



# 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, February 12, 2025

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, February 12, 2025, at 3:00 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. [AAB25-004](#) Consider approval of the minutes of January 8, 2025.  
  
*Attachments:*      [Exhibit 1 - Agenda Information Sheet](#)  
                                 [Exhibit 2 - Draft Minutes - January 8, 2025](#)
- B. [AAB25-002](#) Election of Chair and Vice Chair.  
  
*Attachments:*      [Exhibit 1 - Agenda Information Sheet](#)
- C. [AAB25-001](#) Receive a report, hold a discussion, and give staff direction regarding the 2025 Airport Advisory Board meeting schedule.  
  
*Attachments:*      [Exhibit 1 - Agenda Information Sheet](#)  
                                 [Exhibit 2 - 2025 Airport Advisory Board Meeting Schedule](#)
- D. [AAB25-003](#) Receive a report, hold a discussion, and provide a recommendation to the City council regarding the adoption of an ordinance of the City of Denton, a Texas home-rule municipal corporation, authorizing the approval of a first amendment to a Professional Services Agreement between the City of Denton and Garver, LLC amending the contract, in the not-to-exceed amount of \$70,000.00 said first amendment to provide a Drainage Study for the Airport; providing for the expenditure of funds therefor; and providing an effective date (8133 - providing for an additional first amendment expenditure amount

not-to-exceed \$70,000.00, with the total contract amount not-to-exceed \$85,000.00).

**Attachments:**      [Exhibit 1 - Agenda Information Sheet](#)  
[Exhibit 2 - Garver Proposal](#)

- E. [AAB25-008](#) Receive a report, hold a discussion, and provide a recommendation to the City Council regarding the adoption of an ordinance of the City of Denton, a Texas home-rule municipal corporation, authorizing the City Manager, or their designee, to execute an interlocal agreement with the University of North Texas, under the Texas Government Code, Chapter 791, to authorize an economic feasibility study for unmanned aerial systems in the City of Denton; and declaring an effective date.

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

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:

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

- A. [AAB25-006](#) Recognition of service for Chair Robert Tickner and Members Ed Ahrens and David Smith.

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

- B. [AAB25-005](#) Receive a report and hold a discussion regarding an update and overview of 2025 airport building reversions.

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

- C. [AAB25-007](#) Staff Reports:
1. Monthly Operations Report - February 2025
  2. Administrative Report - February 2025
  3. Airport Advisory Board-City Council Airport Related Items Matrix - February 2025

**Attachments:**      [Monthly Operations Report - February 2025 Combined](#)  
[Administrative Report - February 2025](#)  
[Airport Advisory Board-City Council Airport Related Items Matrix - February 2025](#)

#### **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 salutory 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.

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 February 7, 2025, in advance of the 72-hour posting deadline, as applicable, and in accordance with Chapter 551 of the Texas Government Code.

\_\_\_\_\_  
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 #: AAB25-004, Version: 1**

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### **AGENDA CAPTION**

Consider approval of the minutes of January 8, 2025.



# City of Denton

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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Denton Enterprise Airport

**ACM:** Frank Dixon

**DATE:** February 12, 2025

### **SUBJECT**

Consider approval of the minutes of January 8, 2025.

### **BACKGROUND**

The draft minutes from the Airport Advisory Board meeting of January 8, 2025, are attached for the Board's consideration and approval.

### **EXHIBITS**

1. Agenda Information Sheet
2. Draft Minutes – January 8, 2025

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

**MINUTES**  
**AIRPORT ADVISORY BOARD**  
**January 8, 2025**

After determining that a quorum was present, the Airport Advisory Board of the City of Denton, Texas convened in a Regular Meeting on Wednesday, January 8, 2025, at 3:00 p.m. in the Meeting Room at the Denton Enterprise Airport Terminal Building, 5000 Airport Road, Denton, Texas.

**PRESENT:** Vice Chair Rick Woolfolk, Members Ann Patterson, Davis Bird, Brownie Stonecipher, and Byron Woods.

**ABSENT:** Member Ed Ahrens and David Smith.

**1. PLEDGE OF ALLEGIANCE**

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

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

Trevor Smith, 2080 Skylane – Provided statement regarding the proposed Airport rates and fees.

**3. ITEMS FOR CONSIDERATION**

**A. Consider approval of the minutes of December 11, 2024. (AAB24-050)**

The item was presented, and discussion followed.

Member Patterson moved to approve the item as presented. Member Stonecipher seconded the motion. Motion carried.

AYES (5): Vice Chair Woolfolk, and Members Patterson, Davis, Stonecipher, and Woods

NAYS (0): NONE

ABSENT (2): Members Ahrens and Smith

**B. Receive a report, hold a discussion, and provide recommendation to City Council regarding the approval of an Assignment of Airport Lease from Wayne and Maribeth Yarbrough to DSR-Cherokee 180, LLC covering property at 918 Aeronca Lane, Denton, Texas at the Denton Enterprise Airport; authorizing the City Manager to execute the Assignment of Airport Lease; and providing an effective date. (AAB24-049)**

The item was presented, and discussion followed.

Member Davis moved to approve the item as presented. Member Stonecipher seconded the motion. Motion carried.

AYES (5): Vice Chair Woolfolk, and Members Patterson, Davis, Stonecipher, and Woods

NAYS (0): NONE

ABSENT (2): Members Ahrens and Smith

**4. WORK SESSION**

**A. Staff Reports: (AAB24-051)**

- 1. Monthly Operations Report – January 2025**
- 2. Airport Advisory Board-City Council Airport Related Items Matrix – January 2025**

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

**5. CONCLUDING ITEMS**

The next scheduled Airport Advisory Board meeting is February 12, 2025, at 3:00 p.m.

With no further business, the meeting was adjourned at 3:14 p.m.

