



City of Denton

City Hall
215 E. McKinney St.
Denton, Texas 76201
www.cityofdenton.com

Meeting Agenda Airport Advisory Board

Wednesday, August 12, 2026

3:00 PM

Airport Terminal Meeting Room

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, August 12, 2026, 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. [AAB26-013](#) Consider approval of the minutes of June 10, 2026.

Attachments: [Exhibit 1 - Agenda Information Sheet](#)
 [Exhibit 2 - Draft Minutes - June 10, 2026](#)

4. WORK SESSION

- A. [AAB26-015](#) Receive a report, hold a discussion, and provide feedback regarding updates to the Airport Minimum Operating Standards for Commercial Aeronautical Activity.

Attachments: [Exhibit 1 - Agenda Information Sheet](#)
 [Exhibit 2 - Presentation](#)
 [Exhibit 3 - Current Airport Minimum Operating Standards](#)

- B. [AAB26-014](#) Receive a report, hold a discussion, and provide feedback regarding future work session presentations of the Airport Advisory Board.

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

- C. [AAB26-016](#) Staff Reports:
 - 1. Monthly Operations Report - August 2026
 - 3. Administrative Update - August 2026

4. Airport Advisory Board-City Council Airport Related Items Matrix - August 2026

Attachments:

[Monthly Operations Report - August 2026](#)

[Administrative Update - August 2026](#)

[Airport Advisory Board-City Council Airport Related Items Matrix - August 2026](#)

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 August 4, 2026, in advance of the three (3) business day 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 TWO (2) BUSINESS DAYS 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.



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: August 12, 2026

SUBJECT

Consider approval of the minutes of June 10, 2026.

BACKGROUND

The draft minutes from the Airport Advisory Board meeting of June 10, 2026, are attached for the Board's consideration and approval.

EXHIBITS

1. Agenda Information Sheet
2. Draft Minutes – June 10, 2026

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

MINUTES
AIRPORT ADVISORY BOARD
June 10, 2026

After determining that a quorum was present, the Airport Advisory Board of the City of Denton, Texas convened in a Regular Meeting on Wednesday, June 10, 2026, at 3:00 p.m. in the Meeting Room at the Denton Enterprise Airport Terminal Building, 5000 Airport Road, Denton, Texas.

PRESENT: Chair Rick Woolfolk, Vice Chair Brownie Stonecipher, Members Ann Patterson, Byron Woods, Craig ORourke and Landon Huey

ABSENT: None

1. PLEDGE OF ALLEGIANCE

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

2. PRESENTATION FROM MEMBERS OF THE PUBLIC

None.

3. ITEMS FOR CONSIDERATION

A. Consider approval of the minutes of May 13, 2026. (AAB26-009)

The item was presented, and discussion followed.

Member ORourke moved to approve the item as presented. Member Woods seconded the motion. Motion carried.

AYES (6): Chair Woolfolk, Vice Chair Stonecipher, Members Patterson, ORourke, Woods, and Huey
NAYS (0): NONE
ABSENT (0): NONE

B. Receive a report, hold a discussion, and provide recommendation to the Denton City Council regarding an update of the Airport Leasing and Development Policy. (AAB26-010)

The item was presented, and discussion followed.

Vice Chair Stonecipher moved to approve the item as presented. Member ORourke seconded the motion. Motion carried.

AYES (6): Chair Woolfolk, Vice Chair Stonecipher, Members Patterson, ORourke, Woods, and Huey
NAYS (0): NONE
ABSENT (0): NONE

- C. 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 Sheltair Aviation Denton, LLC, at the Denton Enterprise Airport; authorizing the City Manager to execute the Airport Lease Agreement; and providing an effective date. (AAB26-012)**

The item was presented, and discussion followed.

Member Woods moved to approve the item as presented. Vice Chair Stonecipher seconded the motion. Motion carried.

AYES (6): Chair Woolfolk, Vice Chair Stonecipher, Members Patterson, ORourke, Woods, and Huey

NAYS (0): NONE

ABSENT (0): NONE

4. WORK SESSION

A. Staff Reports: (AAB26-011)

- 1. Monthly Operations Report – June 2026**
- 2. Administrative Update – June 2026**
- 3. Airport Advisory Board-City Council Airport Related Items Matrix – June 2026**

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 July 8, 2026, at 3:00 p.m.

With no further business, the meeting was adjourned at 3:29 p.m.

X

Rick Woolfolk
Chair

X

Leanne Alexander
Recording Secretary

MINUTES APPROVED ON: _____



City of Denton

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

AGENDA INFORMATION SHEET

DEPARTMENT: Airport

CM/DCM/ACM: Frank Dixon

DATE: Aug. 12, 2026

SUBJECT

Receive a report, hold a discussion, and provide feedback regarding updates to the Airport Minimum Operating Standards for Commercial Aeronautical Activity.

STRATEGIC ALIGNMENT

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

BACKGROUND

The Minimum Operating Standards (“Standards”) regulate all commercial aeronautical activities conducted at the Denton Enterprise Airport (“Airport”). These standards ensure consistency, safety, compliance, and fairness among airport businesses. Last revised in 2020, the Standards require updating to address emerging operational needs, market conditions, and administrative challenges.

The Standards establish expectations and requirements for Airport businesses, including:

- Insurance requirements for operators
- Operational requirements applicable to specific classes of activities
- The permitting application process

The current update initiative aims to improve clarity, resolve known issues, streamline administration, and adapt requirements to modern market conditions. Key benefits of maintaining up-to-date Standards include:

- Alignment with FAA guidance (including those referenced in FAA Advisory Circular 150/5190-8 *Minimum Operating Standards for Commercial Aeronautical Activities*)
- Promotion of safe, efficient, and adequate services for the public
- Reduction of potential Grant Assurance violations
- Prevention of unjust discrimination among operators

Current Challenges/Areas to Review

The Airport’s current Standards face several operational challenges that result from the 2025 implementation of business permit fees. For instance, businesses that fall into multiple categories need clearer guidance on whether this requires multiple permits. Mobile operators, who do not have a physical presence at the Airport, are subject to the same fees and operational requirements as those businesses that operate out of an on-airport hangar. Additionally, insurance requirements must be updated to ensure they remain safe, competitive, and aligned with industry expectations.

As part of the update process, the Airport is also reviewing whether existing SASO (Special Aviation Service Operations) categories still meet present and future needs, evaluating whether SASO requirements remain appropriate for operators and airport users, and identifying opportunities to improve administrative efficiency within the permitting process. This broader review aims to create a clearer, more adaptable, and more streamlined regulatory framework for all Airport businesses.

Public Input and Timeline

The Airport seeks to create a draft of updates to the Standards by the end of August. These Standards will then be presented to the Airport Advisory Board (“AAB”) in September. Also in September, Airport businesses and stakeholders will be invited to provide comments on the draft update to the Standards. The final draft will be presented to the AAB in October for adoption.

Conclusion

The update of the Standards is a crucial step in maintaining safe, fair, and efficient airport operations. Through careful review, public engagement, and targeted improvements, the revised Standards will better support airport businesses and ensure compliance with regulatory expectations.

OPTIONS

n/a

RECOMMENDATION

n/a

ESTIMATED SCHEDULE OF PROJECT

3-4 months

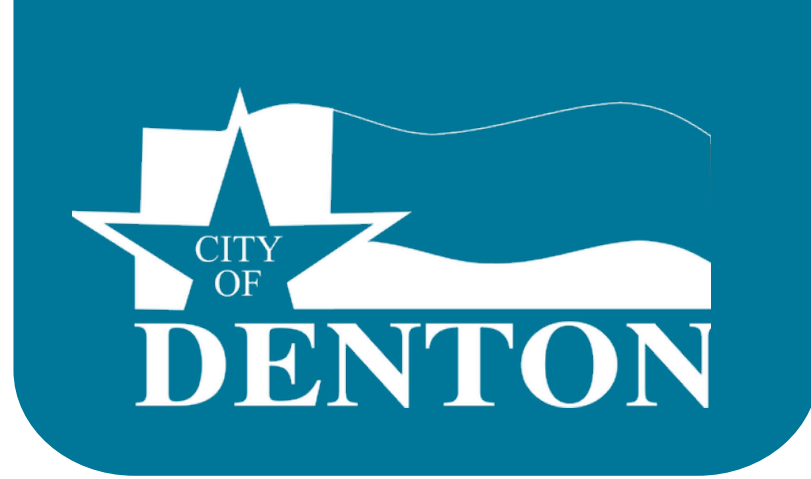
PRIOR ACTION/REVIEW (Council, Boards, Commissions)

n/a

EXHIBITS

1. Agenda Information Sheet
2. Presentation
3. Current Airport Minimum Operating Standards

Respectfully submitted:
Ryan Adams
Director



MINIMUM OPERATING STANDARDS



Ryan Adams, Director

Background

Establishes standards for Commercial Aeronautical Activity on the Airport (“Airport businesses”), including:

- Insurance requirements for operation
- Operational requirements (by class of activity)
- Application process for permitting

Benefits:

- Highly recommended by FAA (AC 150/5190- 8)
- Promotes a safe, efficient, and adequate level of operation and services is offered to the public
- Minimizes potential Grant Assurance violations
- Ensures no unjust discrimination

Last revised in 2020.

