



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

5:00 PM - February 13, 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
 - c) Control Tower Update
- 4. Consultant Selection Announcement**
- 5. Adjourn**

Next Meeting:



**Monroe Airport Commission Regular Meeting
City Hall Conference Room
5:00 pm – January 9, 2023**

Chair: Mr. Gary Wilfong

Attending Members: Council Member Lynn Keziah, Ms. Hayden Desio-Munn, Mr. David Dotson, Mr. Patrick Furr, Mr. Howard Heda, Mr. John Stephens, Mr. John Wiggins

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

Engineer of Record Attendee: Mr. Pat Turney

Visitor: Councilman James Kerr

1. Call to Order and Welcome Guests

Chair Wilfong called the meeting to order at 5:00 pm on January 9 2023, welcoming the Commissioners, staff and guests.

2. Minutes for Approval

Approval of the minutes for the November 14, 2022 meeting was requested.

Motion: Mr. Dotson made a motion to approve the minutes of the November 14, 2022 meeting.

Second: Mr. Furr

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

AYES: Ms. Hayden Desio-Munn, Mr. David Dotson, Mr. Patrick Furr, Mr. Howard Heda, Mr. John Stephens, Mr. John Wiggins, Mr. Gary Wilfong

NAYS: None

3. Department Reports

Presenter:

Mr. Peter Cevallos

a) Operations:

Mr. Cevallos briefed the following for monthly operations: there are 2 active Notice-to-Airmen (NOTAMs): a local NOTAM for the advisory on radio altimeter use being unreliable (this is a blanket advisory the FAA has issued in light of the 5G rollout); and one "FDC" NOTAM associated with a specific departure procedure the FAA has designed for the Airport. Mr. Cevallos briefed aircraft operations for December totaled 5,310 operations. Under Aircraft Services, Mr. Cevallos briefed the following for December: 398 customers fueled, 439 were towed, and 184 were provided other services. Fuel totals for December are 48,341.3 gallons of fuel being dispensed with 9,319.1 being AVGAS and 39,022.0 Jet-A. Current fuel prices are \$6.30 for Self-Service AVGAS and \$7.00 for Full-Service AVGAS; for JET-A, prices are \$6.20 for Self-Service, and \$7.10 for Full-Service. Current occupancy as 76 tie-downs, 20 T-hangars, and 58 leasing hangar and office space; 159 transient customers overnighted in December, with 12 being hangared.

Mr. Cevallos introduced the new Airport Operations Supervisor, Mr. Robert Heitz. Mr. Heitz comes from Albany NY, where he managed of the FBO for Million Air at the Albany International Airport. Mr. Heitz has over 30 years of FBO and airport management experience.

Board Member Furr asked Mr. Cevallos about a NOTAM with regards to the approach of Runway 23. Mr. Cevallos responded with an explanation there is no NOTAM but rather a note shown on the instrument approach plate for Runway 23. Mr. Cevallos further explained that the note describes a restriction on the instrument approach due to the perception that there are trees that obstruct the ability for aircraft to conduct a certain maneuver. Mr. Cevallos stated that he has contacted the FAA that the trees have been lowered so that they do not cause an obstruction, to which the FAA has stated the information would be processed. Questions continued by the Commission asking Mr. Cevallos about additional background, the impact the note has on flight operations, and what potential direction staff can take to correct any restriction that the note causes on aircraft trying to arrive to the airport. Board member Heda offered to reach out to an FAA contact he knows that could assist on getting more information on the matter, and possibly assist in correcting the approach plate. The Airport Chair welcomed the offer, adding there was responsibility by the aircraft operator to ensure that the operator is able to fly into the airport. Mr. Cevallos reiterated that staff has contacted the FAA explaining that the obstructions were removed, with the FAA acknowledging the information. Council Member Keziah asked if the City Attorney could send a letter, to which City Attorney Mujeeb Shah-Khan responded that it is best for staff to continue with the current course of action, reaching out to those at the FAA individually and allow the matter to conclude before any formal letter be drafted, which he would be happy to provide. Further discussion was held with the Airport Commission Chair Wilfong finally calling the discussion complete until the offered actions could be realized and reported back to the Commission.

b) Financial:

December's Year-to-Date Budget Report shows that the Airport's revenues tracking 10% higher to expected trends over projected end of year budget outlook, with fuel and oil the best. Expenditures are also trended higher (approximately 7%) 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: Submitted sediment/erosion control plan to NCDEQ and received comments on 11-14-22. Resubmittal being sent to NCDEQ today (Jan 9, 2023).
- The Rehab of Aprons D, E, F: Completion of design documents is scheduled for end of March 2023, followed by bidding, with construction anticipated during Summer 2023.