X

\_\_\_\_\_  
Rick Woolfolk  
Vice Chair

X

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

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



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## Legislation Text

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**File #:** AAB25-002, **Version:** 1

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### **AGENDA CAPTION**

Election of Chair and Vice Chair.





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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Denton Enterprise Airport

**ACM:** Frank Dixon

**DATE:** February 12, 2025

### **SUBJECT**

Election of Chair and Vice Chair.

### **BACKGROUND**

The election of officers for the Airport Advisory Board positions shall be conducted in accordance with the Airport Advisory Board Bylaws:

“The Board shall elect officers in accordance with the provisions regarding the election of officers for appointed boards set forth in the Handbook, as revised or amended from time to time or otherwise suspended or modified in times of emergency.

The Chair will inquire if any other members are interested in the position of Chair. Any additional members will be added to the list of interested members. Each member expressing interest in the Chair position shall provide a brief synopsis as to why they are interested in the position. The Chair will request a vote via a show of hands for each individual member for the position of Chair. The member with the majority of votes in favor shall assume the Chair role. If necessary, a second or subsequent round(s) of voting may be needed if there was a tie or no majority reached.

The newly elected Chair shall ask the remaining candidates if they are interested in the Vice Chair position. The newly elected Chair will request a vote via a show of hands for each individual member interested in the Vice Chair position. The member with the majority of votes in favor shall assume the Vice Chair role. If necessary, a second or subsequent round(s) of voting may be needed if there was a tie or no majority reached.

### **EXHIBITS**

1. Agenda Information Sheet

Respectfully submitted:  
Leanne Alexander, ACE  
Airport Analyst



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## Legislation Text

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**File #:** AAB25-001, **Version:** 1

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### **AGENDA CAPTION**

Receive a report, hold a discussion, and give staff direction regarding the 2025 Airport Advisory Board meeting schedule.



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**AGENDA INFORMATION SHEET**

**DEPARTMENT:** Denton Enterprise Airport

**ACM:** Frank Dixon

**DATE:** February 12, 2025

**SUBJECT**

Receive a report, hold a discussion, and give staff direction regarding the 2025 Airport Advisory Board meeting schedule.

**BACKGROUND**

The Airport Advisory Board Regular Meetings information in accordance with the Airport Advisory Board Bylaws:

2.1 Regular Meetings: The Board shall meet on the second Wednesday of each month, at such time as may be set by the Airport Manager by proper posting under the Texas Open Meetings Act, unless the meeting is cancelled in accordance with Section 3-109(f) of the Code, as such section may be amended from time to time or otherwise suspended or modified in times of emergency. All regular meetings of the Board will be held in the Airport Terminal Building at Denton Enterprise Airport, Denton, Texas or at such other location or by such other manner for holding a meeting as is permitted by Section 2-29 of the Code for the City Council or advisory boards, as such section may be amended from time to time or otherwise suspended or modified in times of emergency, as the Airport Manager may from time to time designate by proper posting under the Texas Open Meetings Act.

The Airport Advisory Board traditionally meets on the second Wednesday of every month at 3:00 p.m. Airport staff is proposing to continue meeting at 3:00 p.m., as the time frame is held within business hours and has a higher attendance rate, and has not resulted in a continuous lack of quorum. The 2025 Airport Advisory Board proposed meeting scheduled is attached as **Exhibit 2**.

**RECOMMENDATION**

Airport staff recommends approval of the 2025 Airport Advisory Board meeting schedule.

**EXHIBITS**

1. Agenda Information Sheet
2. 2025 Airport Advisory Board Meeting Schedule

Respectfully submitted:  
Leanne Alexander, ACE  
Airport Analyst

# 2025 AIRPORT ADVISORY BOARD MEETING SCHEDULE

DATE	TIME
WEDNESDAY, JANUARY 8	3:00PM
WEDNESDAY, FEBRUARY 12	3:00PM
WEDNESDAY, MARCH 12	3:00PM
WEDNESDAY, APRIL 9	3:00PM
WEDNESDAY, MAY 14	3:00PM
WEDNESDAY, JUNE 11	3:00PM

DATE	TIME
WEDNESDAY, JULY 9	3:00PM
WEDNESDAY, AUGUST 13	3:00PM
WEDNESDAY, SEPTEMBER 10	3:00PM
WEDNESDAY, OCTOBER 8	3:00PM
WEDNESDAY, NOVEMBER 12	3:00PM
WEDNESDAY, DECEMBER 10	3:00PM

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE										
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## Legislation Text

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**File #:** AAB25-003, **Version:** 1

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### **AGENDA CAPTION**

Receive a report, hold a discussion, and provide a recommendation to the City council regarding the adoption of an ordinance of the City of Denton, a Texas home-rule municipal corporation, authorizing the approval of a first amendment to a Professional Services Agreement between the City of Denton and Garver, LLC amending the contract, in the not-to-exceed amount of \$70,000.00 said first amendment to provide a Drainage Study for the Airport; providing for the expenditure of funds therefor; and providing an effective date (8133 - providing for an additional first amendment expenditure amount not-to-exceed \$70,000.00, with the total contract amount not-to-exceed \$85,000.00).



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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Denton Enterprise Airport

**ACM:** Frank Dixon

**DATE:** February 12, 2025

### **SUBJECT**

Receive a report, hold a discussion, and provide a recommendation to the City council regarding the adoption of an ordinance of the City of Denton, a Texas home-rule municipal corporation, authorizing the approval of a first amendment to a Professional Services Agreement between the City of Denton and Garver, LLC amending the contract, in the not-to-exceed amount of \$70,000.00 said first amendment to provide a Drainage Study for the Airport; providing for the expenditure of funds therefor; and providing an effective date (8133 - providing for an additional first amendment expenditure amount not-to-exceed \$70,000.00, with the total contract amount not-to-exceed \$85,000.00).

