



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

5:00 PM - November 13, 2023

MEETING AGENDA

- 1. Call to Order and Welcome Guests**
- 2. Minutes for Approval**
- 3. Department Report**
 - a) Operations
 - b) Financial
 - c) Project/Grant Status Report

Air Traffic Control Tower- Update

RWY 5-23 Tree Obstruction Removal- Update

 - d) Update to the FDC Notam- Update
 - e) Monthly Reports: September and October Product Summary, Staffing, September and October Fuel Numbers
 - f) Airport Commission Holiday Party- December 11, 2023
- 4. City Manager Report**
- 5. Adjourn**

Next Meeting:



**Charlotte-Monroe Executive Airport
Airport Commission Regular Meeting
Union County Economic Development Offices
5:00 pm – September 11, 2023**

Chair: Mr. Gary Wilfong

Attending Members: Councilman James Kerr (Vice Chair, ex-officio), Ms. Hayden Desio-Munn, Mr. David Dotson, Mr. Patrick Furr, Mr. John Stephens, Mr. John Wiggins, Mr. Howard Heda (*arrived at 5:15 pm*)

Staff in Attendance: Mr. Mark Watson, Ms. Lisa Hollowell, Mr. Richard Long (*Left meeting at 6:20pm*), Mr. Terry Sholar, Mrs. Lisa Strickland, Mrs. Angela Duncan, Mr. Bob Heitz, Mrs. Cindy Brooks

Engineer of Record Attendee: Mr. Pat Turney

Visitors: Mr. Michael Player, Mr. Brooks Dunham, Mr. Chris Plate

1. Call to Order and Welcome Guests

Chair Wilfong called the meeting to order at 5:05 pm on September 11, 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 August 14, 2023 meeting was requested.

Motion: Ms. Desio-Munn made a motion to approve the minutes of the August 14, 2023 meeting.

Second: Mr. Dotson

Action: The motion to approve the minutes of the August 14, 2023 meeting passed unanimously with the following votes:

AYES Ms. Hayden Desio-Munn, Mr. David Dotson, Mr. Patrick Furr, Mr. Howard Heda, Mr. John Wiggins, Mr. John Stephens, 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 March are 48,542.1 gallons of fuel being dispensed with 11,881.1 being AVGAS and 36,661.4 Jet-A. Current fuel prices are \$6.62 for Self-Service AVGAS and \$6.80 for Full-Service AVGAS; for JET-A, prices are \$6.27 for Self-Service, and \$6.90 for Full-Service. Current occupancy as 71 tie-downs, 20 T-hangars, and 52 leasing hangar and office space.

- For the month of August aircraft operation's totaled 6,394.

The following Notes of Interest are offered:

- According to 1200.aero reporting Tue and Wed continue to be our busiest days with the busiest hours of operations being between 1000 and 1400.
- Staffing continues at 100% and training is being with National Air Transportation Association (NATA) Safety First to enhance our training, the Airport hours of operation are still 0700 to 2100. The hours and how staff is scheduled will be monitored, and adjustments will be made, if warranted.

- Aircraft operation's totaled for the month of August was 6,394
- Ground prep for the construction of a hangar north of hangar 7 at the edge of the south ramp has started with delivery of steel scheduled to be delivered first week of September has been pushed out at least 1week
- An update to the City's application to the Federal Contract Tower program and to other projects will be provided by TBE later at this meeting.
- Saturday nights rain brought approximately 5.1 inches of rain to the Airport in about four hours, the most being 3.6 inches between 8 and 9 pm at night. The Airport parking lot flooded, along with 2 vehicles that got water in them.

b) Financial:

Fuel totals for August 32,499 gallons of fuel being dispensed with

- 13,293 being AVGAS and 19,213 Jet-A.
- Supplied fuel seems to be leveling off AVGAS is on the decrease with Jet A a nominal increase
- Area averages for AVGAS \$5.48-\$8.35 and Jet A \$4.99-\$8.04
- Fuel prices largely have remained unchanged for August.
- With a total of \$110,219.28 fuel revenue.

c.) Project/Grant Status:

- The new gate installation has started. This gate is for the access to the new hangar and the south end of the field.
- The first meeting with IT about installation/re-usage of the cameras at the airport.
- New golf carts are being procured with delivery expected spring '24.
- The FDC Notam will be removed for the Nov. printing of carts.
- 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.

- Chair Wilfong asked if anyone has complained or said they were impacted by the NOTAM.
 - Mr. Heitz responded that not to him.
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.

An update to this process will be provided by TBE later at this meeting.

2. Over the past few weeks have been several inquiries for availability of hangars for storage of jet aircraft.

4. City Manager Report

- Mr. Watson updated that the golf carts had been put in the budget in July. Mr. Watson explained that the best price was achieved trading out the golf carts at the Country Club, making it one purchase.
- Mr. Watson recapped that at the last meeting there was a lot of conversation about the Airport development and the process for developing Airport facilities, and that there is no process. Mr. Watson explained that he took the comments from the last meeting in addition to City process procedures/policies and laid out a process recommendation. Mr. Watson read the Airport Facility Development paper aloud. (See attached Airport Facility Development paper).

