



City Hall Conference Room
300 W. Crowell Street
Monroe, North Carolina 28112

5:00 PM - November 14, 2022

MEETING AGENDA

- 1. Call to Order and Welcome Guests**
- 2. Minutes for Approval**
- 3. Department Report**
 - a)** Monthly Reports Operations, Finance
 - b)** Project/Grant Status Report
- 4. ATP Proposal UPDATED**
- 5. Adjourn**

Next Meeting:



**Monroe Airport Commission Regular Meeting
City Hall Conference Room
5:00 pm – October 10, 2022**

Chair: Mr. Gary Wilfong

Attending Members: Council Member Keziah (Vice-Chair); Mr. David Dotson; Mr. Patrick Furr; Mr. John Stephens

Staff in Attendance: Mr. Peter Cevallos, Mr. Brian Borne, Mr. Mujeeb Shah-Khan, Mrs. Lisa Strickland, Mrs. Ashley Britt, Mrs. Cindy Brooks

Engineer of Record Attendee: Mr. Pat Turney

Visitor: Mr. Don Edwards

1. Call to Order and Welcome Guests

Chair Gary Wilfong called the meeting to order at 5:00 pm on October 10, 2022, welcoming the Commissioners, staff and guest Don Edwards.

2. Minutes for Approval

Approval of the minutes for the previous meeting, September 12, 2022 meeting was requested.

Motion: Mr. Dotson made a motion to approve the minutes of the September 12, 2022 meeting.

Second: Mr. Furr

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

AYES: Mr. David Dotson, Mr. Patrick Furr, Mr. John Stephens, Mr. Gary Wilfong

NAYS: None

3. ATP Flight School Proposal

Presenter:

Mr. Peter Cevallos

Summary:

Mr. Cevallos stated that this item will be presented at the November 14 Airport Commission meeting due to the ATP Flight School representative having a last-minute schedule conflict. Council Member Keziah expressed concerns to allow a second school, citing that the new flight school may create too much competition. Discussion was held on the City's role in regulating aeronautical uses. Council Member Keziah asked Mr. Cevallos how he felt about the proposal. Mr. Cevallos responded by stating that the Airport has to be open to entertaining all proposals as not to violate grant assurances. He did express concern citing an air safety element to increasing air traffic with a second flight school. Mr. Cevallos also stated the rising need for a tower as the Airport continues to grow. He concluded his response that he needs to continue to research the situation with the amount of aircraft traffic, and how to respond with a management solution to the growth. Mr. Shah-Khan echoed Mr. Cevallos' point that as a governmental entity, the Airport cannot deny anyone access for any reason, and suggested should there be true opposition, the City prepare a sound position that states legal grounds for denial, if denial is possible. Chair Wilfong asked with the amount of grant funds that is potentially available for the City, does the Airport have to allow any entity to establish an operation at the Airport? Mr. Shah-Khan responded saying that the Airport would have to review and determine the best selection process and criteria to help with this proposal, and that there is still time before the final presentation is made. Mr. Furr also opposed this proposal, citing the temporary appearance of their facilities, feeling that the proposal of installing a modular office trailer would diminish the appearance of the facilities. Mr. Furr pointed out the Commission denied a similar proposal to install an awning over a stored aircraft. Mr. Shah-Khan concluded that these may be valid reasons that can be used to develop the criteria. Council Member Keziah said he would defer to staff's effort in developing a set of criteria to evaluate this proposal because he recognizes the Airport is challenged with properly controlling its growth.

Mr. Dotson asked with respect to the air traffic, the Airport is still a safe environment? Mr. Cevallos pointed out that the air traffic has increased exponentially, and that there is a great interest in the Airport, which translates to this growth. Mr. Cevallos pointed out that ATP

Flight School is a large operation, with 71 locations nationwide, and their interest in starting an operation at the Airport was both short-term and long-term in that they anticipated their operation would warrant investing in our Airport. He shared that per their proposal, ATP would install a modular trailer to house the offices and training space for their school, which would meet the City's minimum standards requirements, and based on their projected number, they would expect to construct their own permanent facility, a hangar, on the Airport. After subsequent discussion by the Commission stressing the concern for staff to manage the Airport's growth, Mr. Cevallos concluded the item by reminding the Commission that the request is to move forward on negotiating a lease agreement with ATP. He stated that the Commission can defer this item until staff brings back the best criteria by which to evaluate this proposal. He stated that he would continue to work with the Airport Engineer to provide solutions for addressing the increase in aircraft operations, ensuring the safety is not compromised. Mr. Stephens asked Mr. Cevallos if the proposer was using this proposal as a negotiating ploy for another airport. Mr. Cevallos did not feel this was the case, stating the reason they wanted to come to the Airport was that ATP already had a student base established in the local area.

