

DRAFT

OFFICIAL ACTIONS OF THE ADDISON CITY COUNCIL

November 8, 2022

Addison Treehouse, 14681 Midway Rd., Addison, TX 75001
5:30 p.m. Executive Session & Work Session
7:30 Regular Meeting

Present: Mayor Joe Chow; Mayor Pro-Tempore Kathryn Wheeler; Deputy Mayor Pro-Tempore Lori Ward; Council Member Tom Braun; Council Member Darren Gardner; Council Member Guillermo Quintanilla; Council Member Eileen Resnik

Call Meeting to Order: Mayor Chow called the meeting to order at 5:30 PM.

Pledge of Allegiance: Mayor Chow led the Pledge of Allegiance.

EXECUTIVE SESSION

Closed (Executive) Session of the Addison City Council pursuant to:

- Section 551.074, Personnel Matters, Tex. Gov. Code, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee, pertaining to:
 - City Secretary's annual evaluation
 - Section 551.071 Consultations with Attorney, Tex. Gov. Code, Consultation with an attorney to seek advice of its attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551, Tex. Gov. Code, pertaining to:
 - Receive legal advice related to calling a special public meeting of the City Council to discuss Addison's housing policy.
 - Section 551.087 Deliberation Regarding Economic Development Deliberations, Texas Government Code, to discuss or deliberate regarding commercial or financial information that the City Council has received from a business prospect or business prospects that the City Council seeks to have locate, stay, or expand in or near the territory of the Town of Addison and with which the City Council is conducting economic development negotiations, and/or to deliberate the offer of a financial or other incentive to such business prospect or business prospects:
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- Discuss amending the Memorandum of Understanding (MOU) between Town of Addison, AMLI Residential and Stream Realty for the Transit Oriented Development Project.

Mayor Chow closed the Open Meeting at 5:33 PM.

Reconvene into Regular Session: In accordance with Texas Government Code, Chapter 551, the City Council will reconvene into Regular Session to consider action, if any, on matters discussed in Executive Session.

Mayor Chow reconvened the City Council into Regular Session at 8:43 PM. There was no action to be taken from Executive Session.

WORK SESSION

1. **Present and Discuss Lessons Learned from the U.S. Customs and Border Protection and Airport Administration Facility Construction Project.** *[Joel Jenkinson, Airport Director]*

In October 2019, work began on the U.S. Customs and Border Protection and Airport Administration Facility Construction project. The project was divided into two main components: airside (the Customs ramp and associated improvements to Taxilane Tango) and landside (the building and associated improvements including the driveway, parking lot, landscaping, and fencing). Work on the airside began in November 2020 and was substantially completed in April 2021. The second floor (Airport Administration offices) were substantially completed on April 30, 2021, and airport staff occupied the offices on Monday, May 3, 2021. The first floor (U.S. Customs and Border Protection space) was substantially completed as of October 15, 2021. However, Customs and Border Protection did not occupy and begin operations from the new facility until February 14, 2022. All punch list items were completed, and the construction contract was closed out in April 2022. A grand opening ceremony, attended by the Mayor and Council, was held on April 19, 2022.

Garver, LLC was retained to provide construction management services (under two separate contracts) for the airside and landside improvements. Near the end of the project, Council members requested that some "lessons learned" be prepared and presented to Council. Mitchell McAnally, P.E., of Garver (who was closely involved with this project) presented those lessons learned.

2. **Present and Discuss the Airport Quarterly Report for the Fiscal Year 2022 Fourth Quarter Ended September 30, 2022.** *[Joel Jenkinson, Airport Director]*

The purpose of this item is to provide an overview of key Airport performance measures for the fourth quarter of Fiscal Year 2022 (FY22), which ended on September 30, 2022. The report presents data on revenue, fuel flowage, and aircraft operations (take-offs and landings), including

international operations. The report also includes a snapshot of the Airport's real estate portfolio. Results for the full FY22 are also presented.

Highlights from the fourth quarter include:

- AQRD accepted the leased premises of the new ground lease at 4582 and 4584 Claire Chennault Drive, which triggered a \$635,000 payment to the airport for the residual value of the hangars.
- Sky Harbour completed demolition of the JetPort building.
- The runway and taxiway pavement rehabilitation and runway re-designation (change from Runway 15-33 to Runway 16-34) project was completed.
- Engineering and design work for the Taxiway Bravo extension project commenced.

