CHARLOTTE
MONROE
EXECUTIVE AIRPORT

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

5:00 PM - January 9, 2023

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. **Control Tower Update**
5. **Follow-up: ATP Proposal**
6. **Terminal Office Lease Request – Charter Jet Transport**
7. **Adjourn**

Next Meeting:

Monroe Airport Commission Regular Meeting
City Hall Conference Room
5:00 pm – November 14, 2022

Chair: Mr. Gary Wilfong

Attending Members: Mr. Howard Heda; Mr. David Dotson; Mr. John Wiggins; 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: Councilman James Kerr, ATP Representative David Thompson

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1. **Call to Order and Welcome Guests**

   Chair Gary Wilfong called the meeting to order at 5:00 pm on November 14, 2022, welcoming the Commissioners, staff and guests.

2. **ATP Flight School Proposal**
   Presenter
   Mr. Peter Cevallos
   Mr. David Thompson

   Summary
   At the Airport Commission Chair's direction, Mr. Cevallos introduced Mr. David Thompson, with ATP Flight School, so he could brief the Commission on ATP Flight School, and formally present their proposal *(a copy of the presentation is attached to these minutes for reference)*.

   After Mr. Thompson's presentation, a question and answer session was held, with Airport Commission board member Mr. John Stephens asking what the graduation rate is and how many hours do the graduates have at the end, since the FAA mandates 1500 hours to work for the airlines. Mr. David Thompson responded that he didn't have the numbers from the admissions department. He also stated that his pilots don't acquire the 1500 hours, but they finish their time building as instructors. He stated that they usually graduate the program with 200 flight hours, and 50 sim hours. Mr. John Stephens also asked where the training area will be. Mr. David Thompson

answered that it will typically be to the East and Southeast of the airport. Mr. Gary Wilfong asked if they operate 24/7, because the airport doesn't. Mr. David Thompson replied that there are night flights required, 1-hour pre-sunrise and 1-hour post sunrise for single engines. Mr. David Dotson asked how did it take for ATP to go from a modular facility at Concord to their current facilities. Mr. Thompson responded that in the timeframe he has been with the company, the school has seen gradual growth with 30 students at that time, to the current 60 now. In addition, the Certified Flight Instruction Academy has been relocated from Atlanta to their Concord location. Mr. Dotson also asked for confirmation that ATP is currently not in a modular facility at that location. Mr. Dotson asked if ATP normally have two schools so closely together. Mr. Thompson responded giving examples of other locations around the country, such as Atlanta where they have four operating locations, Minneapolis where there are two locales, and an example where they opened a satellite location near Morristown (NJ). Mr. Thompson explained that having separate locales so close together actually offer relief to the respective airports, and they are cognizant of the other operations at these airports. Mr. Dotson asked how successful is ATP going from a modular facility to an actual facility. Mr. Thompson explained that they have been very successful in all facilities, gauging the facilities to match the level of operations, stating ATP will "cap" student enrollment based on the facility size because they do employ a "student-to-space" ratio to determine the number of students. Mr. Thompson concluded stating that ATP is willing to adapt to what is offered, and that if the 1,300 square feet of facility is all that's available, then they will hold the enrollment to those 20-25 students they project in their proposal.

Mr. Gary Wilfong closed the presentation, thanking Mr. Thompson for his presentation, offering that their presentation is timely because it underscores the appeal that Monroe is, and secondly, it highlights the issue of increased air traffic at the Airport. Mr. Wilfong stressed that it is this second perspective that has driven conversations in previous meetings, and will drive having further conversations in the future as the traffic is increasing with more corporate jet traffic, and now the addition of another flight school prompts further discussions for the Commission, and Monroe itself on how all these different elements of growth fit together. He concluded by saying since there were three Board members absent, he felt that this important item should be addressed with everyone before a final decision could be made. Mr. Thompson responded saying he understood, and he reiterated that with regards to their operations, safety is paramount both for the company as well as others that fly.

3. Minutes for Approval

Approval of the minutes for the previous meeting, October 10, 2022 was requested.

Motion: Mr. John Stephens made a motion to approve the minutes of the October 10, 2022 meeting.

Second: Mr. John Wiggins

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

AYES: Mr. David Dotson, Mr. Howard Heda, Mr. John Wiggins, Mr. John Stephens, Mr. Gary Wilfong
NAYS: None

4. Department Reports

Presenter:
Mr. Peter Cevallos

a) Operations:

Mr. Cevallos briefed the following for monthly operations: there are 4 active Notice-to-Airmen (NOTAMs): two local NOTAMS, one for the Air Show Temporary Flight Restriction, and one for the advisory on radio altimeter use being unreliable (this is a blanket advisory the FAA has issued in light of the 5G rollout); two "FDC" NOTAMs associated with the Airport's arrival and departure procedures. Mr. Cevallos briefed aircraft operations for October totaled 5,841 operations. Under Aircraft Services, Mr. Cevallos briefed the following for October: 620 customers fueled, 598 were towed, and 262 were provided other services. Fuel totals for October are 61,157.7 gallons of fuel being dispensed with 16,142.7 being AVGAS and 45,015.0 Jet-A. Current fuel prices are $6.85 for Self-Service AVGAS and $7.35 for Full-Service AVGAS; for JET-A, prices are $6.50 for Self-Service, and $7.55 for Full-Service. Current occupancy as 73 tie-downs, 20 T-hangars, and 58 leasing hangar and office space; 277 transient customers overnighted in October, with 41 being hangared.

b) Financial:

October's Year-to-Date Budget Report shows that 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 trended 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.

c) Project/Grant Status

Mr. Cevallos reported the following for the current airfield projects:

- Runway 05/23 Obstruction Removal Project: Mr. Cevallos stated that this project is in environmental review with the NC Department of Environmental Quality.
- The Rehab of Aprons D, E, F: Mr. Cevallos stated that the project is still in design, with an expected completion date of January 2023.

5. General Discussion

- Mr. Cevallos stated that the FAA recently issued a Notice of Funding Opportunity, which announces applications are now being accepted for funding through the Bipartisan Infrastructure Law (BIL) to construct, improve, and modernize airport traffic control towers. The FAA will fund projects that sustain, construct, repair, improve, modernize, and replace or relocate airport-owned towers; to include, acquire and install air traffic control, communications, and related equipment to be used in those towers. Grants awarded under this program are at a 100 percent federal participation, with NO airport match required. The open application period for this grant will close on December 6, 2022. Mr. Brian Borne pointed out that there is a new grants person starting tomorrow under Lisa's supervision. Lisa said she could spend 100% of her time trying to get this ready for us. Mr. Gary Wilfong feels the tower should be very high on the agenda. A lot of major corporations would come here, but they aren't allowed to come to an airport with no tower. He stated, if the tower is on our master plan, we can work it for the best benefits of Monroe. Mr. Brian Borne asked if the study that is needed for distance for the tower would come later on during this process. Mr. Pat Turney stated yes, the study will come. He also stated the remote towers may be a more viable solution.

He said they are still in the early evaluation stages with the FAA. He said that each site still has to be studied and vetted on its own.

Motion:
Mr. Dotson made a motion to support Peter to move forward making a draft proposal for the FAA Contract Tower (FCT) Program to make the December 6th cutoff date.

Second: Mr. Wiggins

Action:
The motion to support drafting a proposal for the FAA Contract Tower Program passed unanimously with the following votes:

AYES: Mr. David Dotson, Mr. Howard Heda, Mr. John Stephens, Mr. Gary Wilfong, Mr. John Wiggins
NAYS: None

- Mr. Gary Wilfong brought up the suggestion that there needs to be a longer meeting to further discuss the major items the Airport Commission is currently facing, such as the control tower. He suggested having a meeting plus a strategic meeting, starting this proposed meeting at 3pm, taking a meal break, then coming back to start again at 5pm. He feels more than 1 hour is needed for discussions. Mr. John Wiggins stated that starting a meeting that early in the day may impact those that work during the day. Mr. Brian Borne suggested the meeting dates could possibly be moved. He stated notification would need to be given per the statute. Mr. Gary Wilfong asked Mr. Peter Cevallos to investigate more times. Mr. Cevallos stated that he would develop a more definitive plan, including seeking feedback from the Commission of their preference.