Why Update?

- Improve clarity
- Resolve issues
- Streamline administration
- Adapt to market conditions

Contents

Article I

- Definitions, Application of Standards, Waiver of Standards

Article II

- Application Process, Appeal Process

Article III

- General Provisions

Article IV

- Insurance Requirements

Article V

- General Operational Requirements

Article VI

- Standards for Fixed Base Operators

Article VII

- Standards for Specialty Services

Current Challenges

Fee Implementation

- Clarity needed regarding businesses that fall into multiple business categories.
- Mobile operators do not have separate requirements.

Insurance

- Insurance requirements require updating to remain safe and competitive.

Additional Review Areas

SASO Categories

- Do the categories of airport businesses serve current and future needs?

SASO Requirements

- Special Aviation Service Operations
- Do requirements continue to fit airport and airport user needs?

Process Improvements

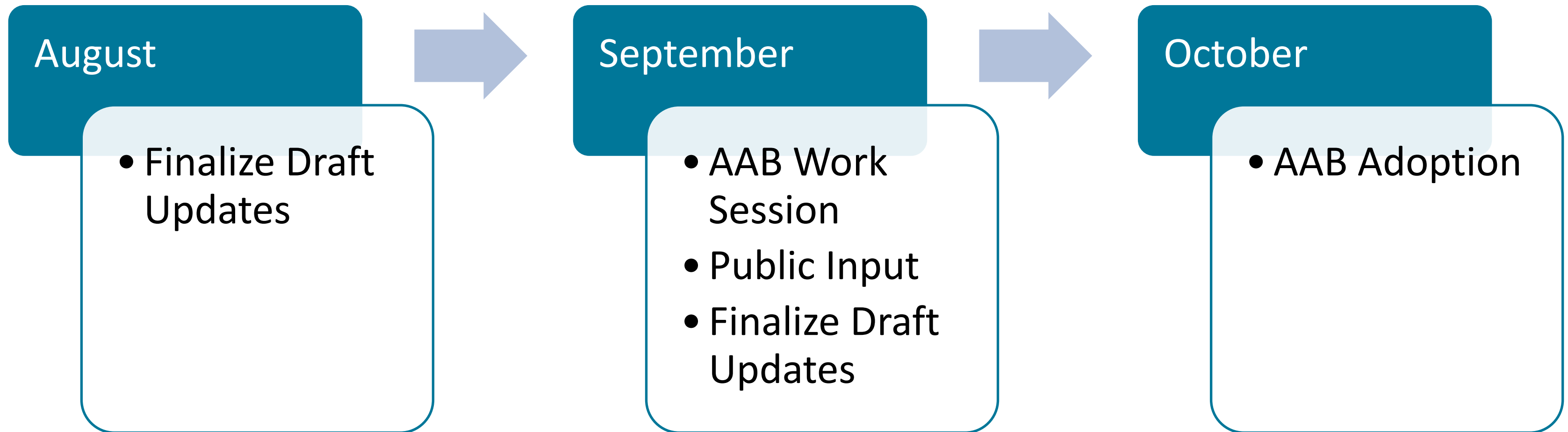
- Do the current standards provide for an efficient business permitting process?

Public Input

Board Feedback on Public Input:

- Emails
- Town Hall(s)
- Large Business Outreach
- Other?

Timeline



QUESTIONS?



Denton Enterprise Airport

DTO

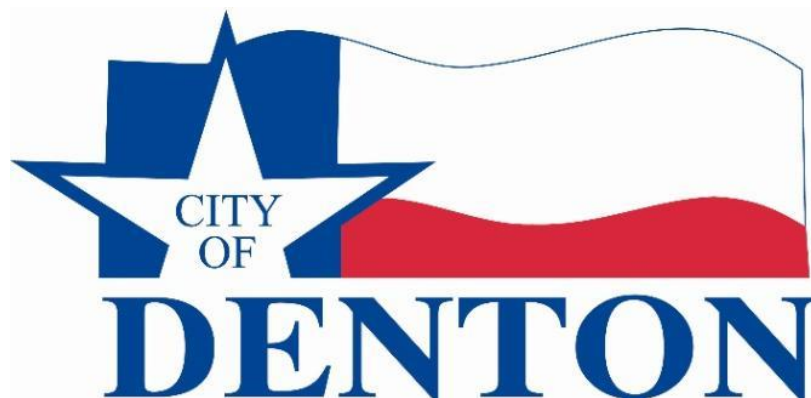
AIRPORT ADMINISTRATION OFFICE

5000 AIRPORT RD.

DENTON, TEXAS 76207

(940) 349-7736

AIRPORT MINIMUM OPERATING STANDARDS



REVISIONS

<u>REVISION NO.</u>	<u>DATE</u>	<u>SECTION</u>
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Article 1 Definitions; Application; Waiver

Section 1-1. Definitions.

All definitions contained in chapter 3 of the Denton Code of Ordinances and the airport rules and regulations are incorporated by reference into these minimum operating standards. For purposes of these minimum operating standards, all references to the “rules and regulations” are to the airport rules and regulations.

Section 1-2. Application of minimum operating standards.

All persons conducting commercial aeronautical activities at the airport (hereinafter referred to as commercial airport operator), shall, as a condition of conducting such activities, comply with all applicable requirements concerning such activities as set forth in these minimum operating standards and any amendments thereto. The requirements set forth herein are the minimum standards which are applicable to persons conducting commercial aeronautical activities at the airport and all persons are encouraged to exceed such minimum standards in conducting their activities. These minimum operating standards shall be deemed to be a part of each commercial airport operator’s lease, license, permit or agreement with or from the city unless any such provisions are waived or modified by the city pursuant to section 1-5. The mere omission of any particular standard from a commercial airport operator’s written lease, license, permit or agreement with the city shall not constitute a waiver or modification of such standard in the absence of clear and convincing evidence that the city intended to waive or modify such standard.

Section 1-3. Multiple activities by one commercial airport operator.

Whenever a commercial airport operator conducts multiple activities pursuant to one lease, license, permit or agreement with the city, such commercial airport operator must comply with the minimum standards set forth herein for each separate activity being conducted. If the minimum standards for one of the commercial airport operator’s activities are inconsistent with the minimum standards for another of the commercial airport operator’s activities, then the minimum standards which are most beneficial to the city, and/or which are most protective of the public’s health, safety and welfare, shall apply.

Section 1-4. Activities not covered by minimum operating standards.

Any activities for which there are no specific minimum standards set forth herein shall be subject to such standards and provisions as are developed by the airport manager on a case-by-case basis and set forth in such commercial airport operator’s written lease, license, permit or agreement with or from the city and shall pay a fee in accordance with the Airport Rates and Fees Schedule.

Section 1-5. Waiver or modification of standards.

The airport manager may waive or modify any portion of these minimum operating standards for the benefit of any governmental agency performing non-profit public services, fire protection or fire-fighting operations. The city manager or designee may waive or modify any portion of these minimum operating standards for any person when it is determined that such waiver or modification is in the best interest of the city and will not result in unjust discrimination among commercial airport operators at the airport.

Article 2 Application Process

Section 2-1. Applications.

