



**Airport Commission Regular Meeting
Charlotte-Monroe Executive Airport
Monroe City Hall – Conference Room
5:00 pm – October 11, 2021**

MEETING AGENDA

- | | |
|---|-----------------|
| 1. Call to Order and Welcome Guests | Keziah |
| 2. Minutes for Approval
<i>ACTION REQUESTED: Approval of August 9, 2021 Regular Meeting Minutes</i> | Keziah |
| 3. Department Report <ul style="list-style-type: none">a) Operationsb) Financialc) Projects/Grant Status | Cevallos |
| 4. Airport Layout Plan Update Presentation | Cevallos |
| 5. Adjourn | Keziah |
-

**Next Meeting:
TBD**



**Monroe Airport Commission Regular Meeting
City Hall Conference Room
5:00 pm – August 9, 2021**

Chair: Mr. Lynn Keziah

Vice Chair: Mr. Ken Haigler

Attending Members: Mr. Don Edwards, Mr. Bob Smith, Mr. Gary Wilfong, Ms. Hayden Desio-Munn, Mr. John Wiggins, Mr. Patrick Furr

Staff in Attendance: Mr. Peter Cevallos, Mrs. Carmen Crump, Mr. Brian Borne, Mr. Mujeeb Shah-Khan

Engineer of Record Attendee: Mr. Pat Turney

Guest: Mrs. Lisa Strickland,
City of Monroe Finance Director

1. Call to Order and Welcome Guests

Chairman Lynn Keziah called the meeting to order at 5:00 pm on August 9, 2021, welcoming the Commissioners and Staff in attendance.

2. Minutes for Approval

Approval of the minutes for the May 10, 2021 meeting was requested.

Motion: Mr. Don Edwards moved to approve the minutes of the May 10, 2021 meeting.

Second: Mr. Bob Smith

Action: The motion to approve the minutes passed unanimously with the following votes:

AYES: Mr. Don Edwards, Mr. Bob Smith, Mr. Gary Wilfong, Mr. Ken Haigler, Ms. Hayden Desio-Munn, Mr. John Wiggins, Mr. Patrick Furr

NAYS: None

3. **Department Reports**

Presenter:

Mr. Peter Cevallos

a.) Operations

Summary:

Mr. Cevallos briefed the following for monthly operations: three active Notice-to-Airmen (NOTAMs), all “FDC” NOTAMs for adjustments being made to the Airport’s instrument approaches because of tree obstructions. A new item that has been added to this report is the inclusion of aircraft operation count. The reported information is being drawn from the same equipment recently installed at the Airport and briefed at the May Commission meeting. The company called 1200.aero provides information from an ADS-B receiver installed on the airport; the data is compiled into a form that an airport can utilize for record and analysis. For the month of July, aircraft operations totaled 2,542 take-offs and 2,550 landings, with 299 arrivals and 291 departures. For the last quarter of FY21 (April through June), there were a total 14,934 aircraft operations with 7,297 take-offs and 7,637 landings, with 941 arrivals and 842 departures. This averages to 4,978 for those last three months with an average of 2,432 take-offs and 2,546 landings, and 281 departures and 314 arrivals per month.

Under Aircraft Services, Mr. Cevallos briefed the following for July: There were 606 customers fueled, 816 were towed, and 355 were provided other services. Mr. Cevallos reported that the airport had 170 customers who overnighted with ten being hangared. He stated that 47,050.3 gallons of fuel were dispensed in July with 16,822.3 being AVGAS and 30,228.0 being Jet-A. The overall fiscal year 2021 was very good for the airport as 6,476 customers were fueled, 8,779 were towed, and 3,809 were provided other services. Mr. Cevallos stated that for the fiscal year 2021 there were 1,565 customers who overnighted with 151 being hangared. He reported that for the fiscal year 2021 there were 446,770.4 gallons of fuel dispensed with 169,128.4 gallons being AVGAS and 277,642.0 being Jet-A. Mr. Cevallos reported that the current fuel prices are \$4.30 for Self-Service AVGAS and \$5.00 for Full-Service AVGAS. He stated that JET-A prices are \$4.30 for Self-Service, and \$4.70 for Full-Service (Another slight increase over previous months’ prices). Mr. Cevallos concluded his report briefing current occupancy as 65 tie-downs, 20 T-hangars, and 32 leasing bulk hangar space.