### **INFORMATION/BACKGROUND**

Growth of the Airport in the last ten (10) years has resulted in the construction of several thousand square feet of aircraft hangar space and pavement, which results in the need for updated drainage plans and capacity. This downstream drainage study will help support future growth of the airport by determining if stormwater detention is needed to prevent adverse downstream impacts due to increased stormwater runoff associated with additional development. If this study determines that stormwater detention is not needed to prevent an increase in downstream flood elevations, then the City’s criteria of no adverse impacts will be met, and future airport development will not need to revisit this issue for each subsequent expansion. If this study finds that stormwater detention will be needed to offset the effects of future airport development, then the City may evaluate holistic detention options for the airport rather than requiring each development to address their downstream impacts individually. This will result in a more efficient use of land, lower cost, and a more streamlined development process for the airport.

Garver, LLC, will conduct a planning level Downstream Assessment based on guidance from the City of Denton Exhibit A Stormwater Design Criteria Manual, dated October 2024, and the North Central Texas Council of Governments (NCTCOG) integrated Stormwater Management (iSWM) Technical Manual, latest edition. The Downstream Assessment shall consider the current master development plan for the Denton Enterprise Airport (DTO) property and assume “full build out” developed conditions.

### **RECOMMENDATION**

Award Amendment No. 1 with Garver, LLC for professional services for the Airport, in a not-to-exceed amount of \$70,000.00, for a total amended contract amount of \$85,000.00.

### **PRINCIPAL PLACE OF BUSINESS**

Garver, LLC  
North Little Rock, Arkansas

**ESTIMATED SCHEDULE OF PROJECT**

The project will take four to five months.

**FISCAL INFORMATION**

Requisition #168745 has been entered into the Purchasing software system in the amount of \$70,000.00, funded equally by two sources: \$35,000.00 from the Airport Ramp Grant account (200085565.20100) and \$35,000.00 from the Engineering Services account (840500.7879). This allocation will have no impact on the Airport Operating Fund balance.

Airport Ramp Grant	340101.7879	\$35,000.00
Engineering Services	840500.7879	\$35,000.00

**EXHIBITS**

Exhibit 1: Agenda Information Sheet

Exhibit 2: Garver Proposal

Respectfully submitted:  
Chase Patterson  
Airport Operations Manager



3000 Internet Blvd  
 Suite 400  
 Frisco, TX 75034  
 TEL 972.377.7480  
 FAX 972.377.8380  
 www.GarverUSA.com

December 20, 2024

Ryan Adams  
 Airport Director  
 Denton Enterprise Airport (DTO)  
 5000 Airport Road  
 Denton, TX 76207

Re: Denton Enterprise Airport (DTO)  
 DTO Drainage Study  
 Professional Services Proposal (*Revision 1*)

Dear Mr. Adams,

Garver is pleased to submit this proposal to provide professional services relating to the improvements listed in "Exhibit A - Scope of Services" for the referenced project.

**COMPENSATION**

For the DTO Drainage Study, the not-to-exceed fee of **\$70,000.00** is based upon the scope of services provided in Exhibit A. A detailed breakdown of the proposed fee for the engineering services is included in Exhibit B. The area of study can be found within Exhibit C.

	<u>FEE AMOUNT</u>	<u>FEE TYPE</u>
<b>Title I Services</b>		
Drainage Study	\$70,000.00	LUMP SUM
<b>Subtotal (Title I Services)</b>	<b>\$ 70,000.00</b>	
<b>Total</b>	<b>\$70,000.00</b>	

Garver is pleased to have this opportunity to submit this proposal, and we look forward to working with you on this project. If you have any questions or would like any additional information, please feel free to call me at 214-619-9023.

Sincerely,  
 GARVER

Mitchell McAnally, PMP, PE  
 Senior Project Manager

Attachments: Exhibit A – Scope of Services  
 Exhibit B – Garver Fee Spreadsheet  
 Exhibit C – Area of Study





## EXHIBIT A (SCOPE OF SERVICES)

Generally, the Scope of Services includes the following professional services for the Drainage Study at the Denton Enterprise Airport (DTO) with the study limits shown on the attached exhibit and stated in Section 2.4. The Drainage Study will be conducted as shown in the attached Exhibit C.

- Project Administration
- Drainage Study

### 1. PROJECT ADMINISTRATION

- 1.1. Garver will serve as the Owner's representative for the project and furnish consultation and advice to the Owner during the performance of this service. Garver will attend conferences alone or with Owner's representatives, local officials, state and federal agencies, and others regarding the scope of the proposed project, its general design, functions, and impacts.

### 2. DRAINAGE STUDY

Conduct a planning level Downstream Assessment based on guidance from the City of Denton Exhibit A Stormwater Design Criteria Manual, dated October 2024, and the North Central Texas Council of Governments (NCTCOG) integrated Stormwater Management (iSWM) Technical Manual, latest edition. The Downstream Assessment shall consider the current master development plan for the Denton Enterprise Airport (DTO) property and assume "full build out" developed conditions.

- 2.1. Garver will perform a data collection and data gathering task to obtain the following readily available and accessible information:
  - 2.1.1. Garver will prepare a FIS data request for the effective technical and administrative support documentation for Dry Fork Hickory Creek and Hickory Creek within the project approximate project limits. Garver will submit the data request and payment to the FEMA Engineering Library electronically by email to [FEMA-EngineeringLibrary@fema.dhs.gov](mailto:FEMA-EngineeringLibrary@fema.dhs.gov).
  - 2.1.2. Obtain existing as-built plans and drainage design data, including hydrologic and hydraulic model(s), and master development plan for the DTO property.
  - 2.1.3. Obtain publicly available GIS data, lidar topographic data, aerial photography, and NRCS SSURGO digital soils data for portions of Dry Fork Hickory Creek and Hickory Creek watersheds.
  - 2.1.4. Submit a data request to the City of Denton for any hydrologic and hydraulic models within the study area, FEMA effective FIS technical and administrative support documentation for Dry Fork Hickory Creek and Hickory Creek watersheds.
- 2.2. Garver will develop hydrologic models for the Downstream Assessments of Dry Fork Hickory Creek and Hickory Creek since portions of the airport property drain into both watersheds. The USACE HEC-HMS software will utilize the SCS Unit Hydrograph Method to estimate peak discharges for the 1-, 25-, and 100-year, 24-hour storm events. Modeling methodology and parameters will be selected in accordance with standard engineering practice and Owner standards. Modeling parameters, such as areas, slopes, drainage paths, distances, etc. will be obtained from publicly available Lidar, surveys, planimetric contour maps, and aerial photos.



