Airport Commission Regular Meeting
Charlotte-Monroe Executive Airport
Horne Terminal Building – Conference Room
5:00 PM - February 14, 2022

MEETING AGENDA

1. **Call to Order and Welcome Guests**
2. **Commission Business**
   a) Appointment of Vice-Chair

b) **Meeting Change of Location**

3. **Minutes for Approval**
   October 11, 2021 Regular Meeting Minutes
   November 8 2021 Regular Meeting Notes (No Vote Required)
4. **Department Report**
   a) Monthly Reports: Operations, Finance
   b) Project/Grant Status Report
5. **DISCUSSION: Service Hangar Initiative**
6. **Adjourn**

Next Meeting:

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

Acting Chair: Vice Chair, Mr. Ken Haigler

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

Staff in Attendance: Mr. Peter Cevallos, Mr. Brian Borne, Mrs. Ashley Britt

Engineer of Record Attendee: Mr. Pat Turney, Ms. Judy Elder

Guest: Mr. John Stephens, Mr. William Dotson

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1. **<u>Call to Order and Welcome Guests</u>**
   Vice Chairman Ken Haigler called the meeting to order at 5:00 pm on October 11, 2021, welcoming the Commissioners and Staff in attendance.

2. **<u>Minutes for Approval</u>**
   Approval of the minutes for the August 9, 2021 meeting was requested.

   Motion: Mr. Don Edwards moved to approve the minutes of the August 9, 2021 meeting.
   Second: Mr. Bob Smith
   Action: The motion to approve the minutes passed unanimously with the following votes:

   AYES: Mr. Ken Haigler, Ms. Hayden Desio-Munn, Mr. Don Edwards, Mr. Patrick Furr, Mr. Gary Wilfong, Mr. Bob Smith
   NAYS: None

3. Department Reports

Presenter:

Mr. Peter Cevallos

a.) Operations

Summary:

Mr. Cevallos briefed the following for monthly operations: there are six active Notice-to-Airmen (NOTAMs): one for the approach light system being out of service for maintenance, one for an obstruction light being out, and four "FDC" NOTAMs for adjustments being made to the Airport's instrument approaches because of tree obstructions. Mr. Cevallos briefed aircraft operations for September totaled 2,169 take-offs and 2,167 landings, with 951 arrivals and 933 departures; an average of 73 per day. Highlights for the month include a number of days where the aircraft parking ramp in front of the terminal was well occupied by corporate jets and visiting aircraft.

Under Aircraft Services, Mr. Cevallos briefed the following for September: 709 customers fueled, 769 were towed, and 414 were provided other services; 168 customers overnighted with 11 being hangared. Fuel totals for July are 50,056.4 gallons of fuel being dispensed with 16,472.4 being AVGAS and 33,584.0 Jet-A. Current fuel prices are $4.90 for Self-Service AVGAS and $5.50 for Full-Service AVGAS; for JET-A, prices are $3.90 for Self-Service, and $4.80 for Full-Service; this is a slight increase over previous month's prices. Mr. Cevallos concluded his report briefing current occupancy as 66 tie-downs, 20 T-hangars, and 33 leasing bulk hangar space.

Under operational notes of interest, Mr. Cevallos reported that there have been three Puppy Spot Operations so far, and each operation has gone smoothly and swiftly. Both aircraft operator and those on the ground supporting the operation have very positive comments about the facility and staff, and provide praise on the ease and access they have to make their operation go so well.

Mr. Cevallos also explained that preparatory efforts for this year's Air Show are underway. The expectation is that the Air Show will be as big as it has been in the past, as the public's mood and anticipation for the event is high. The event will have a couple of new aircraft not previously seen: The B-25 Mitchell medium bomber (of Doolittle Raider fame), and a PBY Catalina, which is a WW2 era 'flying boat' used for sea patrols; there will also be a "jet-powered" truck performing. The remaining cast of performers, static displays, and vendors are the same, and everyone has expressed excitement to return. The expected attendance should be as in years past with on-line ticket sales being very good. Staff will follow-up later this month with the VIP passes.

Finally, Mr. Cevallos briefed that NC DoT has given tentative approval for a major airfield maintenance project for sealing cracks on the runway. There is approximately 6,000 linear feet of cracks located on the runway and three different taxiway connectors that will be routed out and re-sealed. While this project is wholly funded by the state, staff will work with state engineers to coordinate the work because the runway closure will be required. Board member Desio-Munn asked the estimated cost of the project. Mr. Cevallos responded, with Airport Engineer Pat Turney assistance, that the cost could be in the $67,000 to $70,000 range. Mr. Turney confirmed that it could be in that range, given today's market prices.

b.) Financial

Summary:

Mr. Cevallos reported the Monthly Budget Report for September, saying it should be noted that this information is being presented in a new format as the City is employing a new accounting software Munis. This report shows more detail with respect to the different account codes. The report shows that the Airport's revenues and expenditures trended slightly below forecast.

