

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

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

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

**ABSENT:** Member Ann Patterson.

**1. PLEDGE OF ALLEGIANCE**

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

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

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

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

**3. ITEMS FOR CONSIDERATION**

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

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

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

NAYS (0): NONE

ABSENT (1): Member Patterson

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

The item was presented, and discussion followed.

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

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

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

The item was presented, and discussion followed.

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

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

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

The item was presented, and discussion followed.

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

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

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

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

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

**4. CONCLUDING ITEMS.**

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

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

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

**WORK SESSION**

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

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

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

X

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Bob Tickner  
Chairman

X

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Leanne Alexander  
Recording Secretary

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