4. Control Tower Update

Presenter

Mr. Peter Cevallos

Summary

As directed by the Airport Commission at their November 14, 2022 meeting, Mr. Cevallos briefed the Commission the following steps taken on this initiative:

- An application has been submitted to the FAA for the Federal Contract Tower Program (this action will get the City recognized having a need for a control tower, and complements the effort to seek funding for the control tower construction).
- The application has been submitted for the City to seek a grant from the Bipartisan Infrastructure Law (BIL) to fund the control tower construction. The application has been received by the appropriate FAA office which will announce any grant award in May 2023.

Mr. Cevallos also shared further information on the control tower initiative, presenting an excerpt from the Airport's Layout Plan Update narrative report, detailing the siting analysis the Airport Engineers Talbert, Bright, & Ellington accomplished. Discussion followed, with the Commission asking for specific detail as to the presented excerpt and the background on the City being able to support a control tower at the Airport, including exploring the idea of establishing a temporary control tower. Mr. Cevallos explained that the information provided in the excerpt is a preliminary analysis that Talbert & Bright provided that shows specific information on two different proposed sites for the tower. Mr. Cevallos stressed that based on the information that the second proposed site would be the preferred one that staff would support. Mr. Cevallos also confirmed that based on this preliminary information, it would take approximately three and a half years and a proposed budget of approximately \$4.7M to realize a tower at the Airport, provided we get accepted into the FAA's Contract Tower Program, receive the grant to fund the construction, design and build the tower, and have the FAA accept the constructed control tower. As discussion concluded, Mr. Cevallos stated that he would report back with information on establishing a temporary tower.

5. Follow-up to ATP Proposal

Presenter

Mr. Peter Cevallos

Summary

Mr. Cevallos briefed that 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 are seeking 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, a discussion was held with a series of questions brought to the ATP representative about their proposal. There was 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 in the discussion.

Since this meeting, ATP Flight School has updated their proposal with correspondence that addresses some of the questions and concerns the Commission raised. They are receptive to the concern about the temporary modular office and offer 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 City agrees to the offer, ATP request 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. They also agree that they would mitigate the increase in operations to include conducting training operations at other airfields, when possible, to minimize operations at the field. Finally, ATP pledge their support to the Airport's efforts to become a controlled airfield. Mr. Cevallos concluded by saying 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.

The Commission discussed the proposal, raising the concern that a second flight school would have with recent exponential growth of air traffic occurring at the Airport. The Commission agreed that there have been reports given of the air traffic congestion the Airport is experiencing, with the general agreement that having a control tower would enhance the airport safety. Comments were also made whether any reason that the decision of denying this flight school operation could be viewed as violating economic nondiscrimination and exclusive rights provisions of FAA grant assurances. City Attorney Shah-Khan confirmed that as long as the Commission viewed the denial as a safety issue, suggesting the determination could be tabled until an assessment can be made. The Commission agreed that additional information is needed on obtaining a control tower before a final determination can be made on moving forward with a second flight school operation at the Airport, as proposed by ATP Flight School. Airport Engineer Pat Turney offered to discuss the issue with the FAA, specifically with regard to safety and traffic concerns, and how those could be mitigated, if at all.

Motion: Mr. Dotson made a motion to table the proposal for six months, until August 2023, and ask staff to send a letter to ATP addressing the Commission's concerns, conduct further research on the matter of air traffic safety, and provide the Commission an update each month on who was contacted and any further information that would provide the best guidance if this would be a discriminatory issue or not in the event of a denial of the request.

Second: Mr. Furr

Action: The motion passed unanimously with the following votes:

AYES: Ms. Hayden Desio-Munn, Mr. David Dotson, Mr. Patrick Furr, Mr. Howard Heda, Mr. John Stephens, Mr. John Wiggins, Mr. Gary Wilfong
NAYS: None

6. Terminal Office Lease – Charter Jet Transport

Presenter

Mr. Peter Cevallos

Summary

Mr. Cevallos briefed the Commission that Charter Jet Transport is requesting 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 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. Mr. Cevallos concluded this item was for the Airport Commission's awareness as the Lease agreement is still being coordinated through the City. Once that coordination is complete and the lease has been sent to Charter Jet Transport for their review and agreement, the lease will be brought for Airport Commission recommendation to forward to City Council for approval. Discussion was held with the Commission asking whether access would be given to the conference room. Mr. Furr confirmed that access would be given to conference room, and that can be put into the lease. Mr. Furr asked how soon the lease could be approved. Mr. Cevallos stated that once he receives some information from Mr. Atkinson, Mr. Cevallos can finalize the agreement for it to be sent to Mr. Atkinson for his signature, then the agreement can be sent to City Council for their approval.