Mr. Cevallos explained that the new budget year process kicked off last week, and that his hope was to address major budgetary items, such as the purchase of a second ground power unit, in support of the increased operations, personnel staffing challenges with sufficient line service staffing, and a review of the airport rate structure.

c.) Project/Grant Status Report

Summary:

Mr. Cevallos reported the current airfield projects:

- There are two Apron Rehabilitation Projects:
    - The Rehab of Aprons A, B, & Part of C: Mr. Cevallos briefed that the work is completed and final pay request is being coordinated. He added that there was a change order for $87,500, which requires City Council approval, and the final pay request is approximately $297,000. He stated this is a grant-funded project, which means once the pay request is fulfilled, staff will file the final grant reimbursement request to receive the 90% of this project outlay. Should the process take the normal track, the contractor would not get paid until at the least November, and subsequently, the reimbursement request cannot be filed until after that date. To expedite the change order approval, Mr. Cevallos received concurrence from Council Member Keziah, who is the chair for both the Monroe Airport Commission and General Services Committee, to place this item on the October 12, 2021 City Council Consent Agenda. Board member Furr asked if there was more than one bidder on the project, and the bid prices. Mr. Cevallos responded that he was unsure of who else bid on the project, and Airport Engineer Turney added that Red Clay was the other bidder, but did not have the specific bid amounts. Mr. Cevallos clarified the reason for the change order was to make the final adjustments to their contract amounts and to account for weather days. Mr. Furr had no further questions.

- The Rehab of Aprons D, E, F: project is currently being designed; grant application has been submitted

- Airport Layout Plan Update: *Mr. Cevallos delayed providing detail on this item as information on this item would be the main presentation.*

- Runway 05/23 Obstruction Removal Project: project is currently being designed; grant application has been submitted. Mr. Turney presented a draft set of plans for Mr. Cevallos' review.

- Quonset Hangar Reactivation: Mr. Cevallos briefed that work continues on the inside office space, but there have been delays by the electrician; Mr. Cevallos estimates completion by November 1.

- Future Hangar Development:

  - Project Barrel: No new activity to report on this project, with staff understanding that the prospect is still working on their final site design. Next step is to convene a meeting to determine which site is best suited, then begin proper plan for construction/development, and to finalize lease agreement.
  - Proposed Land Lease: the lease agreement is pending final approval by City Council, scheduled for the November 9 meeting, since the September Council meeting was cancelled and the item had to be re-advertised. It is anticipated that the preliminary work should begin immediately so that the actual construction can begin in the spring.

Mr. Cevallos also briefed that the Division of Aviation has conducted their annual risk assessment of all publicly owned airports in the state to ensure compliance with federal and state laws and regulations. This risk assessment monitors the activities of those grantees to ensure that the grant is used for authorized purposes in five different areas: 1. Questionnaire (Policy and Procedures), 2. Grant History (EBS), 3. Project Delivery, 4. Results from previous Audits or reviews and 5. Extenuating Circumstances. The score the grantee receives from the assessment determines the level of monitoring received: Nominal, if the score is less than 5; moderate, if the score is less than 11; elevated, if the score is less than 26. Additionally, this score will be incorporated into the State Aid to Airports Program and the State Transportation Improvement Program (STIP) prioritization.

The 2021 Results have been released and the City of Monroe received a score of 3.01, which is considered NOMINAL, with no further information or documentation required.

There were 64 NC airports that also received that score, 7 received a score of moderate, and one received a score less than 26.

4. **Airport Layout Plan Update Presentation**

Presenter:
Mr. Peter Cevallos

Summary:
Mr. Cevallos explained that Airport staff, with assistance from the Airport Engineers Talbert, Bright, & Ellington, are presenting the Airport Layout Plan Update for the Airport Commission's consideration. Prior to turning the floor over to Ms. Elder, with Talbert, Bright, & Ellington, so she can give the presentation, Mr. Cevallos provide the following background: 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 requests to the appropriate agencies to ensure their completion. The plans have been released to the N. C. Department of Transportation and FAA for their preliminary review and approval. Once the State and the FAA provide their final approval, 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.