Any person who desires to conduct any commercial aeronautical activities at the airport covered by these minimum operating standards shall, prior to conducting such activities, submit an Airport Business Permit application to, and receive approval thereof, from the airport manager. In addition to the following requirements, the airport manager may require the applicant to provide additional information which is necessary to ensure compliance with the Denton Code of Ordinances, rules and regulations, and/or these minimum operating 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;
- (b) The amount of land, office space, and/or aircraft storage areas required for the operation;
- (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;
- (d) The proposed hours of operation;
- (e) Documentation of the applicant's financial capabilities to construct any improvements and to conduct any proposed activities;
- (f) One of the following:
 - 1. If the applicant is a corporation, a copy of the articles of incorporation as filed with the Corporation Commission;
 - 2. If the applicant is a limited liability company, a copy of the articles of organization filed with the Corporation Commission;
 - 3. If the applicant is a limited partnership, a copy of the certificate of limited partnership filed with the Secretary of State; or
 - 4. If the applicant is a general partnership, a copy of the written partnership agreement;
- (i) An original copy of a certificate of insurance, in the amounts outlined hereunder, naming the city as an additional insured;
- (j) A copy of a lease/sublease or other agreement with the city or a bona fide airport tenant;

- (k) A copy of the applicant's State of Texas Sales and Use Tax Permit;
- (l) A rates and charges schedule of all services to be conducted at Denton Enterprise Airport; and
- (m) Copies of applicable Federal Aviation Administration (FAA) certificates.

Section 2-2. Processing; denial.

The airport manager, in accordance with Denton Code of Ordinances section 3-121, shall be responsible for processing an application for a lease, license, permit or agreement to conduct activities at the airport. Any lease, license, permit or agreement not meeting the criteria outlined in Denton Code of Ordinances section 3-121 is subject to the approval of the airport advisory commission and the city council. The airport manager may deny any application if the airport manager determines that:

- (a) The applicant does not meet the qualifications and standards set forth in chapter 3 of the Denton Code of Ordinances, the rules and regulations, or these minimum operating standards;
- (b) The proposed activities are likely to create a safety hazard at the airport;
- (c) The activities will require the city to expend funds, or to supply labor or materials as a result of the applicant's activities, or will result in a financial loss to the airport;
- (d) No appropriate space or land is available to accommodate the proposed activities;
- (e) The proposed activities are not consistent with the airport's master plan and/or airport layout plan;
- (f) The proposed activities are likely to result in a congestion of aircraft or buildings, a reduction in airport capacity, or an undue interference with airport operations or the operations of any existing airport users at the airport;
- (g) The applicant or any of its principals has knowingly made any false or misleading statements in the course of applying for a lease, license, permit or agreement;
- (h) The applicant or any of its principals has a record of violating chapter 3 of the Denton Code of Ordinances, the rules and regulations, these minimum operating standards, federal aviation regulations or any other applicable laws, ordinances, rules or regulations;
- (i) The applicant does not have the technical capabilities or experience or financial resources to properly conduct the proposed activities;
- (j) The applicant has not submitted appropriate documentation supporting the proposed activity as outlined in section 2-1.

Section 2-3. Appeal Process.

The applicant shall have the ability to appeal the denial of an application by the airport manager, subject to the following provisions:

- (a) Providing written notice of appeal to the airport manager within ten (10) days of said denial.
- (b) The notice of appeal will be forwarded to the airport appeals board for review.
- (c) Applicant shall be notified in writing of the date of the scheduled appeal review.
- (d) Applicant shall be present at the appeal review to justify the applicant's application. If applicant is not present, the airport manager's denial shall remain unchanged.
- (e) The airport appeals board shall take comments from the applicant and the airport manager.
- (f) The airport appeals board shall render its decision in writing within ten (10) calendar days of the conclusion of the hearing and the decision shall be final as to the denial or approval of the application.

Article 3 General Contractual Provisions

Section 3-1. General Provisions.

Except as otherwise provided in chapter 3 of the Denton Code of Ordinances, all leases, licenses, permits or agreements with the city which affect the airport are subject to the following provisions:

- (a) Rights to engage in specific activities at the airport are non-exclusive.
- (b) Defense and indemnification of the city and its elected or appointed officials, officers, representatives, directors, commissioners, agents and employees from and against all damages, claims, suits, actions, losses and expenses (including court costs and reasonable attorney's fees) for personal injury or death or for property damage or loss arising out of the use of the airport;
- (c) A termination clause allowing the city to terminate the commercial airport operator's lease, license, permit or agreement no later than thirty (30) days after notice of default is given to the commercial airport operator if the commercial airport operator fails to cure its default within the thirty (30) day period, and allowing the city to terminate the lease, license, permit or agreement immediately if the commercial airport operator fails to maintain the required insurance.
- (d) No improvements or modifications to airport property without the prior written consent of the city and without posting appropriate payment and performance bonds. Before commencing any improvements or modifications, the commercial airport operator shall submit detailed construction plans and specifications to the city. Upon completion of the construction, the commercial airport operator shall provide the city with two (2) complete sets of detailed plans and specifications of the work as completed. All improvements or modifications made to airport property shall become the property of the city, at no cost to the city, upon termination of the commercial airport operator's lease, license, permit or agreement.
- (e) No lease, license, permit, agreement, or any rights thereunder, shall be assigned without the prior written consent of the city. The airport manager may require any potential assignee to submit biographical and financial information at least thirty (30) days prior to a proposed assignment.
- (f) All structures must have a city-issued certificate of occupancy identifying approved uses prior to commencing commercial activities.
- (g) All FAA required provisions.

Article 4 Insurance

Section 4-1. General insurance requirements.

Except as otherwise provided in article 6 or article 7, each commercial airport operator shall at all times maintain in effect the following types and minimum amounts of insurance as applicable to the business to be conducted:

- (a) Commercial General Liability insurance in the amount of \$1,000,000 per occurrence and \$2,000,000 annual aggregate. Such insurance shall contain contractual liability insurance covering applicable leases, licenses, permits, or agreements, and products-completed operations coverage.
- (b) Commercial/business automobile liability insurance for all owned, non-owned and hired vehicles assigned to or used in performance of commercial aeronautical activities in the amount of at least \$1,000,000 per occurrence. If any hazardous material, as defined by any local, state or federal authority, is the subject, or transported, in the performance of this contract, an MCS 90 endorsement is required providing \$5,000,000 per occurrence limits of liability for bodily injury and property damage.
- (c) Special Causes of Loss/All Risk Property Form covering all improvements and fixtures on the commercial airport operator's premises in an amount not less than the full replacement cost thereof, to the extent of the commercial airport operator's insurable interest in the premises.
- (d) Worker's compensation insurance as required by law and employers liability insurance in the amount of \$100,000 per accident, \$100,000 disease per person, \$500,000 disease policy limit.
- (e) Aircraft liability insurance in the amount of at least \$1,000,000 per occurrence single limit Bodily Injury and Property Damage Liability including Passenger Liability in amount not less than \$100,000 per person (per passenger seat).
- (f) Hangar Keeper's liability insurance in the amount of at least \$1,000,000 per occurrence for propeller aircraft and \$3,000,000 per occurrence for turbine/jet aircraft, or more as values require.
- (g) Products-completed operations liability insurance in the amount of at least \$1,000,000 per occurrence.
- (h) If applicable, Lessee shall maintain Environmental Impairment Liability coverage for any underground or aboveground fuel storage facility, tank, underground or aboveground piping, ancillary equipment, containment system or structure used, controlled, constructed or maintained by Lessee in the amount of \$1,000,000 Each Incident, \$2,000,000 Aggregate. The policy shall cover on-site and off-site third party bodily injury and property damage including expenses for defense, corrective action for storage tank releases and tank clean-up for storage tank releases.

- (i) All insurance policies cited herein shall contain a waiver of subrogation rights endorsement with respect to the city.

Section 4-2. Additional or modified insurance required by city's risk manager.

In addition to the types and amounts of insurance required by section 4-1, each commercial airport operator shall at all times maintain such other insurance as the city's risk manager may reasonably determine to be necessary for such commercial airport operator's activities. The city's risk manager may also modify the requirements based on market conditions or other conditions warranting such modifications.

Section 4-3. Form; acceptance by city.

All insurance shall be in a form and from an insurance company with a Best's financial rating of at least B ++ VI. All policies, except worker's compensation policy, shall name the city and its elected or appointed officials, officers, representatives, directors, commissioners, agents and employees as "Additional Insureds," and the commercial airport operator shall furnish certificate of insurances evidencing the required coverage cited herein prior to engaging in any commercial aeronautical activities. Such certificates shall provide for unequivocal thirty (30) day notice of cancellation or material change of any policy limits or conditions.

Article 5 General Operational Requirements

Section 5-1. Airport rules and regulations.

Each commercial airport operator shall abide by the Denton Code of Ordinances, rules and regulations and any other documents established by the city for the safe, orderly and efficient operation of the airport.

Section 5-2. Taxiway access.