- 2.2.1. Hydrologic analysis of the pre- and post-development on-site conditions based on the current airport master development plan.
  - 2.2.2. Offsite undeveloped areas will be considered as “full build-out” for both the pre- and post-development analyses based on the City of Denton’s future land use map and/or master development plan.
  - 2.2.3. The Downstream Assessment will evaluate streambank protection and flood mitigation storm events. Since this is a planning level study, the conveyance storm will only include the evaluation of the outlet discharges and will not include a detailed analysis of the individual on-site sub-basins and improvements needed for the full build-out (i.e., streets, sidewalks, inlets, storm drain pipe systems, etc.) to convey the on-site runoff to the drainage basin outlet(s).
- 2.3. Garver will review the effective hydraulic models, if available, from the FEMA FIS data request. If the models are provided in a usable electronic file format, and Garver determines the models to be adequate to represent current existing conditions, Garver will utilize the FEMA effective hydraulic model as the basis of the Downstream Assessment.
  - 2.4. If the FEMA effective hydraulic models are not provided in a usable electronic file format, Garver will develop hydraulic models for the Downstream Assessment of Dry Fork Hickory Creek and Hickory Creek. The USACE HEC-RAS software will be used to develop unsteady-flow one-dimensional hydraulic models to evaluate water surface elevations and velocities along the stream reach.
    - 2.4.1. The limits of the hydraulic modeling for Dry Fork Hickory Creek will begin at FEMA cross section “B” and continue upstream to FEMA cross section “J”.
    - 2.4.2. The limits of the hydraulic modeling for Hickory Creek will begin at FEMA cross section “F” and continue upstream to FEMA cross section “J”.
  - 2.5. If the result of the Downstream Assessment determines that stormwater detention is required for the “full build-out” of the DTO property, Garver will estimate the storage volume required to mitigate the increased peak discharges due to proposed site development leaving the site in accordance with the City of Denton Exhibit A Stormwater Design Criteria Manual, dated October 2024. This will include conceptual level planning and design only and shall not include the detailed design of a stormwater detention facility.
  - 2.6. Garver will develop a brief drainage analysis and this information will be included in the final engineer’s report. The drainage analysis report will include the following:
    - Pre-development drainage methodology and results
    - Conceptual planning level post-development drainage methodology and results
    - Planning level drainage recommendations

### **3. DESIGN SERVICES**

- 3.1. General: Garver will prepare detailed drainage study for the Denton Enterprise Airport (DTO). These designs shall conform to the standards of practice ordinarily used by members of Garver’s profession practicing under similar conditions and shall be submitted to the City of Denton from which approval must be obtained.



3.2. Owner / Agency Coordination: Garver's project manager and/or design team will coordinate with the Owner as necessary to coordinate design decisions, site visits, document procurement, or other design needs.

3.3. Project Management Plan / Quality Control Procedures

5.3.1 Garver will develop a project specific project management plan. The project management plan will include the project background, scope of work, stakeholder contact information, project team organization and roles, design criteria, project schedule, deliverables, and quality control procedures.

5.3.2 Garver will complete quality control reviews for each deliverable prior to any design submission to Owner and/or FAA. Quality control reviews will be completed by qualified project managers, project engineers, and/or senior construction observers who are experienced in the relevant discipline and design elements under review. Weekly internal progress meetings will be held during all design phases to ensure adequate quality control throughout the design phases.

**4. PROJECT DELIVERABLES**

4.1. The following deliverables will be submitted to the parties identified below. Unless otherwise noted below, all deliverables shall be electronic.

- PDF Drainage Study Report describing the findings of the planning level analyses to the City of Denton and Denton Enterprise Airport (DTO)
  - One hard copy
- Other electronic files as requested.

**5. ADDITIONAL SERVICES**

5.1. The following items are not included under this agreement but will be considered as additional services to be added under Amendment if requested by the Owner.

- Redesign for the Owner's convenience or due to changed conditions after previous alternate direction and/or approval.
- Deliverables beyond those listed herein.
- Engineering, architectural, or other professional services beyond those listed herein.
- Preparation of a Storm Water Pollution Prevention Plan (SWPPP). The construction contract documents will require the Contractor to prepare, maintain, and submit a SWPPP to DEQ.
- Construction Administration Services, On-Site Construction Observation, and/or Construction Materials Testing.
- Environmental Handling and Documentation, including wetlands identification or mitigation plans or other work related to environmentally or historically (culturally) significant items.
- Coordination with FEMA and preparation/submittal of a CLOMR and/or LOMR.
- Services after construction, such as warranty follow-up, operations support, and Part 139 inspection support.