Ms. Elder provided a detailed presentation, reviewing the Airport Engineer's findings and recommendation for the Airport's development plans. Discussion followed, with many questions being asked on the timing and cost of the plan, and what steps were being taken to implement this plan. Board member Furr asked Mr. Cevallos how he will apply this plan in his effort to ask for funding. Mr. Cevallos responded that he has been working on the overall efforts in his coordination with the State, and having this plan will substantiate the need because it provides the State with the Airport having an official plan filed for the record. Board members Wilfong and Furr further asked about how the Airport will address the taxiway's design requirements within the planned development, and how its re-design will impact airport operations. Mr. Cevallos concluded the presentation, re-emphasizing that the plan is still in coordination and that this presentation was for information only at this point, and he offered further conversation and questions from any board member.

5. **Adjourn:**

Motion: Mr. Bob Smith made a motion to adjourn.
Second: Mr. Patrick Furr
Action: The motion to adjourn passed unanimously with the following votes:

AYES: Mr. Ken Haigler, Mr. Bob Smith, Mr. Don Edwards, Mr. Gary Wilfong, Ms. Hayden Desio-Munn, Mr. Patrick Furr
NAYS: None

CITY OF MONROE
MONROE AIRPORT COMMISSION
NOVEMBER 8, 2021 REGULAR MEETING
STAFF NOTES FOR INFORMATION PURPOSES ONLY

The Monroe Airport Commission was scheduled to meet on November 8, 2021. Due to the lack of a quorum, Chairman Keziah proceeded with the published agenda for information purposes for those attending. These staff notes were prepared ***for information purposes only***.

Present: Chairman Lynn Keziah and Members Patrick Furr, John Wiggins, and Gary Wilfong.

Absent: Members Hayden Desio-Munn, Don Edwards, Ken Haigler, and Bob Smith.

Staff: City Manager Brian Borne, Assistant City Attorney Ashley Britt, Airport Manager Peter Cevallos, Airport Administrative Assistant Carmen Crump.

Visitors: Mr. Howard Heda; Mr. John Stephens; Pat Turney, Talbert, Bright, & Ellington; Mr. David Dotson; Ms. Grayson Dotson.

Item 1. Call to Order and Welcome Guests:

At 5:00 pm, Chairman Keziah welcomed guests in the Monroe City Council Chambers.

Item 2. Minutes for Approval:

This agenda item calling for the approval of the October 11, 2021 Regular Meeting Minutes was not carried out due to a lack of quorum.

Item 3. Department Reports.

Financial: The Monthly Budget Report for October is being presented in a new format per the City's new accounting software Munis. This report shows more detail with respect to the different account codes. The report shows that the Airport's revenues and expenditures trended slightly below forecast.

Operations: Mr. Cevallos briefed the following for monthly operations: there are 5 active Notice-to-Airmen (NOTAMs): one for an obstruction light being out, and four "FDC" NOTAMs for adjustments being made to the Airport's instrument approaches because of tree obstructions. Mr. Cevallos briefed aircraft operations for September totaled 2,294 take-offs and 2,329 landings, with 904 departures and 938 arrivals; an average of 75 per day. Highlights for the month include a number of days where the aircraft parking ramp in front of the terminal was well occupied by corporate jets and visiting aircraft.

Under Aircraft Services, Mr. Cevallos briefed the following for September: 674 customers fueled, 728 were towed, and 389 were provided other services; 217 customers overnighted with 16 being hangared. Fuel totals for October are 46,007.3 gallons of fuel being dispensed with 15,452.3 being AVGAS and 30,555.0 Jet-A. Current fuel prices are $5.00 for Self-Service AVGAS and $5.60 for Full-Service AVGAS; for JET-A, prices are $4.10 for Self-Service, and $4.80 for Full-Service (slight increase over previous month's prices). Mr. Cevallos concluded his report briefing current occupancy as 66 tie-downs, 20 T-hangars, and 48 leasing hangar and office space.

Preliminary feedback for this year's Air Show is that the show was very successful. The weather was very good and it was reflected in the turnout. This year's performers, static displays, and vendors were overall the same, with 12-aircraft formation being the highlight of the show; attendance was slightly better than in years past.

Project/Grant Status: Mr. Cevallos highlighted the following status for the current airfield projects:

- The Rehab of Aprons D, E, F: project is currently being designed; grant application has been submitted
- Airport Layout Plan Update: the consultant has submitted a provisional set of the plan to the Division of Aviation offices of the NC Department of Transportation for their review (this step is necessary as it commonly facilitates the plan's final approval). The State have responded with very minor comments which have been corrected, and authorized the Airport Engineers to transmit this provisional plan to the FAA. Once the Airport Engineers receive any comments from the FAA, then the plan will be formalized and ready for presentation and acceptance by the City.
- Runway 05/23 Obstruction Removal Project: project is currently being designed; grant application has been submitted; required paperwork to satisfy environmental requirements completed
- Quonset Hangar Reactivation: the first floor renovations are 95% complete, and work has commenced on the second floor
- Future Hangar Development:
  - Project Barrel: No new activity to report on this project

- Proposed Land Lease: the lease agreement is pending final approval by City Council, scheduled for the November 9 meeting. It is anticipated that the preliminary work should begin immediately so that the actual construction can begin in the spring.