- Mr. David Dotson asked if there was a December meeting. Mr. Peter Cevallos pointed out that there will not be a regular meeting in December. Instead there will be a Holiday get-together at the same location where the Airport Commission held last year's holiday event, the "General Quarters".

- Mr. David Dotson requested being updated on the grant status to fund the control tower, to which Mr. Peter Cevallos stated he would give updates.

- Mr. Howard Heda asked if the ATP representative expressed any particular time period he would like to see the flight school come to the Airport. Mr. Peter Cevallos stated he has not.

- Mr. John Stephens asked how many operations a day are conducted at the Airport. Mr. Peter Cevallos responded that the Airport has approximately 200 operations, a take-off or landing, a day.

- Mr. John Wiggins stated that his friend, local artist, Bill Cole wants to come and address the airport board. He stated he wants to talk about the Airport's growth and potential strategies to support the growth. Mr. Peter Cevallos asked that Mr. Wiggins coordinate with him on the appropriate meeting date for Mr. Cole to come address the Commission.

6. 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. Howard Heda

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

AYES: Mr. David Dotson, Mr. Howard Heda, Mr. John Wiggins, Mr. John Stephens, Mr. Gary Wilfong
NAYS: None

The meeting adjourned at 5:45.

DRAFT

ATP at EQY

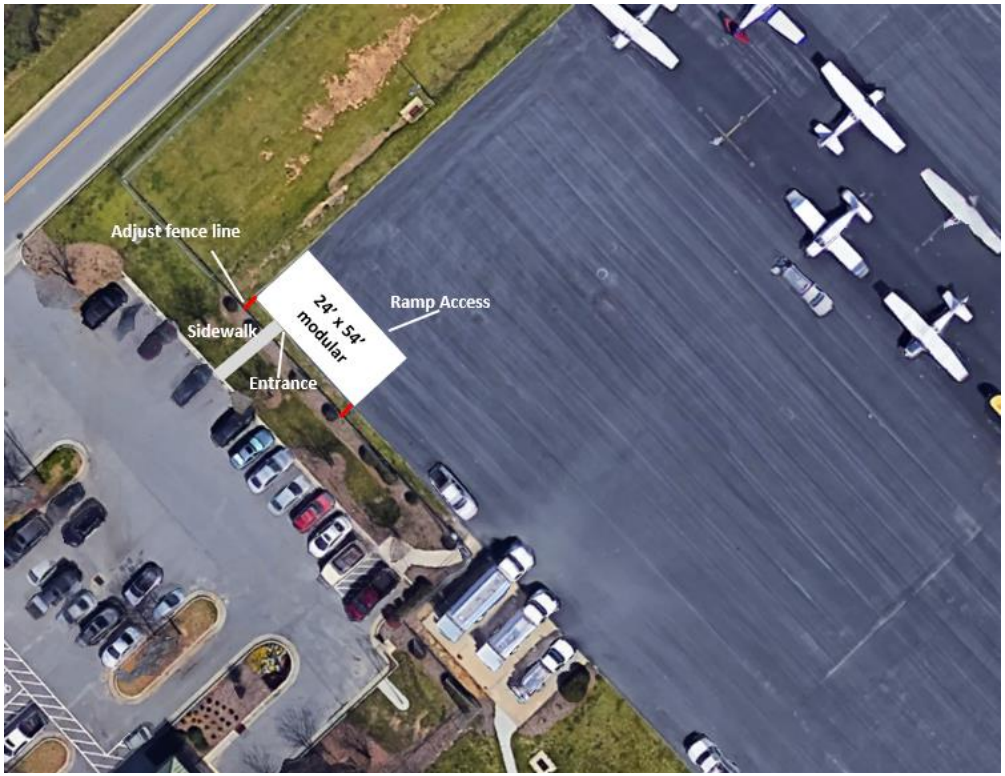
10 OCT 2022

ATP - Background

- Founded in 1984 by its current ownership and executive management team
- Pioneered the Airline Career Pilot. Program for U.S. students.
- Operates 74 Training Center across the U.S.
- Owns and operates a fleet of 484 aircraft
- Operates 18 regional maintenance centers.
- Averages over 40,000 flight hours per month

ATP at EQY - Project Overview

- Installation of 24’ x 56’ modular
- Adjust the current fence line & install a sidewalk.
- The acility would support the training of 20 – 25 students with 3 to 4 aircraft



ATP at EQY – Future Development

- The possible future construction of an100’ x 100’ or 80’ x 80’ hangar facility.
- Building would include 2,000 to 3,000 square feet of office space.
- The facility would be capable of supporting flight training and maintenance operations.

Questions?

MONTHLY AIRPORT OPERATIONS REPORT

MONTH OF **DECEMBER 2022**

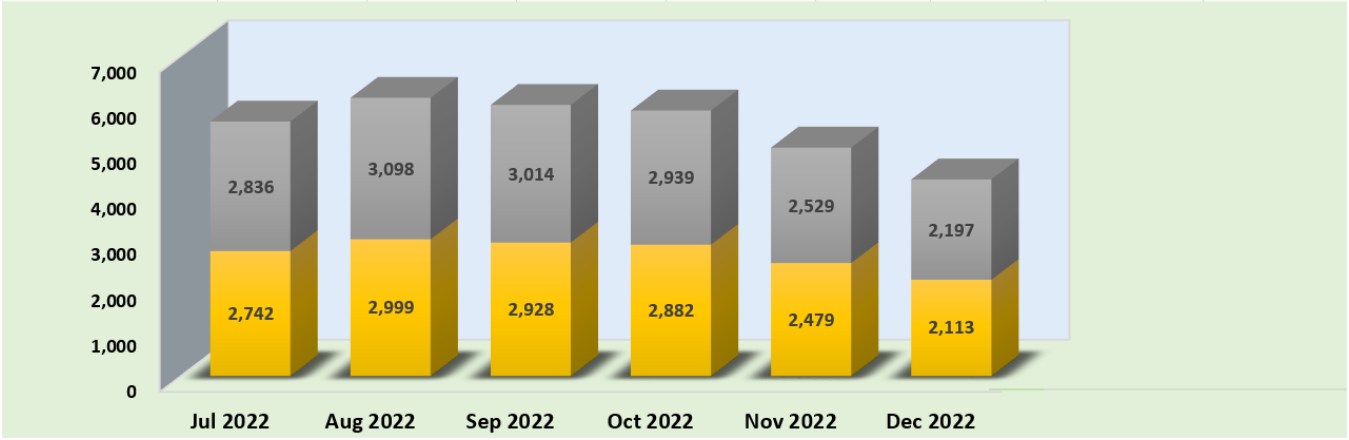
AIRFIELD STATUS

AIRFIELD CONDITION = **GREEN**

CURRENT NOTAMS 1 Aerodrome: Radio Altimeter unreliable ***(5G related)***; Air Show airspace TFR
1 FDC: associated with the "KNIGHTS TWO" departure procedure

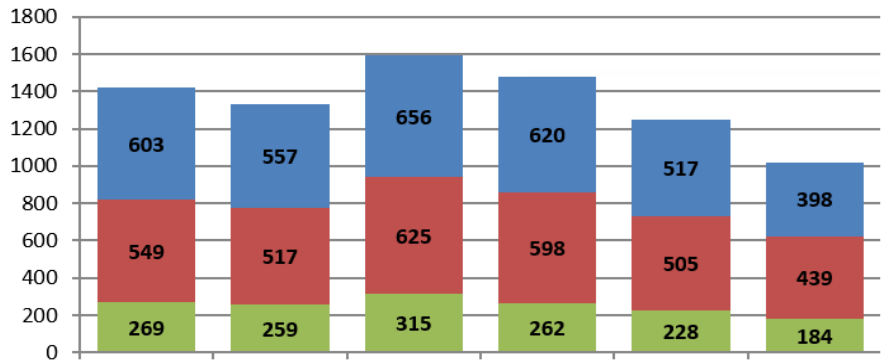
AIRCRAFT OPERATIONS

FY2023	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Annual Total	Monthly Avg
TOTAL TAKEOFFS	2,836	3,098	3,014	2,939	2,529	2,197	16,805	1,400
TOTAL LANDINGS	2,742	2,999	2,928	2,882	2,479	2,113	16,334	1,361
TOTAL OPERATIONS	5,578	6,097	5,942	5,821	5,008	4,310	33,139	5,860



