



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

3:00 PM - March 28, 2024

MEETING AGENDA

- 1. Call to Order and Welcome Guests**
- 2. Minutes for Approval**
 - a) Charlotte-Monroe Executive Airport Meeting Minutes of November 13, 2023
 - b) Charlotte-Monroe Executive Airport Special Meeting Minutes of December 6, 2023
- 3. Airport Report**
 - a) New Fee Schedule for Fiscal Year 2024/2025
- 4. Presentations from Invited Proposers on their Proposals to Build a Hangar**
- 5. City Manager Report**
 - a) Discussion of Airport Activity
- 6. Adjourn**

Next Meeting:



**Charlotte-Monroe Executive Airport
Commission Regular Meeting
City Hall Conference Room
5:00 pm – November 13, 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. Howard Heda, Mr. John Stephens, Mr. John Wiggins,

Staff in Attendance: Mr. Mark Watson, Ms. Lisa Hollowell, Mr. Richard Long, Mr. Terry Sholar, Mrs. Lisa Strickland, Mrs. Angela Duncan, Mr. Camden Baucom, Mr. Bob Heitz, Mrs. Cindy Brooks

Engineer of Record Attendee: Mr. Michael Player

Visitors: Mr. Brooks Durham

1. Call to Order and Welcome Guests

Chair Wilfong called the meeting to order at 4:57 pm on November 13, 2023, welcoming the Commissioners, staff and guests.

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

Chair Wilfong acknowledges the good work of Mr. Bob Heitz, and the Airport staff during the Airshow.

2. Minutes for Approval:

Approval of the minutes for the September 11, 2023 meeting was requested.

Motion: Ms. Desio-Munn made a motion to approve the minutes of the September 11, 2023 meeting.

Second: Mr. Wiggins

Action: The motion to approve the minutes of the September 11, 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 the hangar construction site; one "FDC" NOTAM associated with a specific departure procedure the FAA has designed for the Airport. That FDC is scheduled to be removed November 30, 2023. Current occupancies as 71 tie-downs, 19 T-hangars, and 52 leasing hangar and office space.

- For the month of October aircraft operation's totaled 6,935.
- Fuel totals for October 40,672, gallons of fuel being dispensed with
 - o 14,004 being AVGAS and 36,668 Jet-A.
 - o Supplied fuel is dropping
 - o Area averages for AVGAS \$5.48 - \$8.04 and Jet A \$4.99-\$8.00

The following Notes of Interest are offered:

- Referencing 1200.aero reporting Wed and Thu are now our busiest days with the busiest hours of operations being between 0900 and 1500.

- 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 0700 to 2100. This year the airport will be observing Thanksgiving Day and Christmas Day. Thanksgiving Day hours of operation will 0700-1500. Christmas Day the airport will not be staffed other than 1-line service tech on call and if needed 1- CSR on call. 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 6,935
 - Ground prep for the construction of the "Boggs" hangar north of hangar 7 at the edge of the south ramp has started. Concrete work for the hangar floor has started
 - 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.
 - The Hangar 7 repairs/fixes that were supposed to be finished 2 years ago, have been completed.
 - The City Storm water inspection was completed, we did well.
 - Work on some storm water drainage grates located between the runway and taxiway A are set to begin this month.
 - The improvement to the canopy at the front of the terminal has been completed.
 - Chair Wilfong asked if the Airport is included in the loop of security in regards to worldwide terrorism. To which Mr. Watson explained that the Monroe PD and the Sherriff's office have direct access to the latest threat information from the local FBI office. Chair Wilfong stated that he was curious if they were looking at our security, to which Mr. Watson responded that they are and we have very diligent people watching and receiving reports.
 - Mr. Watson also added that they are in the very preliminary stages of talking with TBE about doing a security assessment of the entire facility.
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.

- Mr. Watson explained the driveways going into the new hangar have a new gate installed, adding that the gate card access isn't installed yet but will be. Mr. Watson explained that it will be Spring before the road is paved between the parking lot and hangar parking lot, and then extend will gravel base behind the SPX hangar to begin a base for a hangar that could be constructed on the other side.
- Chair Wilfong asked if the ability to get out of the gated areas after hours has been corrected, to which Mr. Heitz responded they have.

c.) Project/Grant Status:

- The new gate 19 installation is up and able to be used. This gate is for the access to the new hangar and the south end of the field.
 - Awaiting a quote with IT about installation/reuse of the cameras to cover a better area at the airport.
 - New golf carts, one is a 4 person and one is a 6 person, are being procured with delivery expected spring 24'
 - The FDC Notam will be removed Nov 30, 2023.
 - 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. Heitz acknowledges the generosity of Councilman Kerr and his wife, for offering to host the Airport Commission Holiday Party at their house on Dec. 11, 2023.

