessary to lease and develop Airport property.

After the meeting, the Airport will provide one of the following:


1. A formal notification that the proposed development conforms to the Principal Development Criteria and that the project, as proposed, is sufficient to move forward in the development process;
2. A request for specific changes to the proposed development plan that must be met before the developer moving forward in the development process; or
3. A formal notice that, based on the proposed development's lack of conformance with the Principal Development Criteria, will not support the development. In such a case, reasons for this determination will be provided.

The Airport pre-development meeting may be held in person or virtually.

### Development Services Pre-Application Conference

In addition to the Airport pre-application meeting, the applicant is encouraged to schedule a pre-application conference with the City of Denton's Development Services Department. In this pre-application conference, the concept plans will be reviewed for conformity with other, non-airport,





development regulations, including potential site or development issues that will need to be addressed during construction plan development or the actual construction phase.

The Development Services pre-application conference will ensure that the development is better prepared for the construction permitting and inspection process.

Any revisions of the conceptual plan as recommended in the Development Service pre-application conference meeting must be provided to Airport staff and/or included in the Application for Airport Development.

#### Submission of Completed Application for Airport Development

For the City to evaluate a proposed development, any person, group of people, firm, entity, or organization desiring to lease property within the boundaries of the Airport must submit a written application to Airport Administration.

The application form is available at [www.dentonairport.com/development](http://www.dentonairport.com/development).

In addition to the application form and payment of the fee, the applicant shall also submit a summary of the development that includes, at minimum:

1. A description of the activity or activities that the applicant proposes to conduct under its requested development, with sufficient narrative to adequately explain the benefits of the activity or activities to the Airport and the City and to demonstrate that it meets the Principal Development Criteria.
2. The names and contact information (including at least the mailing addresses, phone numbers, and email addresses) of all parties owning an interest in the proposed tenant.
3. A description of the property intending to be leased.
4. The type of facilities which the applicant proposes to construct on or for the proposed leasehold, if applicable.
5. The purchase price of existing facilities, or an estimate of the proposed capital investment, on the proposed leasehold.
6. The services to be provided, proposed hours of operation, number of aircraft to be based, and projected number of employees, as applicable.

The City reserves the right to request additional information if it is required to more fully evaluate the application. Upon receipt of the application, Airport staff will review the application and determine if the proposed use and leasehold location comply with the Principal Development Criteria, the Airport Layout Plan, and other Airport planning or regulatory documents.

Upon receipt of the Application for Airport Development and payment of the application fee secures for the developer the exclusive right to pursue a lease with the airport for the proposed site for 120 days. **During this time, the Airport will not consider nor discuss the leasing or development of the property with any other interested parties. If no lease is executed by the end of the 120 days, the application will expire, and the City may accept development applications for the property from other parties. This 120-day timeframe may be extended in writing by the Director of Airport.**



### FAA Approval (if required)

Certain development of Airport property may require FAA approval, including obstruction analysis, environmental clearance, or other approvals. If applicable, this approval process may occur concurrently with, or after, the pre-development phase. Applicants should keep in mind that it may take 60 days or more to receive any such approvals or other feedback from the FAA.

If the applicant's development proposal requires any FAA approvals, the applicant will be solely responsible for applying for such approvals and providing to the FAA any materials that the FAA may request in support of that application. Once the applicant receives an approval notice or other response from the FAA, the applicant shall promptly provide Airport staff a copy of such response.

If the FAA requires the applicant to undertake any safety or mitigation measures to proceed with its development plans, the applicant will be solely responsible for incorporating such measures into its development plans and otherwise resolving the FAA's concerns. Upon receiving notice of those FAA requirements or concerns, the applicant shall immediately advise Airport staff thereof. The City reserves the right to request modifications or reject any preliminary or final approval it has granted to the applicant's development plans or lease request if the City, in its sole discretion, determines that the safety or mitigation measures that the FAA has requested the applicant to undertake are incompatible with the Airport's or the City's interests.

If the applicant is required to obtain FAA approval for its development proposal and the FAA ultimately denies such approval or fails to provide such approval within a reasonable period of time, then either the applicant shall promptly revise its development proposal, subject to City approval, to achieve FAA approval, or the development application shall terminate and the applicant shall lose any right to proceed with the leasing and development process.

## Leasing

Once a complete Application for Airport Development is submitted, the developer may begin negotiations with the Airport to lease the subject property on which the development is planned. A lease will become effective only after approval by the Airport Advisory Board and the City Council.

### Lease Provisions

Airport staff will provide the applicant with a term sheet or similar document, either of which will contain proposed lease terms. These lease provisions will include, potentially in addition to others, provisions regarding:

- *The leasehold site.* The developer will be required to conduct and submit a legal description and site survey to be attached to the lease agreement.
- *The lease term.* When a developer proposes to develop all or part of the leasehold, the term of the lease will depend, in large part, on the capital investment (such as buildings, parking facilities, ramps and aprons, and other fixed assets) that the developer proposes to make in such a leasehold. In general, the levels of capital investment specified in the table immediately below will correlate with the following lease terms. **However, this table serves as a general guide and the City will consider additional factors such as site conditions, indirect benefits to the airport, and federal requirements in setting the lease term.**


Proposed Capital Investment	Approximate Lease Term
< \$300,000	5 Years
\$300,000 <\$600,000	10 Years
\$600,000 < \$800,000	15 Years
\$800,000 < \$1,000,000	20 Years
\$1,000,000 < \$1,500,000	25 Years
>\$1,500,000	30 Years

Initial lease terms of greater than 30 years will be considered for developments that provide an exceptional investment in the airport, satisfy a strategic need, or provide some other unique benefit to the Airport and/or its users.

The lease will require a minimum level of capital investment in the leasehold. If after construction, the level of capital investment proves higher than originally proposed, the developer may request the term of the lease be modified via a lease amendment, which will be granted at the City's sole discretion.

- *Lease Extensions.* Options to extend a lease's initial term, if included in a lease, shall not extend the lease for a period of greater than ten (10) years, with no such extension allowing the lease to run cumulatively for more than fifty (50) years, including both the original lease term and any extensions. The granting of an extension within a lease will be contingent on additional capital investments in the property or facilities during the initial lease term or that the existing capital improvements revert to (i.e. ownership be transferred to) the City at the conclusion of the initial lease term. Granting of lease extensions shall be contingent on the renegotiation of lease rates to be consistent with rates the Airport charges new lessees of comparable Airport property at the time of the renegotiation.

- *Rent, rates, and charges.* The lease will specify the rent and any other rates and charges that the tenant will be required to pay the City under the lease, as well as any late fees and penalties the tenant may incur for late or insufficient payment or other lease violations. Lease payments will generally begin no later than 90 days following the execution of the lease agreement.
- *Rate adjustments.* At a minimum of every five years, the City shall have an appraisal conducted of Airport property and new leases will reflect the newly appraised value of each leasehold. Thereafter, lease rates shall be adjusted each year based on the Dallas-Fort Worth Bureau of Labor Statistics Consumer Price Index ("CPI-U") until the next appraisal is completed.
- *Revenue share.* In addition to any rents and other fees and charges that the City imposes on the tenant, the lease may require the tenant to provide the City a share of any revenue it generates as a result of commercial activities on the Airport.
- *Tenant construction requirements.* The lease agreement shall describe the facilities to be constructed by the tenant (e.g., buildings, taxiway, apron, etc.) reasonable in detail. The conceptual or engineering drawing(s) of such facilities shall be attached to the lease agreement.
- *Building permits.* For any planned construction, the lease will require the tenant to obtain a building permit from the City within a specific time period, typically 90 days, prior to the lease commencement date.
- *The construction period.* The lease shall require the tenant to complete construction within a specified timeframe, which generally will be no longer than 365 days from the commencement date of the lease. Larger or phased projects may be granted additional construction time at the sole discretion of the City.
- *Aviation easements.* The lease will reserve to the City, and its successors and assigns, a right of aviation over the leasehold for the benefit of the public.
- *Reversion.* In line with FAA policy, leasehold improvements shall revert to (i.e. be transferred to) the City at the end of the original term of the lease.
- *Subordination.* The lease shall be subject and subordinate to all applicable federal, state, and local laws, regulations, orders, ordinances, and rules (collectively, "Legal Requirements") and to the City's FAA Grant Assurances, as such Legal Requirements and Grant Assurances exist at the commencement of the lease or as they may be amended at any time during the lease term. As such, the lease shall provide that, if any of its provisions conflicts with any such Legal Requirements or Grant Assurances, the City shall be entitled to waive or modify such provision(s) to the extent necessary to bring that provision(s) into accord with the Legal Requirements and Grant Assurances.
- *Indemnification.* The lease shall require the tenant to indemnify the City for any damages or other harms caused by the tenant or its agents, representatives, invitees, or specified others arising out of its activity on the Airport.
- *Insurance.* The lease will require the tenant to obtain insurance, of at least certain specified types and amounts, in a form(s) acceptable to the City, to adequately protect the City from risks caused or presented by the tenant's use or occupancy of the Airport. Such insurance must be maintained throughout entirety of the lease term.
- *Environmental risks and hazardous materials.* The lease shall include provisions concerning the tenant's responsibilities for avoiding causing, and for mitigating if it has caused, any