AIRCRAFT SERVICES

FY 2023	JUL	AUG	SEP	OCT	NOV	DEC	YR TOTALS	MNTH AVG
FUELING	603	557	656	620	517	398	**3351**	**591**
TOWING	549	517	625	598	505	439	**3233**	**559**
OTHER SERVICES *	269	259	315	262	228	184	**1517**	**267**

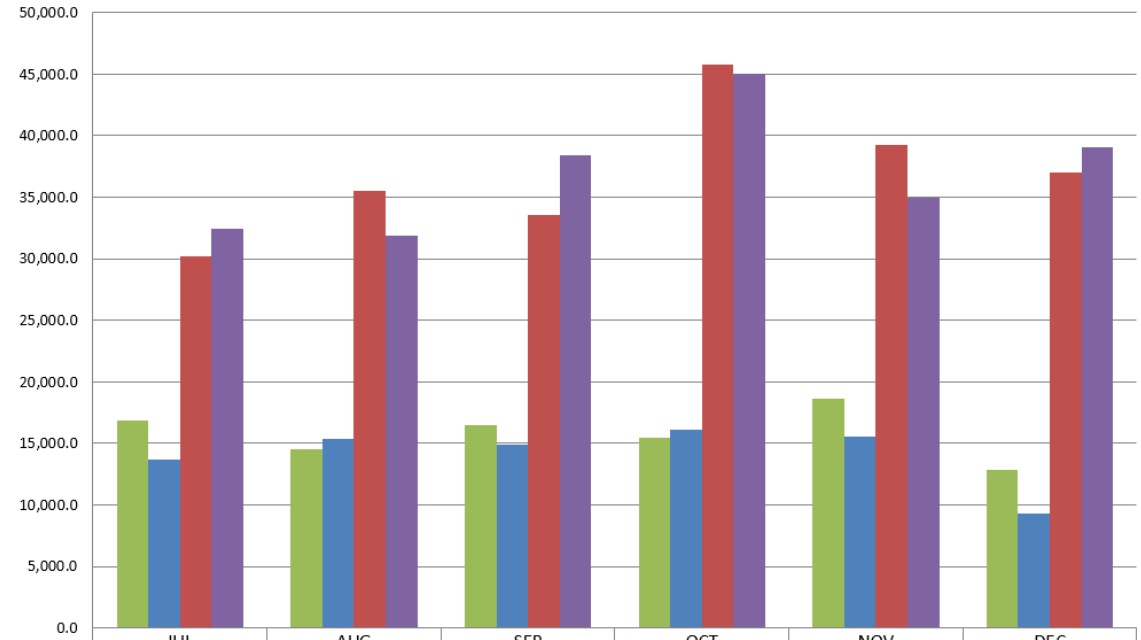


** = Other Services include aircraft parking, catering, rental cars, aircraft loading/unloading*

FUEL

DISPENSED:	AVGAS = 9,319.1 GALS	JET A = 39,022.2 GALS	**TOTAL = 48,341.3 GALS**
ON HAND:	AVGAS = 2,062 GALS	JET A = 3,194 GALS	**TOTAL = 5,256 GALS**
CURRENT PRICE:	**AVGAS = $6.30 SS $7.00 FS**	**JET A = $6.20 SS $7.10 FS**	

AIRPORT FUEL DISPENSED - FY 2022 vs. FY 2023 COMPARISON

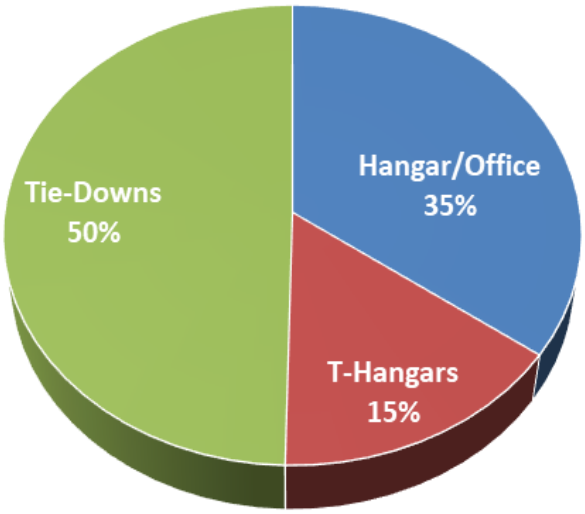


	JUL	AUG	SEP	OCT	NOV	DEC
AVGAS FY 2022 Totals	16,822.3	14,563.8	16,472.4	15,452.3	18,629.7	12,821.9
AVGAS FY 2023 Totals	13,683.5	15,371.3	14,905.5	16,142.7	15,565.7	9,319.1
JET-A FY 2022 Totals	30,228.0	35,500.0	33,584.0	45,727.0	39,253.0	37,032.0
JET-A FY 2023 Totals	32,397.0	31,881.0	38,445.0	45,015.0	34,970.0	39,022.2

OCCUPANCY

BASED CUSTOMERS (LEASED SPACE):

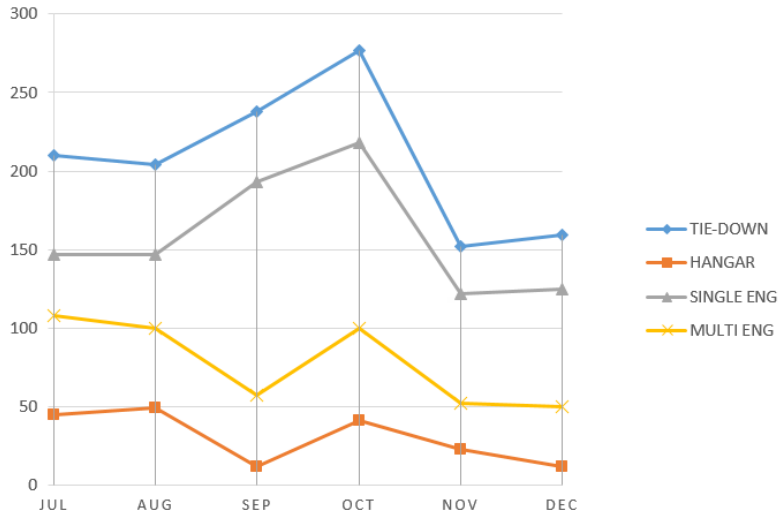
HGR/OFFICE*= 58 T-HGR = 21 T/D = 76



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

TRANSIENTS OVERNIGHTING:

FY2023	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS	AVG
TIE-DOWN	210	204	238	277	152	159	**1240**	**207**
HANGAR	45	49	12	41	23	12	**182**	**15**
SINGLE ENG	147	147	193	218	122	125	**952**	**79**
MULTI ENG	108	100	57	100	52	50	**467**	**39**



AIRPORT MONTHLY BUDGET REPORT - FY2023 DECEMBER

	DEC 2022			2022 YTD		
Account Number	Budget	Actual	% Used	Budget	Actual	% Used
580 Airport Fund	0.00	(83,193.77)	100.00%	0.00	(636,401.57)	100.00%
00 No Department	0.00	(181,655.82)	100.00%	(2,165,801.00)	(1,314,658.22)	60.70%
1000 General Revenue	0.00	(181,655.82)	100.00%	(2,165,801.00)	(1,314,658.22)	60.70%
86 Airport	0.00	226,867.33	100.00%	3,584,803.00	1,450,093.92	40.45%
8620 Airport-Operations	0.00	219,466.59	100.00%	2,426,970.00	1,388,369.86	57.21%
8630 Airport-Customs Service	0.00	1,572.88	100.00%	88,190.00	10,288.76	11.67%
8670 Airport-Debt Service	0.00	5,827.86	100.00%	1,069,643.00	51,435.30	4.81%
99 Non Departmental	0.00	(128,405.28)	100.00%	(1,419,002.00)	(771,837.27)	54.39%
9900 Non Departmental/Division	0.00	(128,405.28)	100.00%	(1,419,002.00)	(771,837.27)	54.39%
Grand Total:	0.00	(83,193.77)	100.00%	0.00	(636,401.57)	100.00%

City of Monroe Airport

STAFF REPORT

TO: Monroe Airport Commission

VIA: Brian J. Borne, City Manager

DATE: January 9, 2023 Meeting

FROM: Peter Cevallos, Airport Manager

SUBJECT: **Control Tower Update**

SUMMARY STATEMENT

As directed by the Airport Commission at their November 14, 2022 meeting, staff provides the following update towards having a control tower at the Airport.

