



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

5:00 PM - August 14, 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. City Manager Report**
- 5. Chris Granelli Presentation on Development of West Apron for Hangars**
- 6. Talbert, Bright and Ellington, LLC Consultants- Project Updates**
 - a) Tower Update
 - b) Runway 05/23 Tree Obstruction Removal Update
- 7. Adjourn**

Next Meeting:



**Monroe Airport Commission Regular Meeting
City Hall Conference Room
5:00 pm – June 12, 2023**

Chair: Mr. Gary Wilfong

Attending Members: Council Member James Kerr (Vice Chair, ex-officio), Ms. Hayden Desio-Munn, Mr. David Dotson, Mr. John Wiggins, Mr. John Stephens, Mr. Howard Heda

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

Engineer of Record Attendee: Mr. Pat Turney

Visitor: Mayor Marion Holloway, Mr. Don Edwards, Mr. Michael Player, Mr. David Byers

1. Call to Order and Welcome Guests

Chair Wilfong called the meeting to order at 5:00 pm on June 12, 2023, welcoming the Commissioners, staff and guests.

Chair Wilfong confirms that there is a quorum present at the meeting.

2. Minutes for Approval:

Approval of the minutes for the May 8, 2023 meeting was requested.

Motion: Ms. Desio-Munn made a motion to approve the minutes of the May 8, 2023 meeting.

Second: Mr. Stephens

Action: The motion to approve the minutes of the May 8, 2023 meeting passed unanimously with the following votes:

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

NAYS: None

3. Department Report

Presenter:

Mr. Bob Heitz

a) Operations:

Mr. Heitz 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. Heitz briefed aircraft operations for May totaled 5,847 operations. Fuel totals for May are 48542.1 gallons of fuel being dispensed with 11,881.1 being AVGAS and 36,661.4 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. Current occupancy as 69 tie-downs, 20 T-hangars, and 52 leasing hangar and office space.

The following Notes of Interest are offered:

- Staffing continues at 100% and training is being held with National Air Transportation Association (NATA) Safety First to enhance our training, the Airport hours of operation are now 0700 to 2100. The hours and how staff is scheduled will be monitored, and adjustments will be made, if warranted.
- Chair Wilfong asked if there are many times that the staff needs to stay late or come in early for operations outside of normal hours. Mr. Heitz explained that it has happened a few times in the month of May, mostly after closing time.

- On May 24, the Airport experienced a bomb threat. At 1504 Dawn Robinson received a phone call on the main number into the Airport, at which point Dawn called out for me to come to the front desk. She told me about the phone call and I called 911, which started the response to the Airport by emergency personnel. The first responders literally were at the Airport terminal in less than 2 minutes. The decision to evacuate the entire airport was made, notification that the airport was closed to all air traffic landing or taking off were made through the Notam system and CLT approach. Charlotte CBP was notified as their building was going to need to be swept. Ultimately that was deemed not necessary as no can enter the facility unless CBP is on site. The situation went to the next level when one of the explosive sniffing dogs hit twice on a storage cabinet located in Hangar 1 and there was the need for explosives unit from another county.
 - Ms. Desio-Munn asked if they found out who it was and if they were arrested. Mr. Heitz explained that it was two juveniles, ages 13 and 14. Mr. Watson explained that the juveniles lived in a county far from here and they had selected the airport randomly.
 - Chair Wilfong asked if the City bears the brunt of the expense of the services provided. Mr. Watson explained that due to the age of the juveniles the FBI couldn't charge them. Ms. Desio-Munn asked how much it all cost, to which Mr. Watson replied he didn't know, but probable in the tens of thousands. Mr. Watson added that if nothing else, it was a good exercise, he then praised all the City staff and responders for an excellent job.
 - Ms. Desio-Munn asked if there is a crash cart if this were to happen again. Mr. Heitz explained that there was a debrief with all responding agencies the Tuesday after Memorial Day, and a list of things that they'd like to see improved for that situation was developed.
- Tree removal of over growth along SE fence line near Goldmine Rd. has been completed
 - Mr. Watson explained that the trees inside the fence had grown large and they were removed along with clearing the fence line. Mr. Watson added that there will be more fence line clearing along the ATI property line.
 - Mr. Watson also explained another project in which they have applied for a grant to remove all the trees and vegetation from the 25 acres across the road on Goldmine Rd., plus tree removal on the east side of the runway, and install some security fence around the airport perimeter that is missing fencing. Mr. Watson stated they hope the tree removal will begin in September. Mr. Turney responded that as long as there are no delays with the grant funding, that start time should be correct.
 - Chair Wilfong asked if the City Council approved the 10% that the City would be responsible for, to which Mr. Watson replied yes.

b) Financial:

Mr. Heitz explained that he is still learning the financial aspect and the reports for the airport, therefore he was not able to prepare any financial presentation this meeting. He expressed his optimism that he will be ready by the next meeting.

c.) Project/Grant Status:

- The Rehab of Aprons D, E, F: NCDOA requested response to FAA discretionary funding announcement for the construction phase of this project. Response was provided for total estimated construction phase amount of \$5,545,175. Received response from NCDOA in late 2022 on finding approval and timing of bidding to match up to construction grant funds availability. The 90% design submittal will be transmitted to the NC Division of Aviation for review/comments tomorrow afternoon. Once comments are received from the NC Division of Aviation, they will be promptly addressed by TBE and the plans/specifications will then be ready for bidding, pending funding availability.
- Mr. Turney explained that we have tentatively been awarded the project but still have to go through all the steps.
- Mr. Watson explained that the last conversation was resurfacing improvements to 95 thousand pounds, but it has been reduced so that it was able to be approved, which it has been approved to be finished.
- Chair Wilfong asked if changing to the lesser amount will change the grant in regards to getting the runway up to 95 thousand to which Mr. Watson answered no.
- Mr. Watson explained there were some deadlines with the NCDOT Aviation division that required ranking projects, the request to improve the runway to 95 thousand has been on the list for a while without success. Mr. Watson also explained that it was suggested to them to do an incremental and it would have a better chance of being approved.
- Mr. Watson then named the other projects on the list which include the resurfacing and improvement of the taxiway, the tower is on there. Mr. Watson explained that the budget the general assembly is currently looking at has 4 million dollars in it to build a tower at this airport. Mr. Watson also explained that as far as the DOT project is duplicate money but he doesn't know which one he'll get first.

- Mr. Watson discussed another project, a land lease next to the SPX hangar. Mr. Watson explained that the building has already been ordered by the people who are leasing the land, and the City's responsibility is to finish preparing the cement pad, the drive to access the hangar. Mr. Watson stated that they hope to begin construction by August 15th.
 - Ms. Desio-Munn asked if the lease has been signed yet.
 - Mr. Watson replied it was signed over a year ago, with an update to it last fall.
 - Mr. Watson also explained that there will be some things the City will have to do, an automated fence installed, drive needs to be paved, the self-serve fuel tanks may need to be moved down to the tank farm, and possibly replacing with shorter tanks that gives you more space on the backside of the tanks. Mr. Watson explained that Mr. Heitz is looking at pricing to determine costs.
 - Ms. Desio-Munn asked what is coming first, stating she hopes the repaving is last.
 - Mr. Watson stated yes, the repaving is last, we need to bring in construction equipment and move and resize the tanks first.
 - Chair Wilfong asked if the tanks are the responsibility of the City.
 - Mr. Watson responded that the City does own the tanks.
 - Ms. Desio-Munn asked when this will be starting.
 - Mr. Watson responded that the building will be here August 15th, and that he needed to get in touch with the City Council and City Attorney to make it happen.
 - Chair Wilfong asked if the hangar would be for a private company, to which Mr. Watson responded yes it is private.
1. The FAA has responded to the City's application to the Federal Contract Tower program. To determine if an airport is eligible for the program, the FAA uses a benefit/cost analysis as its methodology, and will report what it concludes from the analysis in the form of a ratio. In your packet, there is a staff report that outlines the FAA response. Their response states that conducting the benefit/cost analysis utilizing the data the Airport has shared, and other data the FAA has, determined the benefit/cost ratio for the Airport is 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.

d) Meeting with NC DOT Results

- Mr. Watson explained that Mr. Heitz , T.B.E, and himself had a meeting with the NCDOT Aviation Division. Mr. Watson stated that there was a lot of information covered in the meeting. Mr. Watson went on to explain the new minimum standards, stating that it was written in 2006 and last revised in 2019, and many things are out of date. Mr. Watson also explained that any restriping on the runway, any cracks in the pavement, or any asphalt patching that needs to be done, as long as items are added to the list the NCDOT will pay for them 100%.
- Mr. Dotson asked about lighting replacements.
- Mr. Watson stated the FAA pays for that, they are responsible for lighting and changing out the bulbs, and it's paid for 100%.
- Mr. Watson went on to explain that there are several inspections that need to happen including the weather system, the USDA wild life inspection. Mr. Watson then went on to explain the 510 data collection report which is an in depth survey of the entire property. Mr. Watson also explained that there is a long list of items that needed to be taken care of from a list dated back to 2018.
- Chair Wilfong asked if we are supposed to do the inspection or correct the items on the list.
- Mr. Watson responded that we are supposed to correct the items on the list that the inspections found, and the NCDOT has been waiting for a response regarding the corrections for 2 years but never received one.
- Ms. Desio-Munn asked about the City's maintenance system and if they put in work orders.
- Mr. Heitz replied yes.
- Mr. Watson explained that Mr. Heitz had never seen the list prior to a few days earlier. Mr. Watson explained that during the annual meeting with the NCDOT they wanted updates on progress, as the surveys are done every 2 years. Mr. Watson explained that he and Mr. Heitz will be trying to work on correcting the items on the list.
- Mr. Watson explained that the NCDOT produces an economic impact report for all airports, including Monroe, and he will be providing copies to the commission members as soon as he is able.
- Mr. Watson explained that the NCDOT will provide wind socks, no trespassing signs, directional signs, airport marketing tool kits, safety training tools for employees, and ACE academy camps all available upon request. Mr. Watson also explained that he received a report about the funding the Airport has been receiving from the state of NC, roughly \$150,000 a year, to put towards safety related projects. Mr. Watson went on to explain that there is roughly \$550,000 that has accumulated sitting out there, and there are ideas on projects to use the money towards.
- Chair Wilfong asked if the money could be used towards wildlife eradication.
- Mr. Watson replied that he wasn't sure, there are permits that need to be obtained to hunt or trap wildlife.