If not already provided, each commercial airport operator conducting aeronautical activities shall provide paved access from its leased premises to the airport's taxiway/taxi-lane/apron system. Such access shall meet all applicable FAA standards for the largest aircraft type anticipated to use the commercial airport operator's premises.

Section 5-3. Right-of-entry reserved.

The city reserves the right at all reasonable times to enter upon each commercial airport operator's premises for any lawful purpose, provided that such entry does not unreasonably interfere with the commercial airport operator's use of the premises.

Section 5-4. Rates and charges.

Each commercial airport operator may determine the rates and charges for all of its activities and services, provided that such rates and charges shall be reasonable and fairly applied to all of the commercial airport operator's customers.

Section 5-5. Personnel, subtenants and invitees.

Each commercial airport operator shall employ a sufficient number of trained, on-duty personnel to provide for the efficient, safe, orderly and proper compliance with its obligations under its lease, license, permit or agreement. Each commercial operator shall be responsible for the actions of its personnel, subtenants and invitees. Each commercial airport operator shall conduct its operations in a safe, orderly, efficient and proper manner so as not to unreasonably disturb, endanger or be offensive to others.

Section 5-6. Interference with utilities and systems.

No commercial airport operator shall do or permit to be done anything that may interfere with the effectiveness or accessibility of any public utility system, drainage system, sewer system, fire protection system, sprinkler system, alarm system or fire hydrant and hoses.

Section 5-7. Fire equipment.

Each commercial airport operator shall supply and maintain such adequate and readily accessible fire extinguishers and equipment as may be required by law and/or the city's fire department.

Section 5-8. Vehicle Identification.

Any vehicle used in the airside area must bear identification designating the commercial airport operator to whom the vehicle is assigned. Letters shall be a minimum of three (3) inches in height on a contrasting background and displayed in a manner that is acceptable to the airport manager.

Section 5-9. Indemnification.

To the fullest extent permitted by law, any person accessing or using the airport or any of its facilities, and the person's successors, assigns, invitees, and guarantors, shall indemnify, defend, pay and hold the city, its agents, employees, officials, directors, officers, commissioners and representatives harmless from and against all claims, demands, charges, penalties, obligations, fines, administrative and judicial actions or proceedings, suits, liabilities, judgments, damages, losses, costs and expenses of any kind or nature (including, but not limited to, attorney fees and expenses, expert witness and consultant fees and expenses, arbitration fees, court costs and the cost of appellate proceedings) arising from said access or use, or from any other act or omission of said person (and its employees, agents or anyone for whose acts or omissions said person may be liable) including, without limitation, the discharge of any duties or the exercise of any rights or privileges pursuant to this chapter or any regulations or minimum operating standards promulgated hereunder. This section applies, without limitation, to claims of personal injury, bodily injury, sickness, disease or death, and to claims of property damage (including city property), destruction or other impairment of every description (including, without limitation, loss of use), and to claims of environmental property damage (including, without limitation, cleanup, response, removal and remediation costs).

Article 6 Fixed Base Operators

Section 6-1. Statement of concept

- (a) A fixed base operator means a person engaged in a wide range of commercial aeronautical activities on airport property including, at a minimum, the following:
 - 1. Aircraft fueling and lubrication;
 - 2. Aircraft line services;
 - 3. Aircraft storage, parking, and tiedown; and
 - 4. Provision of customary facilities, amenities, and ancillary services to general aviation users including, at a minimum, the following: public restrooms, public telephones, passenger waiting areas/lounges, conference rooms, crewmember lounges, and weather briefing/flight planning services.
- (b) A fixed base operator shall comply with all of the standards and requirements contained in this article. In addition, a fixed base operator may engage in any general aviation specialty service activity identified in article 7 (and which is not already specifically required by this section) upon meeting all standards identified for the specific activity, with the exception of those standards related to minimum required office space.

Section 6-2. Land and facility requirements

Land and facilities shall be through lease, license, permit or agreement from the City.

- (a) Land: Four (4) acres of contiguous airport property.
- (b) Apron: At least 100,000 square feet of either airport property or tenant developed (not including any building area, automobile parking area, and fuel storage area) to support aircraft operations. This area shall accommodate the following:
 - 1. Airplane Design Group II aircraft (wingspans up to seventy-nine (79) feet);
 - 2. Transient aircraft parking for ten (10) jet aircraft; and
 - 3. Adequate area to simultaneously accommodate transient aircraft operations, towing of aircraft to/from storage hangars, and staging of based aircraft.
- (c) Building: 8,000 square feet with a minimum of 6,000 square feet dedicated to customer service and support functions.
- (d) Hangar Space: 24,000 square feet for transient aircraft storage.

Section 6-3. Hours of operation

Unless otherwise agreed to in writing by the airport manager, a fixed base operator shall provide aircraft fueling and line services seven (7) days per week, from 6:00 a.m. to 10:00 p.m. The fixed base operator shall also be on-call twenty-four (24) hours per day with after-hours response times of one (1) hour or less.

Section 6-4. Subcontracting services; restrictions

A fixed base operator may not subcontract any of the activities identified in section 6-1. If the activity is not identified in section 6-1, a fixed base operator may subcontract any activities described in article 7, provided that such subcontractor meets the requirements in article 7 and operates from the fixed base operator's premises and in such areas as are approved by the airport manager.

Section 6-5. Minimum requirements of FBO services

(a) Aviation fueling.

1. A fixed base operator shall comply with the National Fire Protection Association's codes and standards, as amended, FAA Advisory Circular 150/5230-4, as amended, all requirements of the rules and regulations, and all other applicable laws related to aircraft fuel handling, dispensing and storage.
2. A fixed base operator shall construct (or lease) and maintain an on-airport above ground fuel storage facility in a location approved by the airport manager. The fuel storage facility shall have total capacity sufficient to support the types of aircraft being serviced by the fixed base operator. In no event shall the total storage capacity be less than:
 - 12,000 gallons for Jet fuel storage
 - 12,000 gallons for Avgas storage; and

A fixed base operator shall demonstrate the capability to expand fuel storage capacity within a reasonable time period.

3. A fixed base operator shall not construct or modify any fuel storage or distribution facilities without the written consent of the city and without complying with all city safety standards. The city may inspect such facilities periodically to ensure compliance with all standards.
4. A fixed base operator shall provide dispensing equipment sufficient to serve the needs of the aircraft normally frequenting the airport, including the provision of at least one Jet fuel refueling vehicle and one Avgas refueling vehicle. Jet fuel refueling vehicle shall have single-point and over-the-wing fueling capabilities and minimum capacity of 2,000 gallons. Avgas refueling vehicle shall have minimum capacity of 750 gallons. A fixed base operator shall have access

to a back-up refueling vehicle (with the same capabilities and minimum capacities). All equipment must be approved by the airport manager and shall meet all city safety standards. The metering devices shall be annually inspected, checked and certified by appropriate state and local agencies. The city may inspect such equipment periodically to ensure compliance with all standards.

5. A fixed base operator shall require all of its fuel-handling personnel to attend training courses, obtain a fuel handler's permit, and receive periodic refresher training as required by the airport manager and city fire department. A fixed base operator shall develop a standard operating procedure for aviation fueling activities and provide a current copy of the same to the airport manager. The city and FAA may periodically conduct inspections of the fixed base operator's activities and personnel to ensure adherence to safe practices.
6. Fueling reports shall be provided monthly by the 15th calendar day of the subsequent month and shall include:
 - A summary report to the City identifying the number of gallons of aviation fuel delivered to the FBO by type;
 - The bill of lading, as received from the fuel supplier for fuel delivered, in support of the summary report; and
 - Pay the appropriate fees due to the City as stipulated in the Airport Rates and Fees Schedule.
 - Upon request, records and meters shall be made available for review by the City or its designated representative.

(b) Aircraft line services

1. A fixed base operator shall employ and have on-duty during required hours of operation at least two properly trained and qualified employee capable of providing aircraft fueling, aircraft parking, and ancillary aircraft ground services and at least one properly trained and qualified customer services and support employee. Employees shall actively meet and direct all aircraft parking on their leasehold.
2. A fixed base operator shall have and maintain the equipment that is required to safely and efficiently move (tow) the aircraft normally frequenting the airport, including a tug and tow bars with rated draw bar pull sufficient for such aircraft.
3. A fixed base operator shall maintain tugs, tow bars, ground power units, emergency starting equipment, fire extinguishers, chocks, ropes and tiedown supplies as are necessary for the servicing of aircraft types expected to use the airport. The fixed base operator shall timely respond to disabled aircraft removal requests as requested by the airport manager.