Item 4. FOLLOW-UP DISCUSSION: Airport Layout Plan Update

(Item was presented for information only; no action required or taken.) Mr. Cevallos is providing a follow-up discussion for the sake of those Airport Commission members that were not in attendance at last month's presentation from the Airport Engineers Talbert, Bright, & Ellington, on the Airport Layout Plan Update. Mr. Cevallos reminded the Commission that this presentation of the Airport Layout Plan Update is a statutory requirement of the Airport's future build-out so that it can be formally recognized as part of the National Plan of Integrated Airports Systems (NPIAS). Mr. Cevallos explained how the Airport Engineers Talbert, Bright, & Ellington researched and updated the airport's growth forecast, and determined the requirements to increase the airport's storage capacity. This resulting research and analysis produced a plan that includes a map layout describing the next 20 years of development, color-coded in phases of five years. Mr. Cevallos explained while there is no major change in the overall objective and strategy to the Airport's projected future growth, this Airport Layout Plan Update is the critical tool to execute the proper strategies to identify the right projects and, as necessary, determine the best funding source to ensure their completion. Board member Wilfong asked if there is a correlation between the fuel pricing and the forecast level of activity. Mr. Cevallos gave an explanation, beginning with how he determines the retail fuel price, and concluded with the comment that fuel sales are so variable it is hard to discern any true correlation between those two items.

Mr. Cevallos focused on Slide 14 of the presentation, the slide which has two lists of projects. He shared that the projects are divided into two major classifications: the CIP, or Capital Improvement Projects, and the Airport Layout Plan Projects. The CIP list described those projects shown in rank order, which are specifically eligible for grant funding (projects that directly support generating revenue such as hangar construction are ineligible to directly be funded by grants). The ALP Projects list is an all-inclusive list that details everything to support this 20 year+ plan. The list includes those projects that are listed in the CIP, plus those revenue generating projects such as hangar construction. This ALP Projects list also described the expected potential funding source. Mr. Cevallos stated each funding source listed has restriction or requirements that could greatly influence Airport development plans, or even delay them. As an example, Mr. Cevallos reminded the Commission that a point was made during the August Commission meeting that it would be best not to directly consider any funding request to the City until this coming spring when the City could be in a better position to know whether or not it could support any request. Mr. Cevallos also pointed out that certain components within the development plans hinge on receiving grant funding from the State/FAA, which are subject to funding availability and prioritization. He shared that there are other options such as Public Private Partnership that could be a good alternative or could be complementary to the City funding some of the required hangars.

Mr. Cevallos guided the presentation to discussing those specific areas that will be first in the development phasing: the area on either side of the main terminal and across the runway. He provided a very specific view of those areas, and concluded with a breakdown of the related development values, explaining that the direct financial impact for each project is predicated on the funding sources whether it be grant-funded and/or privately funded. Board member Furr made a comment that the key to supporting more aircraft traffic at the airport is the inclusion of a maintenance service center. Mr. Cevallos agreed and reviewed the status of the business negotiations that have been conducted with Mr. Brandon Atkinson and Aerowood Aviation to establish a service center for the airport. Mr. Cevallos explained that there are a number of aircraft maintenance operations in the region that currently support the jet traffic, which is both a benefit and detriment to adding this type of service at the airport. He added that he has collected data on transient jet operations as well so that data could be used in discussion with these companies. He advised that most companies work to determining the business feasibility in establishing that type of service here. Mr. Cevallos added that there has been an interest by these service companies to stage a mobile service team at the airport, but he explained that this may go against Airport minimum standards, something that the Commission would have to address should Mr. Cevallos receive a formal proposal.

Chair Keziah interjected that the discussion has been very good, but may have to be tabled for another meeting as this meeting has gone over its anticipated length. Mr. Cevallos agreed and concluded the presentation stating that he would follow-up with the Commission on any further updates.

General Discussion:

Mr. Cevallos advised the Commission that the December meeting is scheduled for December 13, however this date conflicts with the City Council meeting that has been re-scheduled for this date. Mr. Cevallos explained that he intends on making this a short meeting, with it being more of a social event. Mr. Cevallos shared that he has made arrangements to hold the meeting at the General Quarters, the old homestead that is located at the corner of Airport Road and Paul J. Helms Drive. This home has been converted into an inn and event space. No agenda is set; just an opportunity to say good bye to the out-going board members: Don Edwards, Ken Haigler, and Bob Smith.

Mr. Cevallos stated that he would poll Commission members via email on determining the alternative date that will work with everyone's schedule.