- Mr. Watson went on to discuss the future projects ranking list, stating it is a multi-year list and monies have not been approved yet: 1- Obstruction removal, 2- Apron rehabilitation, 3- Air traffic control tower, 4- East partial parallel taxiway.
- Chair Wilfong asked last time we talked it went away, can it come back, to which Mr. Watson replied that Pat has been working on it.
- Mr. Watson continued.. 5- strengthening runway to interim 80k pounds, 6- relocate taxiway A, 7- rehabilitate taxiway A and F, 8- 2029 terminal building expansion.

4. Charlotte-Monroe Executive Airport Master Service Agreement for Airport Consultant Services

- Mr. Watson explained that the renewal for Talbert, Bright and Ellington consultant services was on the agenda for City Council's next meeting. Mr. Watson explained that there was an RFQ for T.B.E. and his feedback was they have been excellent, easy to work with, responsive, working hard with the airport on the NCDOT projects, reviewing and auditing all lease. Mr. Watson explained that this a specialty field and they are experts in it. Mr. Watson will be making the recommendation to renew with them for 6 more years, 6 due to the type and length of projects.
- Chair Wilfong reminded the Commission that a few meetings back himself, Mr. Dotson and Ms. Desio-Munn were given the information on the potential consultants and they concurred with T.B.E and played a role in the decision.
- Mr. Dotson added that they were clearly better than the other two prospects.
- Ms. Desio- Munn asked if Mr. Turney was involved in any of the DOT list and could it have been prevented.
- Mr. Turney responded that no, they were not involved.
- Ms. Desio-Munn also stated T.B.E clearly was the best candidate but was concerned that they didn't receive many applications and was wondering if it's because people know T.B.E has a lock on the position.
- Mr. Watson responded that he didn't think so, that this is a specialty and they are experts.
- Ms. Desio-Munn responded that while she agrees, she was disappointed that the other two candidates' proposals were so much smaller. Ms. Desio-Munn expressed her concern that the field wasn't bigger and that others may have been afraid to bid against them.

- Chair Wilfong commented that they did not vote as a Commission, they made their recommendation as the 3 people the Commission decided on, and the decision was made as a group.
- Mr. Watson explained that there had been some loss of time regarding the contract due to changing of administrations the contract had actually run out last week. Mr. Watson explained that the NCDOT won't move forward with funding on any projects until the Airport has an aviation consultant. Mr. Watson went on to explain that if the Airport Commission would like to endorse the contract for the City Council, it couldn't hurt.
- Mr. Long let everyone know it was the wrong version of the contract, that this contract was correct but needed to change some wording; add the word "owner" with the City, and the word "contractor" needed to be changed to "engineer/consultant". Mr. Long explained that part A of the contract made no sense without these changes, it's the same contract, they just needed to define who is who.
- Mr. Dotson asked if they can recommend that T.B.E is used as an engineer but not give a recommendation on the contract.
- Mr. Long answered no.
- Mr. Dotson asked if they need to make a motion at all.
- Mr. Long responded that they don't have to make any motion, just wanted to let them know that if they want to endorse that contract it needs to be modified.
- Chair Wilfong asked if they needed to do anything as far as the commission.
- Mr. Dotson asked if it was already on the agenda.
- Mr. Long answered that it is already on the agenda but if they wanted to make a recommendation to the Council, they could.

Motion: Mr. Stephens made a motion to recommend approval of the amended contract.

Second: Ms. Desio-Munn

Action: To recommend approval of the amended contract.

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

NAYS: None

5. David Byers Presentation Updating BCA Numbers and Status

- Mr. Turney introduced Mr. David Byers. Mr. Turney recapped that it had been discussed with the Commission for someone to go over the cost benefit analysis numbers for the federal contract tower that will hopefully be subsidized by the FAA from the federal tower contract program, and that they had reached out to Mr. Byers from Quadrex. Mr. Turney explained that Mr. Byers would give a presentation on a history of things and walk everyone through what has already occurred, including that the City has already submitted an application for a federal contract tower for funding assistance. Mr. Turney recapped that they had received a response back in April saying that the FAA's BCA was less than 1, and it needs to be 1 or greater than, so T.B.E has contracted Mr. Byers to help get this off the ground.

*** See attached David Byers Presentation.

- Council Member Kerr asked that getting the one or greater keeps the City cost down, but getting less than one doesn't mean we can't have a tower, just means we will have to pay more for its annual operation.
- Mr. Byers responded that you can still build a tower, but you will fit into a different category.
- Chair Wilfong asked when the 90 days started
- Mr. Dotson said July 4th would be the cut off.
- Chair Wilfong asked from the Commission stand point what they needed to do.
- Mr. Turney stated that if the City wants to proceed with appealing the FAA's decision, that T.B.E would draft a letter for the City Manager formally appealing.
- Chair Wilfong asked if they needed to have a motion to proceed with endorsements.

Motion: Mr. Dotson made a motion to recommend the City Manager and the Airport Manager proceed with appealing the findings of the FAA.

Second: Mr. Wiggins

Action: To recommend the City Manager and the Airport Manager proceed with appealing the findings of the FAA.

AYES: Mr. David Dotson, Mr. Howard Heda, Mr. John Stephens, Mr. Gary Wilfong, and Mr. John Wiggins

NAYS: None

- Mr. Watson stated that Mr. Turney will get the letter drafted, sent over to him and he'll get it signed.
- Mr. Turney said that anything Mr. Byers sees as far as marketing the Airport or improvements that will strengthen the cause and the City's bottom line, he'll share.
- Mr. Byers suggested that letters of support are very important, if you reach out to your legislators and get their endorsements the FAA will take notice, plus keeping records of incidents at the airport.