Motion: Mr. Furr made a motion for the Airport Commission to recommend the proposed lease agreement be forwarded to City Council for their final approval once the City and Charter Jet Transport have agreed upon the lease terms.

Second: Mr. Dotson

Action: The motion for the Airport Commission to recommend the proposed lease agreement be forwarded to City Council for their final approval once the City and Charter Jet Transport have agreed upon the lease terms passed unanimously with the following votes:

AYES: Ms. Hayden Desio-Munn, Mr. David Dotson, Mr. Patrick Furr, Mr. Howard Heda, Mr. John Stephens, Mr. John Wiggins, Mr. Gary Wilfong
NAYS: None

7. Adjourn

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

Motion:

Mr. Furr made a motion to adjourn the meeting.

Second: Ms. Desio-Munn

Action:

The motion to adjourn passed unanimously with the following votes:

AYES: Ms. Hayden Desio-Munn, Mr. David Dotson, Mr. Patrick Furr, Mr. Howard Heda, Mr. John Stephens, Mr. John Wiggins, Mr. Gary Wilfong

NAYS: None

The meeting adjourned at 6:18 pm.

DRAFT

MONTHLY AIRPORT OPERATIONS REPORT

MONTH OF JANUARY 2023

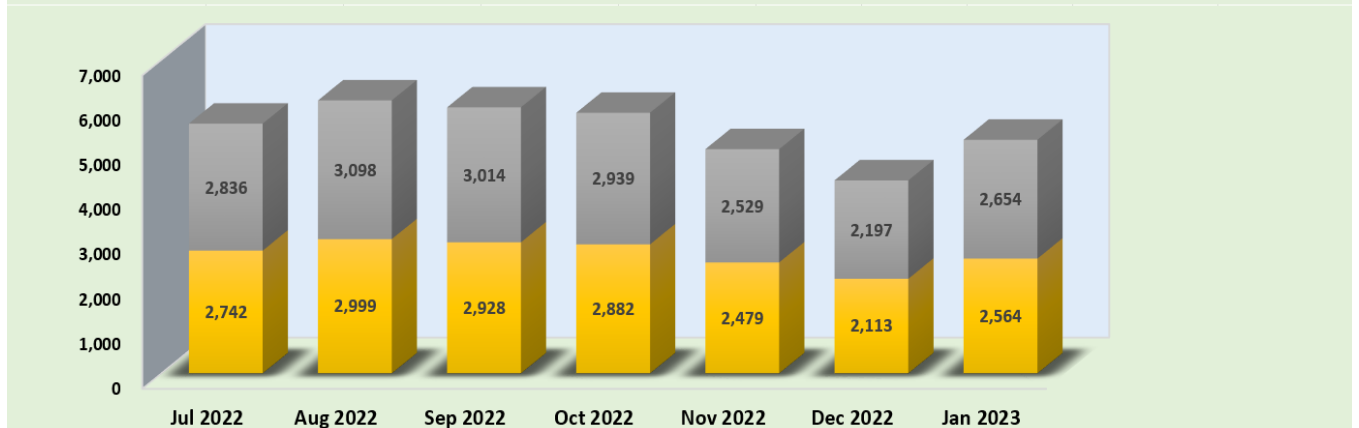
AIRFIELD STATUS

AIRFIELD CONDITION = **GREEN**

CURRENT NOTAMS 2 Aerodrome: Radio Altimeter unreliable (**5G related**); Windsock Light OTS
1 FDC: associated with the "KNIGHTS TWO" departure procedure

