

# Mayor and Council Communication

**DATE:** 03/25/25

**M&C FILE NUMBER:** M&C 25-0264

**LOG NAME:** 55FTW ADMIN BLDG LEASE AMERICAN LUMBER SUITE 200

**SUBJECT**

(CD 2) Authorize Execution of a Three-Year Administration Building Office Lease Agreement with the American Trade Group, Inc DBA American Lumber for Suite 200 at Fort Worth Meacham International Airport

---

**RECOMMENDATION:**

It is recommended that the City Council authorize execution of a three-year administration building office lease agreement with The American Trade Group, Inc. DBA American Lumber for Suite 200 located at Fort Worth Meacham International Airport.

---

**DISCUSSION:**

The purpose of this Mayor and Council Communication (M&C) is to recommend City Council authorize execution of a three-year administration building lease with The American Trade Group, Inc. DBA American Lumber (American Lumber) for Suite 200 in the Meacham Administration Building located at Fort Worth Meacham International Airport.

On or about April 24, 2020, Lessor and American Lumber entered into City Secretary Contract (CSC) 53840 through M&C 20-0261 to lease approximately 2,005.68 square feet of second level office space known as Suite 200 in the Meacham Administration Building located at Fort Worth Meacham International Airport. CSC 53840 commenced on April 24, 2020 and expired on April 23, 2023 with two options to renew for one year each. American Lumber exercised the first and second option to renew through CSC 53840 R-1 and CSC 53840 R-2, the last of which expires at 11:59 PM on April 23, 2025. Per the initial lease agreement, American Lumber completed its obligation to finish-out Suite 200.

American Lumber has requested a new three (3) year lease agreement (Lease) for Suite 200. The initial term of the new Lease shall commence on April 24, 2025 (Effective Date) and expire at 11:59 PM on April 23, 2028, three (3) years following the effective date. The Lease will include two (2) options to renew this Lease for an additional successive term of one year each, for a total of 5 years.

The annual revenue generated from the Lease shall amount to \$35,099.40, payable monthly in installments of \$2,924.95. Commencing on October 1, 2025, and annually thereafter during the continuance of this Lease, American Lumber's rental rate shall be subject to adjustment to conform with the published rates for the Premises in the Lessor's Schedule of Rates and Charges applicable at the time.

American Lumber has agreed Suite 200 is finished-out and any construction or adjustments to the unit will be at its sole cost with no build-out or tenant allowance provided by the City of Fort Worth nor the Aviation Department in a manner consistent with Aviation Department policy.

Fort Worth Meacham International Airport is located in COUNCIL DISTRICT 2.

---

**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that upon approval of the above recommendation and execution of the lease, funds will be deposited into the Municipal Airport Fund. The Aviation Department (and Financial Management Services) is responsible for the collection and deposit of funds due to the City.

**Submitted for City Manager's Office by:** Valerie Washington 6199

**Originating Business Unit Head:** Roger Venables 5402

**Additional Information Contact:** Ricardo Barcelo 5403