4. City Manager Report/ TBE Update:

- Mr. Watson explains that Mr. Pat Turney has been working on a project for them, but is not present at the meeting due to illness.
- Mr. Player stated that they have not heard any responses on the tower update, still waiting on a determination from the FAA on the BCA and the staffing for that.
- Mr. Watson explained that the City of Monroe has received 6 million dollars to be used towards the construction of an Air Traffic Control Tower coming from the General Assemblies Budget. Mr. Watson added that the General Assembly is working on getting the funds to the City, it will come in a lump sum. Mr. Watson added that to thank the delegation for taking care of the Airport.
- Mr. Stephens asked if there is a percentage match, to which Mr. Watson replied no, it is 100%.
 - Mr. Player explained that the State has 100 days to distribute the funds, or award letters for the funds.
 - Mr. Wilfong asked if 6 million dollars will be enough to build the tower. Mr. Player responded that they are looking at a few different sites, and that will be a determining factor. Mr. Player stated that they will know more after a site assessment. Ms. Desio-Munn asked what will happen to the funds that are left over, to which several people responded there would be no left over funds.
 - Mr. Dotson asked if the money can be used for anything related to the tower. Mr. Watson replied that they will know more after they hear from the DOT. Mr. Dotson asked if they could use the money for the security assessment, to which Mr. Watson replied that there is 150 thousand dollars a year allocation for things like that and several years have been accumulated to be used for that.
 - Chair Wilfong asked what was going on with the Airport consultant hired to access the BCA number, to which Mr. Player answered that all the information has been turned over to the FAA and they are waiting for them to come back with a determination.
 - Mr. Watson explained that the FAA and their Tower Construction Program have developed an expandable Tower, Florence SC is building one of the first ones and we will be

watching their progress in case we will use the same blueprint. Mr. Watson also explained that Talbert and Bright are handling the Florence, SC tower too.

- Ms. Desio-Munn asked if the funds can be used for staffing, to which Mr. Watson answered no. Mr. Watson explained that the FAA Tower Operations Program is the staffing, adding that he believed the annual cost for staffing was 115-130 thousand a year for staffing. Mr. Watson explained that the City would be responsible for the electric, utilities and maintenance. Mr. Stephens asked if that amount would be enough to cover salaries and benefits. Chair Wilfong commented that he remembered the staffing amount being around 800 thousand, to which Mr. Player responded that maybe that number is local share required of 81%. Group discussion ensued regarding the salary amounts.
- Mr. Player explained that they had received bids back in October for the obstruction removal project, there was an issue with one of the bids, resulting in there not being 3 responsive bids. Mr. Player explained that they worked with the City and the State and have re-advertised the project, there were two rounds of pre-bids and the bid opening is scheduled for November 30th. Mr. Watson added that best case scenario it's the obstruction removal on both ends and as an option the additional security fence at the end of 2/3 around where Station 4 and the mulch piles are, that would be included in this project.
- Mr. Heda asked when the Tower project will start, to which Mr. Player responded that he did not know, several plans need to be in place. Mr. Heda asked if it would be in 2024, to which Mr. Player answered he would hope so.
- Councilman Kerr asked what is the best case scenario, to which Mr. Player answered preliminary engineering will take a few months, surveyed, site assessments, contracts, around 6 months for design, probably around the end of 2024.
- Mr. Stephens commented that six for design seemed a long time if we are using the expandable, to which Mr. Player responded that was correct if they are forced into that, but they are still working through the logistics of it because there are some items that will still need to be designed.
- Chari Wilfong asked if there are any other Airports in North or South Carolina that have been awarded the money and are having a tower built, to which Mr. Player responded Florence is the only one. Mr. Wiggins asked if they have customs, to which Mr. Player answered they do not.