Highlights from the full FY22 results include:

- Record total annual revenue of \$7,240,607.
- Record total annual fuel flowage volume of 9,551,605 gallons and fuel flowage fee revenue of \$1,357,351.
- Record total annual Customs clearances (international arrivals) of 646 aircraft.
- 122,498 total annual operations, including 50,566 instrument (IFR itinerant) operations, a record 41.3% of total operations.
- Seven ground lease reversions processed in FY22; at the beginning of the year, the airport had 37 active ground leases. Four new ground leases executed in FY22 brought the year-end total for active ground leases to 34.

FY22 was the best year the airport has ever had by multiple measures.

3. **Present and Discuss 2023 Board and Commission Appointments, Procedure, and Timeline.** *[Irma Parker, City Secretary]*

Historically, the City Council reviews the standing board and commission memberships in the last quarter of each calendar year. Staff presented the current membership and requested direction from Council on the appointment process to include the following:

Each Council Member appoints a member to each respective board in the year of her/his election or re-election. At the May 2022 General Election, Council Members Gardner and Resnik were elected, and Council Member Quintanilla was re-elected. Council Member Quintanilla had been assigned to make the Place 2 Appointment. Staff seeks direction to designate newly elected Council Members Gardner and Resnik to make the Place 1 and Place 3 appointments.

Applications for Board/Commission Appointments will be published online and in the Town of Addison weekly Newsletter beginning November 11, 2022 with an application deadline of November 30, 2022. Staff will notify members whose terms expire in 2022. In addition, staff will inquire if members whose term expires in 2022 wish to be re-appointed or do not wish to be re-appointed. Appointments are scheduled to be made at the December 13, 2022 Meeting.

Mayor Chow appointed Council Member Gardner to Place 1 previously held by Council

Member Willesen. Mayor Chow appointed Council Member Resnik to Place 3, previously held by Council Member Paul Walden.

Place #	Council Member	New Designation
1	Formerly Willesen	Gardner
2	Quintanilla	
3	Formerly Walden	Resnik
4	Braun	
5	Ward	
6	Chow	
7	Wheeler	

REGULAR MEETING

Announcements and Acknowledgments Regarding Town and Council Events and Activities Discussion of Meetings / Events

Public Comment: *The City Council invites citizens to address the City Council on any matter, including items on the agenda, except public hearings that are included on the agenda. Comments related to public hearings will be heard when the specific hearing starts. Citizen comments are limited to three (3) minutes, unless otherwise required by law. To address the Council, please fill out a City Council Appearance Card and submit it to a staff member prior to the Public Comment item on the agenda. The Council is not permitted to take any action or discuss any item not listed on the agenda. The Council may choose to place the item on a future agenda.*

City Secretary Parker advised there were no citizens requesting to address the City Council.

Consent Agenda: *All items listed under the Consent Agenda are considered routine by the City Council and will be enacted by one motion with no individual consideration. If individual consideration of an item is requested, it will be pulled from the Consent Agenda and discussed separately.*

4. **Consider Action on the Minutes from the October 24, 2022 Special City Council Meeting.**
 5. **Consider Action on the Minutes from the October 25, 2022 Special City Council Meeting.**
 6. **Consider Action on the Minutes from the October 25, 2022 City Council Meeting.**
 7. **Consider Action on a Resolution Authorizing the City Manager to Execute an Engagement Letter with the Law Firm of Wyatt Hamilton Findlay, PLLC and to Continue the Current Appointment of Whitt Wyatt as City Attorney for the Town of Addison.**
 8. **Consider Action on a Resolution Approving an Interlocal Agreement Between the**
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Town of Addison and Dallas County for the Household Hazardous Waste Program and Authorizing the City Manager to Execute the Agreement in an Amount Not to Exceed \$15,000.