- (c) A fixed base operator shall lease, rent or license aircraft storage, parking and tiedown facilities to aircraft owners or operators solely for aircraft storage, parking and tiedown purposes.

Section 6-6. Insurance

A fixed base operator shall maintain the applicable types and amounts of insurance required by article 4, except that the operator shall at all times maintain commercial general liability insurance in the amount of at least \$5,000,000 per occurrence, \$5,000,000 products-completed operations, \$5,000,000 hangarkeepers, and \$5,000,000 annual aggregate.

Section 6-7. Airport fees

- (a) Fixed base operators shall pay fees as prescribed by lease, license, permit or agreement. At a minimum, said lease, license, permit or agreement shall include a monthly land or facility rental payment commensurate with market rates and the following monthly fees:
 - 1. An airport fuel flowage fee, as identified in the airport rates and fees schedule, for fuel dispensed during the calendar month just ended.
 - 2. An appropriate fees due to the City as stipulated in the Airport Rates and Fees Schedule.
 - 3. The above-indicated fees are not in lieu of any transaction privilege taxes or other taxes.
- (b) Fixed base operators shall not sublease, permit or allow any other person to operate as a general aviation specialty service operator within the leased or permitted area, or conduct any business venture which directly or indirectly relates to aeronautics or flight, without the prior written approval of the city.

All payments due the city shall be accompanied by forms prescribed by the city's accounting office or the airport manager.

Article 7. General Aviation Specialty Services

Section 7-1. Hangar leasing services.

A hangar leasing services operator means a person engaged in the business of leasing, renting or licensing hangars to aircraft owners or approved commercial airport operators. A hangar leasing services operator may engage in the business of constructing and operating hangars to be leased. A hangar leasing services operator shall comply with the following minimum standards:

- (a) Lease sufficient land or facilities from a bona fide airport tenant or the city to accommodate the proposed operations.
- (b) A hangar leasing services operator shall accommodate the proposed number of hangars based on the following.
 - 1. The FAA has established minimum planning standards for hangars for the storage of aircraft as follows: 2,500 square feet for jet aircraft, 2,000 square feet for turboprop and twin engine aircraft, and 1,000 square feet for single engine aircraft and helicopters. The commercial operator may exceed the number of aircraft physically parked in hangars at their discretion.
 - 2. Each hangar leasing services operator shall provide an Aircraft Storage Agreement to the airport manager for each aircraft as can be physically stored within the operator's hangar. Transient aircraft storage is prohibited.
- (b) The construction plans and specifications for any hangars to be constructed, including minimum hangar sizes and architectural design plans, are subject to the written approval of the city.
- (c) A hangar leasing services operator leasing, renting or licensing hangars/ shades in its operations shall maintain the types and amounts of insurance required by article 4 for any of its activities which may be covered by such insurance.
- (d) A hangar leasing services operator's hangars shall include at least one (1) restroom for each thirty (30) hangar facilities for the use by operator's lessees or as required by city building code.
- (e) Pay fees as prescribed by lease, license, permit or agreement. At a minimum, an operator, in addition to paying a monthly land or facility rental payment commensurate with market rates, and pay fees as stipulated in the Airport Rates and Fees Schedule.

Section 7-2. Aircraft sales services.

An aircraft sales services operator means a person engaged in the sale or brokerage of new and/or used aircraft and shall:

- (a) Lease sufficient land or facilities from a bona fide airport tenant or the city to accommodate the proposed operations.
- (b) At all times maintain in effect the types and minimum amounts of insurance specified in article 4, for any of its activities at the airport which may be covered by such insurance.
- (c) Pay fees as prescribed by lease, license, permit or agreement. At a minimum, an operator, in addition to paying a monthly land or facility rental payment commensurate with market rates, and pay fees as stipulated in the Airport Rates and Fees Schedule.

Section 7-3. Aircraft maintenance and repair services.

An aircraft maintenance and repair services operator means a person providing one or more of the following services: airframe, engine or accessory overhaul; repair services on aircraft, including jet aircraft and helicopters; and sales of aircraft parts and accessories. An aircraft maintenance and repair services operator shall:

- (a) Lease sufficient land or facilities from a bona fide airport tenant or the city to accommodate the proposed operations.
- (b) Provide office space, hangar facilities, a paved aircraft parking apron, an adequate number of paved automobile parking spaces for its customers, a public lounge and waiting room and public restrooms on its premises.
- (c) Provide sufficient shop space, equipment, supplies and availability of parts equivalent to that required for certification by the FAA as an approved repair station.
- (d) Either: (1) employ and have on-duty during normal business hours at least one person who is currently certified by the FAA with ratings appropriate to the work being performed and who holds an airframe, power plant, or aircraft inspector rating; or (2) maintain a current FAR Part 145 Certificate.
- (e) Not conduct major maintenance, repair operations, or business activities at any time inside hangars or other structures not designed for such function. Specific lease agreement, city fire codes, and/or certificate of occupancy shall determine what hangars or other structures shall be approved for major maintenance activities.
- (f) At all times maintain in effect the types and minimum amounts of insurance specified in article 4, for any of its activities at the airport which may be covered by such insurance.
- (g) Pay fees as prescribed by lease, license, permit or agreement. At a minimum, an operator, in addition to paying a monthly land or facility rental payment commensurate with market rates, and pay fees as stipulated in the Airport Rates and Fees Schedule.

Section 7-4. Aircraft leasing or rental services.

An aircraft leasing or rental services operator means a person engaged in the leasing or rental of aircraft to the public. An aircraft leasing or rental services operator shall:

- (a) Lease sufficient land or facilities from a bona fide airport tenant or the city to accommodate the proposed operations.
- (b) Employ and have on-duty during normal business hours at least one person.
- (c) At all times maintain in effect the types and minimum amounts of insurance specified in article 4, for any of its activities at the airport which may be covered by such insurance.
- (d) Pay fees as prescribed by lease, license, permit or agreement. At a minimum, an operator, in addition to paying a monthly land or facility rental payment commensurate with market rates, and pay fees as stipulated in the Airport Rates and Fees Schedule.

Section 7-5. Flight training services.

A flight training services operator means a person engaged in instructing pilots in dual and solo flight training, in fixed-wing and/or rotary-wing aircraft, and providing such related ground school instruction as is necessary to take a written examination and flight check ride for the categories of pilot's licenses and ratings involved. A flight training services operator shall:

- (a) Lease sufficient land or facilities from a bona fide airport tenant or the city to accommodate the proposed operations.
- (b) Provide adequate classroom facilities for the amount and type of training involved.
- (c) Employ and have on-duty during normal business hours at least one instructor who is currently certified by the FAA to provide the type of training offered.
- (d) At all times maintain in effect the types and minimum amounts of insurance specified in article 4, for any of its activities at the airport which may be covered by such insurance.
- (e) Pay fees as prescribed by lease, license, permit or agreement. At a minimum, an operator, in addition to paying a monthly land or facility rental payment commensurate with market rates, and pay fees as stipulated in the Airport Rates and Fees Schedule.

Section 7-6. Specialized aircraft repair services.

A specialized aircraft repair services operator means a person engaged in the business of repairing aircraft radios, avionics, instruments, propellers, accessories, upholstery,

painting and/or similar aircraft components. A specialized aircraft repair services operator sells new or used parts and components necessary for such repairs. A specialized aircraft repair services operator shall:

- (a) Lease sufficient land or facilities from a bona fide airport tenant or the city to accommodate the proposed operations.
- (b) Provide hangar facilities, a paved aircraft parking apron, an adequate number of paved automobile parking spaces for its customers, a public lounge and waiting room and public restrooms on its premises.
- (c) Employ and have on-duty during normal business at least one person who is currently certified by the FAA with ratings appropriate to the services offered.
- (d) Not conduct maintenance or repair operations or business activities at any time inside hangars or other structures not designed for such functions. Specific lease agreements, city fire codes, and/or certificate of occupancy shall determine what hangars or other structures shall be approved for major maintenance activities.
- (e) At all times maintain in effect the types and minimum amounts of insurance specified in article 4, for any of its activities at the airport which may be covered by such insurance.
- (f) Pay fees as prescribed by lease, license, permit or agreement. At a minimum, an operator, in addition to paying a monthly land or facility rental payment commensurate with market rates, and pay fees as stipulated in the Airport Rates and Fees Schedule.

Section 7-7. Aircraft charter services.