4. Department Reports

Presenter:

Mr. Peter Cevallos

Operations:

Mr. Cevallos briefed the following for monthly operations: aircraft operations for September totaled 5,942 operations, with 964 departures and 949 arrivals. Under Aircraft Services, Mr. Cevallos briefed the following for September: 656 customers fueled, 625 were towed, and 315 were provided other services. Fuel totals for September are 53,350.5 gallons of fuel being dispensed with 14,905.5 being AVGAS and 38,445.0 Jet-A. Current fuel prices are \$6.50 for Self-Service AVGAS and \$7.00 for Full-Service AVGAS; for JET-A, prices are \$6.15 for Self-Service, and \$7.20 for Full-Service. Current occupancy as 73 tie-downs, 20 T-hangars, and 51 leasing hangar and office space; Mr. Cevallos noted the Airport has stopped accepting applications for tie-downs spots due to not enough space. Mr. Cevallos briefed that 238 transient customers overnighted in September, with 12 being hangared, adding that there was a sharp increase during the weekend the President's Cup golf tournament was being held in Charlotte. Council Member Keziah asked if there was any further interest in individuals building hangars, which Mr. Cevallos responded that he has not received any further requests. Council Member Keziah then asked what type of aircraft would be based in the new hangar being constructed. Mr. Cevallos responded that he understood there would be two corporate jets housed in the hangar.

Financial:

September's Year-to-Date Budget Report shows the Airport's revenues tracking slightly higher to expected trends over projected end of year budget outlook, with fuel and oil the best. Expenditures are also trending slightly higher than forecast, again in part for the increase of fuel purchase, both resale and for vehicles, and other equipment repair and maintenance expenditures

Project/Grant Status

Mr. Cevallos reported the only significant update to share on the current active airport projects was with the rehabilitation project of Aprons D, E, F. A teleconference was held on October 4 with Airport Manager Peter Cevallos, Airport Engineer Pat Turney and Division of Aviation representatives, relative to construction phase grant funding in calendar year 2023. Based on that teleconference, and the final direction the Division provides on the availability of funding, it is anticipated that Talbert Bright and Ellington may have to make some scope adjustments to complete the design documents, which is scheduled to be completed for January 2023.

5. Approval of Airport Fuel Storage Policy Revision and Aerowood Fuel Storage Agreement

Presenter

Mr. Peter Cevallos

Summary:

Mr. Cevallos reminded the Commission that at the September 12, 2022 Airport Commission meeting, a request by Aerowood Aviation for self-fueling was presented. He further cited that he was given the direction to develop an alternative solution to Aerowood Aviation installing their own fuel tanks. Mr. Cevallos stated that City Policy MA-02, Charlotte-Monroe Executive Airport Fuel Storage Policy currently allows certain corporate jet operators that have aircraft based on the airport in conjunction with long-term leases the opportunity to purchase aviation fuel in bulk and allowing such fuel to be stored in the City owned fuel facilities for a published fee, as an additional incentive for aircraft owners who consume large quantities of fuel. He said that with the assistance of the Assistant City Attorney, he revised the policy, and associated agreement, so that it could be used as a viable alternative which could be offered to Aerowood Aviation.