environmental risks or harms to the Airport or surrounding property. The lease will further include prohibitions on the tenant's use, possession, or storage of any of various hazardous materials on the Airport.

- *Maintenance and other requirements.* To ensure the City receives viable facilities at the end of the term, the lease agreement will provide that:
  - The tenant shall be responsible for preventative maintenance throughout the term of the lease.
  - The tenant shall provide a condition assessment, performed by a qualified third-party, of its facilities at specific intervals during the term of its lease. The condition assessor shall be hired by the tenant at the tenant's sole expense but must be approved in writing by the City. The condition assessment shall examine the structural components, the electrical, plumbing, heating and cooling systems, and other elements of the leasehold's facilities as well as any pavement (asphalt or concrete) within the leasehold. The tenant will be required to correct any deficiencies.
  - The City may require the tenant remove any or all improvements at the end of the lease term regardless of the condition of the facilities.
- *Minimum Operating Standard compliance.* The tenant will comply with any minimum operating standard for commercial aeronautical operations as may be adopted or amended from time to time.

The preceding list of lease provisions is not exhaustive. The City may, in its reasonable discretion, add, remove, or modify the terms that it proposes to include in an Airport lease, subject to compliance with the Legal Requirements and Grant Assurances.

### Lease Preparation

If the applicant accepts the proposed lease terms, the applicant shall sign and return the proposed term sheet to Airport staff for the formal preparation of a lease agreement. The developer shall also provide the site survey and a third-party estimate of construction costs, such as an Engineer's Estimate at Completion.

The developer should anticipate that the City will take approximately 30 days to prepare the lease agreement. Once the lease agreement is prepared, the applicant will be required to sign and return the lease agreement to the Airport.

If the applicant is obtaining financing for the project, the financial institution may require a mortgage or collateral assignment of the lease. The City will provide a standard form that must be returned before the approval process can continue.

### Lease Approval

Once the developer has signed the lease agreement and returned to the Airport, staff will schedule the lease agreement for approval by the Airport Advisory Board and the Denton City Council, both of which must approve the lease agreement for the agreement to come into force. It may take up to 60 days or more to secure these approvals.

## Plan Review, Permitting, and Construction

The Plan Review, Permitting, and Construction phase may begin concurrently with the leasing phase. This phase typically takes 14 to 32 weeks to complete and is a three-step process. If both Zoning Compliance Plan (ZCP) and Civil Engineering Plans (CEP) are required, it is likely to take closer to 22 to 42 weeks.

Plan Review usually takes 8-12 weeks if only a ZCP or only a CEP is required; if both are required, this phase will likely take 16-24 weeks. Next, the initial permitting review is completed in 10-15 business days, with any necessary subsequent reviews taking 5-7 business days. After the permitting reviews are complete, a building permit will be issued.

The final step is the actual construction component, which usually takes 4-16 weeks to complete, but this timeframe is highly dependent on the caliber/complexity of the building, weather, and other unforeseen variables.

At the end of the Plan Review, Permitting and Construction Phase, the developer will have completed the proposed development, and the City of Denton will issue a Certificate of Occupation. The developer will then a transition to a long-term relationship with the Denton Enterprise Airport as a tenant.

The leasing and development process flowchart and the development checklist (available on page 23) are helpful tools to steer you through this process at the Denton Enterprise Airport.

### Project Plan Submittal

Plans for both projects and permits should be submitted electronically via the City of Denton eTrakit portal, the link for which can be found at [www.cityofdenton.com/landdevelopment](http://www.cityofdenton.com/landdevelopment). NOTE: Plans for Airport Development will not be accepted for permit review before the execution of a lease for the Airport property unless written approval from the Airport is provided.

Permit plans can be submitted on any business day. Plans for a project may be submitted only on the approved dates in the submittal schedule for that project type; submittal schedules by project type can be found on the Land Development page at [www.cityofdenton.com/landdevelopment](http://www.cityofdenton.com/landdevelopment).

Many projects will require a ZCP and CEP, and some projects will require both. A CEP should not be submitted until ZCP is fully approved. Some projects may require the submittal of additional separate engineering documents, such as a Downstream Assessment, and this will generally be identified either at the Pre-Application Conference or through the CEP review process. All projects will require a building permit. Information on the specific requirements for each project will be discussed in the Pre-Application Conference.

A checklist for each plan type can be at <https://tx-denton.civicplus.com/DocumentCenter/Index/122>. Each set of plans should include:

- 1) Zoning Compliance Plan (required for all development except building expansions that increase the gross floor area of an existing building by less than 50% of the existing building), with all elements from the ZCP checklist, including:

- a. *Site Plan*: Should include all items on the Zoning Compliance Plan checklist, including, but not limited to, the boundary of the Development Impact Area (the area that you are developing), the building footprint, pedestrian pathways with dimensions, setbacks from property lines, existing and proposed easements, proposed parking spaces with dimensions, location of solid waste container with proposed screening, and other checklist items.
- b. *Landscape Plan*: Should include all elements in the Landscape Plan checklist, including depicting the Development Impact Area, all required screening and buffering, all required trees and landscape area, the Landscape Data Table, and all other checklist items.
- c. *Tree Preservation Plan or No Protected Tree Letter*: Should include all items in the Tree Preservation Plan Checklist, including tree inventory, site plan showing location of trees with tree numbers, mitigation table, and Excel spreadsheet version of tree inventory and mitigation table, prepared by a licensed tree professional. Or, if applicable, a letter from a licensed tree professional stating that no protected trees are on the property and/or in the Development Impact Area.
- d. *Preliminary Site Utility Plan*: Showing preliminary proposed locations for water, storm sewer, sanitary sewer, and electric lines, so that conflicts with proposed site improvements can be identified.

2) Civil Plans with all elements from CEP Checklist, including, but not limited to:

- a. *Site plan*: Should include the building footprint, Development Impact Area, setbacks from property lines, existing and proposed easements, pedestrian pathways with dimensions, proposed parking spaces with dimensions, design details for onsite pedestrian crosswalks and for bicycle parking, and location of solid waste container with proposed screening, and all other checklist items.
- b. *Landscape Plan*: Should include all elements in Landscape Plan checklist, including showing Development Impact Area, depicting all required screening and buffering, all required trees and landscape area, and the Landscape Data Table.
- c. *Tree Preservation Plan or No Protected Tree Letter*: Should include all items in the Tree Preservation Plan Checklist, including tree inventory, site plan showing location of trees with tree numbers, mitigation table, and Excel spreadsheet version of tree inventory and mitigation table, prepared by a licensed tree professional. Or, if applicable, a letter from a licensed tree professional stating that no protected trees are on the property and/or in the Development Impact Area.
- d. *Utility Site Plan*: Should include all proposed water, sewer and electric service lines on the site.
- e. *City Water/Wastewater location map* (to be available at the Airport Office)
- f. *8 1/2 x 11 Fire Lane Map* (if fire lanes are required)
- g. *Parking Lot Layout*: Should include structural details for the proposed parking and drive isle surfaces.
- h. *Site Grading and Drainage Plan*: Should include storm water runoff calculations for culverts or underground drainage flues. A licensed Engineer should provide calculations.