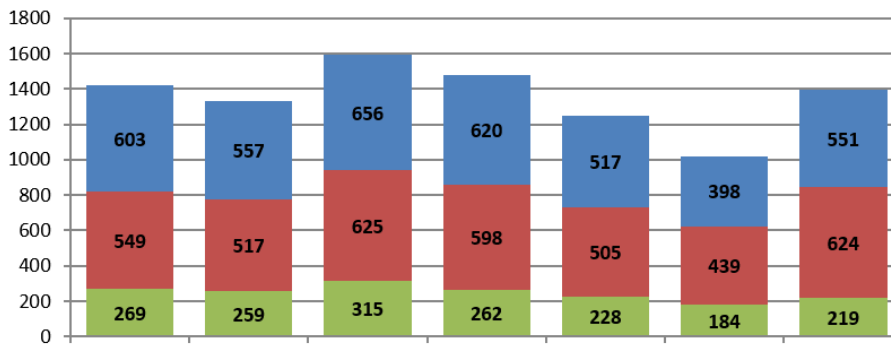
AIRCRAFT OPERATIONS

FY2023	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Annual Total	Monthly Avg
TOTAL TAKEOFFS	2,836	3,098	3,014	2,939	2,529	2,197	2,654	19,686	1,641
TOTAL LANDINGS	<u>2,742</u>	<u>2,999</u>	<u>2,928</u>	<u>2,882</u>	<u>2,479</u>	<u>2,113</u>	<u>2,564</u>	<u>19,111</u>	<u>1,593</u>
TOTAL OPERATIONS	5,578	6,097	5,942	5,821	5,008	4,310	5,218	38,797	5,860



AIRCRAFT SERVICES

FY 2023	JUL	AUG	SEP	OCT	NOV	DEC	JAN	YR TOTALS	MNTH AVG
FUELING	603	557	656	620	517	398	551	3902	557
TOWING	549	517	625	598	505	439	624	3857	551
OTHER SERVICES *	269	259	315	262	228	184	219	1736	248



