

City of Fort Worth, Texas

Mayor and Council Communication

DATE: 09/16/25 **M&C FILE NUMBER:** M&C 25-0888

LOG NAME: 55FTW BISDORFPALMER ADMIN BLDG OFFICE LEASE, STE 310

SUBJECT

(CD 2) Authorize Execution of an Administration Building Office Lease Agreement with BisdorfPalmer, LLC for Suite 310 at Fort Worth Meacham International Airport

RECOMMENDATION:

It is recommended that the City Council authorize execution of a one-year administration building office lease agreement with BisdorfPalmer, LLC for Suite 310 located at Fort Worth Meacham International Airport.

DISCUSSION:

The purpose of this Mayor and Council Communication (M&C) is to authorize execution of a one-year administration building office lease agreement with BisdorfPalmer, LLC.

On July 24, 2025, staff received a request from BisdorfPalmer, LLC (BisdorfPalmer) to enter into a new lease for approximately 1,885.50 square feet of third level office space known as Suite 310 at the Meacham Administration Building located at the Fort Worth Meacham International Airport.

BisdorfPalmer has agreed to execute a new one-year lease agreement for Suite 310, consisting of approximately 1,885.50 square feet of third level office space at a rate of \$18.50 per square foot (Lease). The initial term of this Lease shall commence on October 1, 2025 (Effective Date) and expire at 11:59 PM on September 30, 2026, one (1) year following the effective date. The Lease will include four (4) one-year options to renew for a total of an additional four (4) years, bringing the total Lease Term to five (5) years. Total revenue received from the Lease will be in the amount of \$34,881.72 per year, payable in monthly installments of \$2,906.81. On October 1, 2025, and on October 1st of each year thereafter in which this Lease is still in effect, BisdorfPalmer's rental rate shall be adjusted to comply with the rates prescribed for the Premises by Lessor's Schedule of Rates and Charges in effect at the respective time.

BisdorfPalmer has agreed Suite 310 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 contract, 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

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