- Mr. Heitz asked what the height of the Florence Tower is, to which Mr. Player answered he didn't know the proposed height, but the existing tower is in the 60 to 100 foot range.
- Chair Wilfong asked if the tower project drags out if anyone has considered using a temporary tower for a while to get people coming in.
- Mr. Watson explained that the site the Commission had discussed opening for hangar development at the last meeting, the NCDOT had decided that they will not fund the strengthening of the Apron there. Mr. Watson explained that the rational is the design there is like a Y and is stronger than the runway, and the City would have to pay for it. Mr. Watson explained that Talbert, Bright and Ellington drew the sketch on there, that nothing had been designed, they had already submitted some preliminaries to the State based on the design. Mr. Watson explained that the State was concerned a heavier plane would be put in the hangar and break up the taxiway they paid for. Mr. Watson stated that the apron needs to be rehabbed and what would it take to rehab it up 65 thousand pounds. Mr. Watson stated to do this they will needs to go deeper on the base, new asphalt.
- Mr. Dotson asked if that was the design that was put in by the gentleman that was here or by TBE. Mr. Watson responded that TBE drew the sketch, nothing had been designed yet, they had submitted some preliminary to the State. Mr. Watson explained that the Apron will still need to be rehabbed, and that TBE is looking at what it will take to rehab it up 65 thousand pounds. Mr. Watson explained they will have to go deeper on the base and new asphalt, and that the State has given the green light on it which in turn the City has asked about the hangar. Mr., Watson explained that Mr. Turney has come up with two different design options for the commission to look at for the next apron over. Mr. Watson explained that he saw the designs and feels they look good, offering additional hangar storage, and add additional access. Chari Wilfong asked what good is it if the runway and the apron aren't equal strength.
- Mr. Furr asked if the City will be building the hangars to which Mr. Watson responded no. Mr. Watson explained that the commission needs to decide on option A or B, then the commission could release RFP on two of the 15 thousand sq. foot hangars. Mr. Furr asked if TBE will come up with the design and then you'll put it out to bid, to which Mr. Watson responded yes.
- Mr. Watson explained that the Airport has had strengthening the runway to 95 thousand on its wish list for a long time, and

has been pushed to the side by the State. Mr. Watson explained that an option is to not go to 95 thousand and do an intermediate strengthening which would be half the cost to do an intermediate strengthening to 80.

- Mr. Furr asked when the investors that interested in building can hangars can make a presentation to the Commission. Mr. Watson explained that the Commission needs to see the 2 options Mr. Turney came up with and the vote for one, after one is selected TBE will give all the details about it and RFPs can be put out.
- Mr. Wilfong asked if money can be saved on the 80 lb. strengthening, can the rest of the money be used for other projects. Mr. Watson responded to wait and see what options Mr. Turney comes up, they will allow you general aviation tie downs and corporate jet parking on a strengthened apron. Mr. Watson added select from the 2 options and get that started, meanwhile have a discussion about the priority list of things that the commission would like to see happen at the Airport will look like.
- Chair Wilfong asked about the money the City will need to build the tower. Mr. Watson explained that there is no pool of money sitting around. Chair Wilfong added we could be thinking like we have the money, Mr. Watson added that the State has the money but there has to be a plan.
- Councilman Kerr added that the Airport has had a decade of lack of attention to the structure and basic operations.
- Mr. Watson suggests that there be an afternoon strategic planning meeting session scheduled, mentioning it would benefit TBE and Mrs. Strickland, for financial planning.
- Councilman Kerr suggests a meeting at the Airport with everyone and all Airport customers to enable them to ask questions.
- Mr. Heitz added that a meeting with base customers is something that is on our agenda.
- Chair Wilfong asked if there is a rating system for the corporate jets parked there to rate their experience. Mr. Heitz responded there is not, but there could be.
- Mr. Watson added that there are many things that could be flushed out in a strategic planning session. Chair Wilfong added that he would like the Commission to meet when they are not confined to a time frame, and then the Commission can form an agenda.
- Ms. Desio-Munn asks if this had already been gone over this and had released 2 sites to start taking bids on. To which Mr. Watson responded that the DOT stated they would not strengthen the apron in that area.