REVIEW

At the November 14, 2022 Airport Commission meeting, staff briefed the Airport Commission that the FAA recently issued a Notice of Funding Opportunity through the Bipartisan Infrastructure Law (BIL) to construct, improve, and modernize airport traffic control towers. The grant would be a 100 percent federal participation, with NO airport match required, and the application period for this grant would close on December 6, 2022. A motion was unanimously approved to support staff's action making a draft proposal for the FAA Contract Tower (FCT) Program to make the December 6th cutoff date.

As an update on this initiative, the following has been completed:

1. An application has been submitted for the FAA Federal Contract Tower Program (this will get the City recognized having a need for a control tower, and complements the effort to seek funding for the control tower construction). That application has been received and is currently being processed by the FAA. While no specific date has been given as to when the City will be notified for acceptance into the program, acceptance will be realized with

the FAA signing the formal memorandum of understanding to begin the benefit/cost analysis to operate a control tower on the Airport.

2. An application has been submitted for funding through the Bipartisan Infrastructure Law (BIL). The FAA has acknowledged the application being received; any final award notification for this grant is not scheduled until May 2023.

As further background for this initiative, attached is the Air Traffic Control Tower Preliminary Analysis excerpt from the Airport's Layout Plan Update that was prepared by the Airport Engineers Talbert, Bright, & Ellington. It describes the two potential sites that are deemed best for the control tower.

RECOMMENDATION

This item is for information; no action is expected. Further updates will be provided as needed.

Attachment(s):
Airport's Layout Plan Update: Sect. 5.1, Air Traffic Control Tower Preliminary Analysis (excerpt)

5.1 Air Traffic Control Tower Preliminary Analysis

This preliminary analysis has been performed in accordance with FAA Order 6480.4B *Airport Traffic Control Tower Siting Criteria*,[13] which establishes requirements for site selection and control tower cab height of airport traffic control towers (ATCT) to be established or replaced for use by the FAA or contract personnel.

5.1.1 Evaluation of Proposed Tower Sites

Figure 5.1.1-1 (page 57) depicts the location of the two proposed tower at EQY.

5.1.1.1 Tower Site No. 1

Proposed Tower Site No. 1 is located approximately 870.0 feet south southwest of the existing general aviation terminal in an undeveloped area between Aviation Drive and Cyril Bath Metal Fabricators. The site is located at Latitude 35° 01' 20.12" and Longitude 80° 37' 14.38" and has a ground elevation of 700.5 feet AMSL. There is no future aviation-related development planned in the vicinity of proposed Tower Site No. 1.

5.1.1.2 Tower Site No. 2

Proposed Tower Site No. 2 is located approximately 1,015.0 feet northwest of the existing terminal in an undeveloped area between Runway 05/23 and ATI Speciality Materials. The site is located at Latitude 35° 01' 06.07" and Longitude 80° 37' 05.54" and has a ground elevation of 665.1 feet AMSL. Future development in the vicinity of proposed Tower Site No. 2 includes future hangar and taxiway development.

5.1.2 Tower Site Investigation and Analysis

An evaluation of the proposed tower sites was completed, and is shown on the following ATCT site comparsion chart (Table 5.1.2-1, page 58).

5.1.2.1 Tower Site No. 1

5.1.2.1.1 Mandatory Siting Criteria

5.1.2.1.1.1 Maximum Visibility of Airborne Traffic Patterns

This site would allow for visibility of airbourne traffic patterns. No anticipated conditions exist that would block or prevent air traffic controllers from seeing aircraft in the air.

[13]Federal Aviation Administration (August 13, 2018), "FAA Order 6480.4B *Airport Traffic Control Tower Siting Criteria*," <https://www.faa.gov/regulations_policies/orders_notices/>, accessed April 1, 2020.