6. **SCHEDULE**

6.1. Garver shall begin work under this Agreement within ten (10) days of execution of this Agreement and shall complete the work in accordance with the schedule below:

<b>Design Phase</b>	<b>Calendar Months</b>
Drainage Study Report	4 Months from the receipt of Client furnished as-builts and/or FEMA Effective model, whichever is latest

**Exhibit B**

**Denton Enterprise Airport (DTO)  
 DTO Drainage Study**

**DRAINAGE STUDY**

WORK TASK DESCRIPTION	E-6	E-5	E-4	E-3	E-2	E-1	AM-2
	\$316.00	\$257.00	\$211.00	\$180.00	\$157.00	\$135.00	\$100.00
	hr	hr	hr	hr	hr	hr	hr
<b>1. Project Management</b>							
Administration and Internal Coordination	10		16		8		
Review meeting (virtual)			2		2		
<b>Subtotal - Project Management</b>	<b>10</b>	<b>0</b>	<b>18</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>0</b>
<b>2. Data Collection and Gathering</b>							
FEMA FIS data request					2		
DTO data request			2				
Online GIS data collection					2	2	
City of Denton data request			2				
<b>Subtotal - Data Collection and Gathering</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>2</b>	<b>0</b>
<b>3. Hydrologic Analyses</b>							
Pre-Development (Existing) Conditions							
Review/evaluate as-built data			2		2		
Lidar surface processing and preparation					1	2	
GIS base map preparation					2	2	
Delineate watershed and subbasin boundaries					2	4	
Develop land use and CN polygons					4	8	
Determine time of concentration/lag times					2	8	
Develop HEC-HMS model					2	8	
Execute and revise HEC-HMS model					2	4	
Extract model results and format data					1	2	
QA/QC and revisions			4		4	8	
Post-Development (Proposed) Conditions							
Develop land use and CN polygons					2	8	
Delineate watershed and subbasin boundaries					2	4	
Determine time of concentration/lag times					2	8	
Develop HEC-HMS model					2	8	
Execute and revise HEC-HMS model					2	4	
Extract model results and format data					1	2	
QA/QC and revisions			4		4	8	
<b>Subtotal - Hydrologic Analyses</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>37</b>	<b>88</b>	<b>0</b>
<b>4. Hydraulic Analyses</b>							
Dry Fork Hickory Creek HEC-RAS Model							
Develop base mapping					2	4	
Develop cross section geometry (15 sections)					8	24	
Develop roadway geometry (4 crossings)					2	4	
Develop pre-development flow data						2	
Execute and revise pre-development plan			4			12	
Develop post-development flow data						2	
Execute and revise post-development plan			2			8	
Hickory Creek HEC-RAS Model							
Develop base mapping					2	4	
Develop cross section geometry (8 sections)					4	16	
Develop roadway geometry (1 crossing)					1	2	
Develop pre-development flow data						2	





# City of Denton

City Hall  
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Denton, Texas 76201  
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## Legislation Text

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**File #: AAB25-008, Version: 1**

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### **AGENDA CAPTION**

Receive a report, hold a discussion, and provide a recommendation to the City Council regarding the adoption of an ordinance of the City of Denton, a Texas home-rule municipal corporation, authorizing the City Manager, or their designee, to execute an interlocal agreement with the University of North Texas, under the Texas Government Code, Chapter 791, to authorize an economic feasibility study for unmanned aerial systems in the City of Denton; and declaring an effective date.



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**AGENDA INFORMATION SHEET**

**DEPARTMENT:** Denton Enterprise Airport

**ACM:** Frank Dixon

**DATE:** February 12, 2025

**SUBJECT**

Receive a report, hold a discussion, and provide a recommendation to the City Council regarding the adoption of an ordinance of the City of Denton, a Texas home-rule municipal corporation, authorizing the City Manager, or their designee, to execute an interlocal agreement with the University of North Texas, under the Texas Government Code, Chapter 791, to authorize an economic feasibility study for unmanned aerial systems in the City of Denton; and declaring an effective date.

**STRATEGIC ALIGNMENT**

This action supports Key Focus Area: Foster Economic Opportunity and Affordability.

**BACKGROUND**

While emerging technology of unmanned aerial systems (“UAS”, or drones) has the potential to significantly impact the aviation industry, the regulation of and infrastructure development for UAS is still a developing field of aviation. The City of Denton recognizes the potential of this technology to positively impact Denton Enterprise Airport and the local business economy.

As of January 2025, the Federal Aviation Administration (“FAA”) has not yet mandated UAS infrastructure planning in airport master plans. However, the FAA Reauthorization Act of 2024 directs the FAA to update design standards for Advanced Air Mobility (“AAM”) landing and takeoff facilities, known as vertiports, and to streamline environmental reviews of vertiports and airport infrastructure changes to accommodate AAM operations. Further, in response to the emerging AAM industry, the FAA has released regulations for electric vertical takeoff and landing (“eVTOL”) vehicles, marking them as the first new category of VTOL aircraft since helicopters were introduced. These regulations include guidelines for pilot training and operational requirements, aiming to facilitate the integration of air taxis (passengers), cargo delivery, and first responder/rescue operations into the airspace. Given these developments, it is anticipated that the FAA will issue new requirements and guidance for vertiport planning and integration into airport master plans in the coming months.

Planning efforts are currently underway in collaboration with the North Central Texas Council of Governments (NCTCOG), the University of North Texas, and aviation industry stakeholders within the Dallas-Fort Worth (DFW) metroplex to explore the development of a regional network of vertiports to enable Advanced Air Mobility (AAM). Given its strategic location, Denton Enterprise Airport (DTO) could be considered a potential addition to this network in the future. However, substantial economic development initiatives and planning considerations will be necessary to make this a viable reality. Denton Enterprise Airport would like to understand the economic feasibility and options of the upcoming AAM vertiport opportunities in advance of any formalized FAA master planning guidance.



This economic feasibility study, led by The University of North Texas (UNT) - recognized for its research excellence in aviation logistics and the emerging AAM industry - will incorporate a limited research study engagement to assess the economic feasibility of a vertiport in Denton, TX. This study aims to provide foundational insights to guide future planning efforts. This study will supplement the ongoing Airport Master Plan update.