AND, after at least one round of CEP review is complete:

3) Building Permit submittal including:



- a. *Structural drawings.*
- b. *Site Plan* (include approved ZCP site plan, if required)
- c. *Landscape Plan* (include approved ZCP site plan, if required)
- d. *Mechanical, Electrical and Plumbing plans* (as applicable). These plans should include electrical load calculations, ventilation calculations, plumbing fixture calculations, occupant load calculations, and manufacturer cut sheets for exterior lights. See [New-Commercial-Construction-Submittal-Requirements-PDF \(cityofdenton.com\)](https://www.cityofdenton.com/development/permits/submittal-requirements) for a complete list of requirements.
- e. *Floor plan* of the building including means of egress, uses, and dimensions for each area.
- f. *Exterior elevations, including all windows, doors, and architectural features.*
- g. *Engineered foundation plans* sealed by the designing engineer along with a statement that the foundation is designed for the soil conditions at the proposed site.
- h. *Location on the plans with UL assembly numbers* for required fire-rated walls or partitions.

(see the [New Commercial Construction](https://www.cityofdenton.com/development/permits/new-commercial-construction) page at the City of Denton website or attached copies of flow charts for Architectural and Engineering Practices Act(s) for required seals)

#### 4) Miscellaneous Forms

- a. *Proof of submittal to TDLR* (required for projects valued over \$50,000).
- b. *Commercial Energy Code Compliance Reports.*

When plans for a Project are complete and ready for submittal, developers should complete the Development Application and Owner Authorization available at the Land Development webpage ([www.cityofdenton.com/landdevelopment](https://www.cityofdenton.com/landdevelopment)), and submit with each type of plan listed above via eTRAKiT (<https://dntn-trk.aspgov.com/eTRAKiT/www.dentonpermits.com>). The owner authorization will need to be signed by Airport staff since the City of Denton retains ownership of the property with a lease. Note that not all plan types should be submitted at once. Following ZCP approval, CEP may be submitted. When the first review of CEP is complete and the developer has reviewed those comments, Building Permit plans are complete and ready for submittal, the next step is to complete the Commercial Permit Application available on the City of Denton website ([www.cityofdenton.com/282/Commercial-Permits](https://www.cityofdenton.com/282/Commercial-Permits)). The Building Permit plans and application should then be submitted electronically via eTRAKiT (<https://dntn-trk.aspgov.com/eTRAKiT/www.dentonpermits.com>).

#### Plan Review

After plans have been submitted, they will be distributed to the appropriate departments for review with comments made by each applicable department, as needed. Plans will be reviewed in approximately 10-12 business days. Revisions will be reviewed in approximately 5-7 days.

Project Plan (ZCP, CEP) review comments will be completed within the time shown on the submittal schedule for that project type (see submittal schedules at [www.cityofdenton.com/landdevelopment](https://www.cityofdenton.com/landdevelopment)).

Upon completion of the initial plan review; Development Services will notify the developer that either:

- 1) Comments are available on eTRAKiT, and revisions will be required, or
- 2) The project is approved, or the permit is ready.



In most cases, after the first review, a revision of the plans will be required to ensure that all standards have been met. All plan review comments are available on our website at <https://dntn-trk.aspgov.com/eTRAKiT/>.

Should a developer receive comments that require revisions, plans will need to be revised and re-submitted, along with a comment response document identifying how you have addressed each comment, uploaded into eTRAKiT for a second review. Review comments for Project plan resubmittals will be available based on the submittal schedule for that project type (see Land Development website); review comments for Building Permit plan re-submittals will be available within 5-7 business days of the date they are re-submitted.

Upon the approval of the plans and permits for your project, including any required inspections, and payment of the applicable permit fees (see attached fee schedule), you will be issued a Building Permit for your project.

### Inspections

After a permit has been issued for your project and construction begins, certain inspections will be required during each stage of construction for your project. It will be the responsibility of the contractor to ensure that the proper inspections are requested and approved before proceeding with construction.


The following is a list of required inspections as well as a brief description of what will be inspected during each inspection. Attached you will find step-by-step instructions on how to request inspections through the Development Services Request Line as well as a complete list of all inspections performed by the Building Safety Division. Only the inspections listed below are required for all projects.

However, depending on the complexity of the project, inspections may be broken down into more specialized increments to enable the project to proceed through the process more efficiently.


Inspections can be scheduled online at <https://dntn-trk.aspgov.com/eTRAKiT/> or via phone at (940) 349-8600 if unable to schedule an inspection online or to cancel an inspection. Cancellations must be submitted before 9:00 a.m. If the scheduled inspection is not ready for inspection and not canceled before the inspector arrives, a re-inspection fee will be assessed. All unpaid fees must be paid before approval of a final inspection. Inspections can be scheduled up to 5:59 a.m. that business day and will be completed that day. Permit packets and city-stamped approved plans must be onsite for all inspections. Developers will be assessed a re-inspection fee if failing to provide these items.

#### List of Mandatory Inspections

16 T-Pole/Saw Service	The temporary power pole to be used by workers during construction. (Contractor must submit online a complete Commercial Request for Service form before utilities will be connected)
01 Plumbing Underground Water & Sewer)	All in-ground plumbing including water and drain lines under slab and between slab and meter or sewer tie in. DWV test to cleanouts.
Electrical Underground	Service conduit, site lighting, under slab inspected prior to cover up.



32 Foundation	The foundation plan must be available on-site at the time of inspection. A Form Board Survey is required. Inspectors look at all steel and/or cables and compare them to the plan and make sure all underground lines are protected before placement of concrete.
18 Electrical Rough Mechanical Rough 02 Plumbing Rough	Includes all electrical, plumbing, mechanical, and framing in walls. All inspections for mechanical, electrical, and plumbing systems in the wall shall be inspected before sheetrock is installed.
43 Above Ceiling	Prior to covering up MEPs in the ceiling.
42 FRRCI	Fire Resistance Rated Construction for any required firewalls, rated corridors, rated stairs, elevator shaft or other.
19 Temporary Power	In order to have electric meters turned on prior to the final inspection. All electrical must be substantially complete or capped and covered.
05 Temporary Gas	In order to have gas meters turned on prior to the final inspection. Gas service lines must be pressurized with an air test with a diaphragm gauge at the time of inspection.
36 Exterior Sheathing	Required prior to installation of building wrap, siding, or masonry
37 Braced Wall	Interior bracing, hold downs, straps, 1x4 or other
38 Brick Ties/Lath/Stucco	Hardware/supports installed before brick or stucco
08 Roof Drains	Water test required on drains, seals, and secondary
40 Framing	Steel or wood construction
41 Insulation	Minimum required insulation, doors, and windows per approved energy reports
Plumbing Final	All fixtures installed, hot water, backflow, etc.
21 Electrical Final	Electric on, fixtures installed, lights, plugs, etc.
27 Mechanical Final	All equipment installed, startup complete, installed per energy reports.
30 Pier	If piers are installed, prior to pour of concrete.
31 Footings	If footings are installed, prior to pour of concrete.
06 Gas Test	Pressure test gas piping, use diaphragm gauge sufficient for pressure
22 Duct Rough	Duct inspection including equipment hanging



Final REQUIRED FOR ALL PERMIT TYPES: #44 Final Inspection	All construction should be complete including site work, including any special inspections, site drainage, energy code reports, irrigation final, public works final, fire final, etc. All other permits associated with the main permit must be finalized prior to approval of a Certificate of Occupancy.
Other inspections that may be required, such as restaurants or high hazard projects, may require different inspections. See a complete list <a href="#">online</a> or refer to your plans for all required inspections):	

**Important Note:** All plumbing, electrical, and mechanical work must be performed by individuals who are properly licensed to do the work being performed. These individuals must register with the Building Official before starting work on your project.



