



AGENDA INFORMATION SHEET

DEPARTMENT: Procurement
ACM: Cassey Ogden
DATE: April 2, 2024

SUBJECT

Consider 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 on July 26, 2023, in the not-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). The Airport Advisory Board recommends approval (5 - 0).

STRATEGIC ALIGNMENT

This action supports Key Focus Area: Enhance Infrastructure and Mobility.

INFORMATION/BACKGROUND

Growth of the Denton Enterprise Airport (“Airport”) in the last ten (10) years has resulted in the Airport being ranked 5th in the state and 59th in the country for operations (planes that land, and planes that take off from the Airport). The Airport Master Plan will create a 20-year outlook for the future of the airport, including strategic needs and opportunities. The plan will provide the City of Denton with a guide for future development and services that will satisfy aviation demands and be wholly compatible with the environment. Coffman Associates, Inc. (“Coffman”), was selected through a competitive process and will be completing the Airport Master Plan.

Required and generalized master planning objectives in the Scope of Services will include:

- To research factors likely to affect all air transportation demand segments at the Airport over the next twenty years including the development of forecasts of potential commercial, service, air cargo, general aviation operational, and basing demand.
- To determine the projected needs of airport users for the next twenty years, taking into consideration recent revisions to Federal Aviation Administration (FAA) design standards and the airport’s conformance requirements, global positioning system (GPS) approaches or other new technology, commercial passenger and cargo trends, and the impact of general aviation fleet transition on design standards.

- To recommend improvements that will enhance the landside area's ability to satisfy future aviation needs taking into consideration the potential for commercial passenger service, air cargo, advanced air mobility (AAM), and general aviation needs.
- To analyze the existing airfield system to determine the existing and ultimate runway lengths required to satisfy the airport's critical aircraft. This analysis will include future improvements necessary to aid in supporting forecast demand.
- To produce accurate base maps of existing and proposed facilities and updated Airport Layout Plan (ALP) drawings consistent with the FAA's Standard Operating Procedure sub-consultant contract agreements.
- Perform monthly budget invoicing and contract management.
- Provide general ongoing project coordination with airport/city staff. This task does not include any on-site meetings with staff but could include video, phone, or other distance meeting options.
- Provide general ongoing project coordination with the project management of sub-consultants.

Denton Enterprise Airport is receiving a grant through the FAA under the Infrastructure Investment and Jobs Act of 2021 (IIJA). This grant program authorizes \$1.2 trillion for transportation and infrastructure spending, with the Airport receiving grant allocations over 5 years, beginning in 2022. The Airport will be utilizing its 2022 IIJA funding of \$763,000 for the project, under which the grant will fund 90% of the Master Plan project cost, with the City providing the remaining 10%. The Texas Department of Transportation (TxDOT) will receive the funds from the FAA and administer reimbursement of the 90% grant funding directly to the City. The use of the IIJA grant requires the City to first provide full payment every month and receive a reimbursement within 30 days of notification of the City's payment.

Because the City must first submit payment before receiving reimbursement (which is different from the typical grant process), the Council must authorize the expenditure of the full amount. However, 90% of that amount will be reimbursed to the City.

PRIOR ACTION/REVIEW (Council, Boards, Commissions)

On December 6, 2023, the Airport Advisory Board recommended approval of the first amendment (6-0).

On December 12, 2023, City Council approved Amendment No. 1 with Coffman Associates, Inc., in the not-to-exceed amount of \$71,250, for a total not-to-exceed amount of \$86,250. (Ordinance 23-2350).

On March 20, 2024, the Airport Advisory Board recommended approval of the second amendment (5-0).

RECOMMENDATION

Award Amendment No. 2 with Coffman Associates, Inc., to provide additional objectives within the Scope of Work for the Airport Master Plan, in a not-to-exceed amount of \$788,644, for a total amended contract amount of \$874,894.

PRINCIPAL PLACE OF BUSINESS

Coffman Associates, Inc.
Kansas City, KS

ESTIMATED SCHEDULE OF PROJECT

The proposed scope of services and work plan is eighteen (18) months.

FISCAL INFORMATION

This funding is available in the Airport Enterprise Fund project account 200082565.10100. The FAA IJA Grant will reimburse the Airport \$709,779.60, making the final cost to the Airport \$78,864.40. The funds will not impact the Airport Operating fund balance.

EXHIBITS

Exhibit 1: Agenda Information Sheet

Exhibit 2: Contract, Ordinance, and Amendment 1

Exhibit 3: Ordinance and Amendment 2

Respectfully submitted:
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Purchasing Manager

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