



# City of Denton

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

## Meeting Agenda Airport Advisory Board

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Wednesday, September 11, 2024

3:00 PM

Airport Terminal Meeting Room

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After determining that a quorum is present, the Airport Advisory Board of the City of Denton, Texas will convene in a Regular Meeting on Wednesday, September 11, 2024, 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. [AAB24-034](#) Consider approval of the minutes of August 14, 2024.  
  
*Attachments:*      [Exhibit 1 - Agenda Information Sheet](#)  
                                 [Exhibit 2 - Draft Minutes - August 14, 2024](#)
  
- B. [AAB24-031](#) Ratification of the Airport Business Permit for Aero Bear Aviation, LLC to conduct Mobile Maintenance and Repair services at the Denton Enterprise Airport.  
  
*Attachments:*      [Exhibit 1 - Agenda Information Sheet](#)  
                                 [Exhibit 2 - Airport Business Permit](#)  
                                 [Exhibit 3 - Scope of Operations](#)
  
- C. [AAB24-032](#) Ratification of the Airport Business Permit for Aviation Repair Group to conduct Maintenance and Repair services at the Denton Enterprise Airport.  
  
*Attachments:*      [Exhibit 1 - Agenda Information Sheet](#)  
                                 [Exhibit 2 - Airport Business Permit](#)  
                                 [Exhibit 3 - Scope of Operations](#)  
                                 [Exhibit 4 - Location Map](#)
  
- D. [AAB24-033](#) Ratification of the Airport Business Permit for Time Travel Flights to conduct Flight Training services at the Denton Enterprise Airport.

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

E. [AAB24-035](#)      Receive a report, hold a discussion, and provide a recommendation regarding an Airport Leasing and Development Policy.

- Attachments:      [Exhibit 1 - Agenda Information Sheet](#)  
                                  [Exhibit 2 - Presentation](#)  
                                  [Exhibit 3 - Draft Airport Lease and Development Policy](#)

**4. WORK SESSION**

- A. [AAB24-036](#)      Staff Reports:  
                                  1. Monthly Operations Report - September 2024  
                                  2. Monthly Construction Report - September 2024  
                                  3. Airport Advisory Board-City Council Airport Related Items Matrix - September 2024

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

**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 September 6, 2024, in advance of the 72-hour posting deadline, as applicable, and in accordance with Chapter 551 of the Texas Government Code.

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OFFICE OF THE CITY SECRETARY

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



# City of Denton

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## Legislation Text

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**File #:** AAB24-034, **Version:** 1

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### **AGENDA CAPTION**

Consider approval of the minutes of August 14, 2024.



# City of Denton

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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Denton Enterprise Airport

**ACM:** Frank Dixon

**DATE:** September 11, 2024

### **SUBJECT**

Consider approval of the minutes of August 14, 2024.

### **BACKGROUND**

The draft minutes from the Airport Advisory Board meeting of August 14, 2024, are attached for the Board's consideration and approval.

### **EXHIBITS**

1. Agenda Information Sheet
2. Draft Minutes – August 14, 2024

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

**MINUTES**  
**AIRPORT ADVISORY BOARD**  
**August 14, 2024**

After determining that a quorum was present, the Airport Advisory Board of the City of Denton, Texas convened in a Regular Meeting on Wednesday, August 14, 2024, 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 Ed Ahrens, David Smith, Ann Patterson, and Brownie Stonecipher.

**ABSENT:** Chair Robert Tickner and Member Davis Bird.

**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 June 12, 2024. (AAB24-025)**

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

AYES (5): Vice Chair Woolfolk, Members Ahrens, Smith, Patterson, and Stonecipher  
NAYS (0): NONE  
ABSENT (2): Chair Tickner and Member Bird

**B. Receive a report, hold a discussion, and provide recommendation to City Council regarding the approval of a Second Amendment to Airport Lease for GKY Holdings 1, LLC covering property at 4858 Lockheed Lane, Denton, Texas at the Denton Enterprise Airport; amending the existing airport lease; authorizing the City Manager to execute the Second Amendment of Airport Lease; and providing an effective date. (AAB24-028)**

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

AYES (5): Vice Chair Woolfolk, Members Ahrens, Smith, Patterson, and Stonecipher  
NAYS (0): NONE  
ABSENT (2): Chair Tickner and Member Bird

**4. WORK SESSION**

**A. Receive a report and hold a discussion regarding an overview of the operations of Sheltair Denton Jet Center, LLC, the Fixed Based Operator at Denton Enterprise Airport. (AAB24-030)**

The item was presented by the Fixed Based Operator Manager, James Tucker, and discussion followed. There was no direction provided as the items were for presentation/discussion purposes only.

**B. Receive a report and hold a discussion regarding the Denton Enterprise Airport Hangar waitlist Guidelines. (AAB24-026)**

The item was presented by Airport staff member Leanne Alexander, and discussion followed. There was no direction provided as the items were for presentation/discussion purposes only.

**C. Receive a report, hold a discussion, and give staff direction regarding components of a draft leasing policy. (AAB24-027)**

The item was presented by Director Ryan Adams, and discussion followed. The item will be formally presented at the September 11, 2024, Airport Advisory Board meeting.

**D. Staff Reports: (AAB24-029)**

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

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 September 11, 2024, at 3:00 p.m.

With no further business, the meeting was adjourned at 3:54 p.m.

X

Bob Tickner  
Chairman

X

Leanne Alexander  
Recording Secretary

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



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## Legislation Text

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**File #:** AAB24-031, **Version:** 1

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### **AGENDA CAPTION**

Ratification of the Airport Business Permit for Aero Bear Aviation, LLC to conduct Mobile Maintenance and Repair services at the Denton Enterprise Airport.





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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Airport

**ACM:** Frank Dixon

**DATE:** September 11, 2024

### **SUBJECT**

Ratification of the Airport Business Permit for Aero Bear Aviation, LLC to conduct Mobile Maintenance and Repair services at the Denton Enterprise Airport.

### **PURPOSE**

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

Airport Business Permit administrative approval was given to Aero Bear Aviation, LLC on August 16, 2024. The Scope of Operations provided by Aero Bear Aviation, LLC is attached as **Exhibit 3**.

### **APPLICANT(S)**

Aero Bear Aviation, LLC  
Jeremy Ward, Owner  
3325 Shadow Ridge  
Grapevine, TX 76051

### **KEY CONSIDERATIONS**

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

### **EXHIBITS**

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

Respectfully submitted:  
Leanne Alexander  
Airport Analyst



# DENTON ENTERPRISE AIRPORT AIRPORT BUSINESS PERMIT



(Required to conduct any commercial activity on the airport)

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

- Aircraft Charter Services
- Aircraft Leasing or Rental Services
- Aircraft Maintenance and Repair Services
- Aircraft Management
- Aircraft Sales Services
- Aircraft Washing Services
- Fixed Based Operator
- Flight Training Services
- Hangar Leasing Services
- Mobile Maintenance and Repair Services
- On-Airport Rental Car Concession
- Other (list services): \_\_\_\_\_
- Specialized Aircraft Repair Services (list service): \_\_\_\_\_
- Specialized Commercial Flying Service (list service): \_\_\_\_\_

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

Applicant/Business Name: Aero Bear Aviation

Authorized Representative/Title: Jeremy Ward / Owner

Email Address: bearaviation@yahoo.com

Website: N/A

Mailing Address: 3325 Shadow Ridge

City: Grapevine State: Texas Zip: 76051

Work Phone: 817-996-5585 Cell Phone: 817-996-5585 Fax: N/A

Billing Address: 3325 Shadow Ridge

City: Grapevine State: Texas Zip: 76051

Billing Phone: 817-996-5585 Fax: N/A Email: bearaviation@yahoo.com

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

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

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

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

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

Applicants Signature:  Date: 08/02/2024

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

**Staff Use Only**

DocuSigned by:  
 Application, permits and insurance reviewed by: Leanne Alexander / 20/2024  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
C77E0DA3A65T444...

**Airport Manager or designee's Comments/Stipulations:**

Insurance approved on 08/16/2024 - Tracey Bowery

Certificate 2024-004

Signed by:  
 Approved by Airport Manager or designee: Ryan Adams 8/20/2024  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
76544D73C36F499...

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

# **AERO BEAR AVIATION, LLC**

## **Scope of Operations**

### **OVERVIEW**

#### **1. Service Provided**

General sheet metal/composite repairs, repair of aircraft discrepancies and routine maintenance to include 100 hour and Annual inspections on general aviation single and light twin piston engine aircraft not exceeding six (6) passengers.