Motion: Mr. Stephens made a motion to adjourn.

Second: Mr. Wiggins

Action: To adjourn the meeting.

AYES: Mr. David Dotson, Mr. Howard Heda, Mr. John Stephens, Mr. Gary Wilfong, and Mr. John Wiggins

NAYS: None

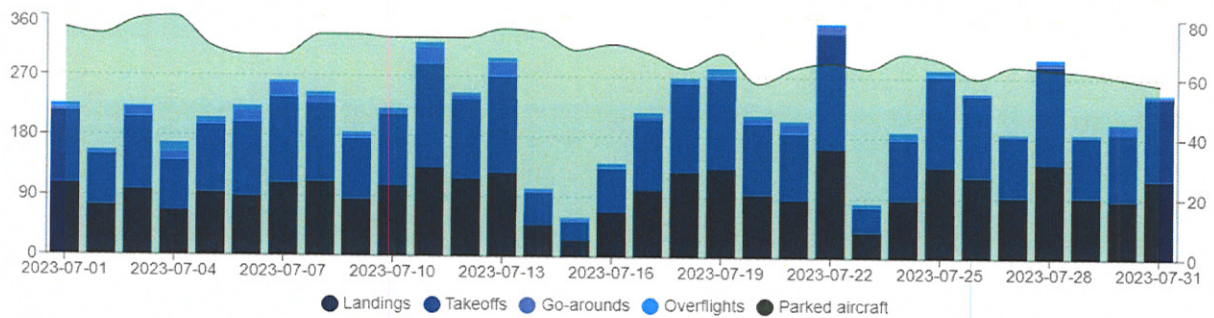
Meeting adjourned at 6:36pm.

KEQY - Charlotte-Monroe Exec Airport

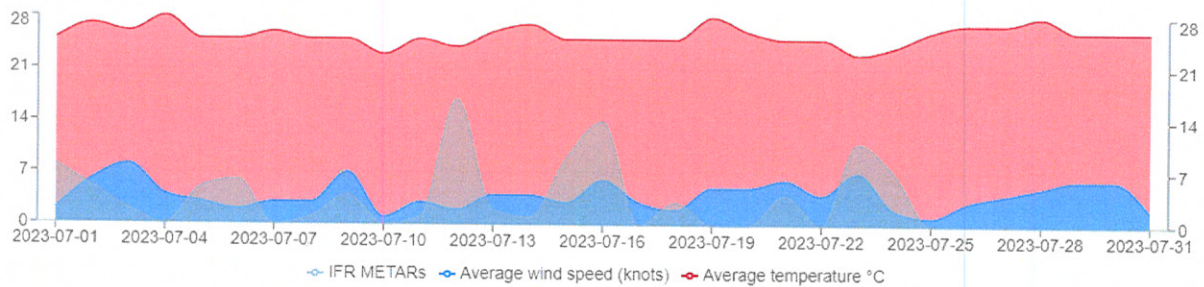
Operations Report for June 2023

Operations 7,184	Landings 3,341	Takeoffs 3,498	Go-arounds 185	Overflights 160
----------------------------	--------------------------	--------------------------	--------------------------	---------------------------