Mr. Cevallos explained the following revisions made to the policy: references to requiring aircraft to be based at the Airport have been removed (this stems from guidance recently received from Dept. of Transportation); expanding the fuel type to include both Jet-A and AVGAS: current policy is limited to Jet-A (storage/purchasing criteria remain the same,

the criteria for storage/purchase of AVGAS would be set at a minimum of 50,000 gallons a year for eligibility); and the policy will require the agreement to include a list of eligible aircraft or fleet of aircraft that will be strictly employed when fuel requests are received. Mr. Cevallos stated that the overall intent of the policy is still intact and enforceable, and that these revisions would provide an avenue for a high-volume user like Aerowood to benefit. Staff has discussed and shared the revised policy and associated agreement with Mr. Brandon Atkinson, Aerowood Aviation owner. He is aware of the requirements on aircraft, storage, use and he is in favor of proceeding with the fuel storage agreement as an alternative to him installing fuel storage tanks for his use. Chair Wilfong asked if the agreement is amendable. Mr. Cevallos responded that it is, and per current practice, Mr. Atkinson would have to provide a written justification when there needs to be a change to the fleet of aircraft identified in the agreement. Mr. Cevallos would forward the request to change the aircraft listing with a revised agreement for the City Manager to sign.

Mr. Cevallos asked the Airport Commission to support the revisions made to City Policy MA-02, Charlotte-Monroe Executive Airport Fuel Storage Policy, and the associated fuel storage agreement with Aerowood Aviation, recommending that this request be placed on the Consent Agenda for the October 11, 2022 meeting for City Council approval and execution.

Motion:

Mr. Dotson made a motion to support the revisions made to City Policy MA-02, Charlotte-Monroe Executive Airport Fuel Storage Policy, recommending that this request be placed on the Consent Agenda for the October 11, 2022 meeting for City Council approval.

Second: Mr. Furr

Action:

The motion to support the revisions made to City Policy MA-02, Charlotte-Monroe Executive Airport Fuel Storage Policy, recommending that this request be placed on the Consent Agenda for the October 11, 2022 meeting for City Council approval passed unanimously with the following votes:

AYES: Mr. David Dotson, Mr. Patrick Furr, Mr. John Stephens, Mr. Gary Wilfong

NAYS: None

Motion:

Mr. Dotson made a motion to support the associated fuel storage agreement with Aerowood Aviation, recommending that this request be placed on the Consent Agenda for the October 11, 2022 meeting for City Council approval and execution

Second: Mr. Furr

Action:

The motion to support the associated fuel storage agreement with Aerowood Aviation, recommending that this request be placed on the Consent Agenda for the October 11, 2022 meeting for City Council approval and execution passed unanimously with the following votes:

AYES: Mr. David Dotson, Mr. Patrick Furr, Mr. John Stephens, Mr. Gary Wilfong

NAYS: None

6. General Discussion:

Mr. Cevallos briefed the Commission that the annual air show will be held on November 12 & 13. The regular show elements will be present: aircraft display and performance, vendors, and the re-enactors area. There will be helicopter flights given starting on Friday, the day before the show where rides can be purchased. The show will end with a patriotic flight. Staff will have the parking passes and wristbands available for pick-up at the end of the month

7. Adjourn

There being no other business, the Chair asked for a motion to adjourn the meeting.

Motion:

Mr. Dotson made a motion to adjourn the meeting.

Second: Mr. Furr

Action:

The motion to adjourn passed unanimously with the following votes:

AYES: Mr. David Dotson, Mr. Patrick Furr, Mr. John Stephens, Mr. Gary Wilfong

NAYS: None

The meeting adjourned at 5:45.