9. **Consider Action on a Resolution Approving the Master Interlocal Agreement Between the Town of Addison and Dallas County for Road and Bridge Related Improvements and Maintenance for Designated Roadways Situated Within the Territorial Limits of Addison; and Authorizing the City Manager to Execute the Agreement.**
10. **Consider Action on a Resolution Approving the Purchase of a 2022 Ford F550 Pipe Hunter Truck for the Utilities Department and Ten Treadmills for the Addison Athletic Club; and Authorizing the City Manager to Execute the Purchase Agreements in an Amount Not to Exceed \$248,281.80.**
11. **Consider Action on a Resolution Approving an Agreement for Professional Services Between the Town of Addison and McKinstry Essention, LLC to Perform Professional Services for Phase I and Phase II Generator Assessment and Replacement Design for Fire Station 1 and Police Department Facility Generators and Authorizing the City Manager to Execute the Agreement in an Amount Not to Exceed \$99,070.**
12. **Consider Action on a Resolution Approving a First Amendment to the Memorandum of Understanding Between the Town of Addison and Co-Developers AMLI Residential and Stream Realty for the Addison Circle Area Transit Oriented Mixed-Use Development Project; Providing for an Updated Project Schedule and Due Diligence Deadline; and Authorizing the City Manager to Execute the First Amendment.**

Mayor Chow called for request to remove any Consent Agenda Items for separate discussion. There were no requests. Mayor called for a motion.

MOTION: Council Member Resnik moved to approve Consent Agenda Items 4 through 12 as presented. Mayor Pro-Tempore Wheeler seconded the motion. Motion carried unanimously.

Resolution No. R22-080: City Attorney Engagement Letter – Wyatt Hamilton Findlay, PLLC

Resolution No. R22-081: Dallas County ILA – Household Hazardous Waste Program

Resolution No. R22-082: Dallas County ILA- Road and Bridge Improvements/Maintenance

Resolution No. R22-083: Purchase Athletic Club 10 Treadmills; Utility Department 1 Pipe Hunter Truck

Resolution No. R22-084: McKinstry Essention, LLC Professional Services Generator Assessment/Replacement for Fire Station #1 and Police Department

Resolution No. R22-085: 1st Amendment MOU AMLI Residential & Stream Realty Transit Oriented Development

Regular Items

13. **Hold a Public Hearing, Present, Discuss, and Consider Action on an Ordinance Approving a Special Use Permit (SUP) for Property Located at 5100 Belt Line Road, Suite #430 that is Currently Zoned Planned Development (PD), Through Ordinance Nos. O12-002 and O20-08, to Allow a Restaurant with the Sale of Alcoholic Beverages for On-Premises Consumption. Case 1859-SUP/5100 Belt Line Road, Suite #430 (Hawkers).** *[Ken Schmidt, Director of Development Services]*

The subject property is located at 5100 Belt Line Road, Suite #430. The proposed restaurant would occupy a currently vacant space within Village on the Parkway (VOP), situated at the southeast corner of Belt Line Road and the Dallas North Tollway. The center is zoned Planned Development (PD), Ordinance No. O12-002, and as amended by Ordinance No. O20-08. Hawkerc is a full-service restaurant that specializes in Asian street food. It was founded in Orlando, Florida in 2011 by four friends with family roots in Malaysia, Hong Kong, and Vietnam. Hawkerc has thirteen locations, primarily located in Florida, Georgia, and North Carolina. The Addison restaurant would be their second Texas location, following the opening of the Deep Ellum restaurant in November 2021. The proposed operating hours for the Addison location are 11:00 am – 10:00 pm, Sunday through Thursday and 11:00 am – 11:00 pm Friday through Sunday.

The restaurant would occupy an existing 5,215 square foot tenant space (Suite 430) in Block 400 at VOP. The restaurant proposes to include interior and patio seating. Hawkerc would also offer alcohol sales for on-premises consumption. The PD Ordinance allows restaurants and the sale of alcoholic beverages for on-premises consumption through the approval of an SUP. The proposed use complies with the ordinance.

Hawkerc proposes an interior finish-out of the suite, an exterior remodel, and a 1,420 square foot dining patio addition. The proposed restaurant will provide seating for 267 individuals (162 indoor seats and 105 patio seats). The interior floor plan is comprised of kitchen and service areas, a bar, and table, booth, and bar seating in the dining areas.