An aircraft charter services operator means a person engaged in the business of providing air transportation of persons or property to the general public for hire, either on a charter basis or as defined by the FAA under Part 135. Aircraft charter services may include the performance of aircraft management services as defined in these minimum operating standards, as long as all requirements of such services are met. An aircraft charter services operator shall:

- (a) Lease sufficient land or facilities from a bona fide airport tenant or the city to accommodate the proposed operations.
- (b) Employ and have on-duty during normal business hours at least one person who holds current FAA commercial pilot and medical certificates and ratings appropriate for the operator's flight activities. All flight crews shall be properly rated for the aircraft operated, and the operator shall provide reasonable assurance of the continued availability of qualified operating crews.

- (c) Own or lease exclusively by written agreement aircraft currently certified and continuously airworthy. All aircraft shall meet the requirements of the FAA certificate held by the aircraft charter service operator.
- (d) Have and provide the city with, a current FAR Part 135 Certificate or provisional FAR Part 135 Certificate, as well as the aircraft identification page from the operating specifications listing all aircraft on the certificate.
- (e) At all times maintain in effect the types and minimum amounts of insurance specified in article 4, for any of its activities at the airport which may be covered by such insurance.
- (f) Pay fees as prescribed by lease, license, permit or agreement. At a minimum, an operator, in addition to paying a monthly land or facility rental payment commensurate with market rates, and pay fees as stipulated in the Airport Rates and Fees Schedule.

Section 7-8. Specialized commercial flying services.

A specialized commercial flying services operator means a person engaged in air transportation for hire for any of the following purposes: nonstop sightseeing flights that begin and end at the airport, aerial photography or survey, powerline or pipeline patrol, fire-fighting or fire patrol, airborne mineral exploration, or any other operations specifically excluded from FAR Part 135. A specialized commercial flying services operator shall:

- (a) Lease sufficient land or facilities from a bona fide airport tenant or the city to accommodate the proposed operations.
- (b) Employ and have on-duty during normal business hours at least one person who holds current commercial pilot and medical certificates with appropriate ratings for the aircraft to be flown.
- (c) At all times maintain in effect the types and minimum amounts of insurance specified in article 4, for any of its activities at the airport which may be covered by such insurance.
- (d) Pay fees as prescribed by lease, license, permit or agreement. At a minimum, an operator, in addition to paying a monthly land or facility rental payment commensurate with market rates, and pay fees as stipulated in the Airport Rates and Fees Schedule.

Section 7-9. Aircraft management services.

An aircraft management services operator means a person performing one or more of the following services in the management of another person's aircraft: pilot staffing, records management, and other aircraft-related services not including services detailed in any other sections contained herein. Aircraft management also encompasses the exercise of the privilege of FAR Part 91.501 on behalf of the owner. Aircraft management does not

include the control of or operation of aircraft under FAR Part 135. An aircraft management services operator shall:

- (a) Lease sufficient land or facilities from a bona fide airport tenant or the city to accommodate the proposed operations.
- (b) At all times maintain in effect the types and minimum amounts of insurance specified in article 4, for any of its activities at the airport which may be covered by such insurance.
- (c) Pay fees as prescribed by lease, license, permit or agreement. At a minimum, an operator, in addition to paying a monthly land or facility rental payment commensurate with market rates, and pay fees as stipulated in the Airport Rates and Fees Schedule.

Section 7-10. Mobile aircraft washing services

Mobile aircraft washing services operators engage in the cleaning, detailing or washing of aircraft either for the general public or for individual businesses. Aircraft washing is restricted to designated wash rack areas and/or other areas permitted under an approved aircraft washing plan and shall be performed in accordance with Sections 2-11 and 2-12 of the rules and regulations. Mobile aircraft washing services operators shall meet the following standards:

- (a) Submit and receive approval of an aircraft washing plan that contains the following information:
 - 1. Name of individual/company conducting washing services, contact name and phone number.
 - 2. List of individuals/companies contracting for washing services; or list of aircraft to be washed, including FAA registration numbers, makes, and models of aircraft.
 - 3. A site map of the area in which washing will occur. The site map must contain the following.
 - a) An outline of the washing location to include location of runoff control structures.
 - b) Approximate distance (in feet) from washing area to nearest drain(s).
 - c) Reference to buildings, terminal, roads, etc.
 - d) North arrow.
- (b) A detailed description of washing method/operation, including the following details:

1. Wash water containment method(s), (ramp scrubber, containment boom, dry, etc.)
 2. Amount of water used per wash and frequency of operation.
 3. Name and amount of chemical(s) used per wash.
 4. If “dry” washing or waxing/coating operations are to be conducted provide affirmation that tarps will be used to collect residual material for its proper disposal and protect the ramp (if appropriate).
- (c) Material safety data sheets (MSDS) for all chemicals to be used.
- (d) Method of disposal of retrieved wash/waste water. If water is to be disposed of on airport property the following steps must be taken:
1. Disposal of wash/waste water must be done through an oil/water interceptor in to the sanitary sewer system.
 2. Approval for the discharge of wash/waste water on airport property must be obtained from the airport manager. The approval letter must be included in the final washing plan.
- (e) At all times maintain in effect the types and minimum amounts of insurance, and contain provisions cited herein for any of its activities at the airport that may be covered by such insurance specified in section 4.
- (f) Pay fees as prescribed by lease, license, permit or agreement. At a minimum, an operator shall pay fees as stipulated in the Airport Rates and Fees Schedule.

Section 7-11. Mobile aircraft maintenance and repair services.

A mobile aircraft maintenance and repair services operator means a person providing one or more of the following services at the aircraft based location or within a designated aircraft maintenance areas on the airport: airframe, engine or accessory overhaul; repair services on aircraft; and sales of aircraft parts and accessories. A mobile aircraft maintenance and repair services operator shall:

- (h) Either: (1) employ at least one person who is currently certified by the FAA with ratings appropriate to the work being performed and who holds an airframe, power plant, or aircraft inspector rating; or (2) maintain a current FAR Part 145 Certificate.
- (i) Not conduct major aircraft alterations or repairs or business activities at any time inside hangars or other structures not designed for such function. Specific lease agreement, city fire codes, and/or certificate of occupancy shall determine what hangars or other structures shall be approved for major aircraft alterations or repairs.

- (j) At all times maintain in effect the types and minimum amounts of insurance specified in article 4, for any of its activities at the airport that may be covered by such insurance.
- (k) Pay fees as prescribed by lease, license, permit or agreement. At a minimum, an operator shall pay fees as stipulated in the Airport Rates and Fees Schedule.

Section 7-12. On-Airport Rental Car Concession Services.

An airport rental car concession services operator means a person providing rental car services to customers at the airport. An airport rental car concession services operator shall:

- (a) At all times maintain in effect the types and minimum amounts of insurance specified in article 4, for any of its activities at the airport that may be covered by such insurance.
- (b) Park rental cars landside, unless the car is being staged by an FBO for an arriving aircraft.
- (c) Wash all rental cars off-airport.
- (d) Pay fees as prescribed by lease, license, permit or agreement. At a minimum, an operator located on-airport shall pay fees as stipulated in the Airport Rates and Fees Schedule. Automobiles are considered rented at Denton Enterprise Airport (and, therefore included in gross income) if :
 - 1. The automobile is delivered to the customer at the airport; or
 - 2. The rental agreement is entered into at the airport even though the automobile is delivered elsewhere; or
 - 3. The automobile was reserved in advance at the airport by the customer or through an airline, FBO, or travel agent; or
 - 4. A vehicle rented at the airport is exchanged for another vehicle at any location within twenty-five (25) miles of the Denton Enterprise Airport for a time period running consecutively with the original rental agreement.

Section 7-13. Flying clubs.

A flying club is a non-profit entity or not-for-profit entity (e.g., corporation, association, or partnership) organized for the express purpose of providing its members with aircraft for their personal use and enjoyment only. FAA Order 5190.6 as amended, shall be used to define flying club permitted uses or activities. A flying club shall meet the following standards:

- (a) At the time of applying for a lease, license, permit or agreement with or from the

- city to operate at the airport, the club shall furnish the airport manager with a copy of its articles of incorporation, if the club is a corporation; a copy of its articles of organization, if the club is a limited liability company; a copy of its certificate of limited partnership, if the club is a limited partnership; a copy of its partnership agreement, if the club is a general partnership; the club's roster or list of members, including names of officers and directors; evidence of required insurance; a description of all aircraft used; evidence that such aircraft are properly certificated; evidence of ownership of such aircraft; and any operating rules of the club.
- (b) The club's books and records shall be available for inspection and copying by the airport manager at any reasonable time. The club shall update its roster or list of members twice annually and provide the airport manager with such updated roster or list no later than June 30 and December 31 of each year.
 - (c) The club shall at all times maintain in effect the types and minimum amounts of insurance specified in article 4 of the Airport Minimum Operating Standards for any of its activities at the airport which may be covered by such insurance.
 - (d) The flying club shall pay fees as prescribed by lease, license, permit or agreement, and any applicable fees identified on the Airport Rates and Fees Schedule.