MONTHLY AIRPORT OPERATIONS REPORT

MONTH OF OCTOBER 2022

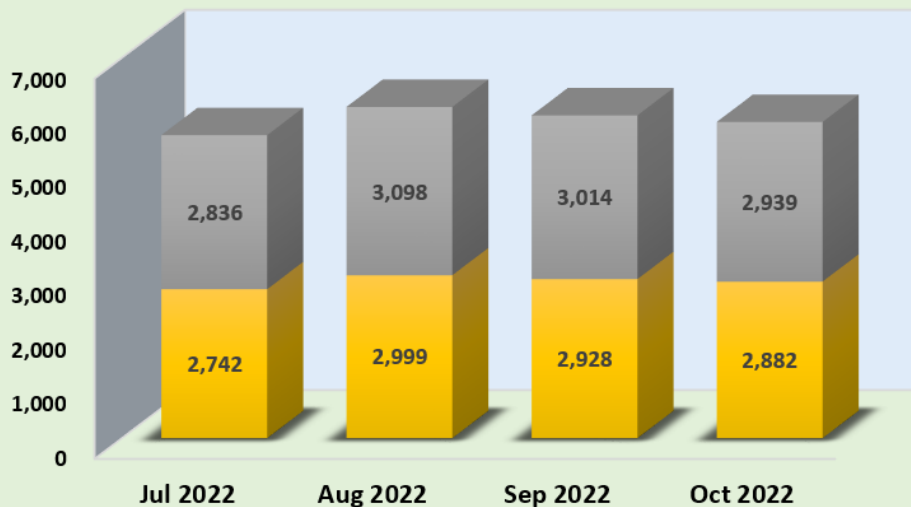
AIRFIELD STATUS

AIRFIELD CONDITION = **GREEN**

CURRENT NOTAMS 2 Aerodrome: Radio Altimeter unreliable (**5G related**); Air Show airspace TFR
2 FDCs: associated with arrival and departure procedures

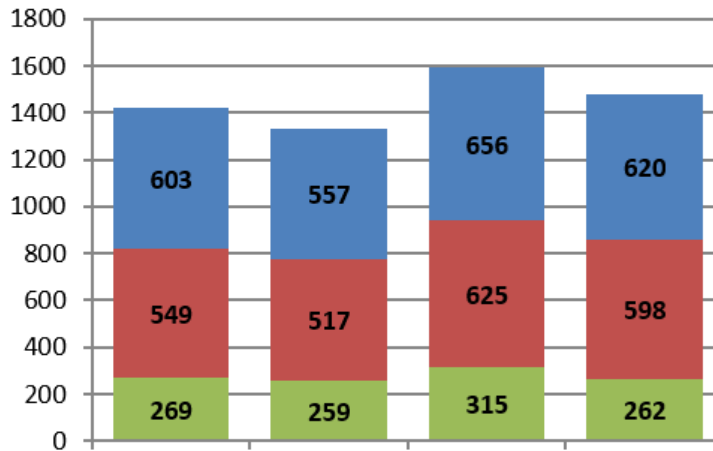
AIRCRAFT OPERATIONS

FY2023	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Annual Total	Monthly Avg
TOTAL TAKEOFFS	2,836	3,098	3,014	2,939	12,479	1,040
TOTAL LANDINGS	<u>2,742</u>	<u>2,999</u>	<u>2,928</u>	<u>2,882</u>	<u>12,130</u>	<u>1,011</u>
TOTAL OPERATIONS	5,578	6,097	5,942	5,821	24,609	5,860



AIRCRAFT SERVICES

FY 2023	JUL	AUG	SEP	OCT	YR TOTALS	MNTH AVG
FUELING	603	557	656	620	2436	203
TOWING	549	517	625	598	2289	191
OTHER SERVICES *	269	259	315	262	1105	92



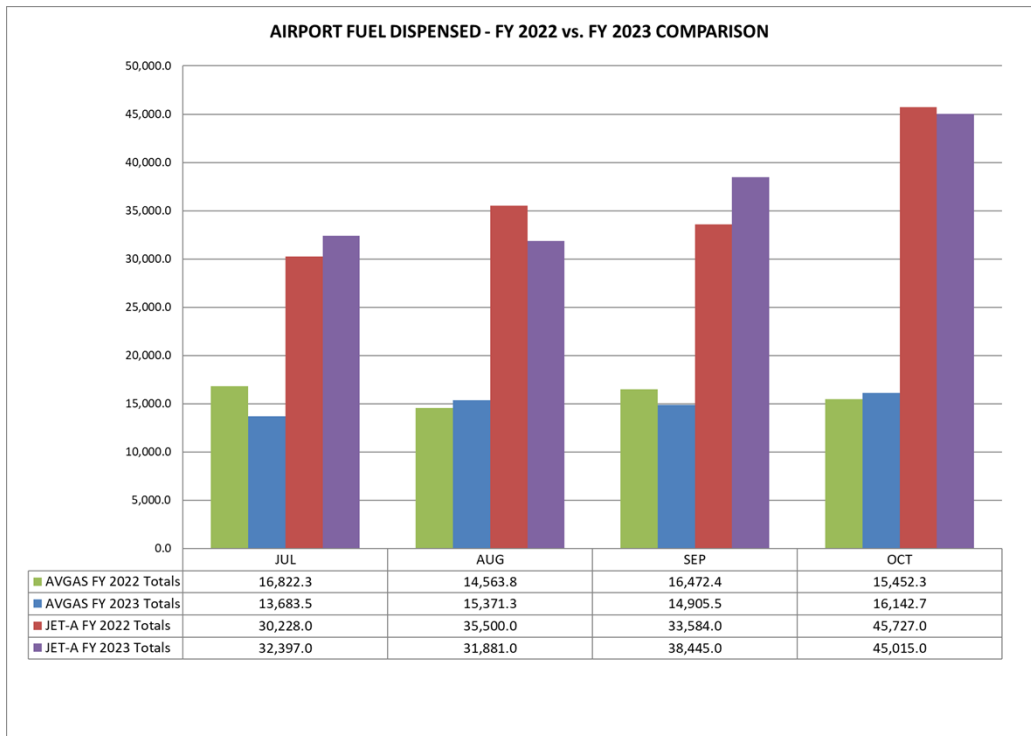
* = Other Services include aircraft parking, catering, rental cars, aircraft loading/unloading