- Mr. Dotson asked if it was the presentation of something that TBE came up with that the DOT didn't like. Mr. Watson responded that the sketch that they saw with the Y is the one the State said they won't pay for. Mr. Dotson responded that he knows they released site L, and was not sure about site J and inquired where they were in the process. Mr. Watson explained that yes, the Commission voted to look at releasing L, but the State has said no to paying to strengthen the apron in that area to support the larger planes using it. Mr. Furr responded that he was confused about where the State came up with number that there will be a 90-thousand-pound airplane. Mr. Furr added that there is an investor ready to move right now and put \$10 million dollars in, and he's not planning to bring 90 thousand pound airplanes in. Mr. Furr added that this investor is not going to wait around forever, that want to build 2 hangars and that they will be putting in \$21 million dollars' worth of taxable inventory in one hangar and lease the other out. Mr. Furr added that it isn't every day that you have someone who wants to put in \$10 million dollars and then turn around and give it to the City as a write off. Mr. Watson added that someone will still need to pay to strengthen the apron. Mr. Furr asked what the apron is set up for now. Mr. Watson responded that it is all cracked and the entire thing will need to be reconstructed, and he wasn't sure if it was 90 or which number, but that the State said no they won't pay for it. Mr. Furr asked if that means we can't build hangars. Mr. Watson responded that the way it was designed with the Y as the extra strength, the State won't pay for it. Mr. Dotson asked if that means we aren't; going to build any hangars until that apron is rehabbed. Mr. Watson replied that the City doesn't have the money to pay for it, he added that if Mr. Turney was present he would show the exact same options on the next apron over, and it actually works out better for parking. Mr. Dotson asked what the chances are of having a design that meets the current weight, and then let the person who builds the hangar put the money in to strengthening the Y. Councilman Kerr responds that it would cost \$5 million dollars.
- Mr. Player explains that their plan was to do that Y area at either 80 or 90 thousand pounds, everything else would be at the lower 65 thousand pounds. Mr. Player explained that if they strengthened everything to the 65 thousand and then someone had to come back and strengthen to 95 thousand.
- Mr. Dotson commented that if the City just doesn't want to move forward on hangars then don't move forward, but if there is opportunity to compromise, someone who is willing to bring it up to what it is now. Mr. Watson commented that this is a competitive bid process, you may get bids from others.

- There is talking amongst the group as multiple people weigh in.
- Ms. Desio- Munn suggest that there be an afternoon meeting planned with Mr. Turney to get a plan, commenting that they haven't really gotten anywhere yet in the meetings.
- Chair Wilfong asks at 65 thousand pounds what type aircraft would that be. Mr. Furr responds mostly Cirrus jets and smaller stuff.
- Mr. Furr asks Councilman Kerr if when he said \$5 million to revamp the current tarmac was to bring it to the 65-thousand-pound weight. Councilman Kerr commented that is what he remembered. Councilman Kerr added that everything has to be dug out, not just the infamous Y, and that the middle part fanning out to the left and right, and we were to get \$5.6 million from DOT. Councilman Kerr added that if we don't get the money from DOT, we don't have any way to get it from other sources. Mr. Furr asks what if he has other sources.
- Councilman Kerr brings up the meeting with Mr. Turney and suggests Mr. Turney could present color coded charts and help everyone remember better, showing how it works with different strengths, and which works better in different sites so everyone can leave with a clear understanding.
- Chair Wilfong asks if the hangars can be started if we know what the weight will be. Mr. Furr comments that we don't want to make the State mad, but believes he can put together a deal that won't cost the City anything, but the City will have to do some wheeling and dealing. Chair Wilfong adds that Mr. Furr's friend could build the hangar even if they don't have an 80-thousand-pound plane, but knowing the hangar could handle one, adding that then you could advertise and let people put a bid in.
- Councilman Kerr brings up Ms. Desio-Munn's suggestion that there be an additional meeting before the end of the year, get the information from legal as to if the City can be a position to accept donations like that, or hardscape the Airport that would have to be researched. Councilman Kerr added to also have an update from Mrs. Strickland on what money there is, and what can be asked for if there is no NCDOT Aviation approval on any sites.
- Chair Wilfong comments if a person wants to come in and build a hangar, let them build it and they get the taxiway the way they want it later. Councilman Kerr adds that we aren't building hangars. To which Chair Wilfong replies he knows but we can lease them. Councilman Kerr adds that he believes that is getting away from the master plan. Mr. Dotson adds that the Commission recommended to release a piece of property, we came up with the process and now we need to follow it. Mr.