- Ms. Desio-Munn asked where the Purchasing Policy and Procedure manual is located, to which Mr. Watson responded it's on the city's intranet. Mr. Watson explained that it is the City's Staff that is responsible to meet all the criteria.
- Mr. Watson explained that when the Airport Commission gets to the point of evaluating proposals, the Commission must follow the very specific guidelines for accepting or rejecting a proposal to ensure everything is even in the process.
- Mr. Watson explained that when the Commission gets to a point of proposal evaluation he can go over the methodology with them, also explaining that proposals cannot be scored simply on a scale of 1-10, there must be justification for decisions.
- Chair Wilfong commented that there are high expectations for the Airport with wish list, the tower, reinforcing the runway, etc., if the wish list is all accomplished wouldn't that make the sites more valuable, to which Mr. Turney responded yes. Chair Wilfong went on to ask if it's possible to consider what higher lease rates might be after the wish list is completed, and what the Airport can then provide.
- Councilman Kerr referenced Sunset Beach '96 swinging bridge project.
- Chair Wilfong then asked if it would be better to do the improvements prior to trying to build hangars. To which Mr. Turney responded that one typical way to proceed would be to do a hangar ground lease rate survey at the time of a proposal, done by Airport staff determining rates, and look at competitors in the area then let the City Council, Airport Commission, Airport and City Staff determine what ground lease rates would be appropriate. Mr. Turney also explained as the improvements happen you will be a more attractive airport, and you can increase those rates.
- Ms. Desio-Munn asked who the Airport would be compared to now, to which Mr. Turney responded that larger corporate jets we'd compare to Charlotte-Douglas, Concord and Rockhill.

- Chair Wilfong asked how much can be done simultaneously, meaning can hangars and the tower be built at the same time without the Airport shutting down. To which Mr. Turney responded that the Airport does not have to shut down, unless it was determined that it was in the best interest to do it. Mr. Turney described that some runway strengthening projects have decided to shut an Airport down to complete the project, but all tenants were notified in advance, or another option is to only work on part of the runway at a time.
- Chair Wilfong asked if the Airport should pursue the grants for the runway or build the hangars first, or do it at the same time.
- Mr. Watson responded that the process answers part of your question. Mr. Watson gave the example of the Airport Commission wanting to develop a site, then it falls to the City Manager to develop a report looking at all the things just discussed, including the impact on operations, that report will come back before the commission takes a vote to solicit proposals so everyone has all the information.
- Mr. Dotson asked how Mr. Watson came up with the 2/3 vote. To which Mr. Watson explained how they wanted it to be the strongest vote, not just simple majority.
- Mr. Watson commented that they are expecting some very exciting news for the airport when the General Assembly releases the State's budget.
- Mr. Watson introduced Lisa Hollowell as her first day on the job as Assistant to the City Manager. Mr. Watson explained that Mrs. Hollowell worked for the NC General Assembly for 23 years, she was a policy and budget analyst, in program efficiencies, she is strategic focused, and he is very happy to have her as she adds horsepower to his office. (Round of applause)
- Councilman Kerr commented that when commission is evaluating all the information that the City Manager and his staff put into the report, it's helpful to understand what the money means. Councilman Kerr acknowledged Mrs. Strickland and Mrs. Duncan for printing an annual receipt of what received at the airport this year, totaling 709 thousand dollars. Councilman Kerr

explained that he wants to compare that to what is being spent, id the Airport making money.

- Mr. Watson commented that he finds value in doing the rate survey mentioned by Mr. Turney. Mr. Watson also commented that one of his big frustrations is that the Airport is not covering the cost of operations, or just barley covering, and things can't get done without dipping in. Mr. Watson acknowledged Mrs. Strickland for doing a great job in the past of scraping the money together to make things happen, but that the Airport needs to be self-sufficient. Mr. Watson wants everyone to be looking at what it takes to operate the Airport and are the rates delivering on that.
- Chair Wilfong asked if the City Manager and City Council will decide that the Airport is the place in Monroe to focus more of the money to make it better. To which Mr. Watson replied that is part of the Annual Budget process and comes from recommendations from department directors. Mr. Watson commented that he would like to move towards a strategic plan to figure out where we are going to put our emphasis, adding that the City has some very large departments and some very needy departments. Mr. Watson added that he feels we are headed in the right direction.
- Mr. Wilfong talked of his knowledge of hangar space needed through talking with others in aviation in other areas.
- Ms. Desio-Munn commented that the Airport was not previously paid as much attention to and now the concern is will it have enough backing.
- Mr. Dotson commented that at the last meeting there were 2 projects brought forward, he recognized that it was before the process was laid out, which he commented is phenomenal. Mr. Dotson went on to say he is concerned we will be losing projects if they are put off for months.
- Councilman Kerr commented that he does not think that is a concern, recalling the original development of the Airport, and that is a sought after location. Councilman Kerr also added that there is a decade of no management of the facility, it may take time.