The meeting ended at 6:10 pm.

MONTHLY AIRPORT OPERATIONS REPORT

MONTH OF **JANUARY 2022**

AIRFIELD STATUS

AIRFIELD CONDITION = **GREEN**

CURRENT NOTAMS 2 Aerodrome:
RUNWAY CLOSED, daily from 0800 – 1800 – 14/15 Feb 2022 (Maintenance)
Radio Altimeter unreliable ***(5G related)***
4 FDC: associated with arrival and departure procedures

AIRCRAFT OPERATIONS

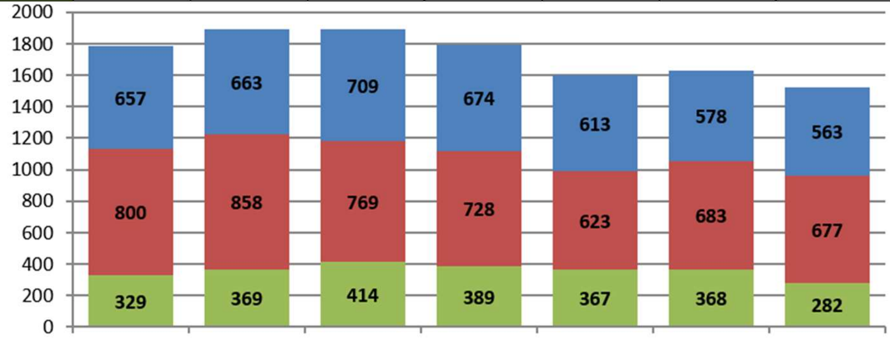
TAKEOFFS = 1,905 LANDINGS = 1,972 DEPARTURES = 730 ARRIVALS = 773

FY2022	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov-21	Dec-21	Jan-22	Annual Total	Monthly Avg
AIRCRAFT DEPARTURES	881	842	933	904	803	768	730	**6,004**	**500**
AIRCRAFT ARRIVALS	874	848	951	938	815	797	773	**6,145**	**512**
TOTAL TAKEOFFS	2,542	1,866	2,169	2,294	2,065	1,782	1,905	**14,994**	**1,250**
TOTAL LANDINGS	2,550	1,860	2,167	2,329	2,104	1,841	1,972	**15,209**	**1,267**
TOTAL OPERATIONS	**5,092**	**3,726**	**4,336**	**4,623**	**4,169**	**3,623**	**3,877**	**29,446**	**4,207**

AIRCRAFT SERVICES

CUSTOMERS SERVED: FUELED = 563 TOWED = 677 OTHER = 282

FY 2022	JUL	AUG	SEP	OCT	NOV	DEC	JAN	YR TOTALS	MNTH AVG
FUELING	657	663	709	674	613	578	563	**4457**	**371**
TOWING	800	858	769	728	623	683	677	**5138**	**428**
OTHER SERVICES *	329	369	414	389	367	368	282	**2518**	**210**