## Airport Business Permitting

Any person or entity that desires to conduct any commercial aeronautical activities at the airport shall, before conducting such activities, submit an Airport Business Permit application to, and receive approval thereof, from the Airport Director and Airport Advisory Board.

The Airport Business Application is available at [www.dentonairport.com](http://www.dentonairport.com).

## Lease Term: Subleasing, Assignment, and Reversion

During an Airport lease term, an existing tenant may desire to assign its lease to another party, finance improvements requiring a mortgage or collateral assignment to a financial institution, delay the reversion of a facility on the leasehold, or extend the lease. The following describes the City's processes regarding each of these topics.

### Subleasing

The City reserves the right to prohibit subleasing or to require the City's prior written consent to any sublease. Consent to subleases shall be granted in the City's sole discretion and the City may instead require the proposed sublessee to enter into a lease directly with the City. The City may require the lessee to pay the City a percentage of gross revenue generated, or profit earned, relating to any permitted subleasing activity. The lessee shall remain responsible for all rents and fees owed under the Agreement in the event of any sublease. Sublease agreements must comply with these Guidelines in form and substance and the sublease agreement will be subject to the review and approval of the City. Any sublease made contrary to the requirements of this Guide and the agreement shall be null and void.

### Assignment


To transfer possession or control of a tenant's hangar or other facility to another party, the tenant must assign its lease to that other party with the prior written consent of the City. Any attempt to do so without such prior written consent shall be considered null and void. To request the City's written consent, the existing tenant must submit a written assignment application to Airport Administration that includes the following:

1. All of the information that the assignee would be required to submit as part of an Application for Airport Development. Such information shall pertain to the assignee, not the current tenant, such that the City can evaluate the assignment proposal, and the assignee, to the same extent that it may evaluate a new lease application and the applicant submitting it.
2. A statement indicating whether the assignee will require a mortgage, collateral assignment of the lease to a financial institution, or any similar conveyance of any interest, including any contingent or collateral interest, in the lease, leasehold, or leasehold improvements, to any party other than the assignee. If so, the assignment application must include copies of all financing agreements and other paperwork relevant to such mortgage, collateral assignment, or similar conveyance of interest in the lease, leasehold, or leasehold improvements.

### Reversion of Capital Improvements

Unless stated otherwise in older lease agreements, upon expiration of the lease term, the City may either (a) require ownership of any improvements to the leasehold to revert to the City or (b) require the tenant to demolish and remove them, at the tenant's sole cost, and to return the leasehold to its original condition at the start of the lease, normal wear and tear excepted.

The City will notify the lessee 180 days before the expiration of the lease agreement to review specific lease requirements regarding reversion. At this time, the City will inform the Lessee if it will require reversion or demolition and removal of the tenant's improvements, as applicable. The City will have the right to inspect such improvements and evaluate their condition and value. In conducting that inspection, the City (or its contractors or other agents) may enter the leasehold and the improvements



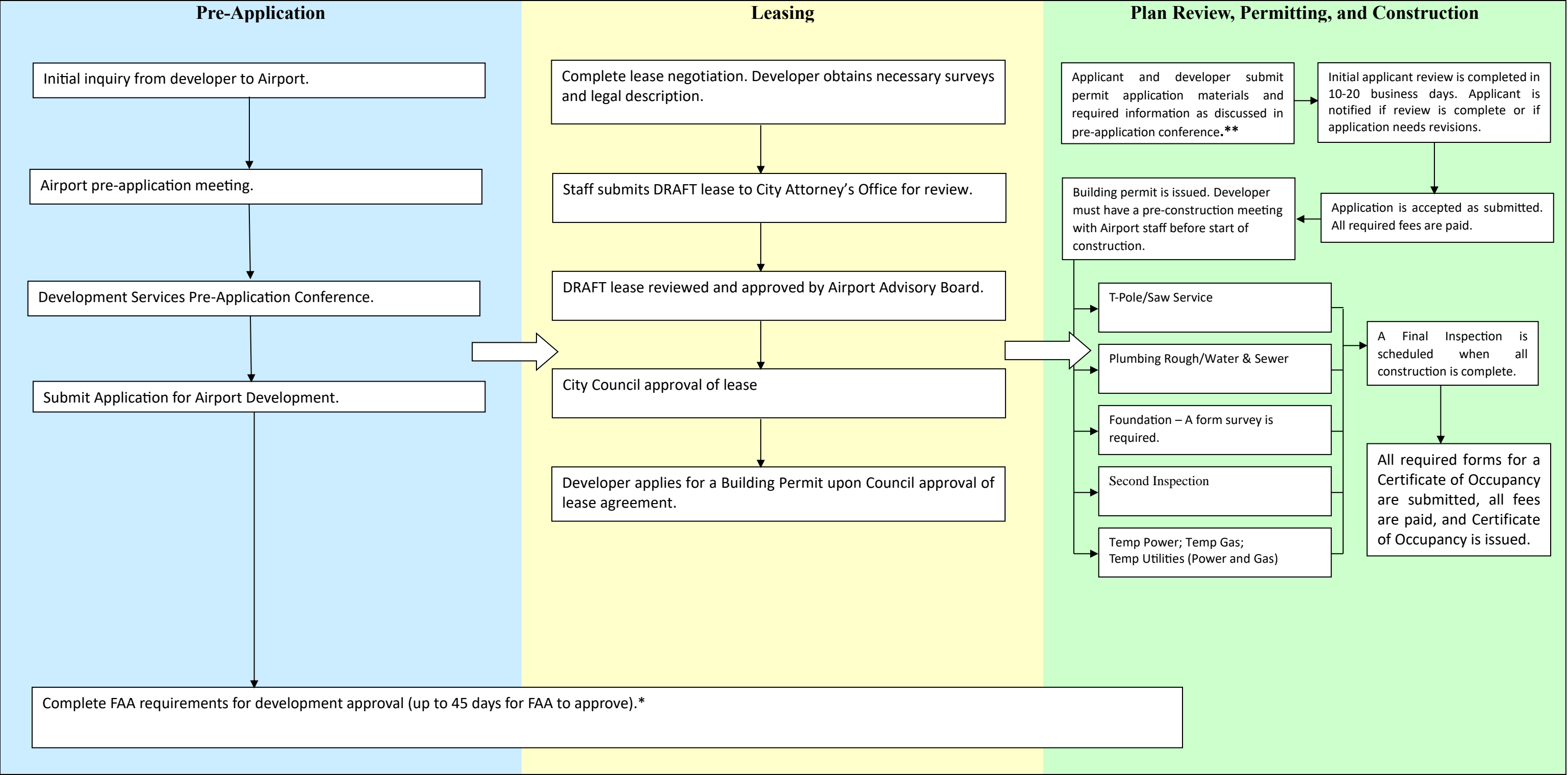
themselves and may conduct sampling or other testing, to assess the improvements' condition or value. The City will not be liable for any disruption or damage it reasonably causes in conducting such inspection and evaluation. If the City determines the improvement will remain in place, the City will appraise the improvement to establish a building lease rate.

The City, at its sole discretion, may offer to the lessee to remain in the improvements under a new building lease agreement at the appraised lease rate. The City, at its sole discretion, may conduct an RFQ/RFP process to determine highest and best use of the improvements.