FUEL

DISPENSED: AVGAS = 16,142.7 GALS JET A = 45,015.0 GALS **TOTAL = 61,157.7 GALS**

ON HAND: AVGAS = 8,560 GALS JET A = 9,808 GALS **TOTAL = 18,368 GALS**

CURRENT PRICE: **AVGAS = \$6.85 SS** **JET A = \$6.50 SS**
 \$7.35 FS **\$7.55 FS**



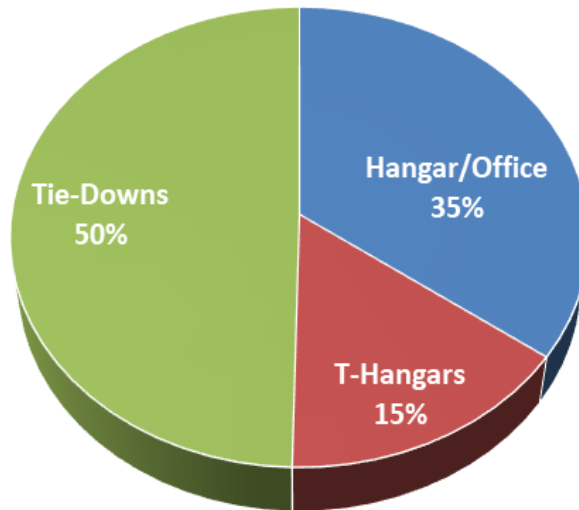
OCCUPANCY

BASED CUSTOMERS (LEASED SPACE):

HGR/OFFICE* = 58

T-HGR = 21

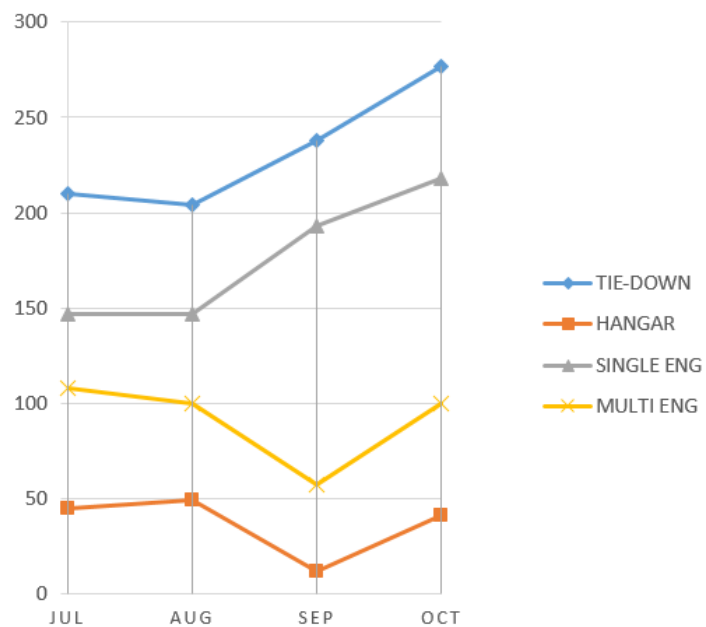
T/D = 73



* = Value includes both Bulk Hangar & total Hangar occupancy

TRANSIENTS OVERNIGHTING:

<u>FY2023</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>TOTALS</u>	<u>AVG</u>
TIE-DOWN	210	204	238	277	929	155
HANGAR	45	49	12	41	147	12
SINGLE ENG	147	147	193	218	705	59
MULTI ENG	108	100	57	100	365	30



AIRPORT MONTHLY BUDGET REPORT - FY23 OCTOBER



Account Number	Account Desc	OCT 2022			2022 YTD		
		Budget	Actual	% Used	Budget	Actual	% Used
580 Airport Fund		0.00	(180,819.37)	100.00%	0.00	(413,479.18)	100.00%
00 No Department		0.00	(256,200.18)	100.00%	(2,165,801.00)	(853,589.33)	39.41%
1000 General Revenue		0.00	(256,200.18)	100.00%	(2,165,801.00)	(853,589.33)	39.41%
86 Airport		0.00	203,795.74	100.00%	3,584,803.00	954,582.75	26.63%
8620 Airport-Operations		(2,000.00)	202,338.36	-10,116.90%	2,426,970.00	903,742.24	37.24%
8630 Airport-Customs Service		2,000.00	1,293.04	64.65%	88,190.00	5,397.41	6.12%
8670 Airport-Debt Service		0.00	164.34	100.00%	1,069,643.00	45,443.10	4.25%
99 Non Departmental		0.00	(128,414.93)	100.00%	(1,419,002.00)	(514,472.60)	36.26%
9900 Non Departmental/Division		0.00	(128,414.93)	100.00%	(1,419,002.00)	(514,472.60)	36.26%
Grand Total:		0.00	(180,819.37)	100.00%	0.00	(413,479.18)	100.00%



STAFF REPORT

TO: Airport Commission

VIA: Brian J. Borne, City Manager

DATE: November 14, 2022

FROM: Peter Cevallos, Airport Manager

PREPARED BY: Peter Cevallos, Airport Manager

SUBJECT: ATP Proposal for Flight School Operation (UPDATED)

SUMMARY STATEMENT

ATP Flight School is interested in operating a flight training center at the Airport. They request to lease ground space in the vicinity of Main Terminal building for the installation of a temporary modular facility and tie-down parking spots to support basing aircraft at the airport.

REVIEW

ATP Flight School is a national flight school company that currently operates 74 training centers across the country, the nearest facility located at the Concord Regional Airport. They seek to establish a second training center for the Charlotte metropolitan area as they see a potential for growth, and have identified the Airport as a potential location with strong demand for our training.

Staff met with the ATP officials and toured the airport facilities, and ATP is interested in establishing a presence on the Airport. As there are no existing available facilities to accommodate their request, and to ensure they meet the requirements of City Policy MA-01, Minimum Standards for Commercial Aeronautical Activities and Fixed Base Operations, ATP is proposing to install a 24' x 56' modular office unit on the edge of the ramp area to the north of the terminal to support their classroom and office space requirements. Their installation plan would include adjusting the current fence line and installing a sidewalk from the existing terminal parking lot to provide public access to the facility while also providing them access to their aircraft on the adjacent ramp.

Their attached proposal provides further detail on their company, their short-term and their long-term plans for their presence on the airport.

This item was originally scheduled to be presented at the October 10 Airport Commission meeting, but due to a scheduling conflict with the ATP official, this item will be presented at the November 14 meeting. At the October meeting, this item generated a discussion on the impact this flight school would have to the overall airport operations, specifically, the concern of having another flight school that would add more air traffic to the overall increasing amount of diverse aircraft operations. Additionally, there were specific questions on the selection process and criteria employed to allow new businesses to operate on the Airport. Staff stated that there is a rising need for an air traffic control tower as the Airport continues to grow. Further, the complexity of the aircraft operations drives the needs to research other solutions to manage the growth. Staff will also address the need to bring forth at a future meeting a more formal selection process and criteria that would assist in managing the inclusion of more business and activities, such as this proposal, to the Airport.

RECOMMENDATION

This item is presented for information only, with no action requested at this time. Staff proposes further efforts on addressing the issues required to manage the Airport's growth before consideration can be given on any new proposal such as the one by ATP Flight School. Pending the presentation of this additional information at a future meeting, further discussion and guidance from the Commission would be required before a final determination can be made on moving forward with this proposal.