PD, Ordinance No. O20-08, established a parking ratio of 1 space for each 225 square feet for all uses (except theaters) within VOP. The parking requirements for a theater is 1 space for each 3 seats. The current conditions require 2,052 spaces on site. The center currently provides 2,262 parking spaces (1,640 surface spaces and 622 garage spaces). The restaurant is proposing to remove one parking space to accommodate a new landscape island along the south building façade. The reduction of one space, resulting in 2,261 spaces on site, will still be in compliance with the minimum number of parking spaces required.

The restaurant proposes an extensive remodel to the south and west facades as reflected in the façade plans and renderings. The entry way and windows will be updated to deliver a more sleek and modern design. A steel canopy will be added over the proposed dining patio areas and an outdoor bar will be provided on the west facade. The outdoor patio will be contained within a 4-foot-tall masonry block wall with decorative openings. Façade materials will include masonry, tile, and stucco. The color scheme (teal, yellow, and orange) is representative of the bright colors that may be found at a traditional Asian street market.

To accommodate a patio expansion on the south and west side of the building, the applicant proposed to remove two 14 caliper inch cedar elms, resulting in a total of 28 caliper inches removed. While tree removal is not encouraged, Town staff understands the importance of activating the building frontage with outdoor space. The applicant proposes to convert one existing parking space south of the restaurant into a parking island to accommodate an 8-caliper inch cedar elm. Town staff worked with the applicant to mitigate the removed trees, however, there were many site constraints including overhead power lines, lack of irrigation, and existing vegetation that prevented full mitigation. The remaining 20 caliper inches is proposed to be mitigated via payment into the tree preservation fund at a rate of \$192 per caliper inch, for a total amount of \$3,840. These funds will be used for replacement trees in the surrounding area.

The Planning and Zoning Commission, meeting in regular session on October 18, 2022, voted to recommend approval of an ordinance changing the zoning on property located at 5100 Belt Line Road, Suite #430, which property is currently zoned Planned Development (PD), Ordinance Nos. O12-002 and O20-08, by approving a Special Use Permit (SUP) to allow the suite to be used as a restaurant with the sale of alcoholic beverages for on-premises consumption, subject to the following condition: The applicant shall not use any terms or graphic depictions that relate to alcoholic beverages in any exterior signage.

Public Hearing: There were no requests to address the Council. Dominic DeVuyst, Hawkers Senior Director of Project Development, addressed Council via ZOOM.

MOTION: Council Member Resnik moved to approve with conditions as recommended. Deputy Mayor Pro-Tempore Ward seconded the motion. Motion carried unanimously.

14. **Hold a Public Hearing, Present, Discuss, and Consider Action on an Ordinance Amending Planned Development (PD) District Ordinance No. 016-003 for a 0.552 Acre Segment of a Property Located East of the Intersection of Runyon Road and Magnolia Street, in Order to Modify Use Regulations by Allowing Offsite Parking Lot (Restricted to Use by 14951 Midway Road – Nate’s Seafood & Steakhouse) as a Permitted Use. Case 1862-Z/18 Runyon Road.** [*Ken Schmidt, Director of Development Services*]
15. **Hold a Public Hearing, Present, Discuss, and Consider Action on an Ordinance Amending the Development Plans for Planned Development (PD) District Ordinance No. 446 for a 0.945 Acre Property Located at 14951 Midway Road, to Account for Site Modifications Resulting from the Acquisition of Right-of-Way for the Midway Road Reconstruction Project. Case 1863-Z/14951 Midway Road (Nate’s Seafood & Steakhouse).** [*Ken Schmidt, Director of Development Services; Shannon Hicks, Director of Public Works & Engineering*]

Agenda Item #14 and #15 were discussed together. The subject properties are located at 14951 Midway Road and 18 Runyon Road, near the intersection of Midway Road and Beltway Drive. The 0.945-acre property at 14951 Midway Road is zoned Planned Development (PD), Ordinance 446, with a Special Use Permit (SUP), Ordinance No. 447, to allow a restaurant with the sale of alcohol for on-premises consumption. The site was originally developed as Pelican’s Restaurant in 1979 and later converted to Nate’s Seafood & Steakhouse in 1988. The Town-owned parcel at 18 Runyon Road is zoned Planned Development (PD), Ordinance No. 016-003. The parcel has