#### **2. Where will services be performed**

Work will be performed at Above it All Aviation flight school, limited support of aircraft operated within the Aero Valley Flying Club, and personal single engine aircraft located at Denton Enterprise Airport.

#### **3. Contact Information**

Jeremy Ward, Owner  
3325 Shadow Ridge  
Grapevine, TX 76051  
(817) 996-5585  
bearaviation@yahoo.com



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## Legislation Text

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**File #: AAB24-032, Version: 1**

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### **AGENDA CAPTION**

Ratification of the Airport Business Permit for Aviation Repair Group to conduct Maintenance and Repair services at the Denton Enterprise Airport.



# City of Denton

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215 E. McKinney Street  
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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Airport

**ACM:** Frank Dixon

**DATE:** September 11, 2024

### **SUBJECT**

Ratification of the Airport Business Permit for Aviation Repair Group to conduct Maintenance and Repair services at the Denton Enterprise Airport.

### **PURPOSE**

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

Airport Business Permit administrative approval was given to Aviation Repair Group on August 20, 2024. The Scope of Operations provided by Aviation Repair Group is attached as **Exhibit 3**.

### **APPLICANT(S)**

Aviation Repair Group  
Jordan Bussard, Engine Service Coordinator  
7515 Lemmon Ave, Hangar J  
Dallas, TX 75209

### **KEY CONSIDERATIONS**

Aviation Repair Group has provided the appropriate documentation and meets the requirements for said services as outlined in the Airport Minimum Operating Standards.

### **EXHIBITS**

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

Respectfully submitted:  
Leanne Alexander  
Airport Analyst



# DENTON ENTERPRISE AIRPORT AIRPORT BUSINESS PERMIT



(Required to conduct any commercial activity on the airport)

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

- Aircraft Charter Services
- Aircraft Leasing or Rental Services
- Aircraft Maintenance and Repair Services
- Aircraft Management
- Aircraft Sales Services
- Aircraft Washing Services
- Fixed Based Operator
- Flight Training Services
- Hangar Leasing Services
- Mobile Maintenance and Repair Services
- On-Airport Rental Car Concession

Other (list services): \_\_\_\_\_

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

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

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

Applicant/Business Name: Aviation Repair Group

Authorized Representative/Title: Jordan Bussard, Engine Service Coordinator

Email Address: jordan@aviationrepairgroup.com

Website: aviationrepairgroup.com

Mailing Address: 7515 Lemmon Ave, Hangar J

City: Dallas State: TX Zip: 75209

Work Phone: 940-222-0687 Cell Phone: 417-229-7905 Fax: \_\_\_\_\_

Billing Address: 7515 Lemmon Ave, Hangar J

City: Dallas State: TX Zip: 75209

Billing Phone: 940-222-0687 Fax: \_\_\_\_\_ Email: jordan@aviationrepairgroup.com


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

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

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

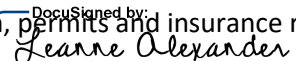
- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Lease/License | <input checked="" type="checkbox"/> Certificate of Insurance | <input type="checkbox"/> FAA Certificates |
| <input type="checkbox"/> Sublease Agreement       | <input checked="" type="checkbox"/> Sales and Use Tax Permit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

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

Applicants Signature:  Date: 05/JUNE/2024

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


**Staff Use Only**

Application, permits and insurance reviewed by:  Date: 8/20/2024  
Signature: C77E0DA3A651444...

Airport Manager or designee's Comments/Stipulations:

Insurance approved 08/20/2024 - Tracey Bowery

Certificate # 2024-005

Approved by Airport Manager or designee:  Date: 8/20/2024  
Signature: 76544D73C36F499...

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





Supplement to Airport Business Permit Application

Referring to Airport Minimum Operating Standards Section 2-1

**(a) Scope of Intended Operations**

- a. Aviation Repair Group provides line service and disassembly for engines and APU's for business aircraft

**(b) Land/Office Space/Storage Areas required for operation**

- a. ARG will be located and use the facilities in Hangar 3 located at 5040 Warbird Dr., Denton, TX 76207

**(c) Improvements or Modifications**

- a. Exhaust fan to be installed in Hangar 3. Estimated cost \$7,181.00. Estimated completion date 30 August 2024. Details on file with City of Denton.


**(d) Hours of Operation**

- a. Monday through Friday 8:00am – 5:00pm

# Location Map

5040 Warbird - Hangar 3

**Legend**

-  Aviation Repair Group





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## Legislation Text

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**File #:** AAB24-033, **Version:** 1

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### **AGENDA CAPTION**

Ratification of the Airport Business Permit for Time Travel Flights to conduct Flight Training services at the Denton Enterprise Airport.



# City of Denton

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215 E. McKinney Street  
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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Airport

**ACM:** Frank Dixon

**DATE:** September 11, 2024

### **SUBJECT**

Ratification of the Airport Business Permit for Time Travel Flights to conduct Flight Training services at the Denton Enterprise Airport.

### **PURPOSE**

Pursuant to Denton Enterprise Airport Revised Code, Chapter 3, Article 3, commercial aeronautical activity conducted at the Airport requires a valid Airport Business Permit. In addition, the Airport Minimum Operating Standards outlines the process for obtaining such a permit. Time Travel Flights has requested an Airport Business Permit to conduct Flight Training services at the Denton Enterprise Airport.

Airport Business Permit administrative approval was given to Time Travel Flights on August 27, 2024. The Scope of Operations provided by Time Travel Flights is attached as **Exhibit 3**.

### **APPLICANT(S)**

Time Travel Flights  
Amanda Smolik, Owner  
219 Lakewood Lane  
Ponder, TX 76259

### **KEY CONSIDERATIONS**

Time Travel Flights has provided the appropriate documentation and meets the requirements for said services as outlined in the Airport Minimum Operating Standards.

### **EXHIBITS**

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

Respectfully submitted:  
Leanne Alexander  
Airport Analyst



# DENTON ENTERPRISE AIRPORT AIRPORT BUSINESS PERMIT



(Required to conduct any commercial activity on the airport)

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

- Aircraft Charter Services
- Aircraft Leasing or Rental Services
- Aircraft Maintenance and Repair Services
- Aircraft Management
- Aircraft Sales Services
- Aircraft Washing Services
- Fixed Based Operator
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- Hangar Leasing Services
- Mobile Maintenance and Repair Services
- On-Airport Rental Car Concession

Other (list services): \_\_\_\_\_

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

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

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

Applicant/Business Name: Time Travel Flights

Authorized Representative/Title: Amanda Smolik / Owner

Email Address: a.f.smolik@gmail.com

Website: www.timetravelflights.net

Mailing Address: 219 Lakewood Lane

City: Ponder State: TX Zip: 76259

Work Phone: \_\_\_\_\_ Cell Phone: 682-583-0519 Fax: \_\_\_\_\_

Billing Address: Same

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Billing Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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

1. PERMIT LIMITATIONS: This permit may not be assigned or transferred, and is limited to the approved business activity listed above
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5. COMPLIANCE WITH THE LAW: The Applicant shall comply with all applicable laws, ordinances, rules and regulations. To view regulations, go to <http://www.cityofdenton.com/airport>

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

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

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

Applicants Signature: *Amber Smith* Date: 6/12/2024

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

**Staff Use Only**

Application, permits and insurance reviewed by: *Learne Alexander* Date: 8/27/2024  
Signature: *Learne Alexander*  
DocuSigned by: C77E0DA3A651444...

Airport Manager or designee's Comments/Stipulations:

Certificate of Insurance approved on 06/25/2024 - Tracey Bowery

Certificate #2024-006

Approved by Airport Manager or designee: *Ryan Adams* Date: 8/27/2024  
Signature: *Ryan Adams*  
Signed by: 76544D73C36F499...

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

# TIME TRAVEL FLIGHTS

## Scope of Operations

### OVERVIEW

#### 1. Service Provided

Flight Training offering flexible curriculum tailored to fit the needs of the student. The programs offered:

- Discovery Flight
- Private Pilot's License
- Instrument
- Commercial
- CFI + CFII
- Evaluation
- Fear Not Program

Operating Hours: Monday through Friday - 8:00am-5:00pm  
Saturday - 8:00am-3:00pm  
Sunday – Closed

Fleet: 1968 C-172 K, 160HP Engine, Steam gauges, Drooping wingtips  
1967 C-175 H, 180HP Engine, Garmin 750, Aspen, G5, Trutrak Autopilot, JP

#### 2. Where will services be performed

Flight Training will take place at 4845 Lockheed Lane. Time travel flights has a sublease in a shared hangar space. There is a small table and chairs to conduct pilot discussions and log book entries.


