



# City of Denton

City Hall  
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Denton, Texas  
[www.cityofdenton.com](http://www.cityofdenton.com)

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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Transportation

**CM/ DCM/ ACM:** Mario Canizares

**DATE:** November 28, 2017

**SUBJECT**

Receive a report, hold a discussion and provide staff direction on an updated Airport Development Process.

**BACKGROUND**

A documented airport development process has been available since 2005, however, it is apparent that over time the process may not have always followed the documented process nor did it include a specific timeframe to complete the process. Some development negotiations have exceeded 1-2 years, thus “holding” the development parcel from other potential development opportunities.

Airport Staff reviewed and updated the Airport Development Application (Exhibit 2) and Airport Development Guide (Exhibit 3). Generally the same process has been kept, however, Airport Staff felt it was important to include deadlines so as to keep the process moving based on increased interest in the remaining east side parcels. This updated process has already been put into use for the five (5) potential tenants currently in negotiations. The general outline of the process consists of the following:

1. Developer meeting with Airport Staff to identify potential parcels meeting the development needs.
2. Developer submits an Airport Development Application (valid for 90 days).
3. Developer provides conceptual plan within 30 days.
4. Developer meets with Development Services Committee to review the proposed development within the 90 day application period.
5. Airport Staff provides draft lease agreement within 30 days.
6. Lease agreement to Council Airport Committee within 60 days.
  - a. Lease includes provisions for plans submittal within 90 days and construction within 180 days.
7. Lease agreement to City Council for consideration.

Staff is considering a non-refundable Airport Development Application Fee to be established to ensure the developer is serious about moving forward, as well as accounting for a portion of Airport Staff time involved with the process.

**OPTIONS**

1. Recommend to the City Council the establishment of a non-refundable Airport Development Application Fee of \$250 for parcels under 0.5 acres, \$500 for parcels greater than 0.5 acres but less than 1.0 acres, and \$1,000 for parcels greater than 1.0 acres. Fee would be applied to first month's rent.

2. Recommend to the City Council the establishment of a non-refundable Airport Development Application Fee of \$250 for parcels under 0.5 acres, \$500 for parcels greater than 0.5 acres but less than 1.0 acres, and \$1,000 for parcels greater than 1.0 acres.
3. Recommend an Airport Development Application Fee of other specified amount(s).
4. Take no action at this time.

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

None

**FISCAL INFORMATION**

The establishment of an Airport Development Application fee would assist in offsetting the costs associated with staff time associated with working with developers.

**STRATEGIC PLAN RELATIONSHIP**

The City of Denton's Strategic Plan is an action-oriented road map that will help the City achieve its vision. The foundation for the plan is the five long-term Key Focus Areas (KFA): Organizational Excellence; Public Infrastructure; Economic Development; Safe, Livable, and Family-Friendly Community; and Sustainability and Environmental Stewardship. While individual items may support multiple KFAs, this specific City Council agenda item contributes most directly to the following KFA and goal:

Related Key Focus Area: Economic Development  
Related Goal: 1.1 Manage financial resources in a responsible manner

**EXHIBITS**

1. Agenda Information Sheet
2. Airport Development Application
3. Airport Development Guide

Respectfully submitted:  
Scott T. Gray, C.M., C.A.E.  
Airport Manager