an existing surface parking lot, a screening wall, and landscape area that previously served Sam's Club. The 1.24-acre parcel was dedicated to the town with the Addison Grove redevelopment in 2016. In February 2020, City Council authorized the use of eminent domain for the acquisition of property and easements for the reconstruction of Midway Road from Spring Valley Road to Keller Springs Road (Resolution No. R20-021). The property at 14951 Midway Road, which is currently occupied by Nate's Seafood & Steakhouse, was affected by the acquisition. Approximately 10 feet along the Midway Road frontage (3,021 square feet) of the property is to be acquired for right-of-way. As a component of the acquisition agreement, the town has proposed to convey a 0.55-acre portion of the 1.24-acre tract to Piedmont Midway Partners, the property owner of 14951 Midway Road, to provide 2 additional parking for Nate's. The remaining 0.69-acres of the 1.24-acre tract will be retained by the Town. As a component of this proposed agreement, Town staff has initiated this rezoning request for 14951 Midway Road and a portion of the Town's property at 18 Runyon Road to allow off-site parking (restricted to use by 14951 Midway Road) as a permitted use. The requests will also include updated development plans for Nate's to account for modifications to the existing sidewalk along the east side of the building, site drive aisles, and parking spaces. In addition to the modifications along the Midway frontage, the restaurant will also bring the site further into compliance with ADA Accessibility Standards with the addition of two accessible spaces, resulting in a total of four on site.

With this request, Nate's proposes to shift the disturbed parking spaces along Midway Road to the west approximately 4.5 feet. This will be achieved by removing an existing 4.5-foot-wide sidewalk along the east building façade. The sidewalk will be replaced with asphalt to serve as a drive aisle. The proposed parking spaces will be located 1.5 feet from the new property line. The site will also be brought into further compliance with ADA Accessibility Standards. The existing accessible spaces will be modified to ensure property access. Two additional spaces will be added immediately south of the building entrance, across the drive aisle. A minimum of four accessible spaces are required on site, which has been met. To allow Nate's to utilize the adjacent parking area, this request will allow a surface parking lot for off-site parking (restricted to use by 14951 Midway Road) as a permitted use. A portion of the land to be conveyed to Nate's is a paved area that is already striped and utilized for parking. At this time, there are no substantial changes to these existing conditions planned. The proposed minor modifications include restriping this parking area and the creation of a vehicle connection between this property and the Nate's property, to provide access to Nate's customers. Removable bollards or emergency access compliant gates or chains will be installed along the northern property line of the conveyed land to restrict cut-through access from Belt Line Road to Midway Road, through the Snuffer's/La Ventana property, and the Addison Grove neighborhood.

Planned Development, Ordinance No. 446, provides a parking ratio of 1 space for each 100 square feet of floor area for restaurants. When applied to Nate's, this ratio would require 49 spaces on site. As proposed, Nate's would provide 65 spaces on site. The proposed 23 off-site parking spaces would result in a total of 88 parking spaces (65 on-site & 23 off-site) to serve Nate's. Off-site parking and surface parking as a primary use are not permitted within PD Ordinance No. 016-003. This request would allow the existing parking area to be utilized as off-site parking for Nate's Seafood & Steakhouse as the primary land use.

No modifications are proposed to the existing façades on the subject properties. With this

request, no additional impervious surface is proposed on the Nate's property. At the access drive from Midway Road, landscaped islands are proposed to be added. Excluding the modifications due to the right-of-way dedication, the site will generally be in compliance with the approved site conditions from SUP Ordinance No. 447. 3 To allow for access from the existing Nate's parking lot to the conveyed land for offsite parking, a portion of an existing landscape island will be removed and replaced with an asphalt drive. This would remove approximately 130 square feet of pervious area from the conveyed land. No additional impervious surface or landscape improvements are proposed.