#### 3. Contact Information

Amanda Smolik, Owner  
4845 Lockheed Lane  
Denton, TX 76207  
(682) 583-0519  
[www.timetravelflights.net](http://www.timetravelflights.net)

# Location Map

4845 Lockheed Lane

## Legend

 Time Travel Flight



Lockheed Ln

Clear Star St







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## Legislation Text

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**File #:** AAB24-035, **Version:** 1

---

### **AGENDA CAPTION**

Receive a report, hold a discussion, and provide a recommendation regarding an Airport Leasing and Development Policy.



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**AGENDA INFORMATION SHEET**

**DEPARTMENT:** Denton Enterprise Airport

**ACM:** Frank Dixon

**DATE:** September 11, 2024

**SUBJECT**

Receive a report, hold a discussion, and provide a recommendation regarding an Airport Leasing and Development Policy.

**BACKGROUND**

As a recipient of Federal Aviation Administration (“FAA”) Airport Improvement Program funding, in addition to other federal funding, the City of Denton (“City”) is obligated to operate Denton Enterprise Airport (“Airport”) under FAA Grant Assurances. Among these federal obligations is the requirement to operate the Airport for the use and benefit of the public and for the Airport to be made available to all types, kinds, and classes of aeronautical activity on reasonable terms and without unjust discrimination.

These Grant Assurances further obligate the City to maintain a fee and rental structure for the facilities and services at the airport, making the Airport as self-sustaining as possible under existing circumstances and avoiding unjust economic discrimination within classes of users.

An Airport Leasing and Development Policy sets forth the parameters that shall be used by the City for leasing land and/or improvements for commercial or non-commercial general aviation purposes at the Airport.

The draft policy being considered was developed from best practice approaches and input from the Airport Advisory Board.

**OPTIONS**

n/a

**RECOMMENDATION**

Recommendation of the proposed draft policy.

**ESTIMATED SCHEDULE OF PROJECT**

Staff anticipates Council adoption in the early fall.

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

May 8, 2024: Work Session Presentation on Leasing Practices  
June 12, 2024: Work Session Presentation on Leasing Policy components  
Aug. 14, 2024: Work Session Presentation on Leasing Policy components

**EXHIBITS**

1. Agenda Information Sheet
2. Presentation
3. Draft Airport Lease and Development Policy

Respectfully submitted:  
Ryan Adams  
Director of Airport



# Draft Airport Leasing Policy

Airport Advisory Board

# Summary

- Purpose of and Need for a Lease Policy
- Lease Policy Objectives
- Airport/Tenant Lease Relationship
- Policy Elements
  - Article I – Introduction (presented in June 2024)
  - Article II – Conditions for leasing Airport land or improvements (presented in June 2024)
  - Article III – The Lease Agreement (presented in June 2024)
  - Article IV – Rates, Fees, and Agreement Term (presented in August 2024)
  - Article V – Reversion of Improvements (presented in August 2024)
- Next Steps

# Purpose/Need for a Leasing Policy

## Supports Federal Grant Assurances

- 5. Rights and Powers
- 19. Operations & Maintenance
- 22. Economic Non-Discrimination
- 23. Exclusive Rights
- 24. Fee & Rental Structure
- 29. Airport Layout Plan

- Benefits of a policy-based approach
  - Supports a well-organized and comprehensive approach to leasing
  - Encourages transparency and consistency; demonstrates equity
  - Reduces ad-hoc decision-making
  - Creates process efficiency in application approval and negotiation
- FAA Compliance
  - Reduces inadvertent non-compliance
  - FAA views presence of a policy favorably
  - “No Policy is a Policy”

# Lease Policy Objectives

Federal Aviation Administration

## Lease Policy Objectives

- Maximize Airport Revenue
- Minimize Airport Financial Obligations in Leasehold
- Fulfill Customer Service Goals
- Attract Private Investment instead of Airport Debt

# Airport/Tenant Lease Relationship

## Airport Receives

- Good, dependable service/activity
- Reliable income stream
- Full market return on invested capital
- Expectation of ownership of Improvements (and charging market rates)

## Tenants Receive

- Airport/Airfield Access
- Good customer base
- Recoup investment costs (directly or indirectly)
- Business profit



# Lease Policy Components

## Article I

- Introduction
- Purpose
- Authority
- Applicability
- Compliance with Law

## Article II

- Principal Development Criteria
- Designated Areas
- Application
- Approval
- Requests for Proposals

## Article III

- Key Terms and Conditions
- Other Terms and Conditions
- Maintenance
- Additional Requirements

# Lease Policy Components

## Article IV

- Rent
- Rent Adjustment
- “Through the Fence”
- Fees
- Lease Term
- Lease Extensions

## Article V

- Reversion of Improvements

# Next Steps

- Council Consideration of Policy
- Implementation
  - Updates to lease agreement template, as necessary
  - Updates to application forms, as necessary

# Airport Lease and Development Policy

## Article I. Introduction

As a recipient of Federal Aviation Administration (“FAA”) Airport Improvement Program funding, in addition to other federal funding, the City of Denton (“City”) is obligated to operate Denton Enterprise Airport (“Airport”) in accordance with FAA Grant Assurances. Among these federal obligations is the requirement to operate the Airport for the use and benefit of the public and for the Airport to be made available to all types, kinds, and classes of aeronautical activity on reasonable terms and without unjust discrimination.

These Grant Assurances further obligate the City to maintain a fee and rental structure for the facilities and services at the airport, making the Airport as self-sustaining as possible under existing circumstances and avoiding unjust economic discrimination within classes of users.

### Section 1.01 Purpose

The Airport Lease and Development Policy (“Policy”) sets forth the parameters that shall be used by the City for leasing land and/or improvements for commercial or non-commercial general aviation purposes at the Airport.

The Policy seeks to:

1. **Promote Aviation Growth** by encouraging the provision of essential aeronautical activities and aviation services for the benefit of the public while preserving the City’s financial investment in the Airport. Non-aeronautical uses of Airport land will be permitted only on portions of the airport not needed for aviation purposes and in accordance with FAA policy.
2. **Apply Standards Uniformly** through equitable, reasonable, and not unjustly discriminatory treatment of all lessees and permittees while promoting the highest and best use of Airport property. The Policy facilitates orderly management of and ensures consistent quality of facilities at the Airport.
3. **Promote Long-Term Financial Self-Sufficiency** through a rental, rates, and fees structure that maximizes Airport revenue for its current and future development, management, maintenance, and operating expenses.
4. **Ensure Compliance** with applicable laws, regulations, ordinances, policies, guidelines, and requirements as they relate to the application for and acceptance of federal funds. This includes FAA regulations and current airport Minimum Operating Standards, Rules and Regulations, and other regulatory requirements as may be adopted or amended by the City.

All new and renewed lease agreements will require adherence to City Policy. City policy will promote and require fairness and consistency, uniform application of this policy, and prohibit economic discrimination relative to aviation leases.

The City will establish rents and fees associated with this consistent with FAA policy and in support of grant assurances, balancing competitiveness with financial sustainability, with provisions for periodic review and adjustment based on market conditions and operational needs.

## Section 1.02 Authority of the City

The Airport is owned, operated, and governed by the City which expressly reserves the authority to lease Airport land and/or improvements, allow the occupancy and/or development of Airport land or improvements, grant the right to engage in any activity at the Airport, and implement, supplement, amend, modify, approve, or adopt any agreement, policy, standard, rule, regulation, or directives.

Any person wishing to lease for the exclusive use of any parcel of land on the Airport, or of any city-owned or operated facility must enter into a written lease agreement with the City specifying the terms and conditions of such use. The City Council may establish by ordinance those rates and fees, and those terms and conditions it deems appropriate and applicable to Airport use.

The Airport Director, acting under the authority of the City Manager, shall take those necessary decisions and/or actions to ensure compliance with:

- Existing leases, licenses, permits, and other written agreements between the City and persons within the Airport;
- This Policy, and those other policies, rules, or regulations established by the authority of the City Council, which apply within the Airport;
- Those responsibilities levied on the City by the federal or state governments concerning Airport operations and management.

The Airport Director may authorize an interim or emergency agreement to occupy or use City-owned improvements and infrastructure by appropriate public agencies. Examples of situations that may be suitable for such authorizations are military or law enforcement activities and the temporary occupation of airport areas by government agencies during natural disasters, or aircraft accident investigations.