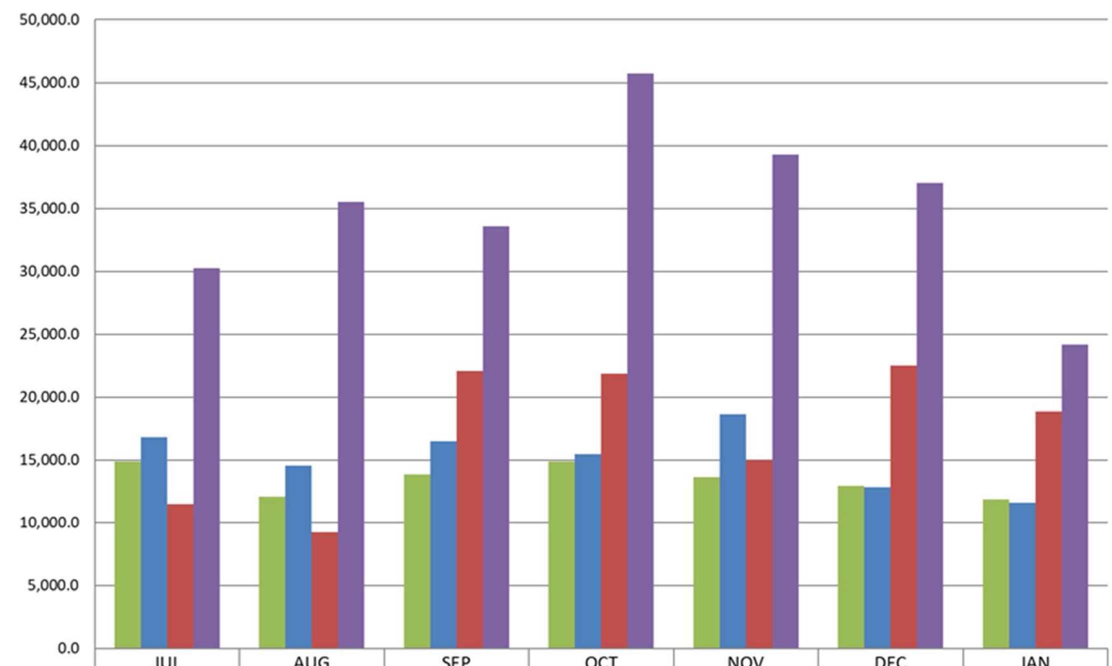


** = Other Services include aircraft parking, catering, rental cars, aircraft loading/unloading*

FUEL

DISPENSED:	AVGAS = 11,581.8 GALS	JET A = 24,167.0 GALS	**TOTAL = 35,748.8 GALS**
ON HAND:	AVGAS = 4,622 GALS	JET A = 3,290 GALS	**TOTAL = 7,912 GALS**
CURRENT PRICE:	**AVGAS = $5.45 SS** **$6.00 FS**	**JET A = $4.90 SS** **$5.60 FS**	

AIRPORT FUEL DISPENSED - FY 2021 vs. FY 2022 COMPARISON

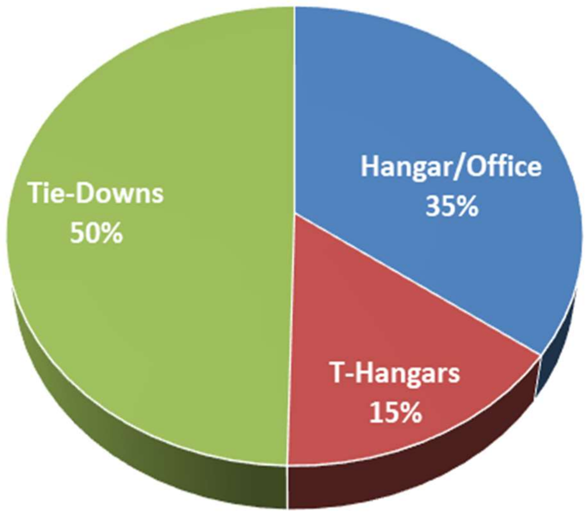


	JUL	AUG	SEP	OCT	NOV	DEC	JAN
AVGAS FY 2021 Totals	14,858.3	12,096.3	13,867.2	14,875.5	13,639.7	12,946.0	11,894.2
AVGAS FY 2022 Totals	16,822.3	14,563.8	16,472.4	15,452.3	18,629.7	12,821.9	11,581.8
JET-A FY 2021 Totals	11,504.0	9,248.0	22,073.0	21,878.0	14,982.0	22,522.0	18,835.0
JET-A FY 2022 Totals	30,228	35,500.0	33,584.0	45,727.0	39,253.0	37,032.0	24,167.0

OCCUPANCY

BASED CUSTOMERS (LEASED SPACE):

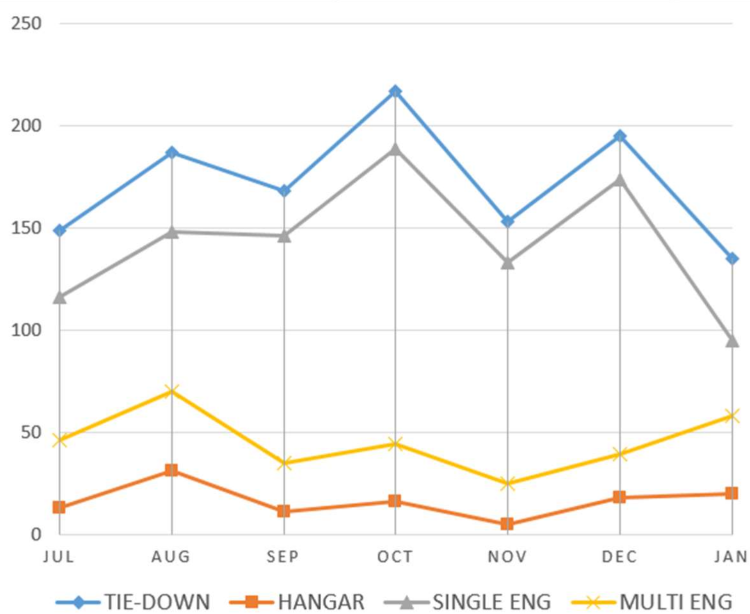
HGR/OFFICE*= 48 T-HGR = 20 T/D = 68



** = Value includes both Bulk Hangar & total Hangar occupancy*

TRANSIENTS OVERNIGHTING:

FY2022	JUL	AUG	SEP	OCT	NOV	DEC	JAN	TOTALS	AVG
TIE-DOWN	149	187	168	217	153	195	135	**1204**	**178**
HANGAR	13	31	11	16	5	18	20	**114**	**10**
SINGLE ENG	116	148	146	189	133	174	95	**1001**	**83**
MULTI ENG	46	70	35	44	25	39	58	**317**	**26**



YTD BUDGET REPORT - FY2022 JANUARY

ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% USED
Land Lease	$ 4,138.00	$ 2,069.04	$ 2,068.96	50.0
Tie-down Lease	$ 51,240.00	$ 27,940.00	$ 23,300.00	54.5
Hangar Lease	$ 254,505.00	$ 193,857.57	$ 60,647.43	76.2
Office Lease	$ 35,168.00	$ 14,073.84	$ 21,094.16	40.0
T-hangar Lease	$ 87,360.00	$ 44,750.00	$ 42,610.00	51.2
Towing	$ 4,800.00	$ 1,200.00	$ 3,600.00	25.0
Pumping Fee	$ 87,235.00	$ 48,764.30	$ 38,470.70	55.9
Catering	$ 451.00	$ -	$ 451.00	0.0
Overnight Tie-down/Hangar	$ 13,968.00	$ 7,100.98	$ 6,867.02	50.8
Charges for Service-Misc	$ 6,349.00	$ 8,877.94	$ 2,528.94	139.8
Maintenance Hangar Lease	$ 34,425.00	$ -	$ 34,425.00	0.0
Operation Fees	$ 12,000.00	$ 10,137.83	$ 1,862.17	84.5
Aircraft Ramp Fee	$ 16,521.00	$ 6,900.00	$ 9,621.00	41.8
Customs User Fees	$ 6,200.00	$ 525.00	$ 5,675.00	8.5
Customs Regulated Garbage	$ 1,000.00	$ 400.00	$ 600.00	40.0
Call Out Fee	$ 2,364.00	$ 900.00	$ 1,464.00	38.1
Delinquent Penalty	$ 500.00	$ 645.60	$ 145.60	129.1
Publications	$ 2,163.00	$ 968.25	$ 1,194.75	44.8
Pilot Supplies	$ 1,757.00	$ 117.22	$ 1,639.78	6.7
Oil Sales	$ 2,389.00	$ 2,943.22	$ 554.22	123.2
Aviation Fuel Sales	$ 1,521,110.00	$ 1,003,060.74	$ 518,049.26	65.9
Total - Airport Revenues	**$ 2,145,643.00**	**$ 1,375,231.53**	**$ 770,411.47**	**64.1**

ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% USED
Salary	$ 457,679.00	$ 171,751.13	$ 285,927.87	37.5
Overtime	$ 17,773.00	$ 3,017.14	$ 14,755.86	17.0
Social Security Taxes	$ 35,264.00	$ 12,813.47	$ 22,450.53	36.3
Life Insurance	$ 690.00	$ 343.98	$ 346.02	49.9
Employer Share Insurance	$ 85,600.00	$ 39,527.12	$ 46,072.88	46.2
Retirement	$ 46,721.00	$ 23,885.88	$ 22,835.12	51.1
401(k)	$ 17,445.00	$ 9,113.70	$ 8,331.30	52.2
Cell Phone Allowance	$ 1,200.00	$ 600.00	$ 600.00	50.0
Workers Compensation	$ 2,146.00	$ 1,072.98	$ 1,073.02	50.0
CARES Grant Personnel	$ -	$ 82,000.00	$ (82,000.00)	100.0
Bank Service Charges	$ 38,000.00	$ 24,195.34	$ 13,804.66	63.7
Financial Management	$ 966.00	$ 966.00	$ -	100.0
Engineering Services	$ 1,500.00	$ 650.00	$ 300.00	80.0
Technical Contracted Services	$ 13,276.00	$ -	$ 13,276.00	0.0
Repairs & Maint Equipment	$ 37,700.00	$ 24,789.69	$ (753.86)	102.0
Repairs & Maint Buildings	$ 37,894.00	$ 9,628.82	$ 10,134.77	73.3
Repairs & Maint Grounds	$ 81,000.00	$ 33,750.00	$ -	100.0
Software License & Support	$ 8,168.00	$ 7,344.25	$ (3,466.90)	142.4
Repairs & Maint Copiers	$ 1,000.00	$ 480.32	$ 519.68	48.0
Repairs & Maint ERP System AMA	$ 7,887.00	$ -	$ 7,887.00	0.0
Vehicle Fuel	$ 4,837.00	$ 3,096.58	$ 1,740.42	64.0
Vehicle Maintenance	$ 15,300.00	$ 7,605.36	$ 7,694.64	49.7
Unemployment Insurance	$ 410.00	$ -	$ 410.00	0.0
Wellness & Clinic Cost	$ 4,360.00	$ 2,179.98	$ 2,180.02	50.0