The Planning and Zoning Commission, meeting in regular session on October 18, 2022, voted to recommend approval of an ordinance amending Planned Development (PD), Ordinance No. 016-003, for a 0.552-acre segment of land located at 18 Runyon Road, in order to modify use regulations to allow an offsite parking lot as a permitted use, subject to the following conditions:

- No vehicular connections may be permitted to Belt Line Road, Runyon Road, or Beltway Drive from the proposed offsite parking lot.
- The proposed offsite parking use shall only be used to support parking generated by uses occupying 14951 Midway Road.
- Future expansion of the off-site parking lot will require approval of Development Plans that must comply with all applicable Town codes and ordinances. Any expanded parking area must be screened from public view from Runyon Road and Beltway Drive through application of the following conditions noted on the proposed amended Development Plan for 18 Runyon Road:
 - If the parking area on the proposed lot 18X-2, Block F were to expand in the future, the property owner (not the Town) would be responsible for:
 - Establishing a landscape planting strip (min. 3' width) at the common boundary with Runyon Rd / Magnolia St, where a similarly situated planting area does not already exist. This planting strip would be maintained by the Town of Addison.
 - Immediately adjacent to this planting strip and at the common boundary of the proposed Lots 18X-1 and 18X-2, Block F, the property owner (not the Town) would be responsible for installation and permanent maintenance of an 8' tall masonry screening wall that is compatible in character with the homes on the adjacent block face in the Addison Grove neighborhood.

Public Hearing: There were no requests to address the Council.

MOTION: Deputy Mayor Pro-Tempore Ward moved to approve Items #14 and #15 as presented. Council Member Braun seconded the motion. Motion carried unanimously.

16. **Present, Discuss, and Consider Action on a Resolution Approving an Agreement with Garver, LLC for Professional Engineering Services for the Reconstruction of Jimmy Doolittle Drive and Authorizing the City Manager to Execute the Agreement in an Amount Not to Exceed \$137,000.** *[Joel Jenkinson, Airport Director]*

The purpose of this item is to request the award of a contract for professional engineering

services, including design, surveying, and bidding services for the reconstruction of Jimmy Doolittle Drive.

Jimmy Doolittle Drive provides access to the Airport Administration and U.S. Customs and Border Protection (CBP) facility, along with access to several other airport tenant facilities. The street is asphalt and in a failed condition, requiring reconstruction. Jimmy Doolittle Drive is an airport access street that does not meet current standards and is not a dedicated city street. Reconstruction will include widening to meet current standards, improvement of storm drainage, and construction of sidewalks, curbs, and gutters.

Garver, LLC was recently selected as the airport's engineer of record for federally funded projects through a competitive process. The airport also has an on-call engineering services agreement in place with Garver; under the Fiscal Year 2022 on-call agreement, Garver performed limited preliminary design work for the proposed improvements of Jimmy Doolittle Drive. They are both familiar with the project and have demonstrated capability to perform the work.

MOTION: Mayor Pro-Tempore Wheeler moved to approve as presented. Council Member Quintanilla seconded the motion. Motion carried unanimously.

17. **Present, Discuss, and Consider Action on a Resolution Approving an Agreement with Garver, LLC for Professional Engineering Services for the Fuel Farm Expansion Project and Authorizing the City Manager to Execute the Agreement in an Amount Not to Exceed \$198,800.** *[Joel Jenkinson, Airport Director]*

The purpose of this item is to request award of a professional engineering services agreement to Garver, LLC to conduct a preliminary engineering review (PER) and present design options and opinions of probable cost for an expansion of the airport's bulk fuel storage facility.

The airport's current bulk fuel storage facility was constructed in 2004-05 and opened in 2007. It has a total fuel storage capacity of 315,000 gallons: 230,000 gallons of Jet-A storage capacity; 60,000 gallons of AvGas storage capacity; 15,000 gallons of diesel storage capacity; and 10,000 gallons of automobile fuel storage capacity. All storage tanks are currently leased and occupied. However, the two-compartment diesel and automobile fuel tank are underutilized. Since the new fuel farm opened (FY08 through FY21) the airport has averaged just over 6.3 million gallons in annual fuel flowage volume. The FY21 total of 7,489,760 gallons was the highest volume in that 14-year span. In FY22, fuel flowage volume totaled 9,551,605 gallons, a year-over-year increase of 27.5%. Given the opening of Galaxy Fixed Base Operator (FBO), the addition of multiple new large hangars at the airport, and an increase in the number and size of jets being based at Addison Airport, airport staff expects higher fuel volumes (greater than 9,000,000 gallons annually) to be sustained for the foreseeable future.