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

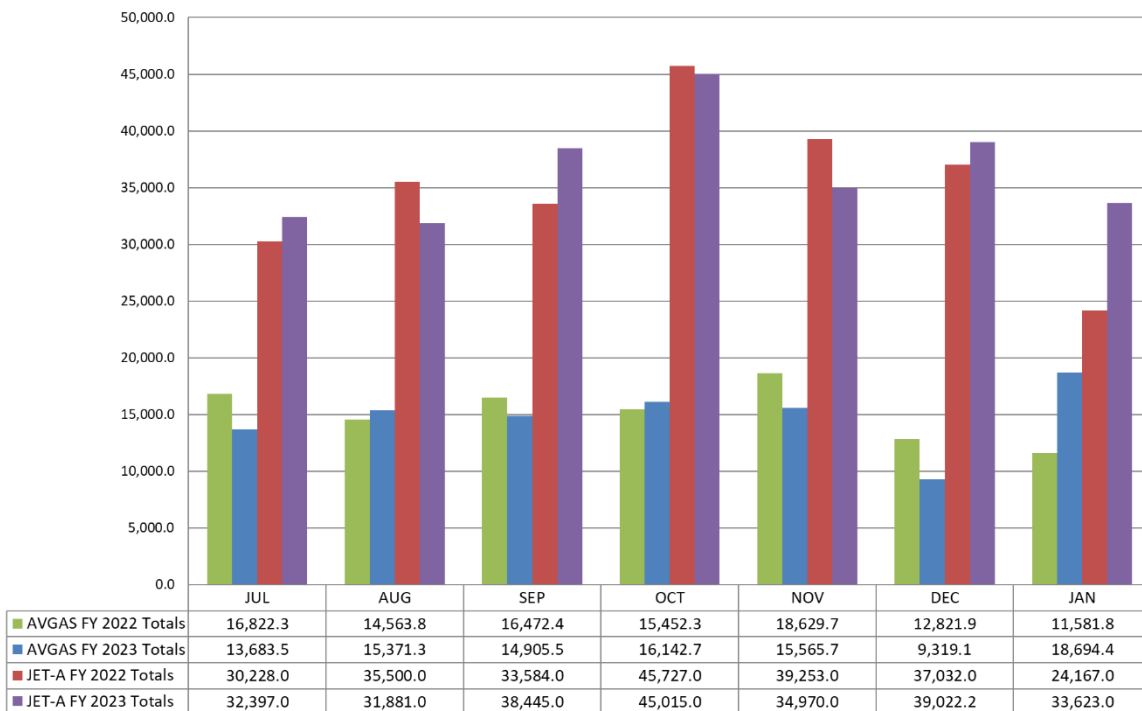
FUEL

DISPENSED: AVGAS = 18,694.4 GALS JET A = 33,623.0 GALS **TOTAL = 52,317.4 GALS**

ON HAND: AVGAS = 8,077 GALS JET A = 8,466 GALS **TOTAL = 16,543 GALS**

CURRENT PRICE: **AVGAS = \$6.65 SS** **JET A = \$6.90 SS**
 \$7.10 FS **\$7.30 FS**

AIRPORT FUEL DISPENSED - FY 2022 vs. FY 2023 COMPARISON



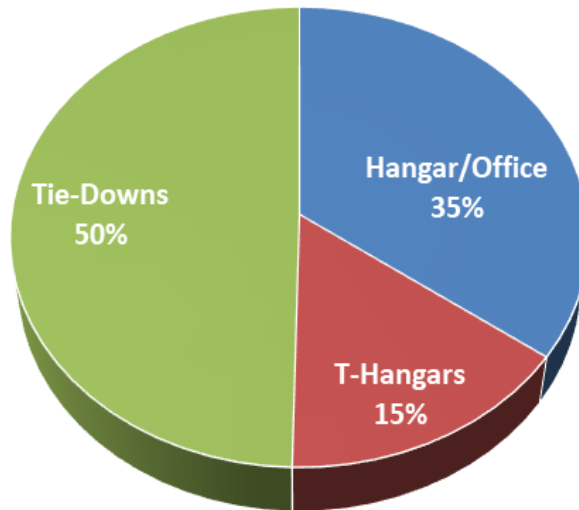
OCCUPANCY

BASED CUSTOMERS (LEASED SPACE):

HGR/OFFICE* = 52

T-HGR = 21

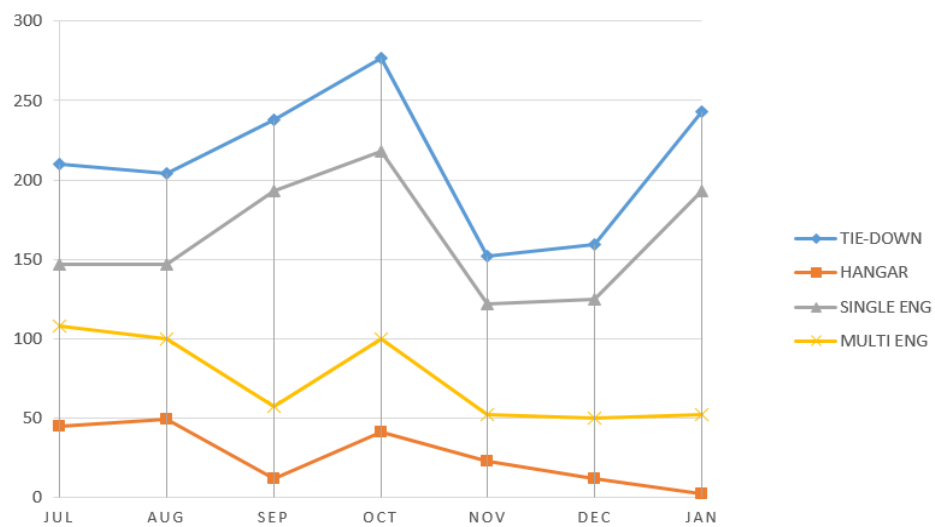
T/D = 71



* = Value includes both Bulk Hangar & total Hangar occupancy

TRANSIENTS OVERNIGHTING:

FY2023	JUL	AUG	SEP	OCT	NOV	DEC	JAN	TOTALS	AVG
TIE-DOWN	210	204	238	277	152	159	243	1483	207
HANGAR	45	49	12	41	23	12	2	184	15
SINGLE ENG	147	147	193	218	122	125	193	1145	95
MULTI ENG	108	100	57	100	52	50	52	519	43



AIRPORT MONTHLY BUDGET REPORT - FY2023 JANUARY



		JAN 2022			2022 YTD		
Account Number	Account Desc	Budget	Actual	% Used	Budget	Actual	% Used
1000	General Revenue	0.00	(267,949.63)	100.00%	(2,165,801.00)	(1,582,607.85)	73.07%
Account Number	Account Desc	Budget	Actual	% Used	Budget	Actual	% Used
8620	Airport-Operations	0.00	210,397.48	100.00%	2,426,970.00	1,598,767.34	65.88%
Account Number	Account Desc	Budget	Actual	% Used	Budget	Actual	% Used
8630	Airport-Customs Service	0.00	15,577.19	100.00%	88,190.00	25,865.95	29.33%
8670	Airport-Debt Service	0.00	2,753.05	100.00%	1,069,643.00	54,188.35	5.07%
Grand Total:		0.00	(167,896.97)	100.00%	0.00	(804,298.54)	100.00%



