



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

5:00 PM - May 8, 2023

MEETING AGENDA

- 1. Call to Order and Welcome Guests**
- 2. Minutes for Approval**
- 3. Recognition of New Council Representative**
- 4. Department Report**
 - a)** Airport Personnel Update
 - b)** Airport Leases and Contracts Audit
 - c)** Airport Property Upgrades and Improvements
 - d)** Monthly Reports: April Fuel Numbers, Operations, Wells Fargo Tournament Traffic Results
 - e)** Project/Grant Status Report
- 5. Update from Airport Consultant Talbert, Bright and Ellington Inc.**
 - a)** Update on Grant Funding
 - b)** Tower Appeal Update
- 6. Adjourn**

Next Meeting:



**Monroe Airport Commission Regular Meeting
City Hall Conference Room
5:00 pm – April 10, 2023**

Chair: Mr. Gary Wilfong

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

Staff in Attendance: Mr. Peter Cevallos, Mr. Mark Watson, Mr. Richard Long, Mrs. Lisa Strickland, Mrs. Ashley Britt, Mrs. Angela Duncan, Mr. Bob Heitz, Mrs. Cindy Brooks

Engineer of Record Attendee: Mr. Pat Turney

Visitor: Council Member James Kerr, Mr. Don Edwards, Mr. Carl Ellington, Mr. Michael Player

1. Call to Order and Welcome Guests

Chair Wilfong called the meeting to order at 5:00 pm on April 10, 2023, welcoming the Commissioners, staff and guests.

2. Minutes for Approval

Approval of the minutes for the February 13, 2023 meeting was requested.

Motion: Mr. Dotson made a motion to approve the minutes of the February 13, 2023 meeting.

Second: Ms. Desio-Munn

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

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

NAYS: None

3. Department Reports

Presenter:

Mr. Peter Cevallos

a) Operations:

Mr. Cevallos briefed the following for monthly operations: there are 4 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 2 related to obstructions in the area; one "FDC" NOTAM associated with a specific departure procedure the FAA has designed for the Airport. Mr. Cevallos briefed aircraft operations for March totaled 6,572 operations. Under Aircraft Services, Mr. Cevallos briefed the following for March: 547 customers fueled, 550 were towed, and 154 were provided other services. Fuel totals for March are 50,968.1 gallons of fuel being dispensed with 16,805.1 being AVGAS and 34,163.0 Jet-A. Current fuel prices are \$6.10 for Self-Service AVGAS and \$6.80 for Full-Service AVGAS; for JET-A, prices are \$6.00 for Self-Service, and \$6.50 for Full-Service. This is a considerable drop in price, and reflects the overall cost of fuel dropping. Current occupancy as 69 tie-downs, 20 T-hangars, and 52 leasing hangar and office space; 160 transient customers overnighted in March, with 1 being hangared.

The following Notes of Interest are offered:

- Mr. Cevallos stated that staffing is at 100% and training is being completed, the Airport hours of operation are now 7 am to 8 pm, and will be expanded to 7 am to 9 pm starting 1 May. He added that Airport Operations Supervisor Bob Heitz is reviewing hours of operations and the schedule, and making adjustments, if warranted. Mr. Wilfong asked Mr. Cevallos to brief the Commission if a customer wants to operate outside the hours of operations. Mr. Cevallos explained the early out/late call procedure, adding that with the type of hours of operations those requests should be at a minimum. Ms. Desio-Munn asked if these requests are treated like reservations, to which Mr. Cevallos confirmed that they were.
- Mr. Cevallos briefed the Commission that per direction given at the February 13, 2023 meeting, an environmental company was contracted to determine the source of the mold in the offices in Hangar #5. The environmental company came out and conducted a suspect mold inspection/sampling of the offices. The test results determined the type of mold detected were common types that did not significantly pose an environmental health concern. The report stated abatement/remediation of the mold and fungal species detected should include cleaning of the HVAC venting system and proper operation of the HVAC air handling system. Mr. Cevallos stated that the report supports previous actions facility maintenance staff had taken by either re-opening closed or blocked air vents and cleaning them with bleach. Mr. Cevallos concluded that a new work order has been issued for them to re-accomplish additional cleaning and install adjustable vents that should improve the air flow through the office area. Commission members Dotson and Desio-Munn further inquired on the current process to maintain these units so that a more pro-active approach is taken. Mr. Cevallos responded that the City currently has a contract with Hinson Services to conduct periodic maintenance on all the HVAC units on the Airport, and that staff will confirm the vendor accomplishes the required maintenance, and will report as necessary, any indication of mold.

b) Financial:

March's Year-to-Date Budget Report shows 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: The Airport Engineer has re-submitted sediment/erosion control plans to NC Department of Environmental Quality (NCDEQ) in response to comments received from NCDEQ. Pending final approval from NCDEQ, NC Division of Aviation will submit construction phase cost estimate to NCDOT Board of Transportation for the construction phase funding grant using State grant funds. Construction is anticipated during Summer 2023. Commissioner Desio-Munn asked how long does it take to know whether the City is awarded the grant. Mr. Cevallos responded depending on the project's size and complexity, a grant award can take weeks to months because of the coordination and the availability of funds.
- The Rehab of Aprons D, E, F: NC Division of Aviation is working with the FAA to obtain FAA discretionary funding as the estimated project cost is \$5,545,175. Mr. Cevallos stated because of the complexity of the project and the fact that it requires so much funds, the project has been tabled until the federal grant funds and the local match is clearly identified because the required local match is estimated to be 10 % of the total project cost, \$554,451.