Under operational notes of interest, Mr. Cevallos reported that the City Council is holding a Joint Strategic Planning Meeting with the Planning Board where the rewrite to Unified Development Ordinance and Zoning Map Update will be discussed. This is important because within the new ordinance, there is a section that address the Airport Overlay (AO) District, and provides guidance of the airspace around and near the Charlotte-Monroe Executive Airport to ensure it is protected from the encroachment of in-compatible land uses and prevents hazards to airport users as well as to persons residing or working in the airport vicinity. It is the intent of this section to restrain influences, which are averse to the airport property and safe conduct of aircraft.

Mr. Cevallos also explained that he will be attending the NC Airport Association's Annual Conference in Pinehurst, NC August 10 through 12, where he will also be recognized by NC Department of Transportation for receiving his North Carolina Airport Professional Designation. This designation is based on participating and successfully completing 9 of the 12 offered courses in the Airport Leadership and Management Program.

b.) Financial

Summary:

Mr. Cevallos reported the Budget to Actual Summary Report for FY2021, noting that the Budget to Actual Summary Report for July was unavailable for the meeting. Mr. Cevallos stated that revenues and expenditures overall trending slightly below forecast, and the information is strictly preliminary, pending completion of annual audit.

c.) Project/Grant Status Report

Summary:

Mr. Peter Cevallos reported for the current airfield projects:

- There two Apron Rehabilitation Project:
 - The Rehab Project for Aprons A, B, & Part of C: that work is completed and final pay request is being coordinated
 - The Rehab of Aprons D, E, F: that project is currently being designed; grant application has been submitted
- Airport Layout Plan Update: the consultant is preparing the final estimated costs for development, and a stormwater master plan so that the final version of the Airport Layout Plan is ready for local approval and state review; as part of the local approval effort, the Airport Manager has coordinated a progress set of the plan through the City's Permit Center, similar to subdivision development, so that all appropriate departments can provide comment
- Runway 05/23 Obstruction Removal Project: project is currently being designed; grant application has been submitted
- Quonset Hangar Reactivation: the outside tasks of that project are complete (the roof repair and repainting); work continues on the inside office space, estimated completion by October 1, 2021.

4. Future Hangar Development

Presenter:

Mr. Peter Cevallos

Summary:

Mr. Cevallos provided information on the following hangar development at the Airport:

- a. **Project Barrel:** Mr. Cevallos stated that the City has been approached in 2020 by a local company interested in relocating their Falcon 50 corporate jet to our airport (the aircraft is valued in excess of \$25M). The prospect is seeking sufficient land to construct a corporate aircraft hangar for this aircraft, plus additional space in the event they need to expand their fleet. Mr. Cevallos presented two areas that have been identified to support the construction of a corporate aircraft hangar suitable to support the company's objective: Site A is located on the north side of Runway 5-23, approximately 750 feet to the southwest of the airport terminal building and can only accommodate a hangar up to 14,000 square feet. Site B is located on the north side of Runway 5-23, approximately 0.58 miles to the southwest of the airport terminal building. This site can accommodate a hangar of 40,000 square feet and larger.

The local company has stated they will have their own aviation development team to work with the Airport/City to complete the project. As this is considered an economic development project, Economic Development Director Chris Platé will lead the City's effort to respond and work with the local company achieve their objective, with the Airport Manager and the City's Airport Engineer Talbert, Bright and Ellington assisting. Mr. Cevallos stated that the next step is to convene a meeting with the local company to determine which site is best suited for their construction, so that proper planning can be conducted for construction/development, and so that staff can finalize the lease agreement for the property.

- b. **Proposed Land Lease:** Mr. Cevallos stated that he had been approached by an attorney representing a company Charlotte-Monroe Hangar 1 LLC, requesting available land to construct a large corporate jet aircraft hangar so the client can base his aircraft at the Airport. The client intends to relocate a Bell Helicopter and purchase a Citation Jet III to house in this hangar (the Citation Jet is valued between \$4M and \$5M).

Staff identified a site at the Airport's Corporate Hangar Area that can accommodate the construction of a 15,000 sq. ft. aircraft storage hangar. Staff determined a parcel of 200 feet by 100 feet size, or 30,000 square feet, to adequately place the proposed 15,000 sq. ft. hangar (this property size would allow a 25-foot buffer around the entire building). Based on the total cost that has been invested and the size of the property, staff has calculated required payback rate of approximately \$0.42 per square foot, per year, an annual lease rate of \$12,600, with a lease term thirty years, with two renewals of five (5) years. The client has agreed to the lease rate and terms, and is interested in signing the lease. Mr. Cevallos is requesting an action to finalize the negotiation for the lease agreement for City Council approval.