## Section 1.03 Applicability

This Policy shall apply to any new agreement or any new amendment to an existing agreement relating to the leasing of land and/or improvements, including the establishment or adjusting of rents, rates, fees, and other charges for commercial or non-commercial general aviation aeronautical activities.

This Policy shall not affect any agreement or amendment thereto that is properly executed before the date of adoption of this Policy except as provided for in such agreement, in which case, this Policy shall apply to the extent provided by such agreement.

The City reserves the right from time to time to amend, supplement, revise, alter, rescind, or add to the policies and procedures listed herein either in part or in their entirety. The Airport further reserves the right to use this Leasing Policy for the selection of non-aeronautical service providers and concessionaires as it deems appropriate.

## Section 1.04 Compliance with Federal, State, and Local Law

This Policy is subject to federal law, FAA regulations, state statute, and local ordinance. In the event of provisions of this policy conflicting with the aforementioned law, the aforementioned laws shall prevail.

If any section, subsection, sentence, clause, or phrase of these policies and procedures is, for any reason, held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall neither affect nor impair any of the remaining provisions.

## Article II. Leasing Airport Land or Improvements

Entities shall not occupy Airport land or improvements for any purpose unless the entity has an agreement or sublease, or occupied a hangar under a rental agreement with a duly permitted hangar rental business. In addition, entities shall not conduct aeronautical or non-aeronautical commercial activities at the airport unless the entity has an Airport Business Permit authorizing such activities. Entities shall also comply with the Denton Code of Ordinances, Airport Rules and Regulations, Minimum Operating Standards, and any other applicable federal, state, and local laws and regulations.

### Section 2.01 Principal Development Criteria

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

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

### Section 2.02 Designated Areas

The City reserves the right to designate specific Airport land and/or improvements in which commercial and/or non-commercial aeronautical activities may or may not be conducted. The right to use the Airport and any airport land or improvements is non-exclusive except for the land and or improvements leased exclusively to an entity by the City.

The City may establish, through the Airport Master Plan or other Council-approved plan, certain areas approved for particular types of commercial and non-commercial activities within the Airport. These designated areas will indicate proposed future uses and activities for segments of the Airport property. If designated areas are established, all proposed activities and developments must be located in a designated area that corresponds to and does not conflict with such use.

To the extent allowed under FAA regulations, the City reserves the right to refuse proposals to use or develop airport land for aeronautical or non-aeronautical purposes.

### Section 2.03 Lease Application

Prior to entering into formal lease discussions or negotiations, a prospective lessee shall complete a written application for a lease in a form prescribed by the City and pay any associated fees as established by the City Council. The application shall include, at minimum:

1. A description of the activity or activities that the applicant proposes to conduct under its requested development, with sufficient narrative to adequately explain the benefits of the activity or activities to the Airport and the City and to demonstrate that it meets the Principal Development Criteria.
2. The names and contact information of the prospective lessee(s) or, if an incorporated entity, of all parties owning an interest in the entity.
3. A description of the premises intending to be leased.
4. The type of facilities which the applicant proposes to construct on or for the proposed leasehold, if applicable.
5. An estimate of value of the proposed capital investment on the premises, if applicable.
6. For any commercial activity, the services to be provided, proposed hours of operation, number of aircraft to be based, and projected number of employees, and other relevant information.

The City reserves the right to request additional information from the lease applicant. Upon receipt, Airport staff will review the application and determine if the proposed use and leasehold location comply with this policy. Noncompliance may result in the rejection of the lease application.

Submission of an application and payment of applicable fees secures for the prospective Lessee the exclusive right to pursue a lease with the City for 120 days. During this time, the Airport will not consider nor discuss the leasing or development of the subject property with other interested parties. If no lease is executed by the end of the 120 days, the application will expire, and the City may accept applications for the property from other parties. This 120-day timeframe may be extended in writing by the Airport Director.

The City Council shall have the right to adopt an application fee and publish it in the Airport Rates and Fees schedule.

### Section 2.04 Lease Approval

Within 60 days of receiving a completed application, the Airport shall convey the key terms and conditions (including rents, fees, and other charges) of a proposed lease agreement to the applicant. The applicant shall, within a reasonable amount of time, indicate if the key terms and conditions proposed by the Airport are acceptable or provide revised key terms and conditions. The Airport

Director may negotiate the revised key terms and conditions and/or initiate the competitive proposal process described in Section 2.05.

All new lease agreements, lease assignments or transfers, and subleases shall be reviewed by Airport staff and considered by the Airport Advisory Board. Approval by the City Council shall be required for any lease.

### Section 2.05 Requests for Proposals

If Airport land and/or improvements exist or become available for leasing, the City may at its sole discretion and at any time, including upon receipt of an application for a lease or development, issue a request for proposals to assess the level of market demand and competitiveness for a proposed activity or use of Airport property. Any competitive proposal or bidding process shall comply with the City of Denton's purchasing policies and directives.

To determine whether it is appropriate to utilize competitive proposal or bidding, the City shall consider factors including, but not limited to:

1. The size and proposed use of the property.
2. The availability of similar property at the Airport.
3. Whether the property is going to be used for Aeronautical or Non-Aeronautical Activities.
4. Whether the property is developed or vacant.
  - a. If the property is vacant, the proposed use; type of Improvements will be developed; number of employees to work on the property.
  - b. Whether infrastructure (such as utility lines) needs to be installed or and if so, who will be responsible for such installation?
5. The financial strength and experience of the Applicant.
6. Economic impact the proposed use of the Airport property will have on the Airport.
7. Whether the proposed use of the Airport property will generate new revenue for the Airport or generate new activity at the Airport.

The request for proposals shall also list the criteria the City will use to make its selection, including but not limited to, compliance with this Policy and the Principal Development Guidelines, the benefits generated by the proposed activity, and the long-term revenue generated by the proposal. The City may consider additional factors that it deems relevant to make its final decision regarding the use or disposition of the Airport premises and privileges in question. The City shall examine all applications and select a proposal for further lease negotiations, if, in the City's opinion, it is in the best interest of the Airport and the community.

## Article III. The Lease Agreement

Lease Agreements are designed to protect the public interest and contain more restrictive clauses than private-sector leases. Liabilities associated with possession and control of real property will be transferred to the Lessee to the greatest extent possible, including compliance with and subordination to all applicable federal, state, and local laws and regulations. Leases will additionally be subordinate to the City's Grant Assurances, other applicable federal and state laws and regulations, and City ordinances and regulations.



The following are not inclusive of all lease terms, conditions, and obligations. Authority is granted to City staff to negotiate leases that promote the Principal Development Criteria and the objectives of this Policy.

### Section 3.01 Key Terms and Conditions

(a) Recitals:

All recitals shall include, at minimum, the desires of the City and the Lessee. All recitals shall be incorporated into the agreement by reference.

(b) Premises:

Each agreement shall meticulously describe the specific area of Airport property to be occupied, including precise boundaries and any shared or common areas. Leases will clearly outline the permitted activities and any restrictions on usage, ensuring compatibility with airport operations and safety regulations.

(c) Use:

Each agreement shall make clear the intended use of the premises.

1. **Commercial aeronautical activities** – The agreement shall identify the products, services, and/or facilities to be provided by the operator. The agreement may identify optional products, services, and/or facilities that may be provided by the operator with or without the approval of the Airport Director.
2. **Non-commercial aeronautical activities** – For non-commercial occupancy and/or use of the Airport land and/or improvements, the Agreement shall stipulate that the Lessee shall not offer or provide commercial products, services, or facilities or conduct commercial activities at the Airport or from the leased premises without an amendment of the lease agreement.
3. **Non-aeronautical activities** – Leasing Airport land and/or improvements for non-aeronautical activities is not generally favored by the City of the FAA. The City may, in its sole discretion, consider such use in the event the non-aeronautical use of Airport land and/or improvements does not interfere with the primary aeronautical use of Airport land and/or improvements and is not in violation of any legal requirements, including the Grant Assurances. If such use is contemplated, the applicant must prove that the subject Airport land and/or Improvements will not conflict with the existing or foreseeable aeronautical use of the property during the entire term of a proposed agreement. The leasing of Airport land and/or Improvements for non-aeronautical activities will not be allowed without the prior written consent of the FAA.
4. **Prohibited Activities:** All prohibited uses and activities of the premises shall be identified; however, no lease agreement will allow any activities prohibited by applicable federal, state, or local laws and regulations even if such use is not specifically set out by the lease agreement.

(d) Term

The original term, commencement date, and ending date shall be conveyed in the Agreement. The term of the agreement shall be commensurate with the value of capital investment made by the Lessee into the leased premises and/or on the Airport, consistent with Article IV of this policy.