Early in FY22 airport staff noted the large increase in fuel volumes and reached out to all three FBOs to inquire about the adequacy of the current fuel storage capacity and assess whether there was any interest in adding fuel storage capacity. All three FBOs expressed keen interest in expanding fuel storage capacity, in particular Jet-A storage capacity. Airport staff then began

work on evaluating expansion options and proposed a decision package in the FY23 budget (which was approved) to expend funds on engineering and design work to evaluate options for expanding the fuel farm and to produce reasonable construction cost estimates to bring back to Council for consideration in the FY24 budget.

Two additional scope items are also included in this proposal. First is the inclusion of automobile gasoline (MoGas) and diesel tanks to serve the Town's fleet fueling needs, replacing the underground tanks at Fire Station #1. General Services staff has communicated with Airport staff regarding the need to remove and replace the underground tanks at Fire Station #1. Including new tanks in the fuel farm expansion to serve Town fleet vehicles would likely be more cost-effective than installing a new stand-alone facility at Fire Station #1. This option would have the further advantage of consolidating fuel storage at the airport's fuel farm.

The second additional scope item is an evaluation of a self-service fueling installation on the west side of the airport, which would be constructed in conjunction with the Taxiway Bravo extension. All three FBOs are located on the east side of the airport and west side tenants have raised concerns over the difficulty of getting fuel to aircraft on the west side. Airport staff anticipates an increase in activity on the west side as Taxiway Bravo is extended and the east side of the airport is fully built out, leaving the west side as the primary location for any remaining expansion options. Providing fuel (in the form of a self-service facility for both AvGas and Jet-A) may facilitate and encourage new developments on the west side of the airport.

Funding for this work was approved in a decision package as part of the FY23 budget. Upon completion of the work contemplated in this agreement, the next step would be to proceed to detailed design and production of bid documents to support construction of the expansion in FY24, if approved by Council.

MOTION: Council Member Gardner moved to approve as submitted. Mayor Pro-Tempore Wheeler seconded the motion. Motion carried unanimously.

18. **Present and Discuss the Finance Department Quarterly Financial Report of the Town of Addison for the Fiscal Year 2022 Fourth Quarter Ended September 30, 2022.** *[Steven Glickman, Chief Financial Officer]*

The Town's financial policies require the publication of a financial report 60 days subsequent to the end of each fiscal quarter. This report covers the financial performance through the fourth quarter for Fiscal Year 2022 (July 1, 2022 - September 30, 2022). Key highlights for the fourth quarter include:

- General Fund revenue totaled \$43.98 million, which is 105.3 percent of the fiscal year budget.
- General Fund expenditures totaled \$40.26 million, which is 96.4 percent of the fiscal year budget.
- Sales tax collections totaled \$16.00 million, which is 108.7 percent of the fiscal year budget.
- The Hotel Fund had revenue of \$7.25 million, an increase of \$2.97 million from this time a year ago, and expenditures of \$5.49 million.

- Performing Arts expenditures are at 100% percent due to the full payment of the WaterTower Theatre grant.
- Special Events revenues totaled 71.3 percent, and expenses totaled 82.4 percent of the fiscal year budget.
- Airport Fund operating revenue totaled \$7.54 million or 106.7 percent, and operating expenditures totaled \$4.84 million, or 93.0%.
- Utility Fund operating revenue totaled \$15.68 million or 105.6 percent, and operating expenditures totaled \$14.19 million, or 94.1%.
- Stormwater Fund revenue and expenditures are in line with historical averages.

The Quarterly Investment Report for Quarter 4 of Fiscal Year 2022 is also being provided for informational purposes.

**Investment Report Summary
For Quarter Ending September 30, 2022**

Date	Book Value	Market Value	Interest Revenue	Weighted Average Yield-to-Maturity
9/30/2022	\$132,941,026	\$126,674,715	\$376,455	1.69%
6/30/2022	\$123,018,311	\$118,487,396	\$261,269	1.11%
Change	\$9,922,715	\$8,187,319	\$115,186	0.58%
% Change	8.07%	6.91%	44.09%	52.26%

This report has been prepared in accordance with state law and the Town's Financial Policies.

Adjourn Meeting

There being no further business to come before the City Council, Mayor Chow adjourned the meeting at 10:46 PM.

TOWN OF ADDISON, TEXAS

Joe Chow, Mayor

ATTEST:

Irma G. Parker, City Secretary