Motion: Mr. John Wiggins moved to finalize the negotiation for the lease agreement, and pending staff review of the lease document, for City Council approval.

Second: Ms. Hayden Desio-Munn

Action: The motion to finalize the negotiation for the lease agreement, and pending staff review of the lease document, for City Council approval passed unanimously with the following votes:

AYES: Mr. John Wiggins, Ms. Hayden Desio-Munn, Mr. Gary Wilfong, Mr. Bob Smith, Mr. Don Edwards, Mr. Ken Haigler, Mr. Patrick Furr

NAYS: None

- c. **Service Hangar:** Mr. Cevallos provided an update to determine the feasibility of building an Aircraft Service Hangar that can be leased to Aerowood Aviation; this update was provided at the Airport Commission's Chair request given at the May 2021 Airport Commission Meeting. Mr. Cevallos stated that a meeting was convened with Board Member John Wiggins, Aerowood Aviation's CEO and owner Brandon Atkinson, Airport Engineers, Talbert, Bight & Ellington and the City Manager, to discuss the benefit and costs to have a maintenance hangar at the airport. Mr. Cevallos stated that there is no change in status for the project/initiative since last the meeting. Due to financial constraints the City currently has, and the current economies, the project is still undoable based on current construction dollars. Staff has met with Brandon Atkinson to corroborate the maintenance hangar cost and worked on alternatives to the project, in attempts to lower the total cost of the hangar to approximately a \$5 million facility. Mr. Cevallos shared background for the project/initiative as a refresher, stating that the concept is to build a new corporate jet service center adjacent to the existing ramp between the Airport terminal and Hangar One. This area has been prepared for a major apron rehabilitation, and the completed area would exclude the portion of the current ramp where the service hangar is destined.

There is still an expressed concern for the overall cost, especially in the current state of construction costs and the fact that the City had other priorities that could affect the project's feasibility. The project/initiative intent would be for the City to construct a facility that would lease back at the price needed to amortize the hangar's debt for the already pre-determined lease term; Mr. Cevallos concluded this item stating that the current project is cost-prohibitive for both the City and Mr. Atkinson based on the current values. Staff is continually working with Mr. Atkinson on how to bridge his need and to support his ever increasing business. Chairman Lynn Keziah requests that this hangar be addressed again in April or May 2022 to see where the numbers are at that time.

5. PuppySpot Flight Operations

Presenter:

Mr. Peter Cevallos

Summary:

Mr. Cevallos provided information on the following request: PuppySpot is an online platform that connects puppies from responsible breeders to customer families. They currently fly to 16 different metro areas around the country, and they plan to expand to the Carolinas later this summer. Their operations consist of an aircraft arriving with the puppies, where an affiliated company, My Pet Cab, receives the dogs from the aircraft, preps them and their respective crate for ground transportation to their final destination.

Mr. Cevallos has been approached by PuppySpot who is interested in using the airport for two operations per month (1st and 3rd Sat), utilizing a SAAB 340B to transport puppies into the Charlotte metro area for local customers. This stated aircraft is comparable to a larger turboprop aircraft with a 70-foot wingspan and a length of 65 feet. The Airport would treat the aircraft as any other aircraft operations, providing regular services and charging any applicable fee as a large corporate aircraft (the fuel capacity of this aircraft is 849 gallons Jet-A; if no services, they will get charged the standard \$100 ramp fee). Both companies have site surveyed the airport, and believe that our facility would greatly satisfy their operations. The only impact to the Airport is the MyPetCab's need to store their cleaning material. Mr. Cevallos shared this information on this request, not expecting board action. Chair Keziah requested the Commission provide Mr. Cevallos formal support to authorize this operation at the Airport.