d) Control Tower Update

Mr. Cevallos reported the following matters related to the Airport obtaining an air traffic control tower:

- The FAA has responded to the City's application to the Federal Contract Tower program, determining the Airport has a benefit-cost ratio of 0.81. The goal was to achieve a ratio of 1.0 or greater to qualify for funding of air traffic control services by the FAA under the FAA Contract Tower (FCT) Program. Mr. Cevallos went on to explain the benefit of having the current ratio as it provides the City with a "target" on what needs to be done to achieve a ratio of 1.0 or greater so the City can receive the full funding of a control tower. The Commission discussed the matter further, with a question being raised on how to achieve the required ratio to receive the full funding. Mr. Cevallos answered certain related questions such as how the City could pay for the required differential (with landing fees, or other similar type mechanisms). Commissioner Dotson asked what steps can be taken to increase the ratio. Mr. Cevallos explained that with the Airport Consultant's assistance, contact has been made with Mr. David Byers, with Quadrex Aviation to assist in analyzing the Airport's submitted data to ensure that everything has been provided to ensure the best calculation. Mr. Turney explained that Mr. Byers has worked with the City of Hickory and the City of Concord with similar circumstances and was able to help improve their ratios. It was decided this option will be re-visited after seeing the results of the operation of the temporary control tower.
- Mr. Cevallos stated that the City's application for funding through the bipartisan infrastructural law bill grant program was not selected for this fiscal year. He stated that the FAA did encourage us to reapply for next year and every year through 2026, which this program is available. Mr. Cevallos reiterated that this grant is a 100% versus a typical FAA grant which would be 90%.
- Mr. Cevallos advised the Commission that he moved forward on their recommendation given to him at the February 13 meeting and initiated a contract with Air Boss Inc. to operate a temporary control tower. The tower will be operated the week of May 1 through 8 to coincide with the projected increase in air traffic related to the Wells Fargo Golf Tournament. The tower will operate daily from 8:30 am to 7 pm. and the cost is \$20,000.00 for 7 days. The City would have to provide access to power, telephone line/Wi-Fi internet, portable bathroom, and the installation of the Flight Data Information System & associated telephone line to the FAA.

Commissioner Furr asked Mr. Cevallos about any promotion related to the tower. Mr. Cevallos responded that the following steps have been taken: a specific webpage has been added to the Airport's webpages on the City website, promoting the event; a promotional email has been sent out to key transient customers encouraging them to use the Airport as a destination for the event; coordination has been made with the Quail Hollow Country Club to assist promotion of the Airport; coordination is on-going with Hertz and Enterprise rental car companies for ground transportation to and from the event. Mr. Cevallos added that as part of the funding request for the tower, a request to amend the fee schedule was included, with the creation of an 'Event Fee' to help offset the tower cost. This fee would be levied to transient aircraft operating to and from the Airport that week and is tiered based on their size: \$17 for single engine aircraft, \$25 for twin, \$35 for turboprops, and \$50 for jets. Mr. Cevallos went on to say that there is a plan that has previously been developed to support high-density ground operations at the Airport, with parking areas being identified and a system on how to manage the Airport's ground activities. In addition, special amenities will be considered for that week, such as treats in the lobby and merchandise for sale. Mr. Cevallos concluded that the air traffic data obtained during the tower operation would be used to further determine the realistic count.

General Discussion: Council Member Keziah asked about Tinkerbelle and if it should be given to an air museum. He felt that there was no value to it being at the Airport. A discussion ensued weighing the reasons to either keep it or have it be disposed. The point was made that the Airport Commission had no authority to determine its disposition as it is owned by the City and managed by the City's Tourism Development Authority, which pays for all of the maintenance, all of the fuel, training for the pilots, and insurance policy. It doesn't come out of the general fund budget, it's all tourism money that's collected from the hotels that is used to maintain the aircraft and they pay their lease space.

Motion: Mr. Dotson made a motion to recommend to city council that they consider selling or otherwise disposing of Tinkerbelle.

Second: Ms. Desio-Munn

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

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

NAYS: None

4. Consultant Selection Update

Presenter

Mr. Peter Cevallos

Summary

Mr. Cevallos briefed the Airport Commission that staff is reviewing the submittals. Council Member Keziah recognized Mr. Carl Ellington, one of the owners of the current City engineering firm, Talbert, Bright, & Ellington, giving affirmation for the excellent job they have done in the past for the City.

5. **Adjourn**

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

Motion:

Mr. Desio-Munn made a motion to adjourn the meeting.

Second: Mr. Dotson

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. Gary Wilfong

NAYS: None

The meeting adjourned at 6:07 pm.