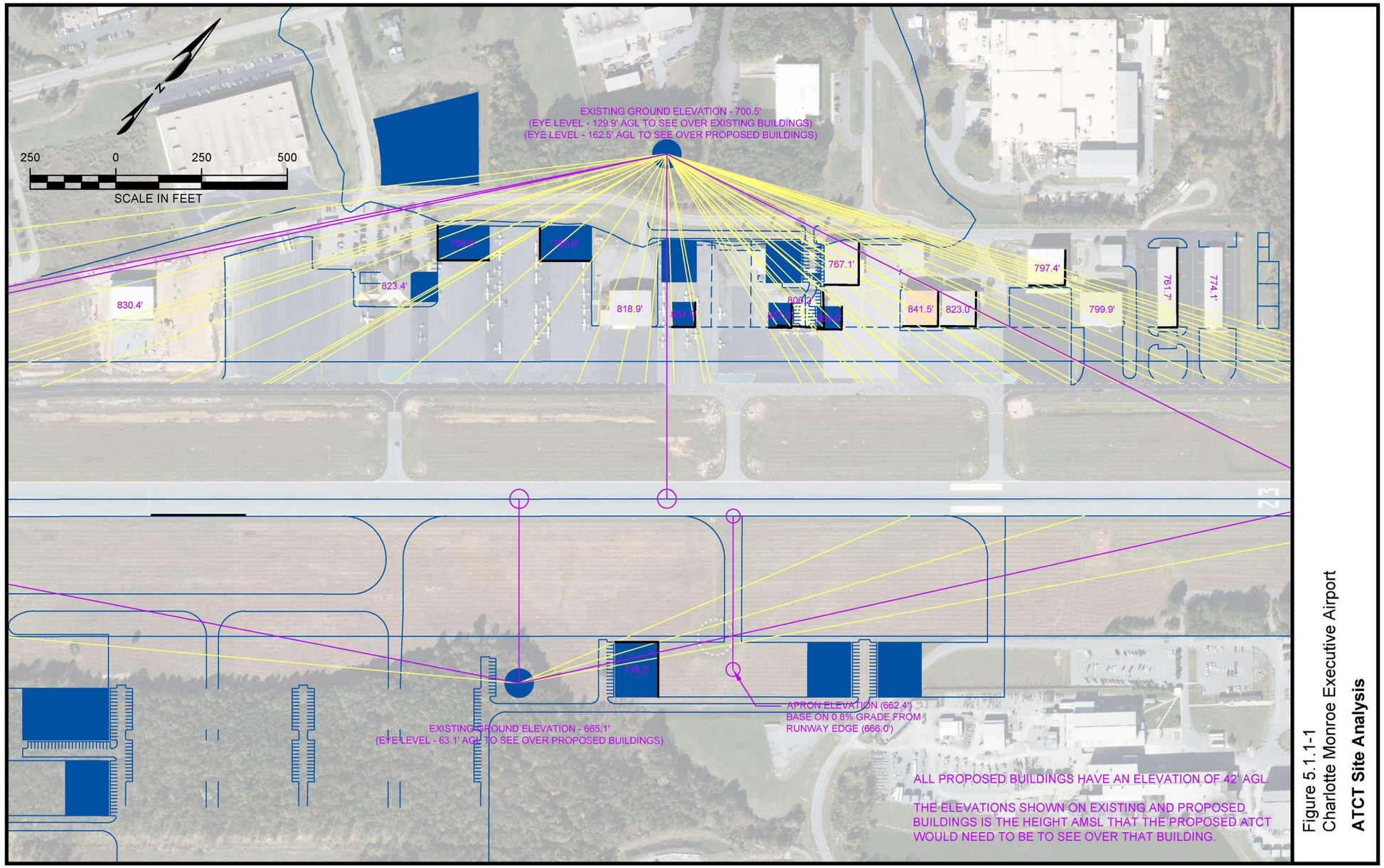


Figure 5.1.1-1
Charlotte Monroe Executive Airport
ATCT Site Analysis

Table 5.1.2-1
Tower Site Comparison
Charlotte-Monroe Executive Airport

Analysis Item	Site 1	Site 2
Line of Sight (LOS)	Airborne Traffic Patterns/Surface Unobstructed	Airborne Traffic Patterns/Surface Unobstructed
ATCT Location on Airport (Latitude/Longitude)	LAT. – 35° 01' 20.12" N LONG. – 80° 37' 14.38" W	LAT. – 35° 01' 06.07" N LONG. – 80° 37' 05.54" W
Access to ATCT Site	Aviation Drive	Alloy Way
Maximum Distance (to farthest point on all runways and taxiways)	5,117'	4,658'
Controller Eye Height/Tower Height	863' AMSL/879' AMSL	719' AMSL/735' AMSL
Environmental Issues	Possible impacts because of undeveloped area location would have to be taken into consideration, as well as storm water drainage and potential construction impacts	Possible impacts because of undeveloped area location would have to be taken into consideration, as well as storm water drainage and potential construction impact
ATCT Potential Impacts to Future and Existing NAVAIDS	No Potential Impacts	No Potential Impacts
TERPS/Part 77 Impacts	Transitional Surface 139' Penetration	Transitional Surface 60' Penetration
Site Cost Estimate	TBD	TBD
Safety Assessment	High: 0 Medium: 3 Low: 13 TBD: 2	High: 0 Medium: 3 Low: 13 TBD: 2
Visibility Performance Analyses Runway 05	Detection: 99.5% Recognition: 50.4% Angle of Incidence: 3.63°	Detection: 99.6% Recognition: 60.4% Angle of Incidence: 1.44°
Runway 23	Detection: 100% Recognition: 96.1% Angle of Incidence: 8.28°	Detection: 100% Recognition: 94.7% Angle of Incidence: 2.70°
Airport Arrival Rate/Capacity Impacts	None	None

TBD – To be determined.
Source: Talbert, Bright & Ellington, Inc., April 2020.

5.1.2.1.1.2 Unobstructed View of Runway Approaches and Landing Areas

The location of Tower Site No. 1 would allow direct observation of the runway approaches and landing areas.

5.1.2.1.1.3 Complete Visibility of all Airport Movement Areas

The result of the Three-Dimensional Airspace Analysis Program (3DAAP) analysis conducted indicated that for the tower to clear the buildings (existing and proposed) for a clear line of sight, the tower would penetrate the Part 77

transitional surface by 139 feet. Based on this analysis, the tower height would be 162.5 feet tall (Figure 5.1.1-1, page 57).

5.1.2.1.1.4 Object Discrimination and Line of Sight (LOS)
A visibility siting analysis was performed to assess the impact of tower height on ATCT ability to notice the presence of an object on the airport surface, ability to discriminate a class of objects, and line of sight angle of a distant object intersects the airport surface. The analysis was performed using the FAA's tower visibility analysis tool for each end of the runway. Tower Site No. 1 passed the minimum requirements, and the results are included in Appendix C.

5.1.2.1.1.5 Site Layout Provides for Planned Facilities and Future Expansion
A preliminary ATCT layout similar to that outlined in FAA Order JO 6480.7E *Airport Traffic Control Tower (ATCT) and Terminal Radar Approach Control (TRACON) Design Policy*[14] would occupy approximately 0.5 acres. Additional area for future expansion of the ATCT complex would be available due to the proposed location of Tower No. 1.

5.1.2.1.1.6 Compliance with FAR Part 77 Surfaces
Tower Site No. 1 is located within the Part 77 transtitional surface and would penetrate the Part 77 surface elevation by 139 feet. Form 7460 Notice of Actual Construction or Alteration would have to be submitted to FAA for determination due to encroachment of Part 77 surface.

5.1.2.1.1.7 Derogate Performance of Existing or Planned Electronic Facilities
At this time, Tower Site No. 1 is not anticipated to impact the performance of any existing or planned electronic facilities.

5.1.2.1.1.8 Access Will not Cross Areas of Aircraft Operations
Public access to the site would not require crossing of any aircraft operations areas.

5.1.2.1.2 Other Siting Criteria

5.1.2.1.2.1 Depth Perception
Utilizing the formula provided in FAA Order 6480.4B *Airport Traffic Control Tower Siting Criteria*, the minimum height for depth perception would be 162.5 feet above the runway threshold elevation of 662.0 AMSL. This would require an eye-level elevation of 863 feet, which is higher (38.5 feet) than the

[14]Federal Aviation Administration (January 14, 2009), "FAA Order JO 6480.7E *Airport Traffic Control Tower (ATCT) and Terminal Radar Approach Control (TRACON) Design Policy*,"
<https://www.faa.gov/regulations_policies/orders_notices/>, accessed April 1, 2020.

required height for visibility based on the line-of-sight requirements (824.5 feet MSL).

5.1.2.1.2.2 Cab Orientation
A north northeast orientation of the tower cab should not be a problem because of the runway orientation (05/23).

5.1.2.1.2.3 Impaired Vision from External Light Sources
The main area of concern for external light sources is the lighting associated with the aircraft apron area in front of the terminal building. However, due to the height of the proposed tower (162.5 feet) and its location away from the aircraft apron, it is not anticipated that the external light source would be a problem.

5.1.2.1.2.4 Visibility of Ground Operations (Aircraft and Vehicles)
At this time, it is anticipated that ground vehicles would be visible at runway and taxiway crossings.

5.1.2.1.2.5 Consideration of Fog and Ground Haze
Fog and haze is a problem at any airport, but excessive fog and haze should not be an issue due to tower height.

5.1.2.1.2.6 Exterior Noise
It is not anticpated that the external noise levels from the aircraft ramp would require additional soundproofing of the ATCT.

5.1.2.1.2.7 Consideration of Future Airport Expansion
The location of Tower Site No. 1 has been considered as part of the future expansion of the Airport.

5.1.2.1.2.8 Site Free of Jet Exhaust Fumes
The tower site is located approximately 870.0 feet south southwest of the existing general aviation terminal in an undeveloped area on the east side of Aviation Drive and should not experience unacceptable levels of jet exhaust fumes.

5.1.2.1.2.9 Site Located on Airport Property
Tower Site No. 1 is located on existing Airport property.

5.1.2.1.3 Environmental Impacts

This environmental analysis does not represent a comprehensive and detailed review of potential environmental impacts. The purpose of this analysis is to determine what environmental issues should be considered for this proposed tower site. This proposed area is currently undeveloped; therefore, possible impacts should be taken into consideration, as well as stormwater drainage and potential construction impact.

5.1.2.1.4 Miscellaneous Considerations

5.1.2.1.4.1 Landside Access
Access to Tower Site No. 1 would be from Aviation Drive. Parking areas would be adjacent to the ATCT.

5.1.2.1.4.2 Utilities
Utilities required for development of this site (water, wastewater, electric, telephone) are available in this area of the Airport.

5.1.2.1.4.3 Field Cabling
Installation of a new duct bank and fiber optic control cabling would be required between the new facility and existing electrical vaults. The proposed location is approximately 310 feet away from an existing electrical vault.

5.1.2.2 Tower Site No. 2

5.1.2.2.1 Mandatory Siting Criteria

5.1.2.2.1.1 Maximum Visibility of Airborne Traffic Patterns
This site would allow for visibility of airbourne traffic patterns. No anticipated conditions exist that would block or prevent air traffic controllers from seeing aircraft in the air.

5.1.2.2.1.2 Unobstructed View of Runway Approaches and Landing Areas
The location of Tower Site No. 2 would allow direct observation of the runway approaches and landing areas.