Motion: Mr. Don Edwards moved to accept the operations for Puppyspot

Second: Ms. Hayden Desio-Munn

Action: The motion to accept the operations for Puppyspot passed unanimously with the following votes:

AYES: Mr. Don Edwards, Ms. Hayden Desio-Munn, Mr. Gary Wilfong, Mr. Bob Smith, Mr. John Wiggins, Mr. Ken Haigler, Mr. Patrick Furr

NAYS: None

6. Airport Logo Transition

Presenter:

Mr. Peter Cevallos

Summary:

Mr. Cevallos stated he is seeking to phase out the first Airport logo, with a new logo based on the City's current logo. He explained that the current logo was originally instituted in 2009 as a distinct marketing measure to help identify the airport as an independent facility, serving Monroe, Union County, and the Charlotte region. In 2017, the City re-branded their logo and created all departmental logos based on the primary City logo, including one

for the airport. Mr. Cevallos provided a visual aid showing the logos. He stated while the current logo has served the airport well, he believes modifying the current departmental logo with the entire airport name would better served to identify the airport as truly a City of Monroe facility. He also added that s the airport continues to grow, Mr. Cevallos intends to continue the same marketing drive however utilizing the new logo, which he believes will have a better appeal and reception.

Motion: Ms. Hayden Desio-Munn moved to phasing out the older logo and use the city branded logo

Second: Mr. Ken Haigler

Action: The motion to phase out the older logo and use the city branded logo passed unanimously with the following votes:

AYES: Ms. Hayden Desio-Munn, Mr. Ken Haigler, Mr. Gary Wilfong, Mr. Bob Smith, Mr. Don Edwards, Mr. Patrick Furr, Mr. John Wiggins

NAYS: None

7. **Adjourn:**

Motion: Mr. Ken Haigler made a motion to adjourn.

Second: Mr. Patirck Furr

Action: The motion to adjourn passed unanimously with the following votes:

AYES: Mr. Ken Haigler, Mr. Patrick Furr, Mr. Bob Smith, Mr. Don Edwards, Mr. Gary Wilfong, Mr. John Wiggins, Ms. Hayden Desio-Munn

NAYS: None



MONTHLY AIRPORT OPERATIONS REPORT

MONTH OF SEPTEMBER 2021

AIRFIELD STATUS:

AIRFIELD CONDITION = **GREEN**

CURRENT NOTAMS

- 1 LOCAL: Approach Lights Out of Service (FAA)
- 1 Obstruction Light Out of Service (FAA)
- 4 FDC: Associated with arrival and departure procedures

AIRCRAFT OPERATIONS:

AIRCRAFT OPERATIONS TAKE-OFFS = 2,169 LANDINGS = 2,167

DEPARTURES / ARRIVAL DEP = 933 ARR = 951

AIRCRAFT SERVICES:

CUSTOMERS SERVED FUELED = 709 TOWED = 769 OTHER = 414

TRANSIENTS OVERNIGHTING T/D = 168 HGR = 11

FUEL DISPENSED AVGAS = 16,472.4 GALS JET A = 33,584.0 GALS **TOTAL = 50,056.4 GALS**

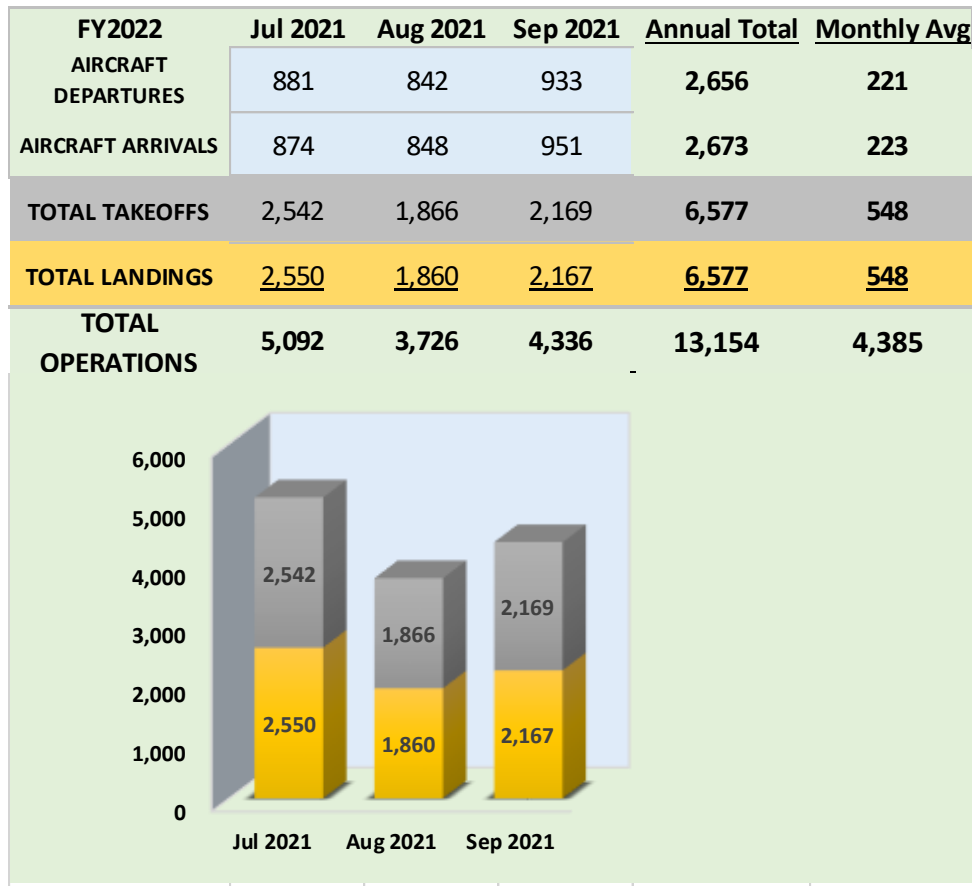
FUEL ON HAND AVGAS = 11,342 GALS JET A = -6,454 GALS **TOTAL = 22,147.0 GALS**
(Total = 10,805)