## Appendix A – Lease and Development Process Checklist

Item		Done
1.	<i>Initial Inquiry.</i> Make an initial inquiry and receive information on the leasing and development process and resources.	
2.	<i>Airport Pre-Application Meeting.</i> Meet with Airport staff to discuss the scope, intent, and feasibility of the proposed development.	
3.	<i>Development Services Pre-Application Conference.</i> Meet with Development Services staff to review the proposed development for conformance with other, non-airport, development regulations.	
4.	<i>Submit Application for Airport Development.</i> A complete application includes the application form, supplementary information, and payment of the application fee.	
5.	<i>Complete lease negotiation with Airport Staff.</i> Lease negotiations may occur concurrently with the plan review process with Airport approval. Building permits will not be issued without an executed lease.	
6.	<i>Applicant submits an FAA Form 7460-1 and corresponding environmental impacts.</i> Applicant will submit the appropriate forms, if required, and send Airport Staff a copy. The applicant will notify Airport Staff when the FAA approves the development.	
7.	<i>Prepare design concept plans as required by city staff.</i> The Developer will: (1) Identify a general contractor; (2) Complete Commercial Building Permit (Do not submit); (3) Complete Parking Lot Permit (Do not submit); (4) Complete lot survey and legal description.	
8	<i>Lease Approval.</i> Leases must be recommended by the Airport Advisory Board and approved by the City Council. The developer must provide a survey to be included with the Lease.	
9	<i>Apply for a Zoning Compliance Plan and/or Civil Engineering Plans.</i> Upon Council approval of the lease agreement, depending on the size of the project and whether public improvements will be required, one or both project types may need to be submitted.	
10.	<i>Apply for a Building Permit.</i> Upon Council approval of the lease agreement, and after both approval of ZCP (if required) and first review of CEP (if required) you may submit the commercial building permit and any other required permits to the Building Safety Division.	
11.	<i>Attend a pre-construction meeting/Airport construction safety meeting.</i> The Developer will schedule the meeting with airport staff to discuss construction safety requirements and construction equipment access.	
12.	<i>Track permit and inspection process.</i> The contractor will schedule necessary inspections as required by the Building Safety Division.	

Appendix B – Leasing and Development Process Flow Chart



\*FAA requirements must be met before construction can begin.

\*\*Multiple application submittals may be required, depending on the project.



## Appendix C- General Requirements for Aircraft-Related Occupancies

The City of Denton strongly advises anyone who is considering constructing a building at the Denton Enterprise Airport to set up a Pre-Application Conference (PAC) through the Department of Development Services before preparing construction drawings.

A ZCP will be required to be submitted and the first round of comments before submitting for a building permit. It is compiled from the latest editions of the International Codes as adopted by the City of Denton, including the Building, Fire, Mechanical, Plumbing, Fuel Gas, and Energy Conservation codes, as well as the National Electrical Code and NFPA 409. It also draws from the standards of the Denton Development Code (DDC), with which all development must comply, except where project-specific design alternatives to DDC standards have been approved by the Planning Director.

Although this guide has been compiled to help answer many of the basic questions you may have when designing your building, it is not intended to be used as a substitute for the applicable codes and will not answer every technical question that may arise when designing an aircraft-related project. This is one of many reasons why we continue to advocate the use of the PAC process as the best source for information concerning the design of all projects. Plans that include fire suppression systems or fire alarm systems must be designed by a State of Texas licensed designer and submitted separately.

### *Design Requirements*

The State of Texas has numerous laws, which apply to all construction projects within the state. These laws regulate everything from who can design a project to how it must be designed. The following is a brief list of some of the laws, which may govern your project.

### *Architectural Barriers Act*


The State of Texas has created the “Texas Accessibility Standards” which have been approved by the Federal Government for use within the state to determine compliance with handicap accessibility requirements of the Americans with Disabilities Act. The Texas Department of Licensing and Regulations (TDLR) is the state agency charged with the over-site of these standards. All projects within the state are required to comply with the requirements set forth in the standards. However, only those projects with a total construction cost of \$50,000.00 or more are required to actually submit plans to TDLR for review and comment. All applicants for projects, which meet the \$50,000 threshold, must provide proof that the plans have been submitted to TDLR for review before a permit may be issued.

### *Architectural Practices Act*

Due to the complex nature of the requirements under this law, the Texas Architectural Review Board has created a flow chart that may be used in order to determine which projects will be required to follow the law and more specifically, what aspects of the law each project will be required to follow. This flow chart is included as Attachment A-1 at the end of this guide. Any other questions concerning the requirements for Architects sealed plans should be referred to the Texas Architectural Review Board.

### *Engineering Practices Act*

Again, due to the complex nature of the requirements under this law, the Texas Engineering Review Board has also created a flow chart that may be used in order to determine which projects will be required to follow the law and more specifically, what aspects of the law each project will be required



to follow. This flow chart is included as Attachment A-2 at the end of this guide. The basic requirements are that plans for any non-residential building over 5,000 square feet in area must be stamped by an engineer licensed to practice engineering in the State of Texas. This requirement pertains to all aspects of construction including structural, mechanical, electrical and plumbing. Any other questions concerning the requirements for Engineers sealed plans should be referred to the Texas Engineering Review Board.

### *Specific Code Requirements*

The 2003 International Building Code (2003 IBC) divides aircraft hangars into four different categories. These are 1) Residential Aircraft Hangars 2) Aircraft Storage Hangars 3) Aircraft Maintenance Hangars and 4) Aircraft Paint Hangars. Category one, residential aircraft hangars, are those, which are “less than 2000 sq. ft. and less than 20 ft. in height, constructed on a one or two family residential lot...” These hangars, by basic definition, will not be built on any airport property. However, each of the other 3 categories of aircraft hangars could possibly be built at the Denton Enterprise Airport. The requirements for each of the categories escalates with the intensity of the uses allowed. Also, the requirements for each category are cumulative. Those required for each lesser category are also required for the more intense uses.


In addition, the most current adopted building code contains requirements which are specific to aircraft related occupancies. A copy of this section has been included as Attachment A-3 at the end of this guide. The requirements found in this section are in addition to the other requirements relative to the use and occupancy classification of the structure. One of the most stringent requirements found in this section is the fact that any exterior wall located within 30 feet of a property line, lot line or public way must be 2-hour rated construction. Due to the lot configurations and the proximity of the aircraft hangars currently located at the airport, almost all exterior walls except those adjacent to taxiways and access roads will be required to be of 2-Hr. rated construction.

The plans for the hangar must include the UL approved assembly number for the required 2-Hr wall (these may be found on the Underwriters Laboratory web site at [www.ul.com](http://www.ul.com)) as well as construction details for the wall. This section also requires that the floors of the hangar be graded to drain. The code does not stipulate that floor drains shall discharge through an oil separator to the sewer or to an outside-vented sump.

This section also requires that any heating equipment, other than unit heaters, must be installed within a 2-Hr. enclosure. The enclosure must be accessed from the exterior of the building or through a vestibule providing a two-doorway separation. However, there is an exception to the two-doorway requirement which allows a single door provided the ignition source for the equipment is located a minimum of 18” above the floor.

### *Aircraft Storage Hangars Occupancy Classification S-2*

An aircraft storage hangar is the most basic hangar found in the code. Most commercial hangars leased and or constructed for personal use fall under this category. Also, those hangars that are used for simply storing commercial aircraft fall under this category. There are numerous requirements throughout the code for an S-2 occupancy. The main areas of concern include construction type required, allowable height and area and separation of uses within the building. The different categories of construction type are found in section 602 of the International Building Code. This section has been included as



Attachment A-4 at the end of this guide. The information on the allowable height and area of the proposed building may be found in Table 503 of the IBC.