### **Objectives of the Study:**

1. **Economic Feasibility Analysis:**
  - Evaluate the potential economic impact of a vertiport in Denton, TX, on the local community, utilizing agreed-upon factors and considerations.
2. **Demand Analysis for AAM Services:**
  - Assess theoretical demand for vertiport services supporting electric vertical takeoff and landing (eVTOL) aircraft.
  - Consider various vertiport designs, Final Approach and Takeoff (FATO) configurations, and operational activity targets.
3. **Business Model Exploration:**
  - Identify and analyze potential business models for vertiport operations.
  - Examine feasibility under different vertiport designs and operational frameworks.
4. **Regulatory and Environmental Review:**
  - Conduct a literature review of documented and anticipated regulatory and environmental factors relevant to vertiport design and construction.
5. **Considerations for Future Development Planning:**
  - Present key factors and recommended questions for an extended vertiport development plan, which could be integrated into future airport master planning efforts.
  - Provide preliminary insights into:
    - **Infrastructure Requirements:** Evaluate potential funding options, including city-funded and privately funded infrastructure models.
    - **Site Considerations:** Identify potential locations for a vertiport at or near Denton Enterprise Airport within Denton County.

UNT will engage with representatives from Denton Enterprise Airport, the Denton Economic Development Department, and local and regional UAS and business stakeholders to accomplish the study's objectives.

### **Next Steps:**

This initial study will serve as a foundational step in assessing economic impact considerations and opportunities in the evolving AAM landscape within the DFW network. Findings from the study will inform subsequent planning efforts and engagement with stakeholders, including municipal leaders, airport authorities, industry representatives, and regulatory bodies. The study outcomes may also guide further in-depth research, funding pursuits, and integration into regional transportation and economic development initiatives.

This research initiative will be an important step to determining Denton's readiness and positioning within the broader AAM ecosystem in North Texas as the FAA finalizes its rule-making and regulatory guidance.

### **OPTIONS**

n/a

### **RECOMMENDATION**

Approval of the Ordinance

**ESTIMATED SCHEDULE OF PROJECT**

Approximately seven (7) to eight (8) months

**PRIOR ACTION/REVIEW (Council, Boards, Commissions)**

Feb. 12, 2024: Airport Advisory Board Recommendation

**FISCAL INFORMATION**

The agreement has a not-to-exceed cost of \$49,998. It will be funded through residual project funds that are unallocated. There will be no cost to the current year's operating budget.

**EXHIBITS**

1. Agenda Information Sheet

Respectfully submitted:  
Ryan Adams  
Airport Director



# City of Denton

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## Legislation Text

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**File #:** AAB25-006, **Version:** 1

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### **AGENDA CAPTION**

Recognition of service for Chair Robert Tickner and Members Ed Ahrens and David Smith.



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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Denton Enterprise Airport

**ACM:** Frank Dixon

**DATE:** February 12, 2025

### **SUBJECT**

Recognition of service for Chair Robert Tickner and Members Ed Ahrens and David Smith.

### **BACKGROUND**

Acknowledging the outstanding contributions of Chair Robert Tickner and Member Ed Ahrens and David Smith.

### **EXHIBITS**

1. Agenda Information Sheet

Respectfully submitted:  
Leanne Alexander, ACE  
Airport Analyst



# City of Denton

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## Legislation Text

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**File #:** AAB25-005, **Version:** 1

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### **AGENDA CAPTION**

Receive a report and hold a discussion regarding an update and overview of 2025 airport building reversions.



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**AGENDA INFORMATION SHEET**

**DEPARTMENT:** Airport

**ACM:** Frank Dixon

**DATE:** February 12, 2025

**SUBJECT**

Receive a report and hold a discussion regarding an update and overview of 2025 airport building reversions.

**BACKGROUND**

The reversion of buildings to City ownership once a ground lease has terminated is a key component of the leasing lifecycle, ensuring both the Airports long-term control of property (an FAA grant assurance requirement) and the continual redevelopment of the property in a manner that responds to the Airport's evolving needs.

Four (4) ground leases are scheduled to terminate on April 30, 2025:

- 918 Aeronca
- 922 Aeronca
- 926 Aeronca
- 5088 Sabre

Staff will give a presentation that provides an overview of the buildings to revert to the City, the process the Airport is taking to lease the buildings under a conventional hangar lease, and key components of the conventional hangar leases.

The conventional hangar leases are scheduled to be considered by the Airport Advisory Board and City Council in April 2025