- Mr. Dotson added that the one single sheet of paper isn't going to be the process, commenting it has to be written when they get the proposal which could take time. To which Mr. Watson commented that is a small part of it. Mr. Dotson went on to say his concern is to be fair. Councilman Kerr commented that they aren't there just to be fair, they are there to be fair to the City of Monroe, to which Mr. Dotson agreed. Mr. Dotson added that there had been 2 people who wanted to present their ideas at the previous meeting, prior to the process being brought up, he went on to question why the 2 people shouldn't be able to make their presentations still, since we know the tower is coming. Mr. Dotson then added that he feels they should clear the slate with these 2 projects, then moving forward use the process.
- Councilman Kerr added that he thinks this sounds like forever continuation of spot zoning, adding there was no planning or master plan so there has to be a beginning point. Councilman Kerr added that there has to be a pause and consider what is best for the City, adding that if the people walk they walk because there will be others.
- Mr. Furr commented that there are 2 willing investors and they should be given an opportunity. To which Mr. Watson responded that there were actually 3. Mr. Furr added that these 3 deserve to be heard because they came along before the process.
- Chair Wilfong asked if we're going to apply the same criteria to them as the upcoming process. To which Mr. Dotson responded that you can apply any criteria you want currently, adding that as long as they understand the rates may be high and/or change in a year. Mr. Dotson added that when you tell someone that they can do something and then we changed the rules at the actual meeting. Councilman Kerr added that the City did not solicit those bids, and that it seems disingenuous to listen to them when there is no baseline. Councilman Kerr commented that we need to have an evaluation of current leases first, plus looking at what other airports are charging and protocols that need to be followed. Councilman Kerr also added that you have to be careful adding flexibility with lease terms and rates, that had been mentioned.
- Mr. Dotson commented that he thinks with everything that has to be done, the process could take a year. Mr. Dotson also added that he thinks the process could get done in a couple months,

and again expressed that he feels the 2 people that already had proposals for the previous meeting, should be heard.

- Mr. Watson added that this is not a year process, it is very simply laid out and if the commission adopts the process, it states that it needs to commence with a motion to do so. Mr. Watson also stated that then the vote comes to solicit the RFPs, anyone can submit an RFP, then the evaluation process and then make a selection.
- Mr. Heda stated that he had spoken with Brandon Atkinson and that he has a lawyers with plenty of money who is ready to invest. Mr. Heda then asked what Mr. Atkinson has to do to get the process going, Mr. Watson points to the attached Airport Facility Development paper.
- Ms. Desio-Munn asks if the Airport Commission needs to adopt the process, to which Mr. Watson responded that if it follows no process it goes to City Council anyway. Mr. Watson explains that either there is a process and it is vetted out, then sent to City Council and voted on based on your recommendation.
- Chair Wilfong asked if there needs to be a motion to bring before the commission what the exact process is, to which Councilman Kerr responds that is the process. Mr. Long responds that they are adopting a rule that says they are going to begin this process, then developing the process after. Chair Wilfong asked if that would be a second motion, to which several answered yes. Chair Wilfong also added that first motion created what we want done, but then we need a second motion to do it, to which Mr. Long responded that once the first is adopted you need another motion, stating they still need the guts of the process.
- Mr. Dotson asked if he was understanding that the criteria need to be written out and then make a recommendation to City Council, they would then vote on that particular addition to the process, to which Mr. Long replied he didn't follow. Mr. Dotson explained that he meant it can't just be criteria made up by the Airport Commission, that there has to be guts in it.
- Mr. Watson explained that the Airport Commission can establish its rules and process, adding this is what was talked about verbatim at the last meeting.

- Mr. Dotson asked, if the Airport Commissions make a motion, and adopt it then it goes to City Council next month, to which several people answered no. Mr. Dotson then asked how long will it take for the process to flush out.
- Mr. Watson explained that first the Airport Commission needs to decide if this is the process they want to follow, to start the process someone needs to make a motion to develop or redevelop a specific aircraft hangar site, then you need a majority vote, then the report from staff comes to your next meeting, then make a decision.
- Chair Wilfong asked if this would give permission to all the sites once this is approved, to which a few people respond No.
- Mr. Watson reiterates the conversation from the previous meeting, explaining that there are limited number of shovel ready sites, and some sites will require much more development, he asks as an Airport Commission which site they want to develop first. To which Chair Wilfong stated he thought the recommendation came to the Commission. Councilman Kerr and Mr. Watson responded that the Commission decides.
- Mr. Long adds they really want to develop one hangar site at a time, adding the steps are to adopt the process then the next step is to determine which hangar site. To which Mr. Dotson asked if they can adopt tonight that without sending it to City Council, to which a few people respond correct. Councilman Kerr clarified that once it the Airport Commission adopts it as a template, then they can determine which shovel ready sites they want to look at, and then they can ask for proposals and receive RFPs, then the City staff will provide a report with all the positives and negatives about developing that certain site. Councilman Kerr goes on to explain the next step is people coming to give proposals, then the Airport Commission immediately votes on the proposal. Mr. Dotson asks, once it is adopted can they use it next month, then asking if the 3 individuals who had proposals can come next month. Mr. Watson explained that if the Airport Commission adopts the process, once the processes adopted, if there is a site that someone in the room wants to see developed, they need to make a motion, then it needs to pass by majority vote, when the Airport Commission says they want to see the airport develop a certain

site next, then the City staff will put together a report based on things that are important to Airport operations, impact on grants, costs relating to making it a buildable site, you'll get a report with all the costs, including revenue stream projections. Mr. Watson gave examples that maintenance hangars and office space rentals are different revenue streams.