YTD BUDGET REPORT - FY2022 JANUARY

ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% USED
Property Damages	$ 64,528.00	$ 32,263.98	$ 32,264.02	50.0
Telecommunications	$ 7,236.00	$ 1,001.08	$ 5,601.15	22.6
Marketing & Promotions	$ 10,000.00	$ 5,522.43	$ 4,477.57	55.2
Uniforms and Shoes	$ 7,000.00	$ 2,526.86	$ 4,473.14	36.1
Training and Travel Adv	$ -	$ 30.00	$ (30.00)	100.0
Training and Travel Exp	$ 5,875.00	$ 3,596.72	$ 2,278.28	61.2
Customer Fuel Rebates	$ 2,000.00	$ 1,366.60	$ 633.40	68.3
General Supplies	$ 10,500.00	$ 3,968.15	$ 6,531.85	37.8
Postage	$ 100.00	$ -	$ 100.00	0.0
Small Equipment	$ 1,450.00	$ 73.04	$ 1,376.96	5.0
PC's Peripherals	$ 1,000.00	$ 989.34	$ 10.66	98.9
Utilities	$ 100,390.00	$ 54,303.95	$ 46,086.05	54.1
Items for Resale Merchandise	$ 6,500.00	$ 2,051.69	$ 4,448.31	31.6
Items for Resale Av Gas	$ 1,025,000.00	$ 687,352.13	$ 337,647.87	67.1
Items for Resale Oil	$ 2,500.00	$ 2,354.51	$ 145.49	94.2
Items for Resale Catering	$ 1,000.00	$ -	$ 1,000.00	0.0
Organizational Dues	$ 1,138.00	$ 1,040.64	$ 97.36	91.4
Subscriptions & Publications	$ 1,165.00	$ 256.69	$ 908.31	22.0
Bad Debt Expense	$ -	$ 56.25	$ (56.25)	100.0
Other Operating Expense	$ 1,350.00	$ 592.52	$ 757.48	43.9
Allocations Administration	$ 190,200.00	$ 95,100.00	$ 95,100.00	50.0
Allocations Utility Billing	$ 15,872.00	$ 7,936.02	$ 7,935.98	50.0
Allocations Cust Srv/Pmt Ctr	$ 14,108.00	$ 7,054.02	$ 7,053.98	50.0
Allocations Purchasing	$ 4,480.00	$ 2,239.98	$ 2,240.02	50.0
Allocations Fleet	$ 10,908.00	$ 5,454.00	$ 5,454.00	50.0
Allocations Facilities Maint	$ 22,051.00	$ 11,025.48	$ 11,025.52	50.0
Allocations Manual Adjs	$ 3,803.00	$ 1,901.52	$ 1,901.48	50.0
Total - Airport Operations	**$ 2,426,970.00**	**$ 1,388,869.34**	**$ 953,581.66**	**60.7**
Customs Service	$ 50,000.00	$ -	$ 50,000.00	0.0
Technical Contracted Services	$ 600.00	$ -	$ 600.00	0.0
Cleaning Srv Waste Disposal	$ 4,800.00	$ -	$ 4,800.00	0.0
Repairs & Maint Equipment	$ 4,500.00	$ 2,117.25	$ 1,500.00	66.7
Repairs & Maint Buildings	$ 4,974.00	$ 1,602.44	$ 1,032.32	79.2
Property Damages	$ 2,767.00	$ 1,383.48	$ 1,383.52	50.0
Telecommunications	$ 11,000.00	$ 1,689.63	$ 9,310.37	15.4
Training and Travel Exp	$ 1,700.00	$ -	$ 1,700.00	0.0
Small Equipment	$ 500.00	$ -	$ 500.00	0.0
Utilities	$ 7,349.00	$ 3,495.96	$ 3,853.04	47.6
Total - Airport Customs Services	**$ 88,190.00**	**$ 10,288.76**	**$ 74,679.25**	**15.3**
Total - Airport Revenues	**$ 2,145,643.00**	**$ 1,375,231.53**	**$ 770,411.47**	**64.1**
Total - Airport Operations	**$ 2,426,970.00**	**$ 1,388,869.34**	**$ 953,581.66**	**60.7**
Total - Airport Customs Services	**$ 88,190.00**	**$ 10,288.76**	**$ 74,679.25**	**15.3**
TOTAL - AIRPORT FUND	**$ (369,517.00)**	**$ (23,926.57)**	**$ (257,849.44)**	