**RECOMMENDATION**

n/a

**PRIOR ACTION/REVIEW (Council, Boards, Commissions)**

n/a

**FISCAL INFORMATION**

n/a

**EXHIBITS**

1. Agenda Information Sheet
2. Presentation

Respectfully submitted:  
Leanne Alexander  
Airport Analyst



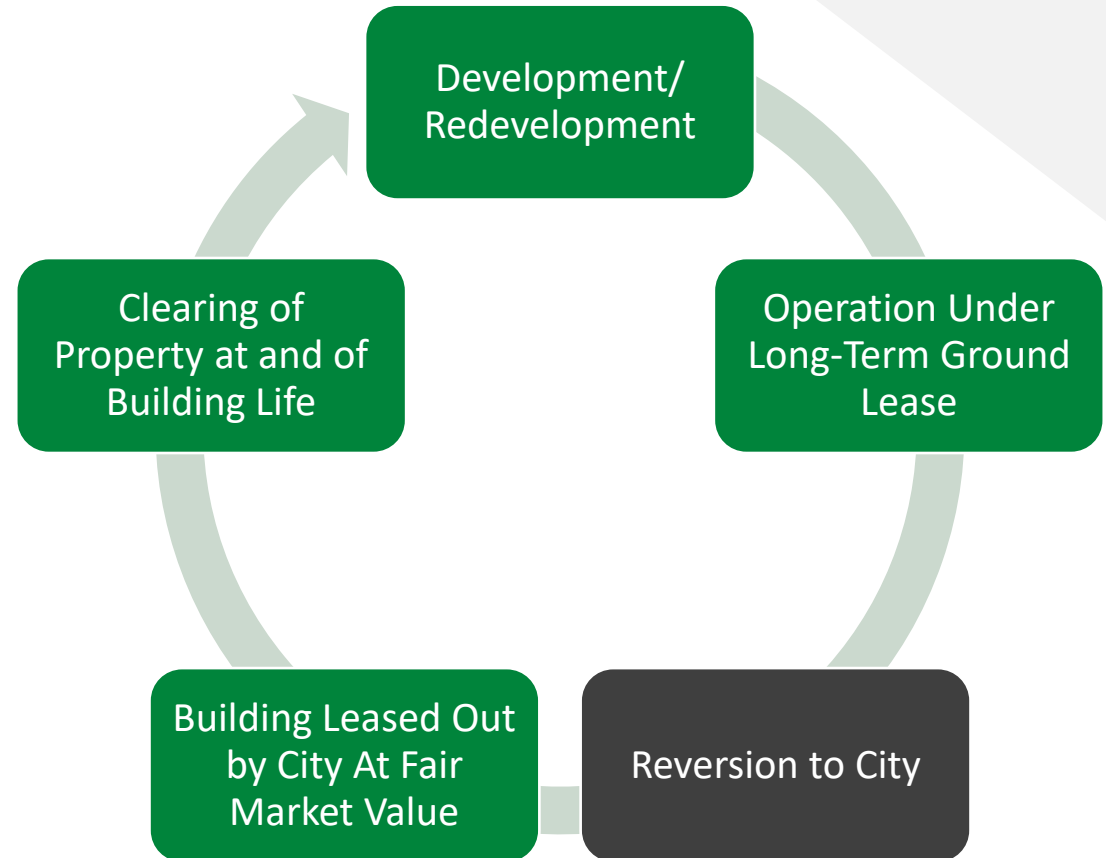
# Reversion of Ground Lease Facilities

Leanne Alexander  
Airport Analyst



# Airport Property Lifecycle

- Building reversion is a key component of the leasing lifecycle
  - Ensures Airport's long-term control of property (FAA requirement)
  - Ensures continual redevelopment of the that responds to its evolving needs
- Not a governmental taking
  - Lessees agree to provision
  - Lessees granted long-term access at below-market rates



# Upcoming Property Reversions

- 4 Properties
- Reversion effective on May 1
- All current occupants express interest in continuing their occupation of buildings
- Staff communications
  - Letter in April 2024
  - Follow up in summer and fall 2025
  - Conventional hangar lease discussions in January 2025



# Conventional Hangar Lease

- Key differences from ground lease
  - 3-year term
  - Security deposit
  - Inclusion of maintenance responsibilities as exhibit to agreement (triple net)
  - Subleasing is prohibited
  - Alterations to building only with City consent
- Rent:
  - Rate per SF of building
  - Utilizing most recent appraisal; adjusted for CPI
  - Rates between \$4.00 and \$6.00 per SF

## Triple Net Lease

- Tenant pays all expenses (taxes, building insurance, maintenance, etc.)
- City will generally provide for capital replacement of facility components or infrastructure

# Next Steps

- AAB recommendation of Conventional Hangar Leases for:
  - 918 Aeronca
  - 922 Aeronca
  - 926 Aeronca
  - 5088 Sabre
- Council approval of leases
- Ongoing: Further development of standard reversion procedures.



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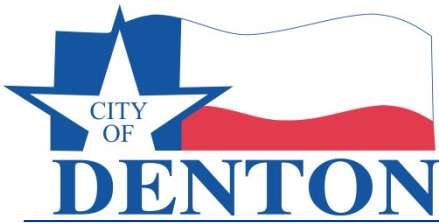
**File #: AAB25-007, Version: 1**

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### **AGENDA CAPTION**

Staff Reports:

1. Monthly Operations Report - February 2025
2. Administrative Report - February 2025
3. Airport Advisory Board-City Council Airport Related Items Matrix - February 2025



5000 AIRPORT RD. • DENTON, TEXAS 76207 • (940) 349-7736 • FAX (940) 349-7289  
 DENTON ENTERPRISE AIRPORT • DTO

## MONTHLY OPERATIONS REPORT February 2025

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**, provide airport historical operations and fuel flowage data from 2014-2024.

OPERATIONS (Calendar Year)						
Operation Type	Dec-23	Dec-24	% Change	2023 YTD	2024 YTD	% Change
IFR Itinerant	748	1,098	46.8%	9,387	12,182	29.8%
VFR Itinerant	6,921	6,949	0.4%	83,845	103,413	23.3%
Local	10,308	6,566	-36.3%	118,968	106,351	-10.6%
<b>Total</b>	<b>17,977</b>	<b>14,613</b>	<b>-18.7%</b>	<b>212,200</b>	<b>221,946</b>	<b>4.6%</b>

FUELING (Fiscal Year)						
Type	Dec-23	Dec-24	% Change	2023 YTD	2024 YTD	% Change
AvGas	33,729	50,867	50.8%	118,087	163,053	38.1%
Jet A	87,840	79,863	-9.1%	301,406	245,863	-18.4%
<b>Total</b>	<b>121,569</b>	<b>130,730</b>	<b>7.5%</b>	<b>419,493</b>	<b>408,916</b>	<b>-2.5%</b>

BASED AIRCRAFT					
Description	Single Engine	Multi-Engine	Jet	Helicopter	Total
Dec 2024	352	71	35	18	476
Dec 2023	309	62	34	15	420
Dec 2022	321	79	38	14	452

*NOTE: Due to agenda-related deadlines, figures for the prior month will be available at the next Airport Advisory Board meeting.*