The IBC also allows numerous exceptions and modifications to the requirements found in Table 503. In order to determine whether your building meets any of these exceptions, please consult the table and the corresponding exceptions included as Attachment A-5 at the end of this guide. The requirements for separation between uses can be found in Table 302.3.3 of the IBC. However, the International Building Code is much more flexible than the old Uniform Building Code when dealing with occupancy separation requirements. Section 302.3 of the IBC allows the person designing the building to choose how they wish to deal with occupancy separation. The designer can simply follow the table and provide the required separation, or they can choose to design the building as what the code calls a non-separated use. However, in order to design a building as a non-separated use, the building must meet a number of other requirements throughout the code. Due to the complex nature of these requirements, it is recommended that anyone choosing to build a hangar under the non-separated use requirements, consult a design professional in order to make sure that the project meets all the requirements applicable within the code.


#### *Aircraft Maintenance Hangars Occupancy Classification S-1*

The major difference between the requirements for aircraft maintenance hangars and aircraft storage hangars is in the classification of the structure. Maintenance hangars must meet the requirements for an S-1 occupancy as opposed to an S-2 occupancy for storage hangars. Review the attached tables (Attachment A-6) to determine the requirements for your building. One problem that we have encountered in the past arises when an applicant wishes to convert a single compartment of a T-Hangar building into either a maintenance or a painting facility. As a general rule, we have allowed T-Hangar buildings to be classified as a single occupancy in much the same way as we would a parking garage. However, when a portion of the building is converted to a different use, that portion of the building would be considered a separate occupancy and would therefore be required to meet all code requirements including occupancy separation, sprinkler requirements etc. This would require the addition of fire barriers and, depending upon the size of the space in question, possibly sprinkler systems as well.

Aircraft painting operations where the quantities of materials used or stored on site do not exceed those listed in Table 307.7(1) are also classified as S-1 occupancies. However, depending upon the types of systems used in the painting operation, as well as the location of the building relative to other buildings on the site, numerous other requirements found throughout the code would apply. In light of the complicated nature of these requirements, the City of Denton Building Safety Division strongly recommends that anyone wishing to construct or convert any facility at the Denton Enterprise Airport for use as an aircraft painting facility should contact our office to set up a pre-design meeting in order to discuss these code requirements.

#### *Aircraft Paint Hangars Occupancy Classification S-1 or H-2*

Aircraft painting operations where the quantities of materials used or stored on site exceed those listed in Table 307.7(1) are classified as H-2 occupancies. The H in the designation stands for “Hazardous Occupancy” and the number 2 is the category designation. Detailed requirements for all hazardous occupancies can be found in Section 415 of the 2000 IBC. Section 416 of the code also provides requirements for application of flammable finishes and section 417 contains requirements for drying



rooms. These sections have been included as Attachment A-7 at the end of this guide. Depending upon the types of systems used in the painting operation, the quantities of materials used or stored on site, and the location of the building relative to other buildings on the site, numerous other requirements found throughout the code would apply.

In light of the complicated nature of these requirements, the City of Denton Building Safety Division strongly recommends that anyone wishing to construct or convert any facility at the Denton Enterprise Airport for use as an aircraft painting facility should contact our office to set up a pre-design meeting in order to discuss these code requirements. In addition, anyone considering an operation that would fall under the Hazardous Occupancy classification must consult an architect and an engineer for the design and construction of the proposed facility.

After receiving the appropriate approvals from the Denton Enterprise Airport to proceed with your construction project, here are a few things you should know in order to help your project run smoothly.

## Appendix D – Fire Code Requirements for Hangar Construction

The City of Denton has adopted the 2021 International Fire Code (2021 IFC) with local amendments. The 2021 IFC refers to the IBC for classification of aircraft hangars. These classifications include storage group 1 if it is used as a storage hangar. When the hangar is used as a repair area or refueling, and defueling is being performed the hangar is classified as a hazardous 1 or 2 classifications. When the hangar is used as a storage area and office or business occupancy the structure can have multiple occupancy classifications. This is important because there may be a requirement for fire-rated separation or a fire suppression system in all or part of the structure.

The City of Denton has amended the 2021 IFC in section 903 to require non-combustible construction exceeding 10,000 sq ft. and larger to install a fire suppression system. Combustible construction exceeding 7,500 sq ft. or larger must install a fire suppression system. The reasoning behind these requirements is that the Fire Department feels with current staffing and deployment of equipment that we can safely fight a fire in structures with no suppression system up to 10,000 sq ft. of non-combustible and 7,500 sq ft. of combustible construction.

This amendment does not apply to aircraft hangars with the exception of a hangar that has multiple occupancies such as office/hangar, assembly/hangar or manufacturing/hangar occupancies. For example, if the hangar has an aircraft storage area of 12,000 sq ft. and office area of 3,500 sq ft. the office would have a suppression system, but the hangar area would not. If the total aircraft storage area were open there would be no requirement for a suppression system.

The 2021 IFC makes aircraft hangar fire suppression requirements in accordance with NFPA 409, which classifies hangars in the following manner:

**Group I Aircraft Hangar.** A group I aircraft hangar shall have at least one of the following features and operating conditions:

- (1) An aircraft access door height over 28ft.
- (2) A single fire area in excess of 40,000 sq ft.
- (3) Provision for housing an aircraft with a tail height over 28 ft.

**Group II Aircraft Hangar.** A group II aircraft hangar shall have both of the following features:

- (1) An aircraft access door height of (28 ft.) or less
- (2) A single fire area for specific types of construction in accordance with Table 4.1.2

Table 4.1.2 Fire Areas for Group II Aircraft Hangars

Type of Construction	Square Feet
Type I (443) and (332)	30,000-40,000
Type II (222)	20,001-40,000
Type III (111), Type III (211) and Type IV (2HH)	15,001-40,000
Type II (000)	12,001-40,000
Type III (200)	12,001-40,000
Type V (111)	8,001-40,000
Type V (000) * Single fire area inclusive	5,001-40,000

**Group III Aircraft Hangar.** A group III hangar shall have both of the following features:

- (1) An aircraft access door height of (28 ft) or less.
- (2) A single fire area that measures up to the maximum square footage permitted for specific types of construction in accordance with Table 4.1.3.


Table 4.1.3 Maximum Fire Areas for Group III Aircraft Hangars

Type of Construction	Square Feet
Type I (443) and (332)	30,000
Type II (222)	20,000
Type III (111), Type III (211) and Type IV (2HH)	15,000
Type II (000)	12,000
Type III (200)	12,000
Type V (111)	8,000
Type V (000) * Maximum single fire area	5,000

**Group IV Aircraft Hangar.** A group IV aircraft hangar shall be a structure constructed of a membrane-covered rigid steel frame.

#### *Fire Suppression Requirements*

The protection of aircraft storage and servicing areas for Group I aircraft hangars, shall include a fire suppression system in accordance with chapter 6 of NFPA 409.



The protection of aircraft storage and servicing areas of Group II aircraft hangars shall include a fire suppression system in accordance with Chapter 7 of NFPA 409.

The protection of aircraft storage and servicing areas for Group III aircraft hangars shall be constructed of any of the types of construction specified in NFPA 220. Group III hangars shall be limited to one story. Multi story hangars will be considered Group II type hangars. Where hazardous operations, including fuel transfer, welding, torch cutting, torch soldering, doping, and spray-painting, are performed in any Group III hangar, the group III hangar shall be protected with the fire protection specified in Chapter 7 of NFPA 409.

Group IV hangars having a hangar fire area greater than 12,000 sq ft. and housing fueled aircraft shall have a fire suppression system installed throughout.

#### *Fire Lane Access*

Approved fire apparatus access roads shall be provided for every facility, building, or portion of a building hereafter constructed or moved into within the jurisdiction. Fire apparatus access roads shall be installed within 150 feet of all exterior portions of the building. The fire code official may increase this distance up to 300' if the building has an approved fire suppression system.

Fire lanes are 24 feet wide and unobstructed. The lane is marked with a six-inch red stripe painted on the pavement with four inch blocked white letters every twenty feet stating, "FIRE LANE NO PARKING".