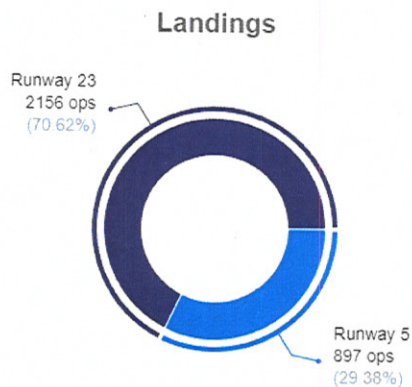
Operations by Day



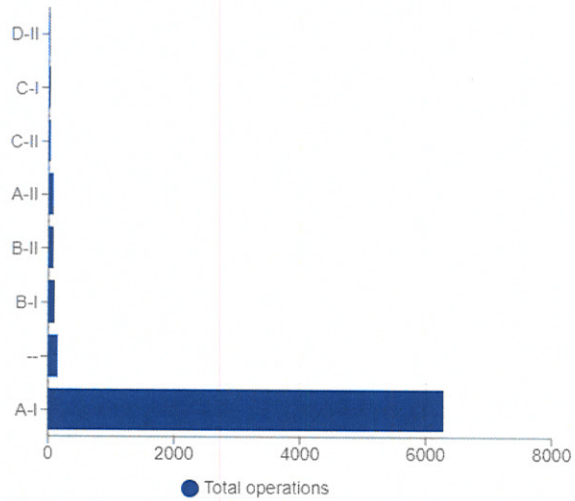
Weather Conditions



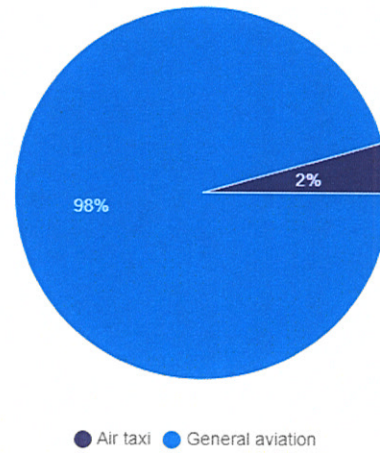
Operations by Runway



Operations by Category

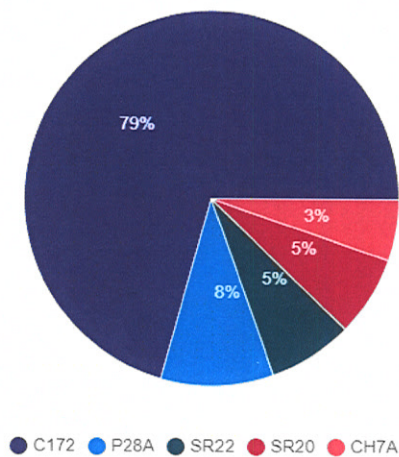


Operations by Type

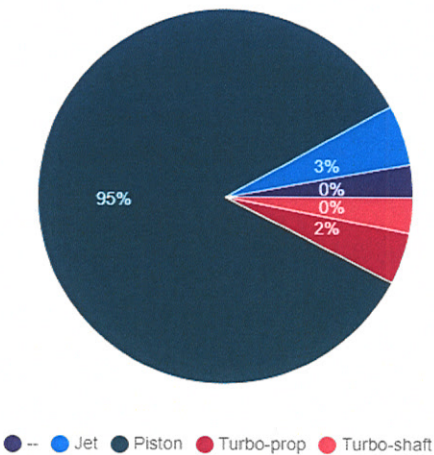


Category	Landings	Takeoffs	Go-arounds	Overflights	Total
--	55	62	6	29	152
A-I	2,877	3,071	226	112	6,286
A-II	36	37	0	0	73
B-I	46	50	0	3	99
B-II	37	37	2	0	76
C-I	10	10	0	1	21
C-II	13	14	0	0	27
D-II	4	4	0	0	8
Total	3,078	3,285	234	145	6,742

