

**City Council Airport Committee
Tuesday, August 28, 2018
Approved Meeting Minutes**

After determining that a quorum is present, the Council Airport Committee of the Denton City Council convened in a Closed Meeting on Tuesday, August 28, 2018, at 10:00 a.m. in the City Hall, City Hall Conference Room at 215 E. McKinney St., Denton, Texas at which the following item will be considered:

PRESENT: Councilman John Ryan, Councilmen Don Duff

ABSENT: Mayor Chris Watts

STAFF PRESENT: Mario Canizares, Assistant City Attorney, Mark Nelson, Transportation Director; Trey Lansford, Deputy City Attorney; and Scott Gray, Airport Manager, Patty Keller, Recording Secretary.

OTHERS PRESENT: None

1. CLOSED MEETING

- A. CAC18-024** – Deliberate regarding Real Property - Under Texas Government Code 551.072; Consultation with Attorneys - Under Texas Government Code Section 551.071.

Discuss, deliberate, and receive information from staff and provide staff with direction pertaining to the existing and potential leases of certain City-owned Airport property, where the deliberation of same in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person or potential litigation. Consultation with the City's attorneys regarding legal issues associated with Airport leases where a public discussion of these legal matters would conflict with the duty of the City's attorneys to the City of Denton, the Denton City Council, and the Council Airport Committee under the Texas Rules of Disciplinary Conduct of the State Bar of Texas, or would jeopardize the City's legal position in negotiations or potential litigation.

Following the completion of the Closed Meeting, the Council Airport Committee convened in a Regular Meeting to consider the following items:

2. REGULAR MEETING

- A. CAC18-0121** - Consider approval of the Council Airport Committee of the Denton City Council Meeting Minutes of April 13, 2018, April 24, 2018, and May 22, 2018.

Councilman Duff made a motion to approve the minutes as presented. Councilman Ryan seconded the motion. The motion was approved unanimously with a vote of (2-0).

- B. CAC18-022** - Receive a report, hold a discussion and consider a recommendation to City Council to authorize the City Manager, or his designee, to execute on behalf of the City of Denton an acceptance of an offer from the Texas Department of Transportation (TxDOT) relating to a grant for the Routine Airport Maintenance Program (RAMP); authorizing the City Manager to expend funds provided for in the grant program; and declaring an effective date. Airport Advisory Board recommended approval (5-0).

Gray stated the City of Denton has entered into grant agreements with the TxDOT Aviation Division known as the Routine Airport Maintenance Program (RAMP), since 1996. The program includes “lower cost” airside and landside airport improvements. These items can be more than just maintenance and may be new or additional items of work. The RAMP Grant provides for a fifty percent (50%) state-funding match to the local government sponsor. The grant offers up to \$50,000 of available state assistance.

Mario Canizarez, Assistant City Manager, entered the meeting.

Councilman Duff made a motion to recommend to City Council to authorize the City Manager, or his designee, to execute on behalf of the City of Denton an acceptance of an offer from the Texas Department of Transportation (TxDOT) relating to a grant for the Routine Airport Maintenance Program (RAMP); authorizing the City Manager to expend funds provided for in the grant program; and declaring an effective date. Councilman Ryan seconded the motion. The motion was approved unanimously with a vote of (2-0).

C. CAC18-023 – Staff Report

Airport staff provided a brief update on various Airport projects and administrative items in order to keep the Council Airport Committee up-to-date on the status of each item.

Terminal Area Development Update

The City Council Work Session item regarding the Terminal Area Development was postponed on July 10, 2018, as a result of continued coordination with an existing tenant and a proposed developer. Since that time, Greenpoint Aerospace, a facility with the largest two hangar/office facility on the north side of the Terminal Apron, announced they were closing the Denton location and intend to sell their facility (will require Council approval of a lease assignment). Due to the significance of this action and the potential impacts to the future Terminal Area, staff is recommending the Work Session item continue to be delayed, until a proposed tenant is identified for the Greenpoint facility. In accordance with the recently completed Airport Appraisal, staff recommends that development sites be reserved for larger hangar developments to support large corporate aircraft.

Leasing and Development Policy Update

Airport staff continues to review industry related documents from other similar sized airports across the US to develop a Leasing and Development Policy. This new Policy will incorporate the existing and updated Development Guideline, along with detailed leasing procedures. It is anticipated that a draft document will be presented at the September 25, 2018, City Council meeting.

Operations Update

Airport operations (landing or takeoff) peaked at 165,052 in 2014, making Denton Enterprise Airport the busiest General Aviation Airport in the State of Texas and 7th busiest Airport in

the State of Texas. Operations dipped to 127,566 in 2017 and have begun to rebound through July 2018, with a projected 2018 calendar year ending at approximately 140,000.

Personnel Update

On June 4, 2018, two new staff members were added to the Airport team. Patty Keller, Administrative Assistant III, transferred from the Human Resources Department. Ms. Keller will provide general administrative support to Airport staff, as well as assisting in lease management. Jackson Spivak, Airport Operations Coordinator, was a new hire out of college with an Aviation Management degree and will provide focused efforts on airport safety and security inspections.

Quebec Hangar Restrooms

This project includes the addition of a restroom facility at the Quebec Hangars. The restroom is being added within a storage area at the end of an existing hangar unit. This project has been coordinated by the City's Facilities Division and has completed the Development Review and permitting process. Caliber Construction has been selected as the construction contractor and following the Water Department's installation of the water meter, will begin the 45-day construction period.

Sewer Line Extension Update

The Schweizer Road and Taxilane Papa Sewer Line Extension project (estimated at \$91,534) will provide the last major utility feed to the southernmost development parcels on the east side of the Airport. This project will permit development of an additional seven acres. The construction contract is targeted for City Council consideration at the September 18, 2018, meeting. Currently, one developer is preparing a submittal to Development Review for approximately 1.5 acres for the development of four, 70' x 70' corporate hangars. It is anticipated that this development will generate approximately \$22,750 in additional annual Airport revenue. The remaining five acres served by this sewer line project is anticipated to generate an additional \$81,000 in annual Airport revenue.

West Parallel Runway

Following the Environmental Assessment approval by FAA on June 27, 2018, TxDOT Aviation began the construction bidding process with the following timeline:

Advertise Project: 7/29 and 8/5

Pre-Bid Meeting: 8/16 @ 11:00 AM – DTO Conference Room

Bid Opening: 9/6 @ 2:00 PM – to TxDOT Aviation in Austin, TX

Construction is anticipated to begin in late October, with a preliminary construction schedule of approximately nine months.

Councilman Duff inquired about the expected impact this would have on airport traffic. Nelson responded that it would make it safer for the larger commercial traffic.

With no further business, the meeting was adjourned at 10:37 a.m.



JOHN RYAN
COMMITTEE CHAIRMAN
CITY OF DENTON, TEXAS



PATTY KELLER
RECORDING SECRETARY