<b>ALERTS</b>		
<b>Date</b>	<b>Type</b>	<b>Description</b>
N/A		

<b>INCIDENTS</b>	
<b>Date</b>	<b>Description</b>
12/30/2024	A pilot in a 172 reported a flat nose wheel in the A7 runup area. Mechanic was able to change the tire in the runup area and the aircraft carried on with their scheduled flight.
1/03/2025	A pilot in a 177 reported a flat nose wheel in the A7 runup area. The aircraft was towed back to parking without further incident
1/16/2025	A pilot reported a minor leak at the self-serve fuel pump near Taxilane Foxtrot. Airport Ops responded with Sheltair right away and noticed the leak was due to a loose fitting that was not tightened all the way after the tank was sumped that morning. The leak was of no significant size, so no reporting was needed.
1/22/2025	A pilot in a 172 reported a flat nose wheel on RWY 18L. Mechanic was able to quickly change the tire on the runway and the aircraft was able to taxi to parking.
1/23/2025	A pilot in a 172 reported a flat nose wheel in the A7 runup area. Mechanic was able to change the tire in the runup area and the aircraft carried on with their scheduled flight.

<b>DECEMBER WEATHER DATA</b>	
<b>Days with Measurable Precipitation</b>	<b>Days with an Avg. Wind over 10mph</b>
10	10

**EXHIBITS**

1. Historical Airport Operations 2014-2024 (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	19503
JUNE	12949	15308	11962	10342	12521	12468	11282	11519	15321	18549	22043
JULY	14912	17359	13190	11162	13553	11718	14274	14124	15936	19931	13869
AUG	13558	18143	11461	10514	14888	10392	13076	12868	17597	21408	14855
SEP	13485	14665	13523	11010	11477	12176	10911	13672	20217	20484	20090
OCT	14334	13208	13021	10870	13682	11444	11445	12837	17794	18362	23875
NOV	10974	10906	9195	10249	13276	11367	10508	12482	14415	18860	18914
DEC	11228	12020	9166	10899	11539	11379	10296	12051	14217	17977	14613
<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>221946</b>



Tower OPS 2014-2024



## ADMINISTRATIVE UPDATE February 2025

### **Lease Construction Requirements**

In the November 2024 AAB meeting, a member of the public spoke to express concern regarding the existing airport lease language pertaining to construction timelines. The existing lease language states that construction must take place within a certain period of time after a building permit is issued, but it does not specify that a building permit must be obtained within a specified period of time.

The speaker was concerned that this lack of deadline would enable someone to indefinitely hold a leasehold right to airport property without developing it. The speaker further stated that he felt this language was inequitable as compared to the requirements of other leases and could result in a complaint to the FAA. Staff shared with the Board that the language did not conflict with the adopted Leasing Policy and was also provided to the City by the aviation legal firm Kaplan Kirsch & Rockwell, LLP.

Several individual members of the AAB expressed their desire to see this issue brought back for a discussion. While Airport staff is confident that the language conforms to generally accepted practices and does not present an FAA compliance issue, it would not present a challenge to introduce greater specificity into airport leases regarding construction timelines. To maintain confidence in the leasing process and to ensure there is no perception that Airport property can be leased without short-term development plans, staff will endeavor to include language in future leases that specifies a deadline for building permits to be obtained. Staff will further consider including language to this effect in the leasing policy when it is next reviewed and updated.

### **Financial Updates and Metrics**

Beginning in April 2025, Airport staff will begin providing the Board with quarterly financial updates. These updates will include revenues collected, budget to actual spending, and select financial metrics and indicators to provide the Board with an ongoing outlook on the financial health of the 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>Description</b>	<b>Airport Advisory Board</b>		<b>City Council</b>	
	<b>Date</b>	<b>Action</b>	<b>Date</b>	<b>Action</b>
<b>Pending Items</b>				
Airport Rates and Fees	12/11/2024	6-0	02/18/2025	Pending
Drainage Study – Garver Proposal – Task Amendment 1	02/12/2025	Pending	02/18/2025	Pending
Feasibility Study – UAS/Drone	02/12/2025	Pending	02/18/2025	Pending
Airport Land Lease – Construction Timelines	Pending	Pending	Pending	Pending
Chapter 3 Amendment	Pending	Pending	Pending	Pending
GKY Holdings 1, LLC – Lease Agreement (7B/Tract 2)	Pending	Pending	Pending	Pending
Reversion – Building Lease Agreement	Pending	Pending	Pending	Pending
<b>Completed Items with Airport Advisory Board and City Council</b>				
Wayne and Maribeth Yarbrough – Lease Assignment	01/08/2025	Approved 5-0	01/14/2025	Approved 7-0
HC Commercial – Lease Agreement – Site 10	11/13/2024	Approved 5-0	11/19/2024	Approved 7-0
First Financial Resources – Lease Assignment	11/13/2024	Approved 5-0	11/19/2024	Approved 7-0
Airport Leasing and Development Policy	09/11/2024	Approved 6-0	10/15/2024	Approved 7-0
US Trinity Aviation, LLC – Lease Agreement – Site 9	10/09/2024	Approved 7-0	10/15/2024	Approved 7-0
GKY Holdings 1, LLC – Lease Amendment	08/14/2024	Approved 5-0	09/17/2024	Approved 7-0
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	N/A
Roanoke Air and Auto, Inc – Lease Agreement	03/20/2024	Approved 5-0	04/02/2024	Approved 7-0
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

<b>Airport Advisory Board/City Council Airport Related Items</b>				
<b>**Council Airport Committee – Dissolved 09/28/2021</b>				
<b>***Legal Review</b>				
<b>Description</b>	<b>Airport Advisory Board</b>		<b>City Council</b>	
	<b>Date</b>	<b>Action</b>	<b>Date</b>	<b>Action</b>
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