Top Aircraft Types

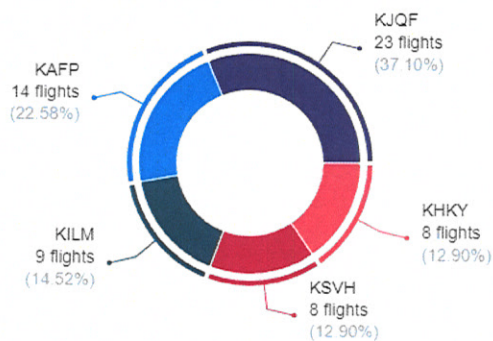


Operations by Engine Type

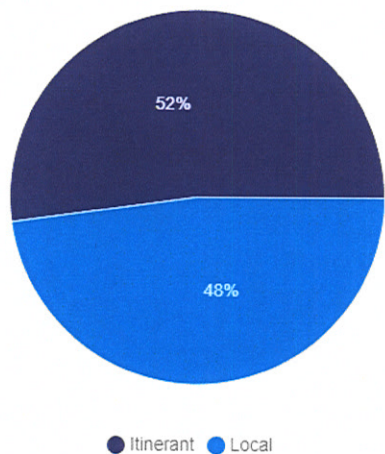


Top Airports

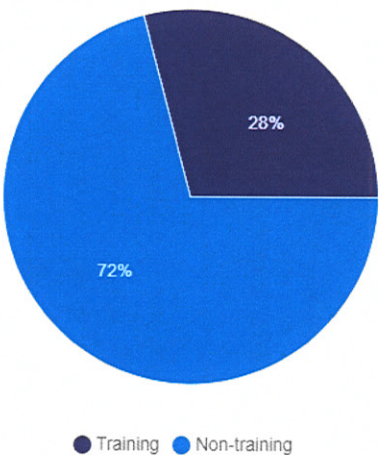
Top Origin Airports



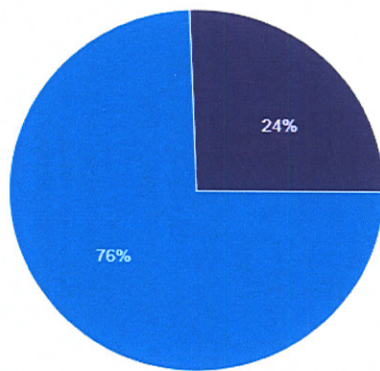
Local vs. Itinerant Flights



Training Operations

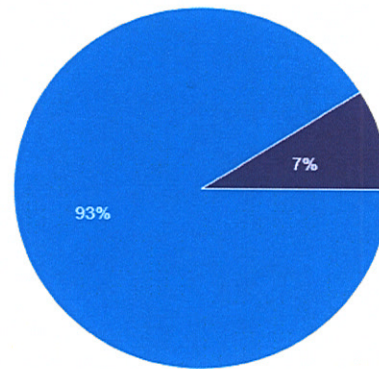


IFR vs. VFR flights



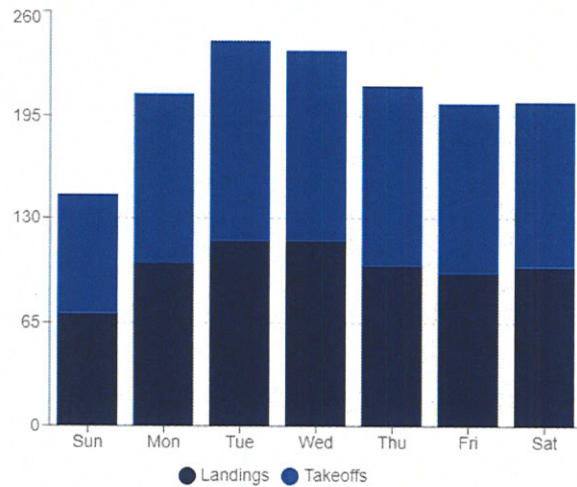
● IFR ● VFR

After Hours Operations



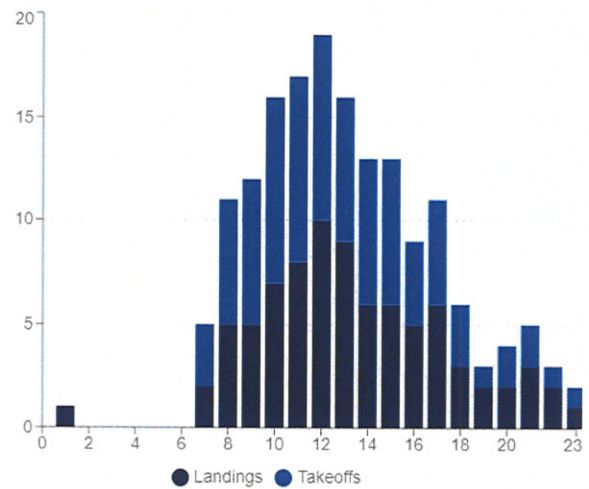
● After hours ● Tower/attendance hours

Operations by Day of Week



● Landings ● Takeoffs

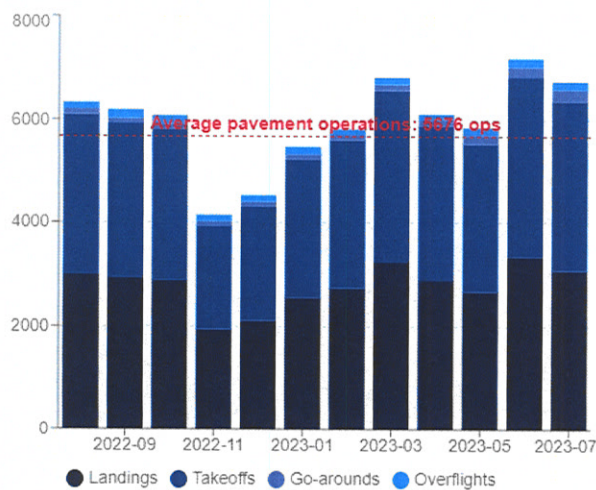
Operations by Hour



● Landings ● Takeoffs

Historical Data

Landings and Takeoffs by Month



● Landings ● Takeoffs ● Go-arounds ● Overflights

Busiest Days on Record

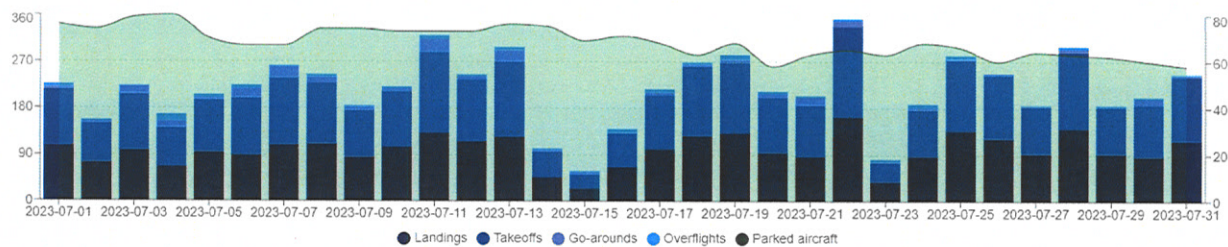
Rank	Days	Pavement ops	Pavement ops
1	2023-02-18	431	42
2	2023-06-27	407	46
3	2023-08-02	405	41
4	2023-05-17	384	53
5	2022-12-02	383	45

KEQY - Charlotte-Monroe Exec Airport

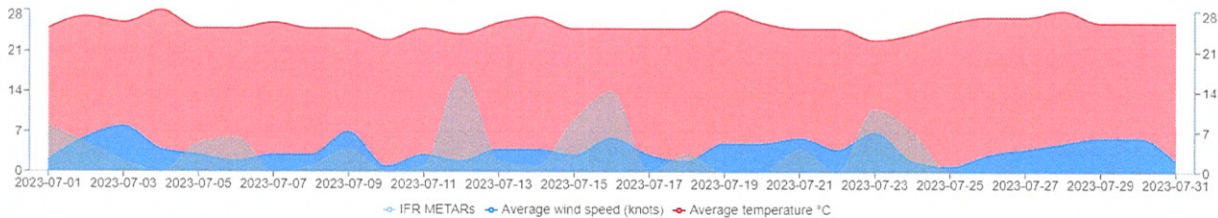
Operations Report for July 2023

Operations 6,749	Landings 3,078	Takeoffs 3,285	Go-arounds 234	Overflights 152
----------------------------	--------------------------	--------------------------	--------------------------	---------------------------