Dotson comments, or if we decide that something with site L is not going to work fine, but we came up with the process we started the process, we took a step in the process, and we need to move forward in the process unless there is a decision as a group we aren't going to do it. Mr. Dotson adds that they need to be taking proposals so when the time comes we can build what the City of Monroe determines it wants out there. Mr. Dotson added that we may miss someone who wants to build out there, there was a step taken in the process, we all voted to recommend the process, the next step would be to go to Council. Ms. Desio-Munn added that the decision was made before the rejection from DOT was known.

- Chair Wilfong suggested waiting to hear from Mr. Turney on what the options are. Mr. Watson added that there will be benefits to hearing what Mr. Turney has come up with because that apron has already been strengthened, the pad next to the FBO has major apron issues that will need to be addressed. Mr. Watson added that the Commission may decide to release the other two pads first and get them started, but they need to see Mr. Turney's presentation first.
- Ms. Desio-Munn suggests an extra meeting again.
- Councilman Kerr adds that he would rather see the City spend a few months getting it right after spending a decade in a ravine. Councilman Kerr commented that he doesn't see the need to rush over one person being interested and he does not feel that potential interest will disappear. Councilman Kerr added that he likes the idea of an informational meeting.
- Chair Wilfong stated the need to find out when Mr. Turney would be available and when most members could attend.
- Mr. Watson Suggests the first week in December, suggesting the 4th through the 8th. Discussion ensues with the group as dates are discussed.
- Chair Wilfong narrows the dates to the 4th, 5th or 6th of December, adding that they have to check with Mr., Turney for his availability.
- Mr. Watson adds that the meeting will be held at Monroe Fire Station 4.

- Chair Wilfong thanks everyone and asks for a motion to adjourn.

Motion: Ms. Desio-Munn made a motion to adjourn.

Second: Mr. Dotson

Action: The motion to adjourn the meeting 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

Meeting adjourned at 6:10pm.



**Charlotte-Monroe Executive Airport
Commission Special Meeting
Fire Station 4 Conference Room
3:00 pm – December 6, 2023**

Chair: Mr. Gary Wilfong

Attending Members: Councilman James Kerr (Vice Chair, ex-officio) (arrived at 3:15pm), Ms. Hayden Desio-Munn, Mr. Howard Heda, Mr. John Stephens, Mr. John Wiggins (arrived at 3:15pm)

Staff in Attendance: Mr. Mark Watson, Ms. Lisa Hollowell, Mr. Richard Long, Mr. Terry Sholar, Mrs. Ashley Ivey, Mrs. Angela Duncan, Mr. Bob Heitz, Mrs. Cindy Brooks

Engineer of Record Attendee: Mr. Pat Turney

Visitors: Mr. David Dotson, Mr. Carl Ellington, Mr. Michael Player

1. Welcome Guests

Chair Wilfong called the meeting to order at 3:08 pm on December 6, 2023, welcoming the Commissioners, staff and guests.

2. Business Models:

Presenter: Mark Watson

- Mr. Watson thanks everyone for coming and explains that they want to build a foundation of information first and add to it as the meeting goes along.

- Mr. Watson begins by talking about hangar development and airport development, and wants to make sure the Commission knows how we pay for all this service ..examples: infrastructure, personnel, and if we are self-sustained at this point.
- Mr. Watson discusses where does the Airport get its revenues from, explaining that in general aviation there are a host of fees charged to individuals who use Airport services. Mr. Watson gives the examples of tie down fees, bulk storage space in hangars fees, transient overnight fees, towing, fueling all performed by staff, we sell fuel are some of the general aviation parts of revenue. Mr. Watson explains that it sounds like a lot but overall it is not a lot of money.
- Chair Wilfong asks if there is a landing fee for general aviation. To which Mr. Heitz responds no.
- Mr. Watson explains those fees do not cover the cost of personnel to work and operate those services.
- Mr. Watson explains more there are other sources of revenue long term lease of City owned hangars, both bulk and T hangars, explaining the fees charged do not cover the cost of maintaining the City owned facilities, do not cover cost of debt service.
- Mr. Watson begins to talk specifically about hangars land leasing building pads on the Airport for private equity to build a hangar storage facility, what are the revenue strings the City can hope to get.
- Mr. Watson starts with the land, explaining there is a basic land lease; there is the area that is leased that is associated with the footprint of the building being one rate, there is the area that is leased for parking that is a different rate, also a lease rate for the apron space in front of the hangar, adding that it sounds like a lot but it is pennies on the foot.
- Mr. Watson discusses what other revenue can be gained by that type transaction, giving the example that if we land lease and a building is built on that pad regardless of length of time, then the City and the County would receive property tax from the value of that hangar called ad valorem property tax. Mr. Watson explained that you pay a property tax on the value of the building only, which is more than received for the land lease or more than anything else associated with the hangar.
- Mr. Watson explains another revenue string being personal property tax, the tax that is charged on the value of the aircraft that is in the hangar. Mr. Watson explained that the aircraft may be very expensive but the county tax office uses a depreciation schedule that is set by the State of NC. Mr. Watson explained that the longer the person owns the aircraft the amount paid on personal property tax decreases every tax cycle, but it is a major revenue source in terms of the hangar. Mr. Watson added that fuel is a source of revenue and associated fees, but there is not a lot of revenue associated with the hangars.
- Mr. Watson explained that part of his responsibility as City Manager is to make sure the Airport can be sustained, when things negatively affect the