(e) Rents and Fees

The applicable rents and fees to be paid by the Lessee to the City shall be identified in the agreement. Rents and fees shall be established and adjusted in accordance with Article IV of this policy.

(f) Improvements

A description of the improvements, including minimum square footage of occupied space, shall be included in the agreement. The Lessee shall procure all necessary permits and certificates including, but not limited to, all City building, fire, safety, final certificate of occupancy, and meet other applicable requirements for improvements located on Airport property and within the legal boundaries of the Airport as identified on the Airport Layout Plan.

Upon expiration of the term of the agreement, ownership of permanent improvements that have been made to the leased premises by the Lessee shall revert to the City. The City shall retain the right to require the demolition and removal of the improvements and the return of the premises to its original condition and character by the Lessee, normal wear and tear excepted.

### Section 3.02 Other Standard Terms and Conditions

Additional terms and conditions within the Lease Agreement shall include, but are not limited to:

1. Procedures for entering into a sublease agreement for all or part of the leased premises, including approval processes and sublessee obligations, to prevent unauthorized use and maintain accountability. All sublease agreements shall be approved by the City Council.
2. Procedures for transferring lease interests, including city approval requirements and any associated fees or conditions, shall be clearly defined to ensure orderly transitions. All sales, assignments, or transfers shall be approved by the City Council.
3. Conditions for granting rights of first refusal. Rights of first refusal may only be granted where the property that is subject to the right of first refusal is contiguous to the leased premises. No right of first refusal may be granted without the payment of a fee or other financial consideration being provided to the City. Other conditions of the right of first refusal will be negotiated by Airport staff. The City retains the right to refuse requests for rights of first refusal.
4. Conditions, procedures, and penalties for defaulting on lease obligations, including notification requirements and remedies available to the city.
5. Requirements that the Lessee shall be responsible, at its own expense, for connection to and service of public utilities.
6. Requirements for Lessee insurance coverage, including liability, property, and workers' compensation insurance, shall be clearly outlined to mitigate risk and protect airport assets.
7. The right of the City to, with notice to the Lessee, inspect the leasehold and improvements for compliance with lease terms, federal, state, or local law, and/or Airport rules and regulations.

8. Requirements that ensure construction adheres to local development standards, building codes, environmental laws, Airport Minimum Operating Standards, and other applicable statutes and regulations in order to maintain the safety and integrity of airport property
9. Requirements for the Lessee to demonstrate possession of all necessary licenses, certifications, and permits required for activities permitted under the lease, with provisions for City verification and periodic updates.
10. Requirements for the Lessee to bear responsibility for the provision of utility service during their occupancy, including electricity, water, gas, sewage, and telecommunications services, with provisions for city oversight
11. Requirements for the Lessee to fulfill all tax obligations related to its activities, including property taxes, sales taxes, and income taxes, under applicable laws and regulations.
12. Requirements for Lessee to maintain accurate records of their operations, including financial statements, maintenance logs, and regulatory compliance documentation, subject to city audit and inspection.
13. Guidelines for holdover possession beyond the lease term, including rental adjustments and termination provisions, shall be established to address transitional periods and prevent unauthorized occupancy.
14. Any other conditions or requirements deemed appropriate by the City

### Section 3.03 Maintenance of the Leasehold

The Lessee shall bear responsibility for ongoing maintenance of the leased premises and all improvements including, but not limited to, preventing the accumulation of debris and trash, abating fire and chemical hazards, abatement of nuisances, and the irrigation and maintenance of landscaping. The Lessee shall perform all work in accordance with applicable laws and regulations.

To prevent the premature aging and deterioration of the improvements, the Lessee, at its own expense, shall conduct a condition assessment on all improvements no later than the tenth (10th) anniversary of the Commencement Date, and every five (5) year anniversary thereafter. The Condition Assessment shall be conducted by a licensed architect, engineer, or other qualified individual, who shall be approved in writing by the City. The Condition Assessment shall examine, at minimum, the building's structural components, electrical, plumbing, heating and cooling systems, and roof. Additionally, any pavement (asphalt or concrete) within the leasehold area shall also be examined. The Condition Assessment shall be provided to the City within thirty (30) days of the condition assessment deadline. The Lessee shall within ninety (90) days provide to the Lessor a plan to correct any deficiencies identified in the Condition Assessment within one (1) year, unless extended in writing by the Airport Director, or designee. Failure to correct deficiencies identified in the Condition Assessment will constitute a breach of the lease agreement.

### Section 3.04 Additional Lease Requirements

The Lease shall contain, or adopt by reference, all provisions required by the applicable law, including, without limitation, regulations promulgated by the FAA and Transportation Safety Administration, and assurances or agreements entered into by the City as a condition of any Federal Grant to the City for the Airport. The Lease or Permit shall be subordinate to any existing or future Federal grant assurances.

## Article IV. Rents, Fees, and Agreement Term

Airport lease rates and associated fees shall be consistent with FAA policy and Grant Assurance obligations, specifically the requirement that the Airport be as financially self-sustaining as possible and that leases are provided on a consistent and equitable basis. To the extent feasible, aeronautical use fees must be established on a cost-recovery basis while the use of Airport property for non-aeronautical facilities and/or services must be based on fair market value.

### Section 4.01 Rent

During the lease term, the Lessee shall pay the Airport market rent for applicable land and facility(ies). Where a Lessee has constructed a Facility, the Lessee shall pay Market Rent for land only during the Term of its Lease.

#### (a) Establishment of Market Rent

Market rent shall be established through a property appraisal by a qualified appraiser, or a market analysis performed by a similarly qualified individual or firm. Appraisals for properties shall have been performed within the two years before the execution of a lease agreement.

#### (b) Deviations from Market Rent

Below market rent may only be offered where the Lessee constructs public infrastructure that benefits other properties (i.e., taxilanes, taxiways, roads, or utilities) or makes improvements to an existing facility that extends the useful life of the facility, as approved by the City. In such cases, the value of the reduced rental rate may not exceed the value of the Lessee's investment in public infrastructure.

In the event that the City develops all or part of the Improvements, to establish rents the City may, in its sole discretion, establish a reasonable rate of return on the investment.

Rental rates for certain property uses, particularly non-aeronautical uses, may be based on a percentage of Lessee's gross income from its use of the property.

### Section 4.02 Adjustment of Rent

To account for regular cost inflation, Lease rents shall be adjusted no later than every two years after the commencement date of the lease. This adjustment proportion that the then-current United States Consumer Price Index for all urban consumers ("CPI-U") for the Dallas-Fort Worth Bureau of Labor Statistics (1982-84 = 100) bears to that of the Commencement Date month.

### Section 4.03 "Through the Fence" Agreements

FAA Grant Assurances require access to the Airport to be provided on an equitable basis. If an adjacent property requests access to the airport to conduct aeronautical activities, the property owner may be granted a "Through the Fence Agreement" granting them such access. As a condition of this access, the property shall pay market rent, including adjustments, under the terms outlined by this policy.

The City may impose additional requirements as a condition of any "through the fence agreement" access and any request for such agreement is subject to review and approval by City Council.

#### Section 4.04 Fees

The City shall reserve the right to establish and assess fees to recover the costs being incurred by the Airport associated with the planning, development, operation (including maintenance and repair), management, and marketing of the Airport.

Fees may include, but are not limited to, fuel flowage fees, aircraft parking fees, based aircraft fees, operator permit fees, percentage of gross receipts fees, aircraft landing fees, and/or temporary or special use permit fees. All fees shall be identified in the City's rates and fee schedule.

#### Section 4.05 Lease Term

Lease agreements shall specify the duration of occupancy. The length of a ground lease shall comply with federal and state regulations and be sufficient for the Lessee to amortize its capital investment into the leased premises. The lease term will depend on the value of capital invested in the leasehold. Airport staff shall, based on financial and market conditions, determine the appropriate investment to warrant a given lease term, considering additional factors such as site conditions, indirect benefits to the airport, and federal requirements, as applicable.

On a case-by-case basis, the City may consider a significantly longer lease term; still subject to federal and state regulations; to support Airport property development and allow a Lessee to amortize its investment, based on the following criteria:

1. Significant initial capital investment beyond the minimum requirements
2. Significant additional capital investment in the current leased property
3. Services provided to other Airport tenants and uses
4. Exceptional job creation and/or impact to the local economy
5. Public infrastructure extension which will benefit other properties (i.e., taxilanes, taxiways, roads, or utilities)
6. Potential to attract other new aviation business or to significantly increase airport revenues

Leases where no capital is invested into the property shall be limited to no more than 3 years.