#### *Water Supply/Fire Hydrants*

Fire hydrant locations and distribution shall be in compliance with Appendix C of the 2021 IFC. See attached Appendix C of the 2021 IFC.

Fire Flow requirements shall be per Appendix B of the 2021 IFC. See attached Appendix B of the 2021 IFC.


#### *Inspections*

Each Hangar will be inspected annually for compliance with the fire code. There is no charge for the initial inspection. If a violation is found and it is not corrected in the presence of the inspector a fee will be assessed in accordance with the Denton Fire Department's published fee schedule. Failure to comply with any correctional order or violation notification can result in a fine punishable up to \$2,000.00 per violation per day.

During construction, fire suppression systems undergo several inspections by the Fire Department including visual and hydrostatic testing for under and above ground sprinkler piping in addition to final certification testing. The initial inspections are covered by the permit fee, but any reinspections will be assessed in accordance with the Denton Fire Department's published fee schedule. Fire alarm acceptance tests are conducted in accordance with the 2021 IFC and NFPA 72, when the contractor has completed their installation and testing. The initial inspection is covered by the permit fee, but any reinspections will be assessed in accordance with the Denton Fire Department's published fee schedule.

Inspections shall be scheduled through eTRAKiT and any payments can be paid through eTRAKiT. Inspectors cannot accept payment in the field.

#### *Permitting*



A construction permit for the underground and above ground installation of fire suppression systems is required. Likewise, a construction permit for the installation of fire alarm systems, and the installation of fuel dispensing or storage units is required. A construction permit is \$200.00.

An operational permit is required for hot works, fuel farms, fuel dispensing, and assembly occupancies that occur within or associated with hangars. An operational permit is \$200.00 and shall be renewed annually.

Applications for permits can be found online at [www.cityofdenton.com](http://www.cityofdenton.com). Navigate to the fire department page, find the “prevention” section, and look under permits.

#### *Plan Review (Fire Systems)*

The Development Services Office at 401 N. Elm St. is the location where building construction plans and plans for the installation of fire lanes, fire suppression and detection systems, and flammable/combustible liquids storage and handling. Submit plans through eTRAKIT and include applicable cut/calculation sheets. Please allow for a fifteen (15) day turn around on the review of these plans.

#### *Fueling Systems*

Fuel dispensing at any airport is inherently dangerous. Above ground storage tanks or underground storage tanks shall be in compliance with Chapter 57 of the 2021 IFC. This chapter is extensive and would need to be consulted if an individual or company wishes to dispense, use or sale flammable or combustible liquids in association with airport activities.

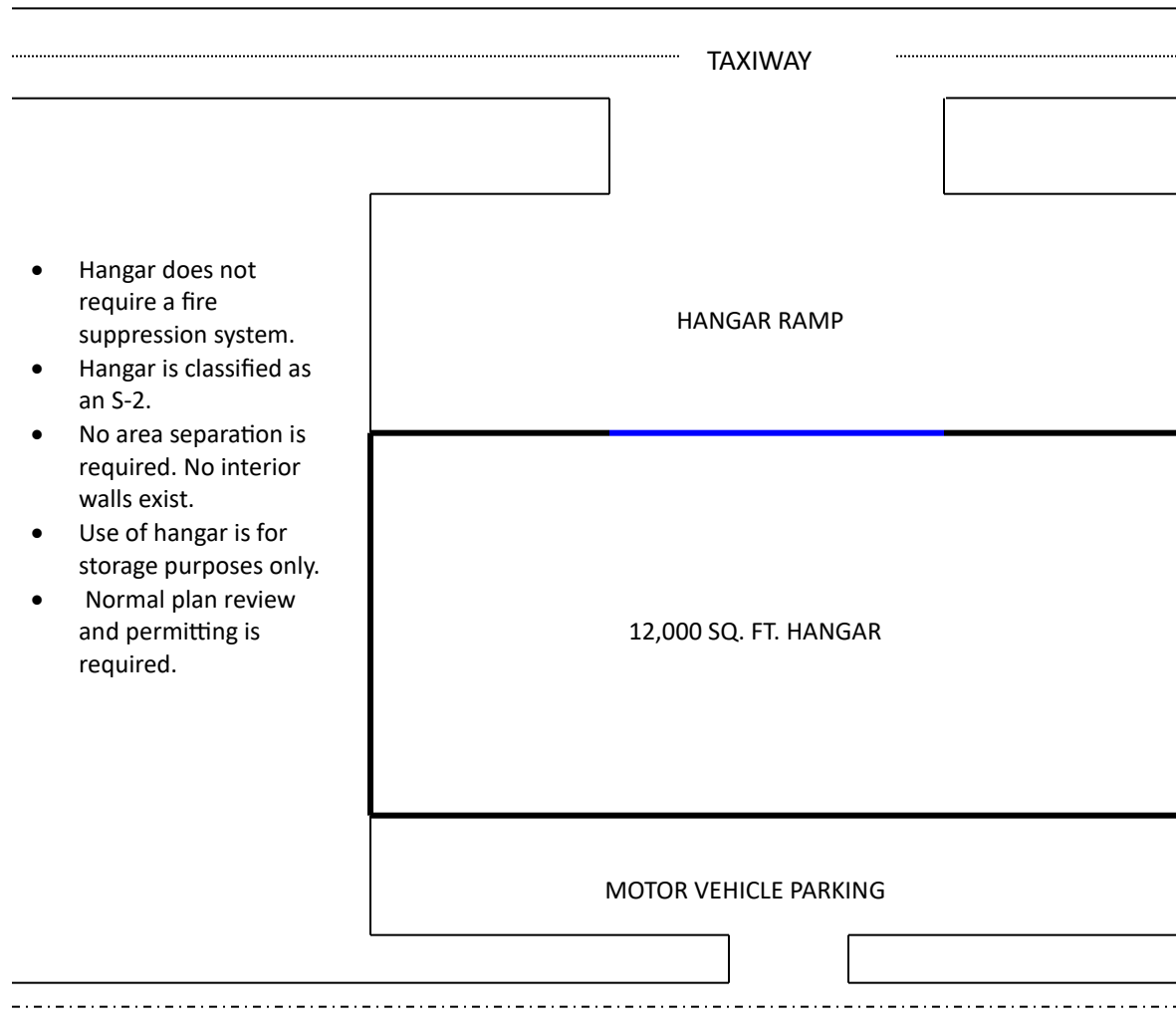
Fuel storage and dispensing will need to be reviewed to ensure compliance with the 2021 IFC. Plans and cut sheets of the materials used will need to be submitted for review by the fire department.

A Hazardous materials inventory plan and hazardous materials management plan will need to be submitted if flammable or combustible materials are used or stored.