STAFF REPORT

TO: Airport Commission

VIA: Brian Borne, City Manager

DATE: February 13, 2023

FROM: Peter Cevallos, Airport Manager

PREPARED BY: Peter Cevallos, Airport Manager

SUBJECT: Selection of Airport Consultant

SUMMARY STATEMENT

To meet federal and state requirement, the Airport Manager announces a selection process for an Airport Consultant. This is a mandated process that promotes fair and open competition and starts with the request for Statements of Qualifications from interested and qualified Aviation Consultants for engineering, planning, and subcontracted special services. The process concludes with a qualification based selection and award of contract to the top ranked firm, who will assist the Airport plan and work all airport related projects for the next five years.

REVIEW

To remain eligible to receive aviation grant funding, both federal and state, the Airport must conduct a qualification based selection of an airport consultant every 5 years. The desired consultant must have the qualifications and experience to comply with Federal and State laws. NC Division of Aviation has developed guidance based on FAA Advisory Circular 150/5100-14 that is expected to be used in this selection process. The use of this guidance assures compliance with not only State requirements, but with FAA regulations and assurances as well.

The Airport Manager will use this guidance to ensure the City meets Federal and State requirements. This guidance describes how the process should be conducted as a committee, and provides administrative tools such as a scoring matrix that can be used for the selection process.

The Airport Manager has recruited the assistance of the City Engineer, Finance Director, the City's Purchasing Manager, and the Assistant City Attorney to be on the Consultant Selection Committee, as recommended in the State's guidance. Attached to this staff report is the Airport Consultant Selection Plan that details the process to select the Airport Consultant.

Using this plan, it is anticipated the process will conclude with an Airport Consultant being selected and a contract for a period not to exceed five (5) years routed through for City Council approval by May 2023.

RECOMMENDATION

While this topic is presented for information, staff welcomes any input, or further direction on the matter.

Attachment(s):
- Consultant Selection Plan

AIRPORT CONSULTANT SELECTION PLAN FOR CITY OF MONROE

OBJECTIVE

- To select the best Airport Consultant that will provide professional services for the City of Monroe with respect to Airport planning and project management at the Charlotte-Monroe Executive Airport.
- To make the selection in accordance with regulatory guidance, as specified in the NC Department of Transportation's 2016 NC Airports Program Guidance Handbook, Appendix B.
- To utilize the City's contract agreement as the document that will guide the relationship between the selected consultant and appropriate City staff, and the task of correct developing the Charlotte-Monroe Executive Airport in accordance with Federal, State, and local guidance.

REQUIRED DOCUMENTS

The following documents will be produced to ensure for an accurate and effective selection process:

- Legal advertisement to announce Request for Qualification
- Statement of Written Request for Qualification
- Scoring Matrix for Selection Committee
- Contract Document defining roles, relationship, requirements

TIMETABLE

The following timetable will be followed to define significant dates for the process and required approval of the Airport Consultant selection process:

February 13, 2023	Formal, Public Announcement of Process, at February 2023 Monroe Airport Commission Meeting
February 16, 2023	Publish Legal Advertisement requesting Statements of Qualifications from interested airport consultant firms
March 15, 2023	Statements of Qualifications Submittal Suspense
March 20 – 24, 2023	Selection Committee review of Statements of Qualifications and determination of prospective firm interviews
March 30 – April 4, 2023	Prospective Firms Interviews
April 6, 2023	Selection Committee's Final Selection
April 10, 2023	Presentation at Airport Commission Meeting, request for concurrence of selection
May 4, 2023	General Services Committee Meeting, request for concurrence of selection

May 9, 2023

City Council Meeting, request for approval of consultant selection

June 5, 2023

CONSULTANT CONTRACT DATE (5th anniversary of current contract)

SELECTION COMMITTEE MEMBERS (NCDOT recommendation: 3-5 members)

Airport:	Manager, Airport Board Members (2)
Engineering:	City Engineer
Finance:	Director (or designated representative)
Contracting:	Purchasing Manager
Legal:	Assistant City Attorney (while not an active member of committee, will provide counsel for selection process and contractual documents)