City of Denton

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

AGENDA INFORMATION SHEET

DEPARTMENT: Airport

CM/DCM/ACM: Frank Dixon

DATE: Aug. 12, 2026

SUBJECT

Receive a report, hold a discussion, and provide feedback regarding future work session presentations of the Airport Advisory Board.

BACKGROUND

When adopting the Airport Advisory Board (“AAB”) schedule in January 2026, Airport staff and the AAB discussed the ongoing practice of cancelling scheduled meetings if there were no agenda items that required a vote.

This practice has resulted in the cancellation of three (3) out of the seven (7) scheduled meetings thus far in 2026. As a key role of the AAB is to advise Airport staff on matters of policy, administration, and operations, board meetings that would typically be cancelled present an opportunity for the board to engage in discussions on such matters, even if no vote is required. Additionally, as many of the board members are in their first term, these meetings also represent an opportunity for education regarding airport management and operations.

Staff requests the board discuss and provide feedback on:

- If it would like to hold meetings, regardless of the presence of “action items” on the agenda.
- If it would like more updates or educational presentations on operations, administration, policy, etc, in which to discuss and provide feedback (as applicable).
- Update or educational topics that the staff can present in work sessions of future meetings.

OPTIONS

n/a

RECOMMENDATION

n/a

ESTIMATED SCHEDULE OF PROJECT

n/a

PRIOR ACTION/REVIEW (Council, Boards, Commissions)

n/a

EXHIBITS

1. Agenda Information Sheet

Respectfully submitted:
Ryan Adams
Director



Denton Enterprise Airport

5000 Airport Rd., Denton, TX 76207 • (940) 349-7736



Operations Report Airport Advisory Board meeting August 12, 2026

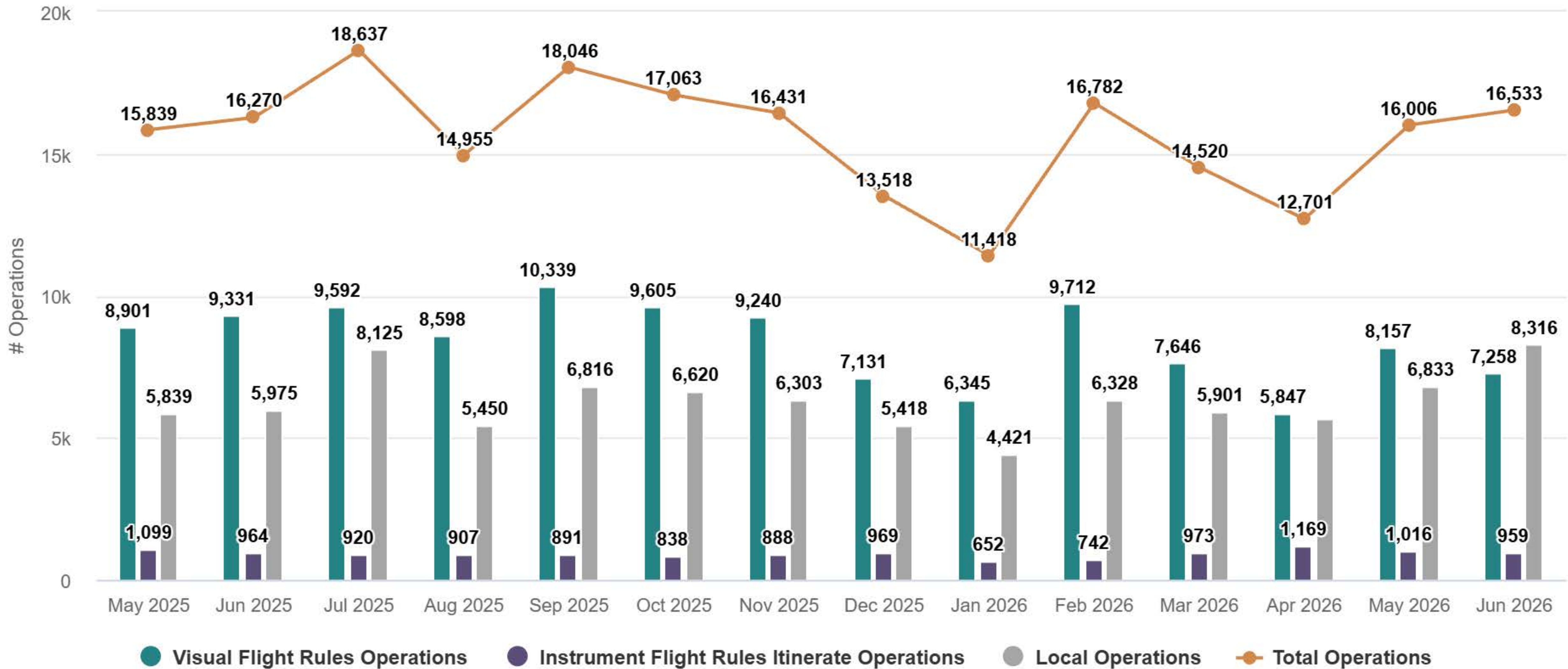
The following graphs offer a data-driven look at both airport operations and aircraft fueling activities. They highlight trends, performance indicators, and the operational rhythms that shape each area. In addition, the visuals help illustrate where meaningful correlations may exist between fueling and overall airport operations. Together, these insights support more informed planning and decision-making across the operation.

Also included are updated mowing maps. Explanations for why certain areas were adjusted will be provided at the meeting. These changes will help ensure mowing coverage aligns more accurately with operational needs and is assessed fairly across the Airport.

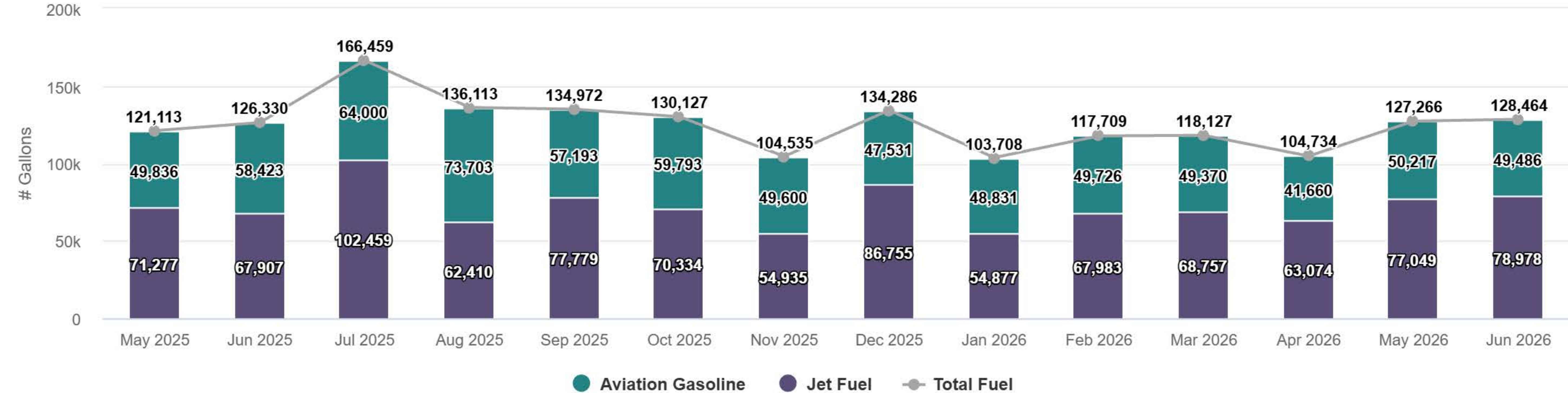
OUR CORE VALUES

Inclusion • Collaboration • Quality Service • Strategic Focus • Fiscal Responsibility