- Mr. Furr asked about 2 spots in phase one, (he gets up and goes to large map of the Airport displayed on a large screen at the front of the room). Mr. Heitz attempts to point out the 2 spots Mr. Furr is referring to, conversation between several ensues as sites are pointed to and everyone is trying to clarify. Mr. Furr adds that the process is great but that a vote is needed to open the bid on the two locations for hangars. Mr. Furr adds that they have investors ready to go but would like to streamline so the City knows what it is getting.
- Ms. Desio-Munn adds that she feels the catching point is the scorecard, to which Mr. Dotson asks if they need to come up with the specific criteria to pass it that night. Several people answer No.

Motion: Mr. Dotson made a motion to adopt the process as presented by the City Manager.

Second: Ms. Desio-Munn

Action: The motion to approve to adopt the process as presented by the City Manager 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, and Mr. Gary Wilfong

NAYS: None

- Chair Wilfong asked if the 2 sites that had been discussed had now been made available, to which Councilman Kerr responded no, the Airport Commission now needs to decide.
- Ms. Desio-Munn suggests making a motion regarding the 2 sites, to which Mr. Heitz adds that does not include the other person with a plan for hangars across.
- Mr. Watson answers that it is what is on the Airport Development layout plan. Councilman Kerr asks if he is talking about the plan prior to April 2023.
- Talking commences about the site location as Mr. Turney brings out a map of the Airport and shows everyone the sites being discussed. (See attachment picture, note Mr. Turney's pen marking the spot in the photo). Mr. Turney deems these 2 sites to be designated as "L".
- Mr. Long clarifies that once the Airport Commission votes then the process is put into motion and the Airport Commission can present whatever they want at the next meeting, staff will give their report with pros and cons, then the Airport Commission can have a vote.
- Mr. Watson clarifies that the Airport Commission will take a vote then decide what site they want to develop. Mr. Watson suggests that the map be placed at the end of the table and everyone go look at the site to confirm. Mr. Turney explains that the site beside SPX would be designated as "J".
- Mr. Watson asks if they want site J now or later.
- Mr. Turney explains that site L was originally for two hangars, but there may be a proposal for more hangars that are smaller footprint.
- Mr. Watson explains that if the Airport Commission wants to take proposals for site L then companies will come in and present their configurations for the commission to decide.
- Mr. Long added that the staff have to weigh the criteria as well.
- Mr. Watson explained that the first step is deciding which site will be released, if it is site L then at the next meeting they will try to have a staff report on the development of site L. Mr. Watson added that the Airport Commission will consider the report, then at the next meeting the Commission will take the 2/3 vote, if they then want to receive proposals the RFP process would then begin. Mr. Watson added that proposals are usually 45-60 days, to which Mrs. Strickland added you'd probably want to give them 45.
- Chair Wilfong asks about the staff looking at the money stream of the proposals, and group conversation ensues.
- Mr. Watson adds, let's say 60 days, next month get a staff report, put out RFP, RFPs come in, staff evaluate, at the next meeting, or you suggested a special meeting just for proposals, they come in and present, then you'll rank them, you'll have about 90 days to come up with the evaluation process, but you'll need to see what

the RFP document looks like first. Mr. Watson adds, it is the Airport Commission's responsibility to rank the RFPs and there are very specific criteria that must be followed, justification must be given when determining. Mr. Watson states that once the process is done and the Commission has made the decision which proposal to go with then it will be on City Council's next meeting.

- Mr. Furr asks when Mr. Watson suggests people come in and make their proposals, to which Mr. Watson replies, if it's a 60day process, then the staff has to report on it, then the recommendation is made and City Council will vote on it then it goes to the attorneys

Motion: Ms. Desio-Munn made a motion the Airport Commission agrees to release site L for consideration for development.
(See attachment photo)

Second: Ms. Desio-Munn

Action: The motion to approve the Airport Commission agrees to release site L for RFPs 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, and Mr. Gary Wilfong

NAYS: None

- Chair Wilfong brings up ATP coming to the Airport at a previous meeting, adding they had been told they could come back, and the Commission has to allow them to come back and be heard or risk losing grant money.
- Mr. Dotson asks if it can be looked at by the current City attorney, since once the tower comes there will be less of a safety issue.
- Mr. Watson adds that happened prior to Mr. Long, suggesting that Chair Wilfong sit down with Mr. Long and Mr. Sholar go over what happened. Chair Wilfong added that he'd need to look back at the minutes, but remembers the conversation that ATP cannot be stopped from coming in even though there was concern of more airport operations.