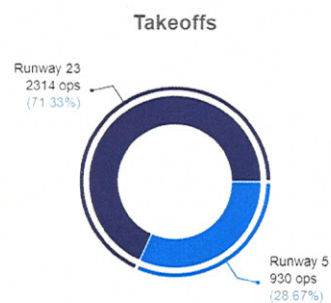
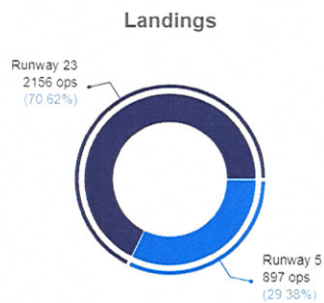
Operations by Day



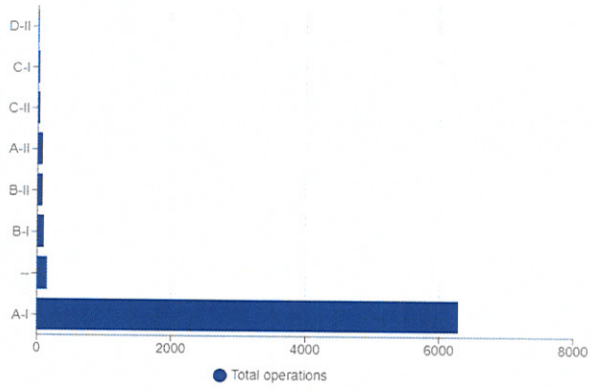
Weather Conditions



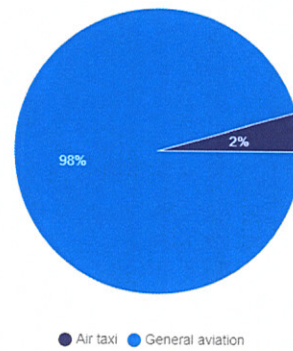
Operations by Runway



Operations by Category

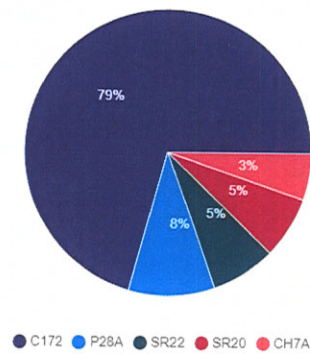


Operations by Type

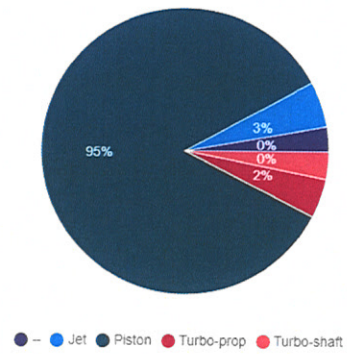


Category	Landings	Takeoffs	Go-arounds	Overflights	Total
--	55	62	6	29	152
A-I	2,877	3,071	226	112	6,286
A-II	36	37	0	0	73
B-I	46	50	0	3	99
B-II	37	37	2	0	76
C-I	10	10	0	1	21
C-II	13	14	0	0	27
D-II	4	4	0	0	8
Total	3,078	3,285	234	145	6,742