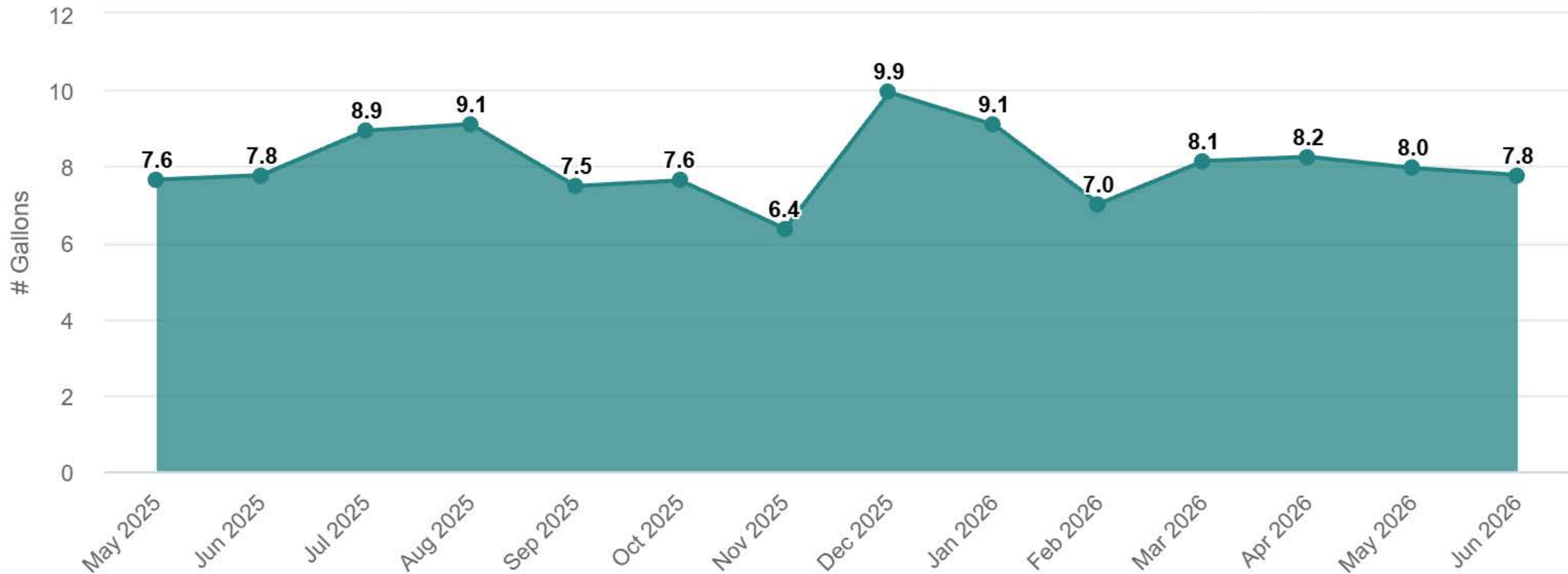
Flight Operations



Monthly Fuel Consumption



Fuel Consumption per Operation



DTO Mowing Map

North (FM 1515 to Masch Branch Gate)

Legend

- Airport Contractor (1/week)
- Airport Contractor (2/month)
- Airport Staff



DTO Mowing Map

South (Schweitzer to FM 1515)

Legend

-  Airport Contractor (1/week)
-  Airport Contractor (2/month)
-  Airport Staff



800 ft



ADMINISTRATIVE UPDATE

Airport Advisory Board meeting

August 12, 2026

Mayoral Proclamation

At the May 2026 AAB meeting, the Board gave staff direction to prepare a Mayoral proclamation to recognize the U.S. Air Force's investment in flight training at Denton Enterprise Airport. The proclamation has been scheduled to be delivered by Mayor Watts on **Monday, Aug. 24, at 10:00 a.m. at 4850 Spartan Drive** (U.S. Aviation headquarters). This date and time coincide with the beginning of a new cohort of Air Force students and a visit by a representative of their training squadron. All board members are invited to attend.

HALLO-WING Planning

The 2026 HALLO-WING event has been scheduled for Saturday, Oct. 17, at 5:30 p.m. HALLO-WING is Denton Enterprise Airport's signature family event, with a unique twist on a trunk-or-treat where kids and adults can get up close with a variety of aircraft and chat with real pilots and aviation experts. The event also features, food trucks, games, and an outdoor movie.

The airport is currently soliciting sponsors and aircraft participants. More information can be found at <http://www.dentonairport.com/hallo-wing>.

Airport Strategic Biz Plan RFI

In May, the Airport released a Request for Information ("RFI") for the development of an Airport strategic business plan. An airport strategic business plan is a 3- to 5-year roadmap defining an airport's vision, financial goals, and operational priorities. It bridges the gap between daily operations and long-term development (i.e., the Airport Master Plan), focusing on revenue diversification, asset optimization, stakeholder alignment, and regional competitiveness. The Airport last created a strategic business plan in 2010, and this project is one of the Airport initiatives within the Citywide strategic plan.

The Airport received six (6) responses and, based on the information contained, estimates that such a project would require a budget of up to \$200,000 to 250,000. Given the budget requirements for this project, staff do not intend to pursue this opportunity until at least Fiscal Year 2027-28.

Email List Categories

The Airport has long maintained an email list through which routine informational updates are provided. Recently, staff made several updates to this list, including creating categories (General, Tenant, Business, RFP) for different types of communications. Staff also relocated the sign up form to appear in the footer of every webpage at www.dentonairport.com.

OUR CORE VALUES

Inclusion • Collaboration • Quality Service • Strategic Focus • Fiscal Responsibility

Airport Advisory Board/City Council Airport Related Items **Council Airport Committee – Dissolved 09/28/2021 ***Legal Review				
	Airport Advisory Board		City Council	
Description	Date	Action	Date	Action
Pending Items				
Airport Minimum Operating Standards – Amendment	Pending	Pending	Pending	Pending
Lease Consolidation – US Trinity	Pending	Pending	Pending	Pending
Lease Agreement – Site 2	Pending	Pending	Pending	Pending
Completed Items with Airport Advisory Board and City Council				
Airport Land Lease – Leasing Policy Updates	06/10/2026	Approved 6-0	07/14/2026	Approved 7-0
Garver – Third Amendment – Pavement Design	N/A	N/A	07/14/2026	Approved 7-0
Lease Agreement (Consolidation) - Sheltair	06/10/2026	Approved 6-0	07/14/2026	Approved 7-0
Lease Amendment – Sheltair – 4849 Spartan Drive (Site 0)	03/11/2026	Approved 5-0	03/24/2026	Approved 7-0
Airport Master Plan	11/20/2025	Approved 5-0	1/13/2026	Approved 7-0
Chapter 3 Amendment	10/08/2025	Approved 5-0	12/02/2025	Approved 7-0
Airport Rules and Regulations Amendment	10/08/2025	Approved 5-0	n/a	n/a
Consent to Collateral Assignment – U.S. Aviation Academy, LLC	10/08/2025	Approved 5-0	10/21/2025	Approved 6-0
Consent to Lease Assignment – Ezell Aviation, Inc to Marklyn Jet Parts, LLC	06/11/2025	Approved 7-0	06/17/2025	Approved 7-0
Consent to Collateral Assignment – HC Aviation Property Holdings, Inc	06/11/2025	Approved 7-0	06/17/2025	Approved 7-0
Land Lease Agreement – Hangar Club, LLC – Site 3 & 4	06/11/2025	Approved 7-0	06/17/2025	Approved 7-0
918 Aeronca Lane – Airport Hangar Lease Agreement	04/09/2025	Approved 6-0	04/15/2025	Approved 7-0
922 Aeronca Lane – Airport Hangar Lease Agreement	04/09/2025	Approved 6-0	04/15/2025	Approved 7-0
926 Aeronca Lane – Airport Hangar Lease Agreement	04/09/2025	Approved 6-0	04/15/2025	Approved 7-0
5088 Sabre Drive – Airport Hangar Lease Agreement	04/09/2025	Approved 5-1	04/15/2025	Approved 7-0
Garver – Second Amendment – Pavement Analysis	04/09/2025	Approved 6-0	05/06/2025	Approved 7-0
Airport Rates and Fees	12/11/2024	Approved 6-0	02/18/2025	Approved 7-0
Drainage Study – Garver Proposal – Task Amendment 1	02/12/2025	Approved 4-0	02/18/2025	Approved 7-0

Airport Advisory Board/City Council Airport Related Items****Council Airport Committee – Dissolved 09/28/2021*******Legal Review**

Description	Airport Advisory Board		City Council	
	Date	Action	Date	Action
Feasibility Study – UAS/Drone	02/12/2025	Approved 4-0	02/18/2025	Approved 7-0
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