CURRENT FUEL PRICE AVGAS = \$4.90 SS JET A = \$3.90 SS
\$5.50 FS \$4.80 FS

OCCUPANCY T/D = 66 T-HGR = 20/20 B/S = 33

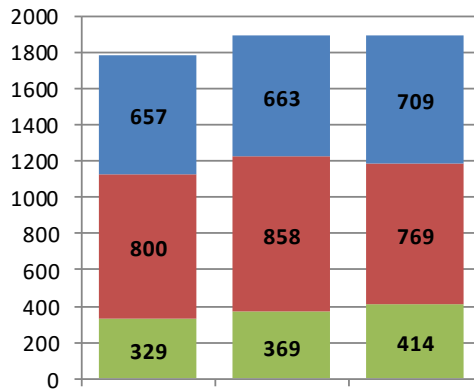
FY2021 STATISTICS:

Monthly Operations Summary



CMEA Customers Served

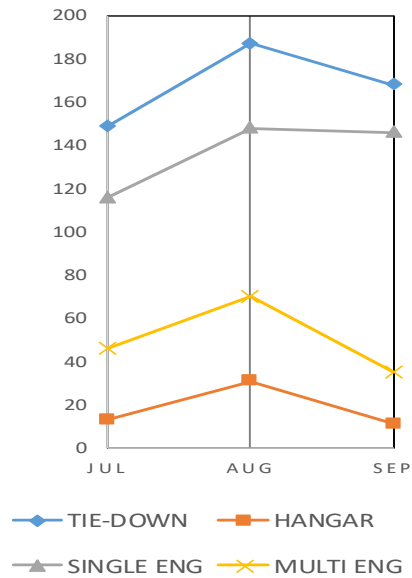
FY 2022	JUL	AUG	SEP	YR TOTALS	MNTH AVG
FUELING	657	663	709	2029	169
TOWING	800	858	769	2427	202
OTHER SERVICES *	329	369	414	1112	93



* = Other Services include aircraft parking, catering, rental cars, aircraft loading/unloading