Top Aircraft Types

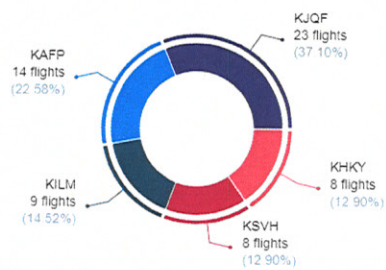


Operations by Engine Type

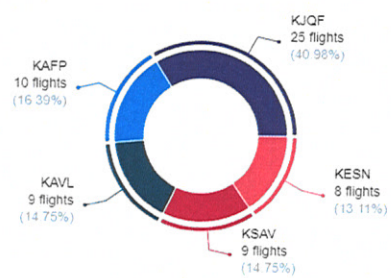


Top Airports

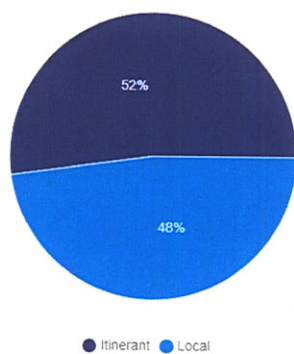
Top Origin Airports



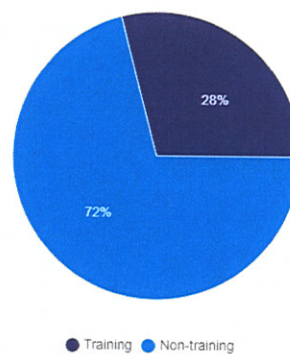
Top Destination Airports



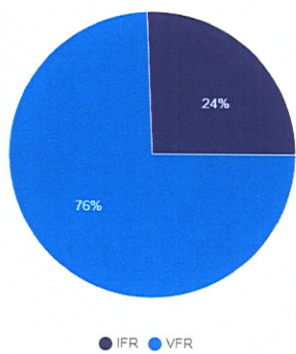
Local vs. Itinerant Flights



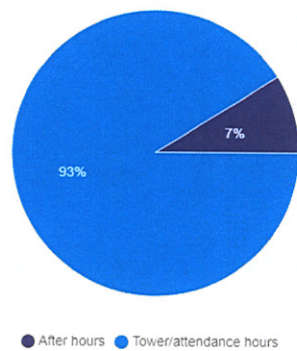
Training Operations



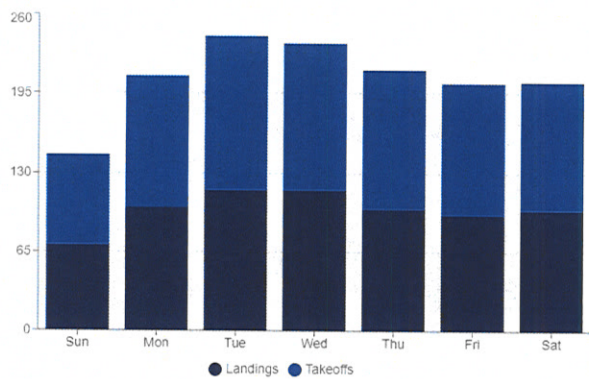
IFR vs. VFR flights



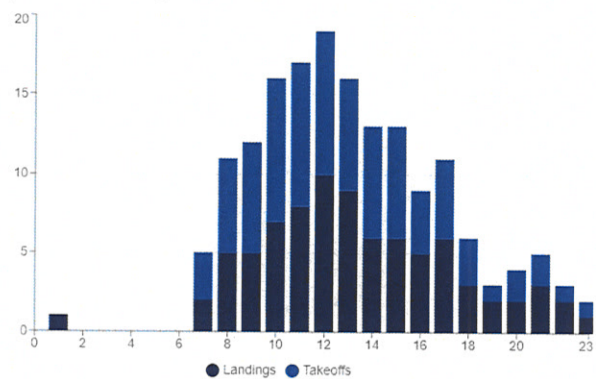
After Hours Operations



Operations by Day of Week

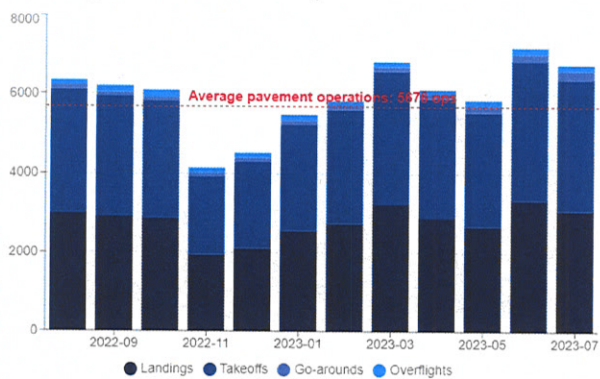


Operations by Hour



Historical Data

Landings and Takeoffs by Month



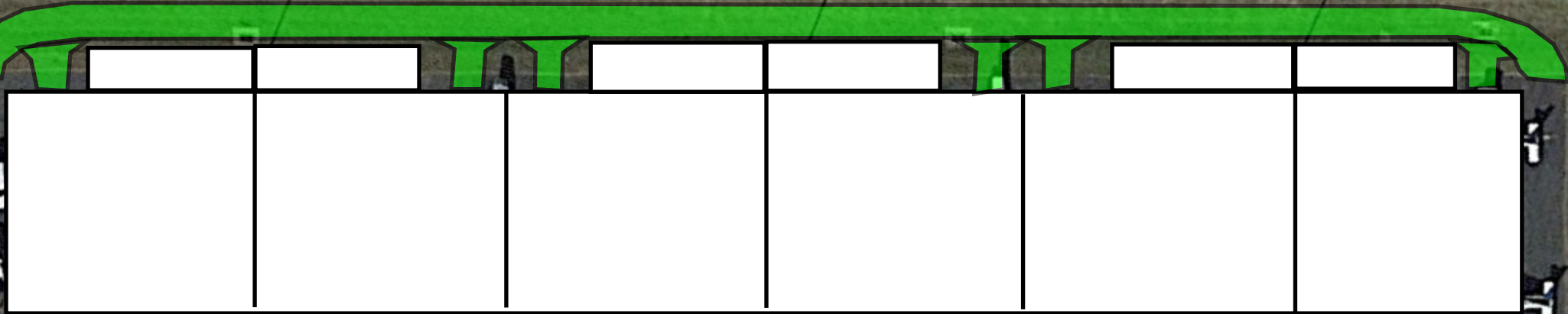
Busiest Days on Record

Ran	Days	Pavement ops	Pavement ops aircraft
1	2023-02-18	431	42
2	2023-06-27	407	46
3	2023-08-02	405	41
4	2023-05-17	384	53
5	2022-12-02	383	45

PROPOSED LAND LEASE AREA



- 6ea shown @ 70' wide x 65' deep (Harris Teeter size)
- possible office space for each
- possible drive around back, with garage doors to units



2 parking places
lost to gate
provided for the
unit owners

- 6ea shown @ 65' wide x 62' deep
- possible office space for each
- possible drive around back, with garage doors to units

2 parking places
lost to gate
provided for the
unit owners

A photograph of a long, light-colored metal building with a dark roof. The building is constructed from vertical metal panels. A white door is visible on the left side. The building is situated on a dark, paved surface. The sky is clear and blue.

NAPA MUNICIPAL AIRPORT

NAPA, CA

ERECT-A-TUBE, INC.



NAPA MUNICIPAL AIRPORT

NAPA, CA

ERECT-A-TUBE, INC.
ERECT-A-TUBE, INC.

