

**NORTH TEXAS REGIONAL AIRPORT  
ZONING COMMISSION MEETING  
APRIL 8, 2009**

**MEMBERS' PRESENT:**

Phil Roether, Chairman  
Randy Hensarling  
Lee Olmstead

**MEMBERS' ABSENT:**

**OTHERS' PRESENT:**

Mike Shahan, Airport Director  
Tom Akins, City of Denison  
Denise Smith, City of Pottsboro  
Van Price, Assistant District Attorney  
Mary Shankles, Pottsboro Press  
Rick Springer, KXII TV

Bart Lawrence  
Scott Shadden, City of Sherman  
Kathy Williams, Herald Democrat  
Wm. B. (Ben) Munson, Esquire  
Rashi Vats, KXII TV

**I.**

**Call to Order.**

Mr. Roether called the meeting to order at 1:30p.m.

**II.**

**Approval of Minutes of the February 11, 2009, Zoning Commission Meeting.**

Mr. Roether asked if the members had looked over the minutes of the previous meeting and if there were any changes to be made. Mr. Hensarling made the motion to approve the minutes as typed. Mr. Roether seconded the motion. All members voted aye.

**II.**

**Consider approval of the Request for Proposals received for zoning around the North Texas Regional Airport and choose firms to begin interviewing.**

Mr. Roether stated that the RFP's were to assist the Commission to determine the best land use on and around the Airport. He updated those in attendance that encroachment was found to be a major issue when the Business Plan was done several years ago. He stated that the Zoning Commission was formed in response to this. He stated that four proposals had been received and would be evaluated by the Evaluation Team. He stated that there would be a discussion of each candidate and points for each proposal would be added up. He stated that the top two firms would be interviewed and would make a formal recommendation on which company to enter into formal negotiations with to help with the land use study.

At this time, Mr. Roether stated he would like to get the impression of each candidate. Mr. Shahan began by stating that he had rated the companies in the following order: 1. Coffman Associates, 2. Kimley-Horn & Associates, 3. Clarion Associates, and 4. Metropolitan Infrastructures disqualified because he felt they did not respond to the RFP.

At this time, Mr. Price explained the scoring criteria that were used to rank each firm. He then stated that the people selecting the firms included the Zoning Commission, one representative from

Sherman, Denison and Pottsboro, and the RMA Director. Mr. Price also explained the ranking of each firm and how interviews would be handled.

Mr. Roether then asked each person to introduce himself or herself.

Once introductions were made, Mr. Shadden stated that he felt that this document should be easy to read and be one that the public could make sense of. He stated that Kimley-Horn & Associates and Coffman Associates were both outstanding and neck in neck in the rankings. He stated that Clarion Associates and Metropolitan Infrastructure were not quite as well delivered in their documents and their presentation.

Mr. Hensarling rated them as follows: 1. Coffman Associates (83 points), 2. Kimley-Horn & Associates (75 points), 3. Clarion Associates (72 points) and 4. Metropolitan Infrastructure (50 points).

Mr. Roether advised that he ranked the firms as: 1. Coffman Associates, 2. Kimley-Horn & Associates, 3. Clarion Associates, and 4. Metropolitan Infrastructure.

Mr. Olmstead stated that he ranked the firms in the following order: 1. Coffman Associates, 2. Clarion Associates, 3. Kimley-Horn & Associates, and 4. Metropolitan Infrastructure.

Ms. Smith stated she ranked them as follows: 1. Kimley-Horn & Associates, 2. Coffman Associates, 3. Clarion Associates, and 4. Metropolitan Infrastructure.

Mr. Akins stated his rankings were: 1. Coffman Associates, 2. Clarion Associates, 3. Kimley-Horn & Associates, and 4. Metropolitan Infrastructure.

Mr. Roether asked if anyone in the audience had any knowledge of any of these companies and would like to make any inputs. There was no response to this question.

Mr. Price asked if Coffman Associates had done business with the Airport and Mr. Shahan stated that they did the Airport Master Plan. He asked about the impression of them. Mr. Shahan stated that the experience with Coffman was very positive. Mr. Price then asked if Kimley-Horn had done any work for the airport. Mr. Shahan stated they had not, but that they are working with the MPO on the FM 691 corridor project. Mr. Price asked if Clarion had done business with the Airport and Mr. Shahan stated that they had not. Mr. Roether requested that the scores be totaled. Mr. Roether stated that it was the intent to invite two firms for interviews. However, he stated that three could be interviewed if needed.

Mr. Olmstead asked if there was a budget for this project. Mr. Price stated that funding was up to Commissioners Court. Mr. Akins asked if there was a target date as to when the zoning plan is to be finished. Mr. Roether advised that the Court has not given a date to have the project completed. He said that the Commission had set an internal goal to be done by the first of the year, although he stated that this was not likely to happen. There was some discussion on the term limits of the zoning commission. Mr. Roether stated that it would probably take nine to twelve months and have the public input that is wanted. Mr. Olmstead asked Mr. Munson about creating an overlay district without having to hire a firm to do this. Mr. Munson stated that the complexities seem to make it worthwhile to see if some outside expertise could be cost-effectively obtained. He further stated that if some legwork is not done from the outside, this could be time-consuming for the Commission and plus the experience that the outside firm would bring to the project. Mr. Roether stated that the expectation of this work was between \$80,000 and \$120,000, but he stated that there was no way of knowing where the cost would come in.