5.1.2.2.1.3 Complete Visibility of all Airport Movement Areas
The result of the Three-Dimensional Airspace Analysis Program (3DAAP) analysis conducted indicated that for the tower to clear the buildings (existing and proposed) for a clear line of sight, the tower would penetrate the Part 77 transitional surface by 60 feet. Based on this analysis, the tower height would be 63.1 feet tall (Figure 5.1.1-1, page 57)

5.1.2.2.1.4 Object Discrimination and Line of Sight (LOS)
A visibility siting analysis was performed to assess the impact of tower height on ATCT ability to notice the presence of an object on the airport surface, ability to discriminate a class of objects, and line of sight angle of a distant object intersects the airport surface. The analysis was performed using the FAA's tower visibility analysis tool for each end of the runway. Tower Site No. 2 passed the minimum requirements, and the results are included in Appendix C.

5.1.2.2.1.5 Site Layout Provides for Planned Facilities and Future Expansion
A preliminary ATCT layout similar to that outlined in FAA Order JO 6480.7E *Airport Traffic Control Tower (ATCT) and Terminal Radar Approach Control (TRACON) Design Policy* would occupy approximately 0.5 acres. Additional area for future expansion of the ATCT complex would be available due to the proposed location of Tower No. 2.

5.1.2.2.1.6 Compliance with FAR Part 77 Surfaces
Tower Site No. 2 is located within the Part 77 transtitional surface and would penetrate the Part 77 surface elevation by 60 feet. Form 7460 Notice of Actual Construction or Alteration would have to be submitted to FAA for determination due to encroachment of Part 77 surface.

5.1.2.2.1.7 Derogate Performance of Existing or Planned Electronic Facilities
At this time, Tower Site No. 2 is not anticipated to impact the performance of any existing or planned electronic facilities.

5.1.2.2.1.8 Access Will not Cross Areas of Aircraft Operations
Public access to the site would not require crossing of any aircraft operations areas.

5.1.2.2.2 Other Siting Criteria

5.1.2.2.2.1 Depth Perception
Utilizing the formula provided in FAA Order 6480.4B *Airport Traffic Control Tower Siting Criteria*, the minimum height for depth perception would be 63.1 feet above the runway threshold elevation of 662.0 AMSL. This would require an eye-level elevation of 719 feet, which is lower (6.1 feet) than the required height for visibility based on the line-of-sight requirements (725.1 feet MSL).

5.1.2.2.2.2 Cab Orientation
A northeastern orientation of the tower cab should not be a problem because of the runway orientation (05/23).

5.1.2.2.2.3 Impaired Vision from External Light Sources
The main area of concern for external light sources is the lighting associated with the aircraft apron area in front of the terminal building. However, due to the height of the proposed tower (63.1 feet) and its location away from the aircraft apron, it is not anticipated that the external light source would be a problem.

5.1.2.2.2.4 Visibility of Ground Operations (Aircraft and Vehicles)
At this time, it is anticipated that ground vehicles would be visible at runway and taxiway crossings.

5.1.2.2.2.5 Consideration of Fog and Ground Haze
Fog and haze is a problem at any airport, but excessive fog and haze should not be an issue due to tower height.

5.1.2.2.2.6 Exterior Noise
It is not anticpated that the external noise levels from the aircraft ramp would require additional soundproofing of the ATCT.

5.1.2.2.2.7 Consideration of Future Airport Expansion
The location of Tower Site No. 2 has been considered as part of the future expansion of the Airport.

5.1.2.2.2.8 Site Free of Jet Exhaust Fumes
The tower site is located approximately 1,015.0 feet northwest of the existing general aviation terminal in an undeveloped area on the west side of Runway 05/23 and should not experience unacceptable levels of jet exhaust fumes.

5.1.2.2.2.9 Site Located on Airport Property
Tower Site No. 2 is located on existing Airport property.

5.1.2.2.3 Environmental Impacts

This environmental analysis does not represent a comprehensive and detailed review of potential environmental impacts. The purpose of this analysis is to determine what environmental issues should be considered for this proposed tower site. This proposed area is currently undeveloped; therefore, possible impacts should be taken into consideration, as well as stormwater drainage and potential construction impact.

5.1.2.2.4 Miscellaneous Considerations

5.1.2.2.4.1 Landside Access
Access to Tower Site No. 2 would be from Alloy Way through the existing terminal parking area. Parking areas would be adjacent to the ATCT.

5.1.2.2.4.2 Utilities
Utilities required for development of this site (water, wastewater, electric, telephone) are available in this area of the Airport.

5.1.2.2.4.3 Field Cabling
Installation of a new duct bank and fiber optic control cabling would be required between the new facility and existing electrical vaults. The proposed location is approximately 1,315 feet away from an existing electrical vault.

ATCT PRELIMINARY ANALYSIS

Tower Site No. 1
Runway 05
Visibility Siting Requirements Human Factors Analysis

Objective: Two human performance metrics, Object Discrimination Analysis and Object Discrimination and Line of Sight (LOS) Angle of Incidence, were used to assess the impact of tower height on air traffic control tower specialist distance perception.

Technical Approach: Air Traffic Control Visibility Analysis Tool[1] was used to assess the human performance metrics.[2]

Air Traffic Control Tower: **Proposed New Tower – EQY**
Light Level: **Sunlight Clouds**
Ground Turbulence: **Medium**
Target Object: **Dodge Caravan**, target orientation: **Front View**
Observer Eye Height: **863**
Vertical Elevation Change Between Observer and Key Point (feet): **325**
Ground Elevation at Tower (MSL): **162.5**
Ground Elevation at Key Point (MSL): **700.5**
Tower to Key Point Distance: **5,117** (feet) **1.56** (km)
Visibility Range: **10** (Miles) **16.09** (km)

1. Object Discrimination Analysis Results

Criteria	Threshold	Tower Results	Pass/Fail
probability(detection)	95.5%	99.5%	Pass
probability(recognition)	11.5%	50.4%	Pass

2. Line of Sight (LOS) Angle of Incidence

Threshold	Tower Results	Pass/Fail
0.8 degrees or 48 minutes	3.63 degrees	PASS: Change in elevation between observer and key point should be no less than 71 feet.

[1]Federal Aviation Administration, "Air Traffic Control Visibility Analysis Tool," <http://www.hf.faa.gov/visibility/>, accessed April 1, 2020.
[2]Krebs, W. K., Hewitt, G., Murrill, S. R., and Driggers, R. G. (2005), "How High Is High Enough? Quantifying the Impact of Air Traffic Control Tower Observation Height on Distance Perception," 2005 International Symposium on Aviation Psychology, <https://corescholar.libraries.wright.edu/isap_2005/62/>, accessed April 1, 2020.

Tower Site No. 1
Runway 23
Visibility Siting Requirements Human Factors Analyses

Objective: Two human performance metrics, Object Discrimination Analysis and Object Discrimination and Line of Sight (LOS) Angle of Incidence, were used to assess the impact of tower height on air traffic control tower specialist distance perception.

Technical Approach: Air Traffic Control Visibility Analysis Tool[3] was used to assess the human performance metrics.[4]

Air Traffic Control Tower: **Proposed New Tower – EQY**
Light Level: **Sunlight Clouds**
Ground Turbulence: **Medium**
Target Object: **Dodge Caravan**, target orientation: **Front View**
Observer Eye Height: **863**
Vertical Elevation Change Between Observer and Key Point (feet): **325**
Ground Elevation at Tower (MSL): **162.5**
Ground Elevation at Key Point (MSL): **700.5**
Tower to Key Point Distance: **2,232** (feet) **0.68** (km)
Visibility Range: **10** (Miles) **16.09** (km)

1. Object Discrimination Analysis Results

Criteria	Threshold	Tower Results	Pass/Fail
probability(detection)	95.5%	100%	Pass
probability(recognition)	11.5%	96.1%	Pass

2. Line of Sight (LOS) Angle of Incidence

Threshold	Tower Results	Pass/Fail
0.8 degrees or 48 minutes	8.28 degrees	PASS: Change in elevation between observer and key point should be no less than 31 feet.