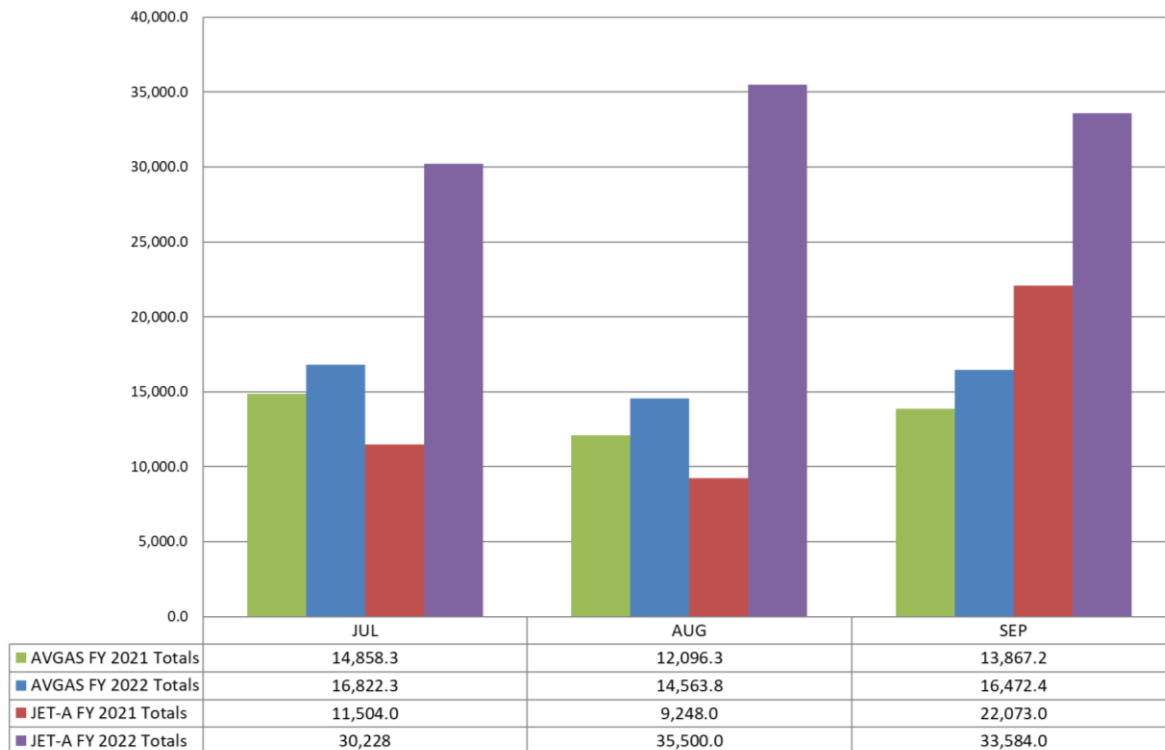
Transients Overnighting

<u>FY2022</u>	JUL	AUG	SEP	TOTALS	AVG
TIE-DOWN	149	187	168	504	84
HANGAR	13	31	11	55	5
SINGLE ENG	116	148	146	410	34
MULTI ENG	46	70	35	151	13



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AIRPORT FUEL DISPENSED - FY 2021 vs. FY 2022 COMPARISON



Monthly Budget Report - SEPTEMBER 2021



REVENUES

Account No / Description	Original Budget	Revised Budget	YTD Actuals	% Used
367109 Land Lease	(4,138.00)	(4,138.00)	(1,034.52)	25.01%
367110 Flowage Fee	0.00	0.00	0.00	0.00%
367111 Tie-down Lease	(51,240.00)	(51,240.00)	(13,830.00)	26.99%
367112 Hangar Lease	(254,505.00)	(254,505.00)	(96,772.51)	38.02%
367113 Office Lease	(35,168.00)	(35,168.00)	(7,036.92)	20.01%
367114 T-hangar Lease	(87,360.00)	(87,360.00)	(22,410.00)	25.65%
367115 Towing	(4,800.00)	(4,800.00)	(600.00)	12.50%
367116 Pumping Fee	(87,235.00)	(87,235.00)	(24,194.40)	27.73%
367117 Catering	(451.00)	(451.00)	0.00	0.00%
367118 Overnight Tie-down/Hangar	(13,968.00)	(13,968.00)	(3,416.00)	24.46%
367119 Charges for Service-Misc	(6,349.00)	(6,349.00)	(2,860.00)	45.05%
367120 Maintenance Hangar Lease	(34,425.00)	(34,425.00)	0.00	0.00%
367121 Operation Fees	(12,000.00)	(12,000.00)	0.00	0.00%
367122 Fuel Storage Fee	0.00	0.00	0.00	0.00%
367123 Aircraft Ramp Fee	(16,521.00)	(16,521.00)	(3,500.00)	21.19%
367124 Customs User Fees	(6,200.00)	(6,200.00)	(525.00)	8.47%
367125 Customs Regulated Garbage	(1,000.00)	(1,000.00)	0.00	0.00%
367126 Call Out Fee	(2,364.00)	(2,364.00)	(500.00)	21.15%
367127 Aircraft Washes	0.00	0.00	0.00	0.00%
367128 Ground Handling Fee	0.00	0.00	0.00	0.00%
367129 Delinquent Penalty	(500.00)	(500.00)	(305.60)	61.20%
367130 Account Reinstatement Fee	0.00	0.00	0.00	0.00%
368904 Publications	(2,163.00)	(2,163.00)	(420.03)	19.42%
368905 Pilot Supplies	(1,757.00)	(1,757.00)	(57.27)	3.24%
368906 Oil Sales	(2,389.00)	(2,389.00)	(1,685.18)	70.53%
368907 Aviation Fuel Sales	(1,521,110.00)	(1,521,110.00)	(431,760.56)	28.38%
368909 Military Fuel Sales	0.00	0.00	0.00	0.00%
Grand Total:	(2,145,643.00)	(2,145,643.00)	(610,907.99)	28.47 %