Mr. Price stated that Mr. Shahan had actually gotten some examples from other airports and it was his hope that those could be used by the consultant groups in order to decrease the cost. He stated that an enforceable document was needed.

Mr. Olmstead then asked about the land to be zoned. Mr. Price stated that they were looking three miles east and west and five miles north and south. Mr. Olmstead stated that going all directions except west, you would run into cities that already have zoning in place. He then asked how you would make county zoning supersede city zoning. Mr. Akins stated that the area in questions was currently not incorporated and could not be zoned. He stated that the most interesting part of this exercise was going to be having a plan and how do you implement it and make the policy enforceable. Mr. Roether stated that it was the intent to have the zoning jointly owned by the cities and therefore what is established will be jointly owned. Mr. Shahan stated that the Airport has height zoning to the north. He stated that height zoning needs to be included to the south. Mr. Shahan stated the State has given Counties the right to zone around airports. Mr. Olmstead asked about noise abatement issues. Mr. Shahan stated that there were none at this time and proper zoning would help in keeping noise abatement issues limited. Mr. Shahan stated that zoning requirement, especially close to the Airport, would get tighter closer you get to the Airport.

Mr. Roether asked if the results were ready. Mr. Roether asked how many on the Evaluation Team rated Coffman Associates first. Five people raised their hands. Mr. Roether then asked how many rated Kimley-Horn & Associates first and two people raised their hands. He then asked how many people rated Coffman Associates second and two people raised their hands. Mr. Roether then asked how many people rated Kimley-Horn & Associates second and three people raised their hands. He then asked how many rated Clarion Associates second and two people raised their hands. Mr. Shahan advised that Coffman Associates had 592 points, Kimley-Horn & Associates had 555 points, Clarion Associates had 512 and Metropolitan Infrastructure had 331 points. Mr. Roether then asked if the committee wanted to invite two firms to interview, or since it was close to invite three. Mr. Shahan made the recommendation to invite two due the cost to the consulting firm. Mr. Shadden recommended inviting two firms. Mr. Hensarling recommended only inviting two, as did Mr. Olmstead, Ms. Smith and Mr. Akins. It was decided at this time to invite Kimley-Horn & Associates and Coffman Associates to interview during the week of April 20 through 24. Mr. Shahan asked about setting a specific date and Mr. Roether stated that April 22 at 11:00a.m. for one firm and the other at 1:30p.m. on that day. Mr. Akins advised that he thought each firm should have more than one hour. Mr. Roether stated that the Commission would have lunch delivered so should the presentation run over the one-hour time limit that could be accommodated. Ms. Smith stated that she thought that each firm could be asked how long their presentation usually lasted and time could be set accordingly. Mr. Shahan stated that they would go forever, so it was agreed to have a one-hour time limit. Mr. Roether asked each member to go back over the proposals and find questions as a result of reading them. It was agreed that each of the firms would have thirty minutes for a presentation and thirty minutes for questions by the Commission.

Mr. Price asked about picking a third firm and Mr. Roether stated that it would be Clarion Associates. Mr. Price stated that the Commission could still invite Clarion for an interview after the 22<sup>nd</sup>.

Mr. Roether asked if anyone else had anything to bring before the Commission. Mr. Shahan stated that he had been asked by one city how long their representative will be involved in the process. Mr. Roether stated that for the selection process would have them being utilized through the final candidates. He stated that as far as the zoning process he felt the cities needed to be deeply involved, along with the citizens and landowners. Mr. Shahan stated that he would suggest that the cities representative be added to the zoning commission. Mr. Roether stated that Commissioners Court would have to decide that.

Mr. Olmstead made the motion to send a request to Kimley-Horn & Associates and Coffman Associates to be here on April 22 for oral discussion of their proposal. Mr. Hensarling seconded the motion. Mr. Price advised that the Committee would reevaluate each firm after the interview process using the same criteria. Mr. Hensarling asked about pricing and Mr. Price stated that could only be negotiated after the selecting one firm. All members voted aye.

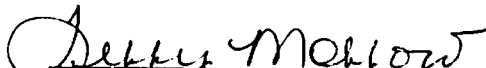
**IV.**  
**Adjourn.**

There being no other business, Mr. Olmstead made the motion to adjourn. Mr. Hensarling seconded the motion. All members voted aye. The meeting was adjourned at 2:20p.m.

**V.**  
**Next Meeting.**

The next meeting is scheduled for April 22, 2009, at 11:00a.m. in the meeting room of the Greater Texoma Utility Authority, 5100 Airport Drive, Denison, Texas 75020.

  
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Phil Roether, Chairman

  
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Terry Morrow, Administrative Asst.