[3]Federal Aviation Administration, "Air Traffic Control Visibility Analysis Tool," <http://www.hf.faa.gov/visibility/>, accessed April 1, 2020.
[4]Krebs, W. K., Hewitt, G., Murrill, S. R., and Driggers, R. G. (2005), "How High Is High Enough? Quantifying the Impact of Air Traffic Control Tower Observation Height on Distance Perception," 2005 International Symposium on Aviation Psychology, <https://corescholar.libraries.wright.edu/isap_2005/62/>, accessed April 1, 2020.

Tower Site No. 1
Comparative Safety Assessment[5]

HAZARD	IMPACT	RISK
#1 – Potential interference with navigation equipment, planned and existing	No potential interference identified	Low
#2 – Potential interference with communication equipment, planned and existing	No potential interference identified	Low
#3 – Potential interference with existing and/or planned surveillance equipment	No potential interference identified	Low
#4 – TERPS surfaces penetrations	To be determined by Flight Standards	TBD
#5 – Part 77 surface penetrations	Penetrates transitional surface by 139' Form 7460 will have to be submitted	TBD
#6 – Relevant Airport Standards violated	No standards violated	Low
#7 – Direction of visual field creates sight limitations	Tower faces north northwest No safety impact	Low
#8 – Line of Sight/Angle of view creates visual sight limitation	Visibility to aircraft movement areas No safety impact	Low
#9 – Distance of view creates visual sight limitations	No obstructed view No object discrimination No line of sight angle of incidence No two-point lateral discrimination Meet FAA Order 6480.4B standards	Low
#10 – Lighting and atmospheric limitations (Sunlight/Daylight)	Potential to create lighting atmospheric sight limitations Potential loss of situational awareness Mitigation sun shades (FAA Order JO 7110.65Y – Air Traffic Control [August 15, 2019])	Low
#11 – Lighting and atmospheric limitations (Night)	None anticipated	Low
#12 – Artificial lighting (ground)	Potential to create sight limitations (ground) Manufacturing plants located around airport Potential loss of situational awareness Mitigation FAA Order JO 7110.65Y – Air Traffic Control (August 15, 2019)	Medium
#13 – Artificial lighting (airborne)	Potential to create sight limitations (airborne) Manufacturing plants located around airport Potential loss of situational awareness Mitigation FAA Order JO 7110.65Y – Air Traffic Control (August 15, 2019)	Medium
#14 – Naturally occurring atmospheric conditions	Potential to create site limitations Potential loss of situational awareness Mitigation FAA Order JO 7110.65Y – Air Traffic Control (August 15, 2019)	Medium
#15 – Industrial/municipal discharges to the atmosphere	Potential to create site limitations No safety effect	Low

[5]Federal Aviation Administration (August 13, 2018), "Order 6480.4B – Airport Traffic Control Tower Siting Process," <http://www.faa.gov/>, accessed April 1, 2020.

HAZARD	IMPACT	RISK
#16 – Access to proposed site	Does not cross existing ground/air traffic patterns No safety effect	Low
#17 – Interior physical barriers	Potential to create sight limitations Design issue	Low
#18 – Exterior physical barriers	Potential to create sight limitations	Low

Tower Site No. 2
Runway 05
Visibility Siting Requirements Human Factors Analyses

Objective: Two human performance metrics, Object Discrimination Analysis and Object Discrimination and Line of Sight (LOS) Angle of Incidence, were used to assess the impact of tower height on air traffic control tower specialist distance perception.

Technical Approach: Air Traffic Control Visibility Analysis Tool[6] was used to assess the human performance metrics.[7]

Air Traffic Control Tower: **Proposed New Tower – EQY**
Light Level: **Sunlight Clouds**
Ground Turbulence: **Medium**
Target Object: **Dodge Caravan**, target orientation: **Front View**
Observer Eye Height: **719**
Vertical Elevation Change Between Observer and Key Point (feet): **117**
Ground Elevation at Tower (MSL): **63.1**
Ground Elevation at Key Point (MSL): **665.1**
Tower to Key Point Distance: **4,658** (feet) **1.42** (km)
Visibility Range: **10** (Miles) **16.09** (km)

1. Object Discrimination Analysis Results

Criteria	Threshold	Tower Results	Pass/Fail
probability(detection)	95.5%	99.6%	Pass
probability(recognition)	11.5%	60.4%	Pass

2. Line of Sight (LOS) Angle of Incidence

Threshold	Tower Results	Pass/Fail
0.8 degrees or 48 minutes	1.44 degrees	PASS: Change in elevation between observer and key point should be no less than 65 feet.

[6]Federal Aviation Administration, "Air Traffic Control Visibility Analysis Tool," <http://www.hf.faa.gov/visibility/>, accessed April 1, 2020.
[7]Krebs, W. K., Hewitt, G., Murrill, S. R., and Driggers, R. G. (2005), "How High Is High Enough? Quantifying the Impact of Air Traffic Control Tower Observation Height on Distance Perception," 2005 International Symposium on Aviation Psychology, <https://corescholar.libraries.wright.edu/isap_2005/62/>, accessed April 1, 2020.

Tower Site No. 2
Runway 23
Visibility Siting Requirements Human Factors Analyses

Objective: Two human performance metrics, Object Discrimination Analysis and Object Discrimination and Line of Sight (LOS) Angle of Incidence, were used to assess the impact of tower height on air traffic control tower specialist distance perception.

Technical Approach: Air Traffic Control Visibility Analysis Tool[8] was used to assess the human performance metrics.[9]

Air Traffic Control Tower: **Proposed New Tower – EQY**
Light Level: **Sunlight Clouds**
Ground Turbulence: **Medium**
Target Object: **Dodge Caravan**, target orientation: **Front View**
Observer Eye Height: **719**
Vertical Elevation Change Between Observer and Key Point (feet): **117**
Ground Elevation at Tower (MSL): **63.1**
Ground Elevation at Key Point (MSL): **665.1**
Tower to Key Point Distance: **2,484** (feet) **0.76** (km)
Visibility Range: **10** (Miles) **16.09** (km)

1. Object Discrimination Analysis Results

Criteria	Threshold	Tower Results	Pass/Fail
probability(detection)	95.5%	100%	Pass
probability(recognition)	11.5%	94.7%	Pass

2. Line of Sight (LOS) Angle of Incidence

Threshold	Tower Results	Pass/Fail
0.8 degrees or 48 minutes	2.70 degrees	PASS: Change in elevation between observer and key point should be no less than 34 feet.

[8]Federal Aviation Administration, "Air Traffic Control Visibility Analysis Tool," <http://www.hf.faa.gov/visibility/>, accessed April 1, 2020.
[9]Krebs, W. K., Hewitt, G., Murrill, S. R., and Driggers, R. G. (2005), "How High Is High Enough? Quantifying the Impact of Air Traffic Control Tower Observation Height on Distance Perception," 2005 International Symposium on Aviation Psychology, <https://corescholar.libraries.wright.edu/isap_2005/62/>, accessed April 1, 2020.

Tower Site No. 2
Comparative Safety Assessment[10]

HAZARD	IMPACT	RISK
#1 – Potential interference with navigation equipment, planned and existing	No potential interference identified	Low
#2 – Potential interference with communication equipment, planned and existing	No potential interference identified	Low
#3 – Potential interference with existing and/or planned surveillance equipment	No potential interference identified	Low
#4 – TERPS surfaces penetrations	To be determined by Flight Standards	TBD
#5 – Part 77 surface penetrations	Penetrates transitional surface by 139' Form 7460 will have to be submitted	TBD
#6 – Relevant Airport Standards violated	No standards violated	Low
#7 – Direction of visual field creates sight limitations	Tower faces east No safety impact	Low
#8 – Line of Sight/Angle of view creates visual sight limitation	Visibility to aircraft movement areas No safety impact	Low
#9 – Distance of view creates visual sight limitations	No obstructed view No object discrimination No line of sight angle of incidence No two-point lateral discrimination Meet FAA Order 6480.4B standards	Low
#10 – Lighting and atmospheric limitations (Sunlight/Daylight)	Potential to create lighting atmospheric sight limitations Potential loss of situational awareness Mitigation sun shades (FAA Order JO 7110.65Y – Air Traffic Control [August 15, 2019])	Low
#11 – Lighting and atmospheric limitations (Night)	None anticipated	Low
#12 – Artificial lighting (ground)	Potential to create sight limitations (ground) Manufacturing plants located around airport Potential loss of situational awareness Mitigation FAA Order JO 7110.65Y – Air Traffic Control (August 15, 2019)	Medium
#13 – Artificial lighting (airborne)	Potential to create sight limitations (airborne) Manufacturing plants located around airport Potential loss of situational awareness Mitigation FAA Order JO 7110.65Y – Air Traffic Control (August 15, 2019)	Medium
#14 – Naturally occurring atmospheric conditions	Potential to create site limitations Potential loss of situational awareness Mitigation FAA Order JO 7110.65Y – Air Traffic Control (August 15, 2019)	Medium
#15 – Industrial/municipal discharges to the atmosphere	Potential to create site limitations No safety effect	Low

[10]Federal Aviation Administration (August 13, 2018), "Order 6480.4B – Airport Traffic Control Tower Siting Process," <http://www.faa.gov/>, accessed April 1, 2020.