#### Section 4.06 Lease Extensions

Extensions to leases shall only be permitted where the following criteria are met:

1. The extensions are at the Lessor's discretion;
2. The extensions are the result of an investment of capital on the premises for new improvements; or
3. The extensions are the result of a investment of capital in the leased premises that extends the life of existing improvements.

In cases where an extension is the result of an investment of capital, the extension term shall be commensurate with the value of the capital investment.

The City shall require that the rent paid for the term of any lease extension shall reflect the higher of the then-current rent or the fair market rent at the time of the extension. Rent shall be adjusted through the term of the extension as permitted within his policy. No extension or extensions may result in the total lease term extending beyond the statutory limit.

## Article V. Reversion of Improvements to the City

Each lease agreement shall require that, at the end of the lease term, Lessees shall surrender all leased premises to the Airport, including any improvements made during the lease period, unless otherwise specified in the lease agreement. Lessees may be required to remove any improvements not deemed necessary for the ongoing operation of the airport, restoring the leased premises to their original condition at the Lessee's expense.

At the time of the reversion of the leased premises and improvements, the City may at its discretion:

1. Extend the current ground lease or enter into a new lease with the Lessee under the provisions of this policy;
2. Enter into a building lease at fair market value with a qualified Lessee;
3. Pursue redevelopment of the leasehold; or
4. Take any other action that is in the best interests of the Airport and in compliance with applicable laws and regulations.

The provision of a lease extension or new lease agreement shall be based on the best long-term financial interest of the airport. A long-term financial analysis shall be provided to the City Council during any consideration of a lease extension or new lease agreement under this provision.

DRAFT



# City of Denton

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

## Legislation Text

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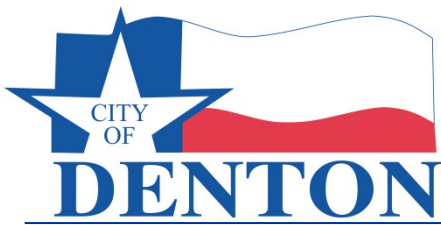
**File #:** AAB24-036, **Version:** 1

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### **AGENDA CAPTION**

Staff Reports:

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



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

## MONTHLY OPERATIONS REPORT September 2024

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

| OPERATIONS (Calendar Year) |               |               |               |                |                |             |
|----------------------------|---------------|---------------|---------------|----------------|----------------|-------------|
| Operation Type             | Aug-23        | Aug-24        | % Change      | 2023 YTD       | 2024 YTD       | % Change    |
| IFR Itinerant              | 591           | 824           | 39.4%         | 5,825          | 7,888          | 35.4%       |
| VFR Itinerant              | 8,954         | 9,778         | 9.2%          | 54,097         | 68,074         | 25.8%       |
| Local                      | 11,863        | 4,253         | -64.1%        | 76,595         | 68,492         | -10.6%      |
| <b>Total</b>               | <b>21,408</b> | <b>14,855</b> | <b>-30.6%</b> | <b>136,517</b> | <b>144,454</b> | <b>5.8%</b> |

| FUELING (Fiscal Year) |                |                |             |                  |                  |              |
|-----------------------|----------------|----------------|-------------|------------------|------------------|--------------|
| Type                  | Jul-23         | Jul-24         | % Change    | 2023 YTD         | 2024 YTD         | % Change     |
| AvGas                 | 40,445         | 73,460         | 81.6%       | 374,403          | 480,051          | 28.2%        |
| Jet A                 | 93,023         | 70,968         | -23.7%      | 1,155,596        | 946,386          | -18.1%       |
| <b>Total</b>          | <b>133,468</b> | <b>144,428</b> | <b>8.2%</b> | <b>1,529,999</b> | <b>1,426,437</b> | <b>-6.8%</b> |



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

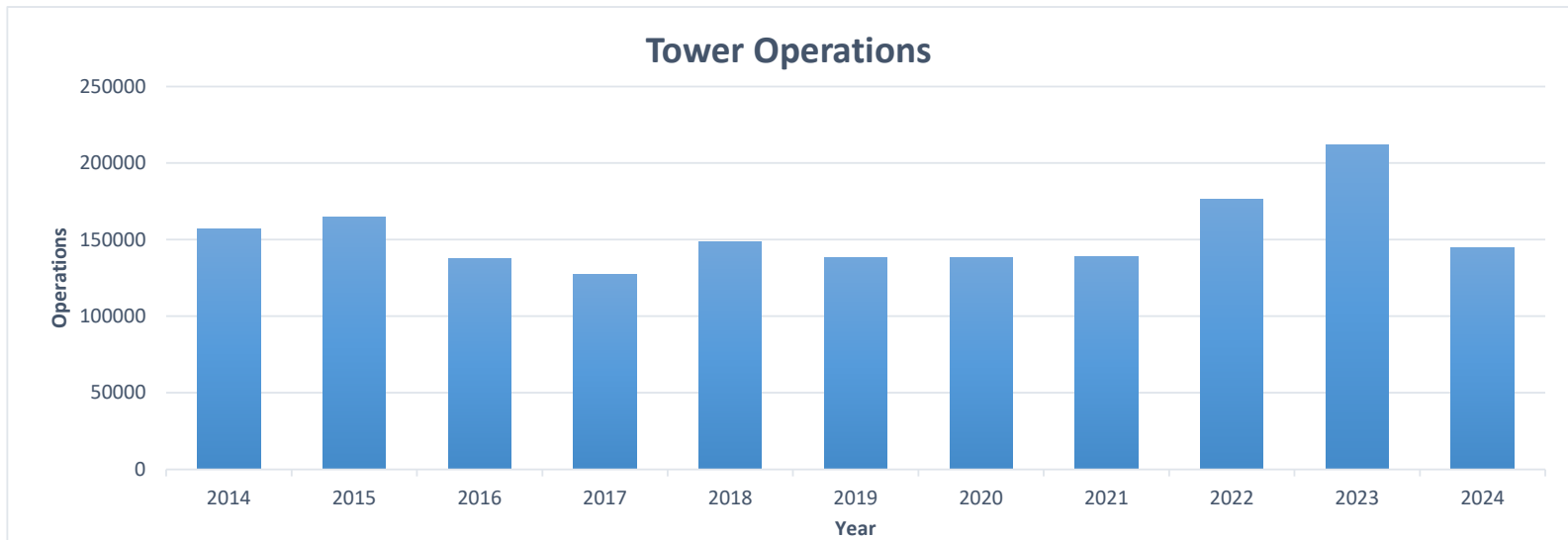
| <b>INCIDENTS</b> |  |
|------------------|--|
| <b>Date</b>      | <b>Description</b>   |
| 08/23/2024       | A semi-truck making a delivery on Sabre Ln. struck a power line hanging over the road. Consequently, this peeled away a section of the sheet metal on the exterior wall of the hangar to which the line connects. DME came out and assessed the situation and once repairs were made by the hangar owner, the power was restored the following day. No other damage or injuries were reported. |
| 08/20/2024       | A Cessna 172 lost engine power on roll out after landing. The engine would not restart so the aircraft was towed to parking. No damage or injuries were reported.  |
| 08/11/2024       | A semi-truck struck the handicap parking sign in the terminal parking lot in the middle of the night. No other damage was reported, and staff replaced the sign.   |
| 08/04/2024       | A Cessna 172 had a flat nose wheel on 18R. The pilot was able to taxi the aircraft clear of the runway at A6. The aircraft was then tugged to the ramp by the FBO.   |

**EXHIBITS**

1. Historical Airport Operations 2014-2024 (Attached)
2. Historical Fuel Flowage 2014-2024 (Attached)
3. VirTower Stats (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         |               |
| OCT           | 14334         | 13208         | 13021         | 10870         | 13682         | 11444         | 11445         | 12837         | 17794         | 18362         |               |
| NOV           | 10974         | 10906         | 9195          | 10249         | 13276         | 11367         | 10508         | 12482         | 14415         | 18860         |               |
| DEC           | 11228         | 12020         | 9166          | 10899         | 11539         | 11379         | 10296         | 12051         | 14217         | 17977         |               |
| <b>Total:</b> | <b>157339</b> | <b>165052</b> | <b>137546</b> | <b>127566</b> | <b>148698</b> | <b>138529</b> | <b>138161</b> | <b>139146</b> | <b>176218</b> | <b>212200</b> | <b>144454</b> |