Attachment(s):
ATP Flight School Proposal



October 4, 2022

Peter Cevallos
Airport Manager , Charlotte - Monroe Executive Airport
3900 Paul J. Helms Drive
Monroe, NC 28110

RE: Proposal for ATP to Operate a Flight Training Center at KEQY

Mr. Cevallos:

Please accept this correspondence as ATP Flight School's proposal to operate a flight training center at the Charlotte - Monroe Executive Airport (KEQY). ATP is negotiating in good faith to lease ground space in the vicinity of 3900 Paul J. Helms Drive for the installation of a temporary modular facility.

Additionally, we would require tie-downs to support aircraft basing at the airport.

Enclosure (1) provides additional details of our proposal, the company's background and future plans for the area.

ATP's planning team is standing by to discuss terms to support the development of a lease. We look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, reading "Mark Butler". The signature is written in a cursive, flowing style.

Mark Butler
Director of Planning and Development

Encl 1 - ATP's proposal to operate at KEQY



Enclosure (1): ATP Flight School's Proposal to Operate at the Charlotte - Monroe Executive Airport

Introduction

ATP currently operates 74 Training Centers across the United States with the nearest facility located northeast of Charlotte, NC. ATP is looking to establish a second Training Center in the Charlotte metropolitan area and after researching the local demographics and reviewing our internal data, the Monroe area was identified as a potential location with strong demand for our training.

Background

- As background, ATP was founded in 1984 by its current ownership and executive management team and has steadily grown to become the largest flight training company in the United States. Through efficient, highly focused training towards FAA pilot certification, ATP prepares men and women for professional pilot careers with airlines, corporate flight departments, air charter companies, flight schools, and U.S. military pilot slots.
- ATP pioneered cost-effective, accelerated, multi-engine flight training with an emphasis on pilot career development, and later expanded its course offering to include its Airline Career Pilot Program, a training program for U.S. students to train from Private Pilot thru Commercial Pilot with Flight Instructor Certificates. This highly successful program led ATP to become the number one source of pilots to the regional airlines, having the *highest ratio of airline placements to students* of any flight school, aviation college, or flight academy.

ATP by the Numbers:

- Operates 74 Training Center across the United States
- Owns and operates the largest training fleet in the world with 484 aircraft.
- The fleet consists 196 Piper Archers, 193 Cessna Skyhawks 172s and 96 Piper Seminoles.
- Operates 18 regional maintenance centers across the U.S.



- Utilizes 142 company owned simulators.
- 1250 ATP graduates have been hired by U.S. airlines in the last 12 months.
- ATP's partners with 38 airline, cargo, and corporate operators ensures our graduates have the best possible career opportunities.
- ATP averages over 40,000 flight hours per month and almost 9,000 FAA certificates annually.

Proposal

Since we have not been able to identify any available office spaces at the Charlotte - Monroe Executive Airport, ATP is proposing to install a 24' x 56' modular unit on the edge of the ramp area to the north of the terminal and as depicted in exhibit A. Our plan calls for adjusting the current fence line and installing a sidewalk from the existing terminal parking lot to provide public access to the facility while also providing us access to our aircraft on the adjacent ramp. The unit would provide 1,344 square feet of office space and two restrooms. We anticipate that the trailer would adequately support training of 20 - 25 students at one time.

Next Steps

If the board agrees to the proceed, we would propose the following next steps:

- Negotiate terms for land lease to support the installation of the modular.
- Contract an engineering company to lay out a site plan to be reviewed and approved by the airport.
- Have a general contractor provide a proposal and plan to install the modular unit.

Future Development

While we are very optimistic about the business potential in the area, it typically takes us one to two years to develop a significant enough demand to commit to the construction of a permanent facility. In the future, we anticipate that we would seek to construct either a 80' x 80' or 100' x 100' hangar along with 2,000 to 3,000 square feet of office space to support training and maintenance operations.



As a reference point, our facility northeast of Charlotte, consists of a training center and a maintenance facility which operates out of a 12,000 square foot complex with approximately 3,000 square feet of office space. This operation provides over 25 jobs to the local community and purchases over 120,000 gallons in fuel annually from the local city-owned FBO.