revenue strings it is a problem. Mr. Watson added that elected boards like to see things revenue neutral and self-sustaining.

- Mr. Watson explained that there are some great opportunities in front of us, adding the Airport is in a fantastic position right now and it needs to be done right and done right the first time.
- Mr. Stephens asked if there is a positive revenue stream on the Airshow each year. Mr. Watson answered no. Mr. Watson introduces Ashley Ivey. Mr. Watson adds that the Airshow did not pay for itself this year and generally doesn't. Mr. Watson explained that the Airshow is not funded with ad valorem, it is funded with hotel and tourism tax money which is a different revenue string. Mr. Watson explained that it costs around \$250 thousand to operate the airshow each year, and expenses were up this year due to accidents at other locations and insurance costs rising.
- Councilman Kerr asks how much was lost this year. Mrs. Ivey responds that they are still paying invoices and should have a total later this month. Councilman Kerr asks to have a ballpark figure of what the airshow loses each year. Mrs. Ivey responds it loses around \$50 thousand each year. Councilman Kerr asks if the airshow has ever made money, to which Mrs. Ivey responds that it came close two years ago, but that was the only time.
- Councilman Kerr questions that the Tourism department runs the airshow, but they are not paying any revenue to the Airport. Mr. Watson responds yes. Councilman Kerr asks if the Airport staff do the work for the Tourism department, Mr. Heitz responds no, we just move and fuel aircrafts. Mr. Watson explains the Warriors and Warbirds staff is mainly in charge of helping with field operations. Mr. Stephens asks if there was any revenue from the sale of Tinkerbelle. Mr. Watson explains no, other than the \$180 thousand that was paid, but we paid more than that for her. Mr. Watson explains the Tourism taxes and dollars paid for Tinkerbelle and her operations.
- Ms. Desio-Munn asked if paid for Tinkerbelle to sit there, to which Mr. Watson replied yes.
- Mr. Wiggins asked if airshows across the country lose money due to the cost of so many people on the ground and planes in the air. To which Mr. Watson replied he believes so.
- Chair Wilfong asked if legally we can't raise the lease rates. Mr. Watson replied that they will be bringing rate increase recommendations to City Council, but didn't want to get off track of the meeting topic. Mr. Watson added that the FAA has guidelines for hangar storage fees for aircrafts and how it should be set, and they are reviewing it.
- Chair Wilfong asked if there could be fees set for jets that fly into the Airport. Mr. Watson responded that he can look into charging a tax, but is not sure the Airport is able.
- Mr. Watson reintroduces Ashley Ivey and explained the City has a yearly audit and publishes a certified report, part of it is the cost of the Airport revenue verses expense, adds she will go over it with everyone.