EXPENDITURES

Account No / Description	Original Budget	Revised Budget	YTD Actuals	% Used
411010 Salary	457,679.00	457,679.00	86,891.00	18.99 %
411020 Overtime	17,773.00	17,773.00	2,307.51	12.99 %
411060 Car Allowance	0.00	0.00	0.00	0.00 %
412010 Social Security Taxes	35,264.00	35,264.00	6,504.48	18.44 %
412020 Life Insurance	690.00	690.00	114.54	16.67 %
412030 Employer Share Insurance	85,600.00	85,600.00	19,806.00	23.14 %
412040 Retirement	46,721.00	46,721.00	10,056.07	21.52 %
412050 401(k)	17,445.00	17,445.00	3,545.70	20.33 %
412060 Cell Phone Allowance	1,200.00	1,200.00	200.00	16.67 %
412500 Workers Compensation	2,146.00	2,146.00	0.00	0.00 %
413010 Temporary Labor	0.00	0.00	0.00	0.00 %
414010 Pay Adjustments	0.00	0.00	0.00	0.00 %
416660 CARES Grant Personnel	0.00	0.00	0.00	0.00 %
421010 Land	0.00	0.00	0.00	0.00 %
424010 Capitalized Equipment	0.00	0.00	0.00	0.00 %
424040 Capital Outlay Buildings	0.00	0.00	51,204.00	100.00 %
425010 Capital Lease	0.00	0.00	0.00	0.00 %
431040 Bank Service Charges	38,000.00	38,000.00	10,436.77	27.47 %
432010 Legal Services	0.00	0.00	0.00	0.00 %

Account No / Description	Original Budget	Revised Budget	YTD Actuals	% Used
432020 Financial Management	966.00	966.00	703.35	72.77 %
432040 Engineering Services	1,500.00	1,500.00	0.00	80.00 %
434040 Technical Contracted Services	13,276.00	13,276.00	0.00	0.00 %
435550 FEMA Covid Exp.	0.00	0.00	0.00	0.00 %
441060 Snow Removal	0.00	0.00	0.00	0.00 %
443010 Repairs & Maint Equipment	36,000.00	36,000.00	49,563.25	189.19 %
443020 Repairs & Maint Buildings	18,190.00	37,894.00	4,127.78	50.68 %
443030 Repairs & Maint Grounds	79,500.00	81,000.00	20,250.00	100.00 %
443050 Software License & Support	8,168.00	8,168.00	1,794.00	96.46 %
443070 Repairs & Maint Copiers	1,000.00	1,000.00	208.64	20.90 %
443080 Repairs & Maint ERP System AMA	7,887.00	7,887.00	0.00	0.00 %
444030 Equipment Rentals	0.00	0.00	0.00	0
444040 Copier Rental	0.00	0.00	0.00	0
446010 Vehicle Fuel	4,837.00	4,837.00	1,028.64	21.27 %
446030 Vehicle Maintenance	16,000.00	16,000.00	2,501.27	30.56 %
446040 Default Fleet Management	0.00	0.00	0.00	0.00 %
452010 Stop Loss Premium	0.00	0.00	0.00	0
452060 Unemployment Insurance	410.00	410.00	0.00	0
452300 Wellness & Clinic Cost	4,360.00	4,360.00	0.00	0.00 %
452500 Property Damages	64,528.00	64,528.00	0.00	0.00 %
453010 Telecommunications	7,236.00	7,236.00	268.39	14.77 %
454010 Marketing & Promotions	10,000.00	10,000.00	4,427.92	44.28%
456010 Uniforms and Shoes	7,000.00	7,000.00	811.06	11.59%
458010 Training and Travel Adv	0.00	0.00	2,877.28	100.00 %
458020 Training and Travel Exp	5,875.00	5,875.00	452.72	7.71 %
459800 Customer Fuel Rebates	2,000.00	2,000.00	1,366.60	68.35 %
461010 General Supplies	14,000.00	12,500.00	1,219.65	9.76%
461100 Postage	100.00	100.00	0.00	0.00%
461500 Small Equipment	1,450.00	1,450.00	0.00	0.00 %
461510 PC's, Peripherals	1,000.00	1,000.00	76.25	98.50 %
461580 Software	0.00	0.00	0.00	0.00 %
462010 Utilities	100,390.00	100,390.00	26,682.06	26.58%
463010 Items for Resale Merchandise	7,500.00	7,500.00	760.85	10.15%
463020 Items for Resale Av Gas	1,025,000.00	1,025,000.00	191,300.99	18.66 %
463030 Items for Resale Oil	2,500.00	2,500.00	883.05	35.32 %
463050 Items for Resale Catering	1,000.00	1,000.00	0.00	0.00 %
464030 Organizational Dues	1,138.00	1,138.00	119.00	10.46 %
464050 Subscriptions & Publications	1,165.00	1,165.00	61.93	5.32 %
467010 Bad Debt Expense	0.00	0.00	56.25	100.00 %
468010 Other Operating Expense	1,350.00	1,350.00	188.75	14.00 %
468030 Special Events	0.00	0.00	0.00	0.00 %
468990 Purchasing Card	0.00	0.00	0.00	0.00 %
469020 Over/Short Fuel Inventory	0.00	0.00	0.00	0.00 %
499010 Unreserved / Balance	0.00	0.00	0.00	0.00 %
471010 Allocations Administration	190,200.00	190,200.00	0.00	0.00 %
471020 Allocations Utility Billing	15,872.00	15,872.00	0.00	0.00 %
471030 Allocations Cust Srv/Pmt Ctr	14,108.00	14,108.00	0.00	0.00 %
471040 Allocations Engineering	0.00	0.00	0.00	0.00 %
471070 Allocations Purchasing	4,480.00	4,480.00	0.00	0.00 %
471080 Allocations Fleet	10,908.00	10,908.00	0.00	0.00 %
471100 Allocations Parks Maint	0.00	0.00	0.00	0.00 %
471130 Allocations Facilities Maint	22,051.00	22,051.00	0.00	0.00 %
471900 Allocations Manual Adjs	3,803.00	3,803.00	0.00	0.00 %
Grand Total:	2,409,266.00	2,428,970.00	502,795.75	25.05 %