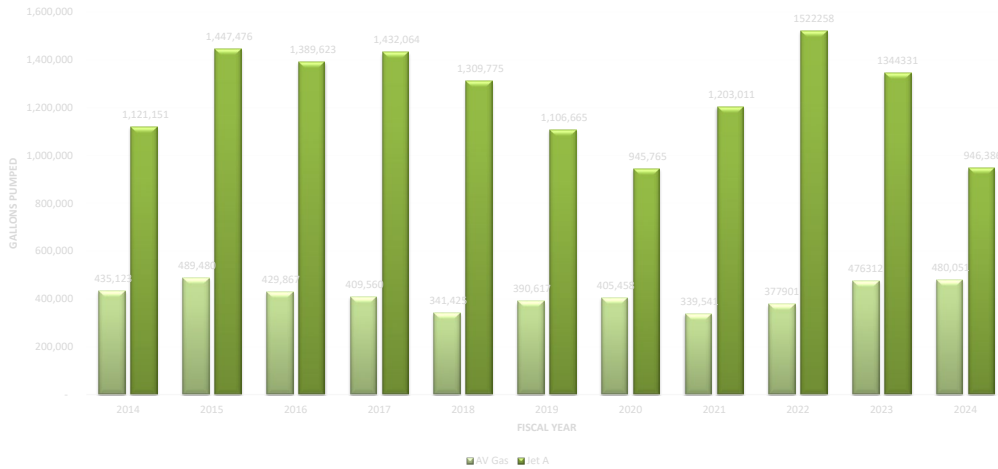
Tower OPS 2014-2024

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

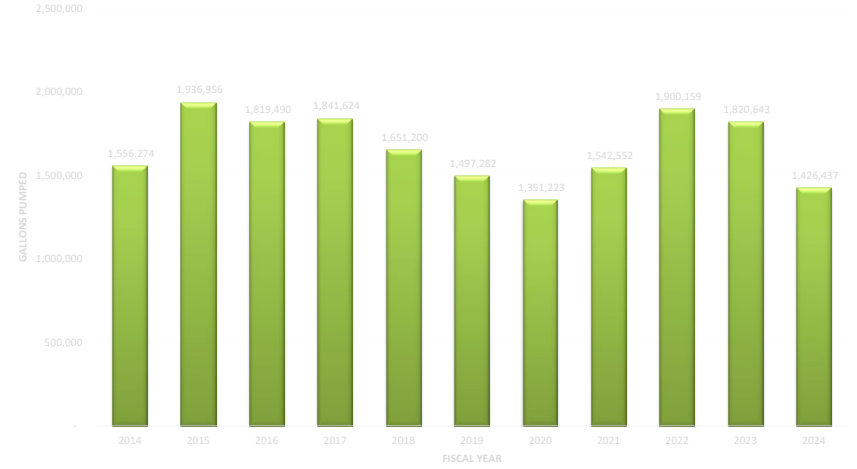
All numbers below represent U.S. Gallons

| Month:        | 2014          |                | 2015          |                | 2016          |                | 2017          |                | 2018          |                | 2019          |                | 2020          |               | 2021          |                | 2022          |                | 2023          |                | 2024          |               | TOTAL             |
|---------------|---------------|----------------|---------------|----------------|---------------|----------------|---------------|----------------|---------------|----------------|---------------|----------------|---------------|---------------|---------------|----------------|---------------|----------------|---------------|----------------|---------------|---------------|-------------------|
|               | AV Gas        | Jet A          | AV Gas        | Jet A          | AV Gas        | Jet A          | AV Gas        | Jet A          | AV Gas        | Jet A          | AV Gas        | Jet A          | AV Gas        | Jet A         | AV Gas        | Jet A          | AV Gas        | Jet A          | AV Gas        | Jet A          | AV Gas        | Jet A         |                   |
| OCT           | 39932         | 127358         | 53341         | 123699         | 39858         | 115108         | 38343         | 132214         | 20728         | 143240         | 28452         | 107670         | 35715         | 105460        | 35631         | 105141         | 24214         | 116562         | 61611         | 148500         | 42075         | 110769        | 4,575,335.00      |
| NOV           | 32122         | 84320          | 32093         | 106167         | 39713         | 129726         | 39407         | 138470         | 18427         | 146159         | 30973         | 99147          | 31868         | 83005         | 47812         | 106976         | 27892         | 132701         | 27105         | 100558         | 42283         | 102797        |                   |
| DEC           | 29433         | 69454          | 32056         | 110117         | 28155         | 117665         | 23553         | 93974          | 32083         | 127691         | 39148         | 92592          | 24587         | 82387         | 32267         | 83953          | 28292         | 156521         | 22190         | 141247         | 33729         | 87840         |                   |
| JAN           | 28150         | 94086          | 40413         | 118367         | 36273         | 92626          | 31290         | 123841         | 24219         | 106326         | 32119         | 82476          | 24087         | 83957         | 20584         | 77349          | 24027         | 119289         | 33805         | 111388         | 35531         | 104469        |                   |
| FEB           | 31420         | 66208          | 40164         | 112469         | 33050         | 108927         | 27317         | 84073          | 20027         | 75550          | 24939         | 91478          | 31991         | 75548         | 23864         | 69928          | 24010         | 95155          | 32407         | 111078         | 51023         | 95895         |                   |
| MAR           | 36387         | 94939          | 31828         | 164541         | 51459         | 118085         | 30972         | 114433         | 31988         | 106609         | 27799         | 98979          | 23853         | 60237         | 15971         | 116035         | 40014         | 142974         | 37711         | 123210         | 48135         | 103591        |                   |
| APR           | 37600         | 81605          | 33813         | 158634         | 24972         | 133206         | 43548         | 97103          | 27769         | 96351          | 39613         | 90424          | 38629         | 29912         | 32354         | 99894          | 27734         | 138601         | 45444         | 110233         | 62405         | 103347        |                   |
| MAY           | 42651         | 91438          | 35104         | 94632          | 27625         | 95236          | 39425         | 134854         | 31356         | 105264         | 27412         | 96991          | 31549         | 66916         | 19685         | 123164         | 31730         | 125991         | 32605         | 102672         | 41291         | 87236         |                   |
| JUN           | 31482         | 83118          | 51039         | 122798         | 30860         | 116535         | 31497         | 112690         | 21686         | 122843         | 38995         | 81278          | 46965         | 81254         | 32022         | 106194         | 35282         | 118103         | 41080         | 113687         | 50119         | 79474         |                   |
| JUL           | 51198         | 106097         | 52136         | 114103         | 51458         | 125261         | 28923         | 112760         | 39119         | 99127          | 42974         | 95958          | 39210         | 89037         | 24034         | 114757         | 33155         | 102139         | 40445         | 93023          | 73460         | 70968         |                   |
| AUG           | 36820         | 98847          | 47872         | 105756         | 31362         | 91756          | 35349         | 142080         | 42546         | 97711          | 26962         | 88429          | 38512         | 97331         | 27912         | 106957         | 40165         | 140596         | 57089         | 78284          |               |               |                   |
| SEP           | 37928         | 123681         | 39621         | 116193         | 35082         | 145492         | 39936         | 145572         | 31477         | 82904          | 31231         | 81243          | 38492         | 90721         | 27405         | 92663          | 41386         | 133626         | 44820         | 110451         |               |               |                   |
| <b>Total:</b> | <b>435123</b> | <b>1121151</b> | <b>489480</b> | <b>1447476</b> | <b>429867</b> | <b>1389623</b> | <b>409560</b> | <b>1432064</b> | <b>341425</b> | <b>1309775</b> | <b>390617</b> | <b>1106665</b> | <b>405458</b> | <b>945765</b> | <b>339541</b> | <b>1203011</b> | <b>377901</b> | <b>1522258</b> | <b>476312</b> | <b>1344331</b> | <b>480051</b> | <b>946386</b> |                   |
|               | 1556274       |                | 1936956       |                | 1819490       |                | 1841624       |                | 1651200       |                | 1497282       |                | 1351223       |               | 1542552       |                | 1900159       |                | 1820643       |                | 1426437       |               | <b>18,343,840</b> |

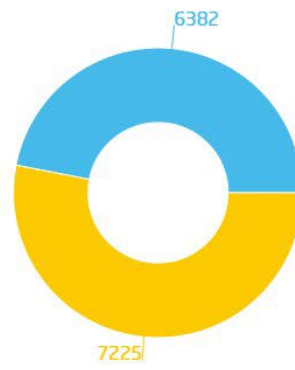
KDTO Fuel Flowage by Fuel Type (2014 FY - 2024 FY)