5. **TBE- Consultant Projects Updates:**

- Mr. Turney spoke on the tower update explain that the City filed the appeal at the end of June, the FAA is supposed to respond within 90 days. Mr. Turney added that he has been speaking with Mr. Byers who told him the FAA has been late on responses, and it might be worth it to let them finish, hopefully hear by next meeting, if not potentially send a reminder letter to them.
 - Chair Wilfong asked if the tower will add to the appeal, to which Mr. Turney responded that Mr. Byers said there was not any specific metric in the BC points for a tower, but wouldn't hurt to let them know. Chair Wilfong then added the tower is an update which should have an impact on the ultimate score, to which Mr. Turney responded that showing how important the tower is to the Airport is worth bringing to their attention, but not necessarily an increase on the BC ratio.
 - Mr. Turney spoke on the runway 523 obstruction removal project has been advertised and there is a pre-bid meeting at the fire station Thursday, so far there are 5 contractors interested, they are just receiving a copy of the bid advertisement and a copy of the bid schedule. Mr. Turney also added that the bid opening is October 3rd at 2pm, per the NC statutes with the estimated cost of the project, if there are three bids that are signed and sealed, the first bid can be opened, if there are less than three bids it will have to be re-advertised.
 - Ms. Desio-Munn points out that the ATP minutes for Mr. Sholar were in January, follow up to proposal are in the notes, Mr. Dotson had made a motion to table it for six months making it August, staff was asked to send ATP a letter. Chair Wilfong added that the area ATP is proposing is the area that was just opened up for bids.
 - Councilman Kerr adds that if anyone on the Airport grounds has a question regarding management they need to speak to the Manager or the manager's assistant, that speaking with a member of the advisory board is not a professional way to accomplish anything.
- Chair Wilfong thanks everyone and asks for a motion to adjourn.

Motion: Mr. Dotson made a motion to adjourn.

Second: Ms. Desio-Munn

Action: To adjourn the meeting.

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

NAYS: None

Meeting adjourned at 6:40pm.

CITY OF MONROE BUDGET CHARLOTTE-MONROE EXECUTIVE AIRPORT FUND BUDGET SUMMARY					
Sources and Uses of Funds	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
<i>Sources of Funds</i>					
Beginning Balance	\$ 9,177	\$ 3,380	\$ 3,380	\$ 3,380	NA
Revenues					
Restricted Intergovernmental	\$ -	\$ -	\$ -	\$ -	NA
Sales and Services	2,841,324	3,707,370	3,707,370	911,050	24.57%
Investment Earnings	80	-	-	5	NA
Miscellaneous ⁽¹⁾	134,327	134,342	134,342	-	0.00%
Sub Total	\$ 2,975,732	\$ 3,841,712	\$ 3,841,712	\$ 911,056	23.71%
Other Financing Sources					
Transfer From Other Funds	\$ 1,025,734	\$ 1,097,259	\$ 1,328,917	\$ 1,694,670	127.52%
Proceeds From Revenue Bonds	-	-	-	-	NA
Proceeds From LT Debt / Installment Pur.	-	-	-	-	NA
Inception of Lease	-	-	-	-	NA
Sub Total	\$ 1,025,734	\$ 1,097,259	\$ 1,328,917	\$ 1,694,670	127.52%
Annual Sources of Funds	\$ 4,001,466	\$ 4,938,971	\$ 5,170,629	\$ 2,605,726	50.39%
Total Sources of Funds	\$ 4,010,643	\$ 4,942,351	\$ 5,174,009	\$ 2,609,105	50.43%
<i>Uses of Funds</i>					
Expenditures					
Personnel	\$ 774,063	\$ 911,411	\$ 911,411	\$ 236,412	25.94%
Capital	5,616	141,075	372,733	-	0.00%
Operating	1,853,826	2,084,708	2,104,314	267,277	12.70%
Customs	24,877	119,887	119,907	15,067	12.57%
Airport Debt Service	1,050,827	1,102,077	1,102,077	21,515	1.95%
Sub Total	\$ 3,709,210	\$ 4,359,158	\$ 4,610,442	\$ 540,270	11.72%
Reimbursements to other funds					
Cost Allocations	\$ 298,053	\$ 355,660	\$ 355,660	\$ 118,553	33.33%
Sub Total	\$ 298,053	\$ 355,660	\$ 355,660	\$ 118,553	33.33%
Other Financing Uses					
Other Financing Uses - Transfers to Other Funds	\$ -	\$ -	\$ -	\$ -	NA
Sub Total	\$ -	\$ -	\$ -	\$ -	NA
Total Uses of Funds	\$ 4,007,263	\$ 4,714,818	\$ 4,966,102	\$ 658,824	13.27%
Ending Balance	\$ 3,380	\$ 227,533	\$ 207,907	\$ 1,950,282	NA

Notes:

CITY OF MONROE BUDGET CHARLOTTE-MONROE EXECUTIVE AIRPORT FUND REVENUES					
Revenue Sources	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Restricted Revenues					
CARES Funds	\$ -	\$ -	\$ -	\$ -	NA
Total Restricted Revenues	\$ -	\$ -	\$ -	\$ -	NA
Sales and Services					
Merchandise for Sale	\$ 513	\$ 440	\$ 440	\$ 676	153.70%
Sale of Land	-	-	-	-	NA
Sale of Fixed Assets	-	-	-	-	NA
Rent Terminal Office Spac	-	673	673	-	0.00%
Land Lease	9,641	16,970	16,970	5,910	34.83%
Flowage Fee	-	-	-	-	NA
Tie-down Lease	70,369	73,032	73,032	25,728	35.23%
Hangar Lease	266,501	368,754	368,754	129,929	35.23%
Office Lease	18,567	6,312	6,312	11,105	175.94%
T-hangar Lease	90,008	93,581	93,581	32,177	34.38%
Towing	2,200	4,800	4,800	800	16.67%
Pumping Fee	140,450	173,126	173,126	49,274	28.46%
Catering	-	451	451	-	0.00%
Overnight Tie-down/Hangar	32,324	14,180	14,180	11,090	78.21%
Charges for Service-Misc	17,222	6,349	6,349	5,760	90.72%
Maintenance Hangar Lease	14,925	43,890	43,890	5,970	13.60%
Operation Fees	9,166	16,056	16,056	10,306	64.19%
Fuel Storage Fee	-	-	-	-	NA
Aircraft Ramp Fee	26,900	17,660	17,660	9,800	55.49%
Customs User Fees	9,450	6,825	6,825	1,050	15.38%
Customs Regulated Garbage	400	4,080	4,080	400	9.80%
Call Out Fee	1,900	2,364	2,364	200	8.46%
Aircraft Washes	10	-	-	50	NA
Ground Handling Fee	431	-	-	-	NA
Delinquent Penalty	2,966	500	500	(181)	-36.18%
Account Reinstatement Fee	-	-	-	-	NA
Rental Commission	3,661	-	-	734	NA
Publications	1,508	1,081	1,081	401	37.08%
Pilot Supplies	275	1,493	1,493	64	4.29%
Oil Sales	3,137	2,747	2,747	948	34.52%
Aviation Fuel Sales	2,118,801	2,852,006	2,852,006	608,859	21.35%
Military Fuel Sales	-	-	-	-	NA
Misc Sales Other	-	-	-	-	NA
Total Sales and Services	\$ 2,841,324	\$ 3,707,370	\$ 3,707,370	\$ 911,050	24.57%
Investment Earnings					
Investment Earnings	\$ -	\$ -	\$ -	\$ -	NA
Interest Earned Trustee	80	-	-	5	NA
Total Investment Earnings	\$ 80	\$ -	\$ -	\$ 5	NA
Miscellaneous					
Miscellaneous Reimbursements	\$ (5)	\$ -	\$ -	\$ -	NA
Miscellaneous Other	-	-	-	-	NA
Cash Discounts	-	-	-	-	NA
Lease Revenue	128,209	128,210	128,210	-	0.00%
Lease Interest Income	6,123	6,132	6,132	-	0.00%
Total Miscellaneous	\$ 134,327	\$ 134,342	\$ 134,342	\$ -	0.00%
Other Financing Sources					
Transfers from other funds (to subsidize operations)					
TF From General Fund	\$ 1,025,734	\$ 1,097,259	\$ 1,328,917	\$ 1,694,670	127.52%
TF From Airport Capital Proj	-	-	-	-	NA
Sub Total Interfund Transfers	\$ 1,025,734	\$ 1,097,259	\$ 1,328,917	\$ 1,694,670	127.52%
Proceeds Revenue Bonds	\$ -	\$ -	\$ -	\$ -	NA
Proceeds Installment Purchase	-	-	-	-	NA
Appropriation Of Fund Bal	-	-	-	-	NA
Oth Fin Inception of Lease	-	-	-	-	NA
Total Other Financing Sources	\$ 1,025,734	\$ 1,097,259	\$ 1,328,917	\$ 1,694,670	127.52%
Total Airport Fund Revenues	\$ 4,001,466	\$ 4,938,971	\$ 5,170,629	\$ 2,605,726	50.39%

Notes:

CITY OF MONROE BUDGET CHARLOTTE-MONROE EXECUTIVE AIRPORT FUND EXPENDITURES					
Function/Activity	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Airport Operations					
Personnel					
Salary	\$ 488,754	\$ 602,385	\$ 602,385	\$ 157,512	26.15%
Overtime	10,391	18,571	18,571	3,033	16.33%
Car Allowance	-	-	-	-	NA
Social Security Taxes	36,569	43,366	43,366	11,826	27.27%
Life Insurance	867	984	984	355	36.04%
Employer Share Insurance	158,639	150,253	150,253	35,789	23.82%
Retirement	57,531	67,813	67,813	20,674	30.49%
401(k)	15,688	21,565	21,565	5,598	25.96%
Cell Phone Allowance	1,050	1,900	1,900	100	5.26%
Workers Compensation	4,574	4,574	4,574	1,525	33.33%
Temporary Labor	-	-	-	-	NA
Pay Adjustments	-	-	-	-	NA
CARES Grant Personnel	-	-	-	-	NA
Total Personnel	\$ 774,063	\$ 911,411	\$ 911,411	\$ 236,412	25.94%
Capital					
Capitalized Motor Vehicles	\$ -	\$ -	\$ -	\$ -	NA
Capitalized Equipment	5,616	47,000	47,000	-	0.00%
Capital Outlay Buildings	-	55,000	55,000	-	0.00%
Capitalized Infrastructure	-	39,075	270,733	-	0.00%
Total Capital	\$ 5,616	\$ 141,075	\$ 372,733	\$ -	0.00%
Operating					
Bank Service Charges	\$ 45,796	\$ 68,000	\$ 68,000	\$ 10,120	14.88%
Financial Management	1,126	1,441	1,441	1,441	100.00%
Engineering Services	-	1,500	1,500	-	0.00%
Technical Contracted Services	39,163	20,121	20,135	5,934	29.47%
FEMA Covid Exp.	-	-	-	-	NA
Repairs & Maint Equipment	40,188	51,800	58,953	10,013	16.98%
Repairs & Maint Buildings	15,679	18,390	26,044	7,273	27.92%
Repairs & Maint Grounds	104,911	168,082	168,082	42,434	25.25%
Software License & Support	9,242	10,966	15,411	8,711	56.52%
Repairs & Maint Copiers	896	1,000	1,000	317	31.67%
Repairs & Maint ERP System AMA	7,916	7,933	7,933	-	0.00%
Equipment Rentals	-	-	-	-	NA
Vehicle Fuel	9,582	10,192	10,192	-	0.00%
Vehicle Maintenance	10,433	16,000	16,000	558	3.49%
Unemployment Insurance	293	410	410	-	0.00%
Wellness & Clinic Cost	4,283	7,212	7,212	2,404	33.33%
Property Damages	76,354	84,092	84,092	28,031	33.33%
Telecommunications	3,420	8,256	8,256	3,030	36.70%
Marketing & Promotions	4,598	13,700	13,700	-	0.00%
Uniforms and Shoes	5,581	22,000	22,000	1,813	8.24%
Training and Travel Adv	-	-	-	-	NA
Training and Travel Exp	6,015	5,965	5,965	-	0.00%
Customer Fuel Rebates	-	2,000	2,000	-	0.00%
Titan Customer Fuel Rewards	295	-	-	80	NA
General Supplies	9,109	14,000	14,000	2,246	16.04%
Postage	5	100	100	-	0.00%
Small Equipment	26,031	1,450	1,790	-	0.00%
PC's Peripherals	1,455	4,950	4,950	4,457	90.03%
Utilities	114,405	130,314	130,314	34,737	26.66%
Items for Resale Merchandise	3,601	7,500	7,500	347	4.62%
Items for Resale Av Gas	1,303,261	1,400,277	1,400,277	100,463	7.17%
Items for Resale Oil	4,121	2,500	2,500	1,130	45.19%
Items for Resale Catering	-	1,000	1,000	-	0.00%
Organizational Dues	1,109	1,033	1,033	-	0.00%
Subscriptions & Publications	126	1,165	1,165	-	0.00%
Bad Debt Expense	1,229	9	9	-	0.00%
Other Operating Expense	3,607	1,350	1,350	1,733	128.39%
Special Events	-	-	-	6	NA
Over/Short Fuel Inventory	-	-	-	-	NA
Total Operating	\$ 1,853,826	\$ 2,084,708	\$ 2,104,314	\$ 267,277	12.70%

CITY OF MONROE BUDGET CHARLOTTE-MONROE EXECUTIVE AIRPORT FUND EXPENDITURES					
Function/Activity	Actual 2023	Original Budget 2024	Revised Budget 2024	YTD Actual 2024	% Realized
Reimbursements to other funds					
Allocations Administration	\$ 213,454	\$ 228,288	\$ 228,288	\$ 76,096	33.33%
Allocations Utility Billing	18,133	19,929	19,929	6,643	33.33%
Allocations Cust Srv/Pmt Ctr	14,566	16,251	16,251	5,417	33.33%
Allocations Engineering	-	-	-	-	NA
Allocations Purchasing	4,751	5,870	5,870	1,957	33.33%
Allocations Fleet	11,589	11,483	11,483	3,828	33.33%
Allocations Parks Maint	-	10,882	10,882	3,627	33.33%
Allocations Facilities Maint	25,702	28,654	28,654	9,551	33.33%
Allocations Manual Adjs	9,858	34,303	34,303	11,434	33.33%
Sub Total Reimbursements to other funds	\$ 298,053	\$ 355,660	\$ 355,660	\$ 118,553	33.33%
Unreserved / Balance	\$ -	\$ 224,153	\$ 224,153	\$ -	0.00%
Total Operations	\$ 2,931,559	\$ 3,717,007	\$ 3,968,271	\$ 622,241	15.68%
Capital					
Capitalized Equipment	\$ -	\$ 53,103	\$ 53,103	\$ -	0.00%
Sub Total Capital	\$ -	\$ 53,103	\$ 53,103	\$ -	0.00%
Customs Service	\$ 11,481	\$ 2,730	\$ 2,730	\$ 1,423	52.13%
Technical Contracted Services	-	18,913	18,913	-	0.00%
Cleaning Srv Waste Disposal	-	4,800	4,800	-	0.00%
Repairs & Maint Equipment	-	4,870	4,870	1,338	27.46%
Repairs & Maint Buildings	1,651	3,674	3,694	874	23.66%
Software License & Support	-	-	-	-	NA
Property Damages	1,979	170	170	57	33.34%
Telecommunications	2,929	21,347	21,347	8,624	40.40%
Training and Travel Exp	-	2,000	2,000	-	0.00%
General Supplies	-	-	-	-	NA
Small Equipment	-	1,000	1,000	-	0.00%
PC's Peripherals	-	-	-	-	NA
Utilities	6,838	7,280	7,280	2,751	37.80%
Other Operating Expense	-	-	-	-	NA
Total Customs Service	\$ 24,877	\$ 119,887	\$ 119,907	\$ 15,067	12.57%
Airport Debt Service⁽¹⁾⁽²⁾					
Installment Principal	\$ 6,925	\$ 48,928	\$ 48,928	\$ -	0.00%
Installment Interest	20,718	19,435	19,435	(86)	-0.44%
Bonds Principal	883,300	904,580	904,580	-	0.00%
Bonds Interest	131,203	120,791	120,791	20,944	17.34%
Bonds Admin Fees	3,245	3,245	3,245	-	0.00%
Debt Issuance Cost	-	-	-	-	NA
Bonds Pmt Escrow Agent	-	-	-	-	NA
Bonds Yrly Monitoring Fee	3,469	3,783	3,783	-	0.00%
Capital Leases Principal	1,813	1,266	1,266	625	49.36%
Capital Leases Interest	155	49	49	32	66.12%
Total Debt Service	\$ 1,050,827	\$ 1,102,077	\$ 1,102,077	\$ 21,515	1.95%
Transfers to Other Funds					
TF To General Fund	\$ -	\$ -	\$ -	\$ -	NA
TF To Gov Capital Project	-	-	-	-	NA
Total Transfers out to Other Funds	\$ -	\$ -	\$ -	\$ -	NA
Total Airport Fund Expenditures	\$ 4,007,263	\$ 4,938,971	\$ 5,190,255	\$ 658,824	12.69%