STAFF REPORT

TO: Airport Commission

VIA: Brian Borne, City Manager

DATE: October 11, 2021

FROM: Peter Cevallos, Airport Manager

SUBJECT: Presentation of Airport Layout Plan Update

SUMMARY STATEMENT

Airport staff, with assistance from the Airport Engineers Talbert, Bright, & Ellington, present the Airport Layout Plan Update for the Airport Commission's consideration and approval.

REVIEW

The Airport staff, with assistance from the Airport Engineers Talbert, Bright, & Ellington, has been working on updating the Airport Layout Plan currently on record with the N. C. Department of Transportation and the Federal Aviation Administration (FAA). This plan is a statutory requirement for the Charlotte-Monroe Executive Airport to be formally recognized as part of the National Plan of Integrated Airports Systems (NPIAS). Further, this plan is the base document where all future projects are identified and show incorporation for the Airport's future growth. The plan identifies not only the future needs for airfield components such as runway and taxiways improvements, it also identifies the area of development for future hangars and aprons, and other facilities that would support the Airport's mission as a public-use airport.

Talbert, Bright, & Ellington began the process to update the current Airport Layout Plan in November 2019. The plan that is currently on file with the Department of Transportation was previously submitted by the City in 2001, and this update will detail the projected growth and subsequent needs the Airport requires to support this growth for the next twenty years. The update that has been drafted is based on the aviation forecast that was conducted, and presented to the N. C. Department of Transportation in March 2020, and details how the Airport will continue to grow and increase aircraft activity. While there is no major change in the overall objective and strategy

to the Airport's projected future growth, it is the intent of staff to utilize this Airport Layout Plan Update as the necessary script to execute funding strategies for the identified projects and, as necessary, funding request to the appropriate agencies to ensure their completion.

Airport staff and the Airport Engineers have drafted a presentation to this plan, which will be presented at the October 11 Airport Commission meeting, with a request for the Commission to approve the Airport Layout Plan Update as presented, and recommend this update be forwarded to City Council for their consideration and approval, and release to the N. C. Department of Transportation and FAA for their review and approval. Once the State and the FAA approve, the City will receive a stamped copy as record, which will be the basis for recognition in the NPIAS and any future grant funding request.

RECOMMENDATION

Staff request is for the Airport Commission to approve the Airport Layout Plan Update as presented, and recommend this update be forwarded to City Council for their consideration and approval.

Attachment(s):
Airport Layout Plan Update