Total Gallons Pumped (2014 FY - 2024 FY)

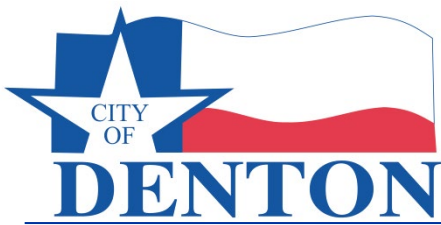


Operations Based vs Visiting  
KDTO 08/01/2024 0:00 > 08/31/2024 23:59 LT



■ Based  
■ Visiting

virtower



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

## MONTHLY CONSTRUCTION REPORT September 2024

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

### **RWY 18L-36R Reconstruction (Update to be Provided at the Meeting)**

| <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>  |                               |               |                     |               |
| GKY Holdings 1, LLC – Lease Amendment                               | 08/14/2024                    | 5-0           | 09/17/2024          | Pending       |
| Airport Leasing and Development Policy                              | 09/11/2024                    | Pending       | Pending             | Pending       |
| US Trinity Aviation, LLC – Lease Agreement – Site 9                 | 10/09/2024                    | Pending       | Pending             | Pending       |
| HC Commercial – Lease Agreement – Site 10                           | 10/09/2024                    | Pending       | Pending             | Pending       |
| Chapter 3 Amendment   | 10/09/2024                    | Pending       | Pending             | Pending       |
| GKY Holdings 1, LLC – Lease Agreement (7B/Tract 2)                  | 11/13/2024                    | Pending       | Pending             | Pending       |
| Airport Financial Analysis  | 11/13/2024                    | Work Session  | Pending             | Work Session  |
| <b>Completed Items with Airport Advisory Board and City Council</b> |                               |               |                     |               |
| Airport Master Plan   | 03/20/2024                    | Approved 5-0  | 04/02/2024          | Approved 7-0  |
| Airport Financial Update  | 03/20/2024                    | Work Session  | N/A                 | Approved 7-0  |
| Roanoke Air and Auto, Inc – Lease Agreement                         | 03/20/2024                    | Approved 5-0  | 04/02/2024          | Pending       |
| Hangar 10 Flying Museum – Lease Assignment                          | 02/14/2024                    | Approved 6-0  | 02/20/2024          | Approved 7-0  |
| GKY Holdings 1, LLC – Lease Amendment                               | 12/06/2023                    | Approved 4-0  | 12/12/2023          | Approved 6-0  |
| Financial Analysis  | 12/06/2023                    | Approved 4-0  | 12/12/2023          | Approved 6-0  |
| Nebrig Properties, LP – Lease Assignment                            | 12/06/2023                    | Approved 4-0  | 12/12/2023          | Approved 6-0  |
| TxDOT – Primary Runway Reconstruction Project                       | 10/11/2023                    | Approved 4-0  | 10/24/2023          | Approved 6-0  |
| Victory Aviation Supplies, LLC – Consent to Subsublease             | 09/13/2023                    | Approved 4-0  | 09/26/2023          | Approved 7-0  |
| Ronald J. Gowan – Lease Assignment                                  | 09/13/2023                    | Approved 4-0  | 09/26/2023          | Approved 7-0  |
| Petersen Hangars, LLC – Lease Assignment                            | 09/13/2023                    | Approved 4-0  | 09/26/2023          | Approved 7-0  |
| Dave Austin – Lease Assignment                                      | 08/09/2023                    | Approved 5-0  | 08/15/2023          | Approved 7-0  |
| DTO 4858, LLC – Lease Assignment                                    | 08/09/2023                    | Approved 5-0  | 08/15/2023          | Approved 7-0  |
| US Trinity – Lease Assignment                                       | 02/23/2023                    | Approved 4-0  | 03/07/2023          | Approved 6-0  |

| <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> |
| TxDOT – Runway Rehabilitation Project                            | 12/14/2022                    | Approved 7-0  | 1/10/2023           | Approved 5-0  |
| THP Air, LLC – Lease Amendment                                   | 12/14/2022                    | Approved 7-0  | 1/10/2023           | Approved 5-0  |
| Sykes-Vaughan Investments, LLC – Lease Assignment x 6            | 11/9/2022                     | Approved 6-0  | 12/15/2022          | Approved 7-0  |
| Airport Rates and Fees Schedule                                  | 9/14/2022                     | Approved 5-0  | 9/27/2022           | Approved 7-0  |



# DENTON ENTERPRISE AIRPORT AIRPORT BUSINESS PERMIT



(Required to conduct any commercial activity on the airport)

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

- Aircraft Charter Services
- Aircraft Leasing or Rental Services
- Aircraft Maintenance and Repair Services
- Aircraft Management
- Aircraft Sales Services
- Aircraft Washing Services
- Fixed Based Operator
- Flight Training Services
- Hangar Leasing Services
- Mobile Maintenance and Repair Services
- On-Airport Rental Car Concession

Other (list services): \_\_\_\_\_

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

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

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

Applicant/Business Name: Aviation Repair Group

Authorized Representative/Title: Jordan Bussard, Engine Service Coordinator

Email Address: jordan@aviationrepairgroup.com

Website: aviationrepairgroup.com

Mailing Address: 7515 Lemmon Ave, Hangar J

City: Dallas State: TX Zip: 75209

Work Phone: 940-222-0687 Cell Phone: 417-229-7905 Fax: \_\_\_\_\_

Billing Address: 7515 Lemmon Ave, Hangar J

City: Dallas State: TX Zip: 75209

Billing Phone: 940-222-0687 Fax: \_\_\_\_\_ Email: jordan@aviationrepairgroup.com




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

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

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

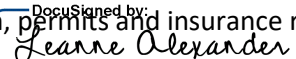
- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Lease/License | <input checked="" type="checkbox"/> Certificate of Insurance | <input type="checkbox"/> FAA Certificates |
| <input type="checkbox"/> Sublease Agreement       | <input checked="" type="checkbox"/> Sales and Use Tax Permit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

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

Applicants Signature:  Date: 05/JUNE/2024

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


**Staff Use Only**

Application, permits and insurance reviewed by:  Date: 8/20/2024  
Signature: C77E0DA3A651444...

Airport Manager or designee's Comments/Stipulations:

Insurance approved 08/20/2024 - Tracey Bowery

Certificate # 2024-005

Approved by Airport Manager or designee:  Date: 8/20/2024  
Signature: 76544D73C36F499...

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



# DENTON ENTERPRISE AIRPORT AIRPORT BUSINESS PERMIT



(Required to conduct any commercial activity on the airport)

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

- Aircraft Charter Services
- Aircraft Leasing or Rental Services
- Aircraft Maintenance and Repair Services
- Aircraft Management
- Aircraft Sales Services
- Aircraft Washing Services
- Fixed Based Operator
- Flight Training Services
- Hangar Leasing Services
- Mobile Maintenance and Repair Services
- On-Airport Rental Car Concession
- Other (list services): \_\_\_\_\_
- Specialized Aircraft Repair Services (list service): \_\_\_\_\_
- Specialized Commercial Flying Service (list service): \_\_\_\_\_

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

Applicant/Business Name: Aero Bear Aviation

Authorized Representative/Title: Jeremy Ward / Owner

Email Address: bearaviation@yahoo.com

Website: N/A

Mailing Address: 3325 Shadow Ridge

City: Grapevine State: Texas Zip: 76051

Work Phone: 817-996-5585 Cell Phone: 817-996-5585 Fax: N/A

Billing Address: 3325 Shadow Ridge

City: Grapevine State: Texas Zip: 76051

Billing Phone: 817-996-5585 Fax: N/A Email: bearaviation@yahoo.com

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

1. PERMIT LIMITATIONS: This permit may not be assigned or transferred, and is limited to the approved business activity listed above
2. INFORMATION CHANGES: The Applicant shall notify Airport Administration, in writing within fifteen (15) days, of any change to the information provided.
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5. COMPLIANCE WITH THE LAW: The Applicant shall comply with all applicable laws, ordinances, rules and regulations. To view regulations, go to <http://www.cityofdenton.com/airport>

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

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

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

Applicants Signature:  Date: 08/02/2024

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

**Staff Use Only**

Application, permits and insurance reviewed by: Leanne Alexander /20/2024  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
C77E0DA3A65T444...

Airport Manager or designee's Comments/Stipulations:

Insurance approved on 08/16/2024 - Tracey Bowery

Certificate 2024-004

Approved by Airport Manager or designee: Ryan Adams /8/20/2024  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
76544D73C36F499...

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