NOTES:

⁽¹⁾ Airport Debt Service :

2016 Airport Hangar Construction (interfund loan)
2017 Revenue Bonds
2020 New ERP System (share)
2020 A Combined Enterprise System Rev Bonds - Refunding

	2023	Balance	Payoff Yr
	\$ 60,265	\$ 647,524	2036
	141,244	1,805,640	2043
	8,098	52,479	2030
	887,652	4,310,000	2028
	<u>\$ 1,097,259</u>	<u>\$ 6,815,643</u>	

⁽²⁾ Governmental accounting standards (GASB 87) require the City to recognize leases as a part of its debt service.

Charlotte Monroe Airport
10 Year History of Taxable Assets

Value as of January 1	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
for tax collection Fiscal Year	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Airplanes #	102	82	83	115	107	99	110	112	116	100
(As of November Value	\$ 18,909,731	\$ 17,007,969	\$ 24,736,391	\$ 24,995,479	\$ 25,607,498	\$ 23,666,954	\$ 25,487,933	\$ 34,126,927	\$ 41,081,942	\$ 53,598,170
Tax Rate ⁽¹⁾	0.555	0.586	0.586	0.586	0.6163	0.6163	0.6163	0.5025	0.5025	0.5025
Taxes	\$ 104,949	\$ 99,718	\$ 145,029	\$ 146,548	\$ 157,819	\$ 145,859	\$ 157,082	\$ 171,488	\$ 206,437	\$ 269,331
Average Value/Planes	\$ 185,390	\$ 207,414	\$ 298,029	\$ 217,352	\$ 239,322	\$ 239,060	\$ 231,708	\$ 304,705	\$ 354,155	\$ 535,982
Hangers #	3	3	3	3	3	3	3	3	3	3
Sq.Ft.	19,674	19,044	19,044	19,044	19,044	19,044	19,044	19,044	19,044	19,044
Value	\$ 686,700	\$ 606,400	\$ 606,400	\$ 606,400	\$ 606,400	\$ 606,400	\$ 606,400	\$ 606,400	\$ 506,900	\$ 506,900
Tax Rate ⁽¹⁾	0.555	0.586	0.586	0.586	0.6163	0.6163	0.6163	0.5025	0.5025	0.5025
Taxes	\$ 3,811	\$ 3,555	\$ 3,555	\$ 3,555	\$ 3,737	\$ 3,737	\$ 3,737	\$ 2,547	\$ 2,547	\$ 2,547
Avg Value SF	\$ 34.90	\$ 31.84	\$ 31.84	\$ 31.84	\$ 31.84	\$ 31.84	\$ 31.84	\$ 26.62	\$ 26.62	\$ 26.62
Combined Taxable Value	\$ 19,596,431	\$ 17,614,369	\$ 25,342,791	\$ 25,601,879	\$ 26,213,898	\$ 24,273,354	\$ 26,094,333	\$ 34,633,827	\$ 41,588,842	\$ 54,105,070
Combined Billable Taxes	\$ 108,760	\$ 103,273	\$ 148,585	\$ 150,104	\$ 161,556	\$ 149,597	\$ 160,819	\$ 174,035	\$ 208,984	\$ 271,878

Notes:

⁽¹⁾ A revenue neutral tax rate (0.5025) was adopted in FY22.

⁽²⁾ FY22 & FY23 fuel rates increased with the market avg rate; expecting FY24 fuel revenues and expenditures to level out

	FY23 Actual	FY24 Budget	Change
Operating Revenues ⁽²⁾	\$ 2,975,732	\$ 3,841,712	\$ 865,980
Operating Expenditures ⁽²⁾	2,950,820	3,715,445	764,625
Net Operating Revenue / (Deficit)	\$ 24,911	\$ 126,267	\$ 101,356
Combined Billable Taxes	208,984	271,878	62,894
Net Revenue / (Deficit)	\$ 233,895	\$ 398,145	\$ 164,250
Annual Debt Service	\$ 1,050,827	\$ 1,102,077	\$ 51,250