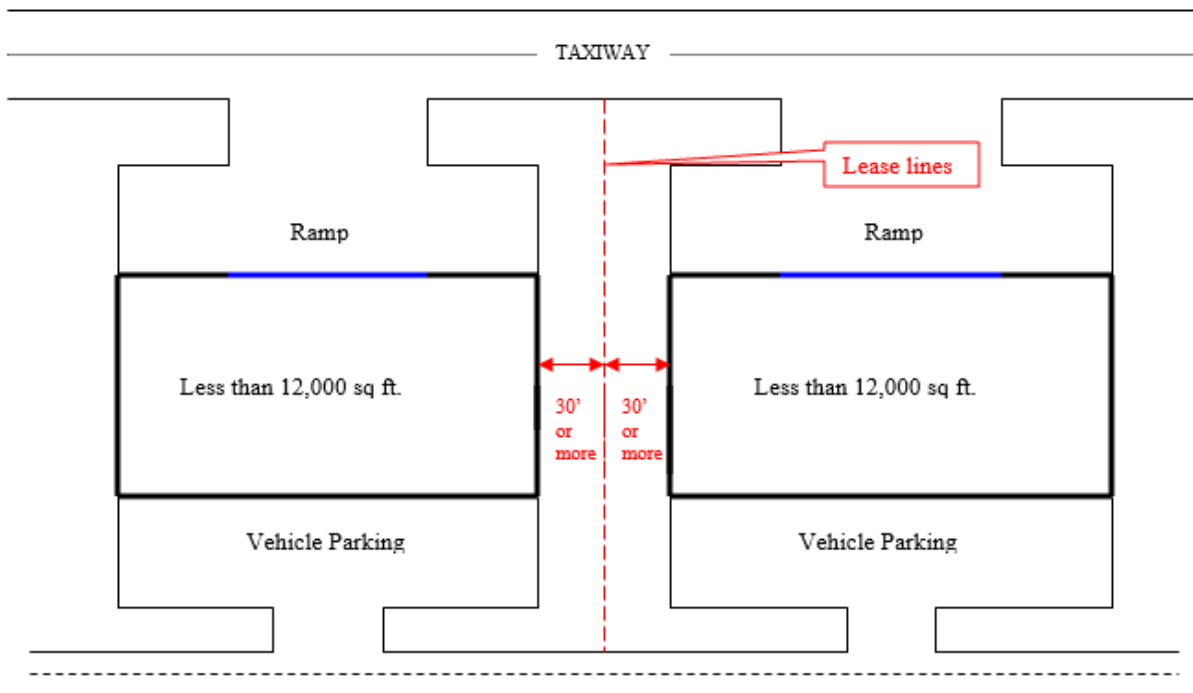


## Appendix E – Fire Wall and Fire Suppression Illustrations

### ILLUSTRATION ONE

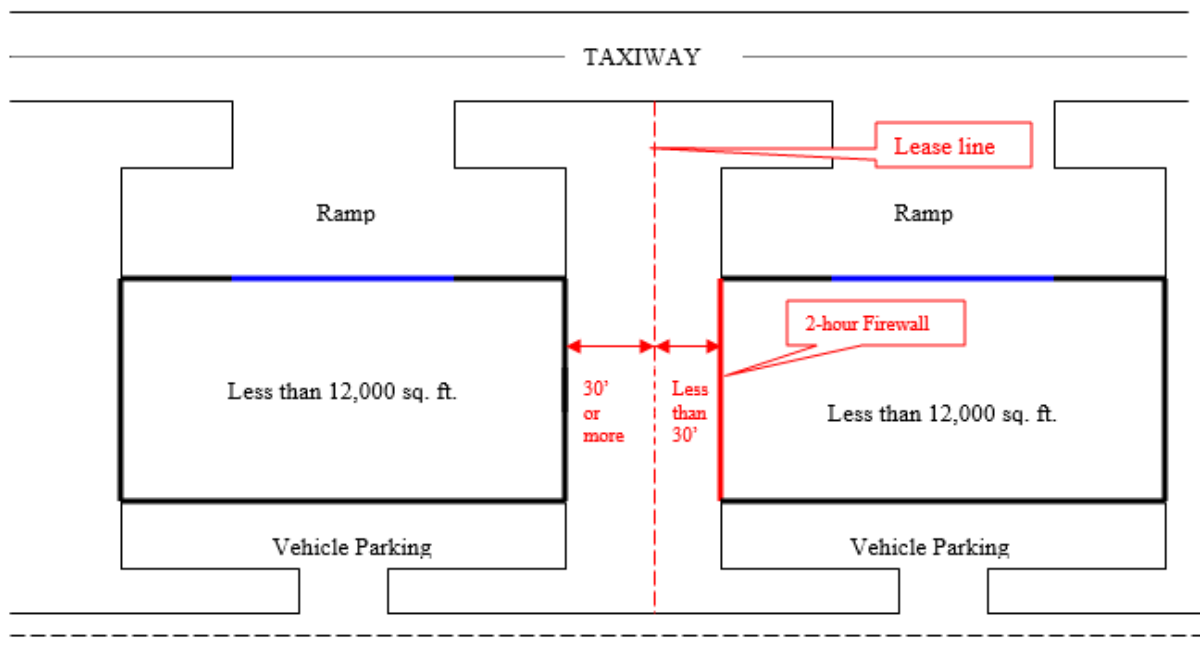


## ILLUSTRATION TWO



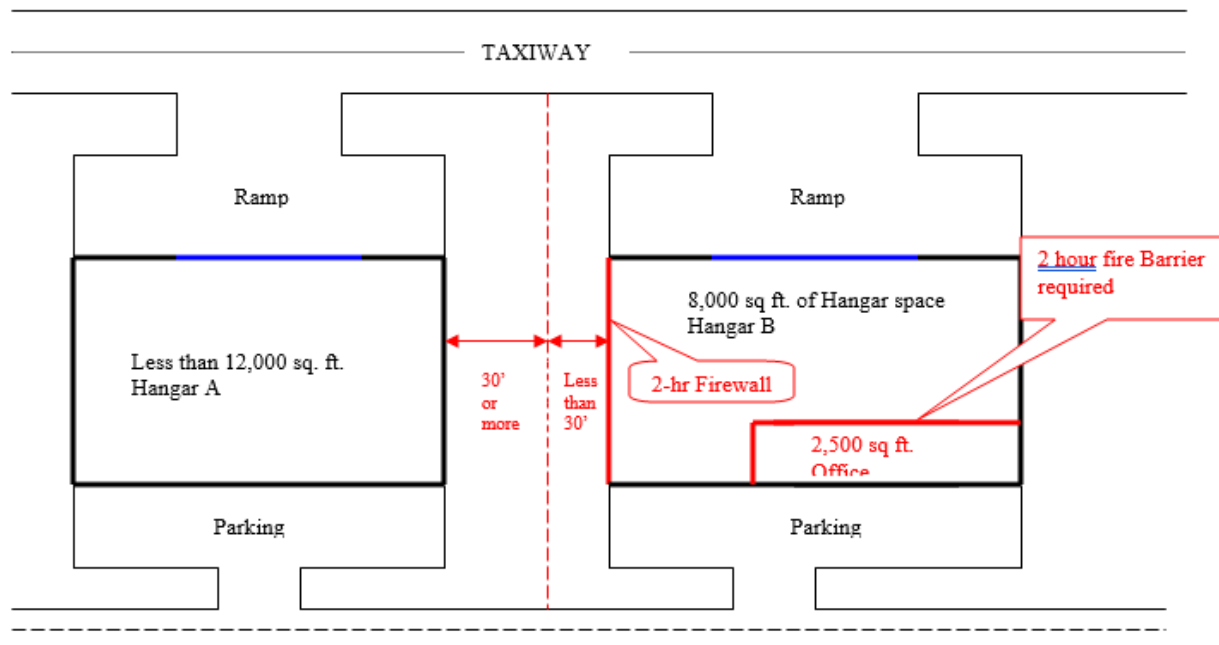
- Hangars are classified as a S-2.
- No fire suppression requirement.
- No exterior wall rating.
- Hangar shall be used as storage only.
- If maintenance is conducted the classification changes to a S-2
- No Fire Suppression Required
- No exterior rating required
- Hangar used for storage and light maintenance

### ILLUSTRATION THREE



- No fire suppression required
- Classified as a S-2
- Two hour Firewall required on hangar less than 30' from lot line
- Hangar usage limited to storage only
- If welding, torch work, painting or heavy repairs are conducted the classification changes to an H
- Fire Suppression system would be required
- Exterior wall shall be a 3 hour firewall

#### ILLUSTRATION FOUR



- Hangar A would not require fire suppression.
- Hangar A would not require the exterior wall to be rated.
- Hangar A would be classified as an S-1.
- Hangar B would require a fire suppression system in the office space only.
- The hangar area of Hangar B would be classified as a S-2, the office would be classified as a B.
- A 2-hour fire barrier would be required between the S-2 and B occupancies.
- The exterior wall would need to be a 2-hour firewall

ILLUSTRATION FIVE