Summary

ATP's goal is to work in conjunction with the airport's staff and the City of Monroe to establish a world-class training facility at KEQY to serve the local area residents. We feel this partnership would not only bring jobs and prestige to your airport, but also generate significant revenue for the City in the form of rent payment and fuel sales. ATP's development team is standing by to discuss this proposal.



Exhibit A - Initial Site Layout

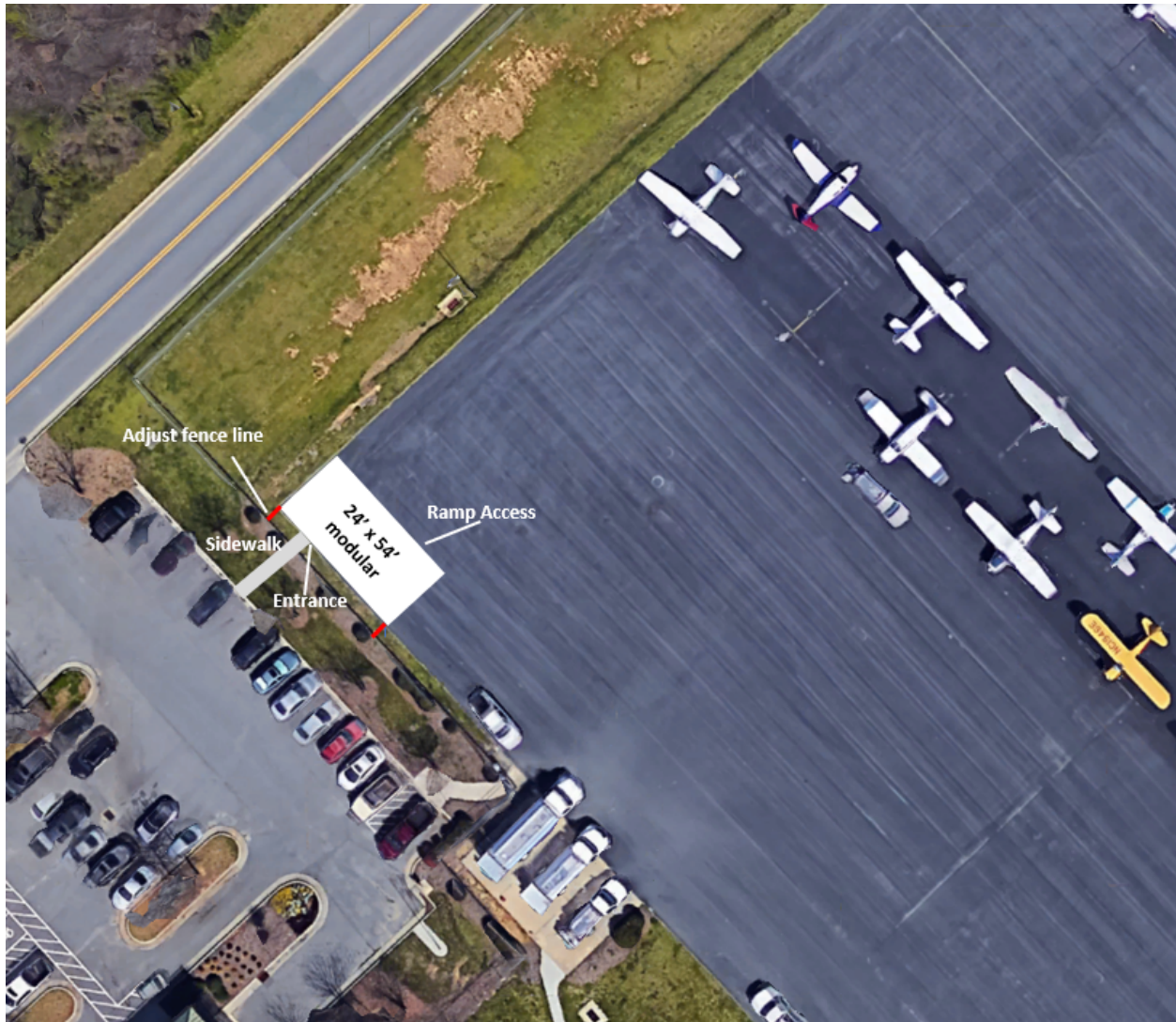




Exhibit B - Modular Layout and Photo