HAZARD	IMPACT	RISK
#16 – Access to proposed site	Does not cross existing ground/air traffic patterns No safety effect	Low
#17 – Interior physical barriers	Potential to create sight limitations Design issue	Low
#18 – Exterior physical barriers	Potential to create sight limitations	Low

STAFF REPORT

TO: Airport Commission

VIA: Brian J. Borne, City Manager

DATE: January 9, 2022

FROM: Peter Cevallos, Airport Manager

PREPARED BY: Peter Cevallos, Airport Manager

SUBJECT: FOLLOW-UP: ATP Proposal

SUMMARY STATEMENT

At the November 2022 Airport Commission meeting, ATP Flight School made a formal presentation to operate a flight training center. They are providing further information on this proposal that would clarify items that were discussed by the Commission at this meeting.

REVIEW

At the November 2022 Airport Commission meeting, ATP Flight School, a national flight school company that currently operates 74 training centers across the country, made a formal presentation to operate a flight training center. They seek to establish a second training center for the Charlotte metropolitan area as they see a potential for growth (the nearest facility located at the Concord Regional Airport), and have identified the Airport as a potential location with strong demand for our training.

After their presentation, there was a discussion was held with a series of questions brought to the ATP representative about their proposal. There is also a general concern about the impact a second flight school would have on 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. As reported, staff is taking steps to establish an air traffic control tower in support of the increased growth for both corporate jet and flight school operations. The Chair

recommended tabling further discussion on the item until the next meeting so that those members that were absent at the November meeting could also participate on the discussion.

Since this meeting, ATP Flight School has updated their proposal with correspondence that addresses some of the questions and concerns the Commission announced. That correspondence is attached to this staff report.

RECOMMENDATION

This item is presented for further discussion. Staff stands ready to initiate action as directed by the Commission on the ATP proposal, or the presentation of any additional information before a final determination can be made on moving forward with this proposal.

Attachment(s):
ATP Flight School Correspondence, dated Jan 6, 2023

January 6, 2022

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

RE: Update to ATP's Proposal to Operate a Flight Training Center at KEQY

Mr. Cevallos:

Please accept this follow on correspondence in support of the continued discussion regarding our proposal to operate a flight training center at Charlotte - Monroe Executive Airport.

With regards to the proposed installation of a modular unit on the airport, ATP understands that the unit is to be temporary by nature and can agree to a defined timeline for its use and ultimately, its removal. We would propose that we would be required to submit plans to construct a permanent facility to the airport within two years of the commencement of operations and to start construction within 18 months of that date.

If the Board agrees to our proposal, our intent is to negotiate a long term ground lease, 30 years or more, that would support the construction of a permanent facility and what we see as a significant investment.

ATP shares the Board's concerns with regards to safety at the airport associated with an increase in operations at the airport. ATP's top priority across the company and country is safety. We will work as a partner to mitigate the increase in operations to include conducting training operations at other airfields when possible to minimize operations at the field. We have no desire to operate at an airport that has an unsafe level of operations.

Additionally, ATP will do whatever we can to support the airport's efforts to become a control airfield.

Sincerely,

Mark Butler
Director of Planning and Development

City of Monroe
Where Heartland Meets High Tech

STAFF REPORT

TO: Airport Commission

VIA: Brian J. Borne, City Manager

DATE: January 9, 2023

FROM: Peter Cevallos, Airport Manager

PREPARED BY: Peter Cevallos, Airport Manager

SUBJECT: Charter Jet Transport Lease Request – Airport Main Terminal Offices

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SUMMARY STATEMENT

Charter Jet Transport is interested in leasing two offices, a reception area, and the Airport Terminal Conference Room. Staff is coordinating a lease document that would be offered to Charter Jet Transport.

REVIEW

Charter Jet Transport has made an intent to lease offices in the Main Terminal: two offices, a reception area, and the conference room. Charter Jet Transport is seeking a long term lease as they plan to make over $25,000 in renovations to the one of the offices, the reception area and the conference room.

Currently there is a lease for the two offices and the reception area with Aerowood Aviation, LLC, which expired on November 30, 2022. The lease request includes the conference room, which they would use as their meeting space. Currently the Airport offers the conference room as an amenity to the visiting Airport customers as a public meeting space.

Staff supports the offered renovations to the offices and reception area, however it would also recommend to have a separate entrance included in the renovations as the conference room in its current configuration, would be inaccessible by the others than Charter Jet Transport should this lease go into effect. Also, there is a requirement for all current lease agreements the City has with Aerowood Aviation, are brought into compliance, including the provision to provide proper documentation with matter of the Aerowood Aviation maintenance operations, and the matter to

transfer the utilities for Hangar #9 (Quonset Hangar) from the City of Monroe to Aerowood Aviation.

To comply with NC General Statutes - Chapter 160A Article 12, 'Sale and Disposition of Property', Paragraph § 160A-272. Lease or Rental of Property, staff is proposing a lease term of five years. With the lease rate being $13 per square foot, per year, as established in City Fee Schedule, the annual lease for the requested space is $14,530.

The typical process for City Council to approve execution of this lease requires the final version of lease agreement has to be coordinated and agreed upon with Charter Jet Transport, approved by the Airport Commission, publicly noticed in a local paper for thirty days, and sent to General Services Committee for their recommendation.

RECOMMENDATION

This item is for the Airport Commission's awareness. Once the agreement is coordinated and agreed upon by City staff and Charter Jet Transport, the agreement will be brought for Airport Commission recommendation to forward to City Council for approval.

Attachment(s):
Charter Jet Transport - Letter of intent - FBO offices

Peter Cevallos

From: Brandon Atkinson <brandon@aerowoodaviation.com>
Sent: Tuesday, November 8, 2022 08:40
To: Peter Cevallos
Subject: Charter Jet Transport - Letter of intent - FBO offices

Mr Cevallos,

As you are aware we have moved the flight school from our offices in the Fbo to the Quonset Hut. This move has given us the space to operate our flight school to its fullest potential. We are expanding Charter Jet Transport and the offices in the Fbo is a great location for our operation. Per our last conversation you and I agree that those offices need to be renovated. These offices were not renovated when the rest of the Fbo was years ago. There are over 15 hols in the wall where Economic Development had signage and the wallpaper is peeling off in multiple areas. We had the carpet cleaned a few years ago but there were stains that would not come out. The conference room is also outdated with the same wall covering and stained flooring. The furniture in the conference room shows its wear and needs to be replaced as well. As we discussed earlier, it makes logistical sense for the conference room to be added to the lease, because the only way to access will be to enter in and through our current office space.

Charter Jet Transport is requesting a 10 year lease on the current 2 offices that Aerowood leases in addition to the conference room. This 10 year lease will allow us to completely renovate all three spaces from the walls to the floor along with all new furniture. We will use this space for meeting and dispatching charter customers out of Monroe. We estimate this renovation will cost over $25,000.00, this does include upscale furniture for offices and conference room. We are willing to invest into this space with a 10 year lease commitment. We feel like this will be a great space for us to continue to grow and service our customers in Monroe.

Thanks,

Brandon Atkinson
President
Aerowood Aviation, LLC