3. **ACFR Review – Airport:**

Presenter: Ashley Ivey

- See attached FY23 ACFR Presentation of Airport Fund
- Mr. Watson asked Mrs. Ivey to define general revenue fund. Mrs. Ivey explained that is from ad lorem property tax. Mr. Watson added that it was budgeted to transfer from the general fund to the Airport over \$1 million dollars for operations.
- Councilman Kerr asked how the Airport pays back the general fund. Mr. Watson answered that it doesn't, it is a total subsidy. Chair Wilfong asked if this happens every year. To which Mr. Watson replied every year. Councilman Kerr asked what that money is payable to. Mrs. Ivey replied that would be explained later in the presentation as there are three outstanding debts. Councilman Kerr asked if the Airport would ever pay back the general fund. Mrs. Ivey responded the Airport doesn't have funds to pay it back.
- Mrs. Ivey explained that anytime there is a project that comes in under budget the money is paid back to the general fund.
- Mr. Watson asked with the City's G.O bond rating is. Mrs. Ivey responded the City is just below the top level. Mr. Watson asked if that meant AA+, to which Mrs. Ivey responded yes. Mr. Watson asked if they are revenue bonds and what is the rating on the them. Mrs. Ashley replied it is the same, AA+.
- Mr. Wiggins asked how much money is in the general fund. Mrs. Ivey replied that the unassigned balance is around \$4.7 million she believed.
- Mr. Wiggins asked if they should consider selling the land. Mr. Watson replied that was a good question. Mr. Wiggins asked if all small airports own their property. Mr. Watson replied yes. Mr. Turney explained if the City of Monroe were to decide to no longer pursue any aviation development on portions of the Airport property and instead wanted other types of development there is an option to get a release of a portion of the Airport property from the FAA, once released any proceeds from sales would go back into the Airport. Mr. Turney explained that at that point the property would be off the books as Airport property. Mr. Wiggins asked if there is a track record of that move being successful. Mr. Turney explained it varies per airport but in some cases it has been a significant revenue increase depending on how the deal was done.
- Mr. Watson added that when discussing selling an asset like that, the amount of Federal and State grant monies that have been given most likely have covenants about disposing of the asset. Chair Wilfong asked if the City of Monroe owns the Airport, but does anyone else who benefit from the Airport subsidize it. Mr. Watson replied no, it is a City of Monroe asset, owned and operated by the City of Monroe. Mr. Watson explained that the City of Monroe is in Union County, there are Union County property tax and personal property tax, the County takes their portion and the City gets their portion. Chair Wilfong asks if outside companies flying in could be part in the money to benefit the Airport. Mr. Watson replied there is a business

model in NC, an Airport governed by an Airport Authority, and that Authority gains income from the City and the County. Mr. Watson believes the Airport in Greenville SC is funded that way. Chair Wilfong asked that option has been considered for our Airport and are there pros and cons. Mr. Watson replied that there are pros and cons and to the degree that City Council would want to give up their authority over this asset. Mr. Dotson added you are sharing debt at this point, not sharing revenue. Mr. Dotson asked what the amount of debt service is before it expires in 2028, and when that expires how much money was saved. Mrs. Ivey responded probably around \$1 million. Mr. Dotson asked if in 2028 when it is paid off each year, it will save the airport around a million dollars. Mr. Dotson commented that at some point in 2028 the Airport has a chance to become revenue neutral, but something needs to be generated from fuel, fees and hangars. Mr. Watson added that all three add to the revenue and nothing needs to impede that.

- Mr. Dotson asked if we are charging enough for our leases, are we competitive. Mr. Watson replied the question is; are we a loss leader, market neutral or a price leader. Mr. Watson added that he thinks the Airport is currently between loss leader and market neutral. Mr. Watson added he's thinking about fees increasing each year automatically. Mr. Watson explained that Monroe is where people want to be, questioning why the Airport is a loss leader or market neutral. Mr. Watson added that he thinks the Airport should be a price leader.
- Chair Wilfong commented that pilots shop fuel prices, corporations won't do that, then asking if when the Airport purchases fuel, if they do based on corporate jets or general aviation. Mr. Watson replied that the City of Monroe has a policy that a percentage is added to what the Airport has paid for fuel. Chair Wilfong asked if the policy can be changed to which Mr. Watson replied yes.
- Mr. Watson spoke about what decisions need to go into thinking about Airport development; naming which areas, the cost, will there be payback and will it contribute to the bottom line revenue. Chair Wilfong asked why there was money in the past to build a maintenance hangar and there is not now. Mr. Watson responded with, where is the money and that he has not been able to find it, also to incur additional debt affects the total debt the City can take on. Mr. Watson asks Mrs. Strickland for the term relating to the County's debt study. Mrs. Strickland responds with debt affordability. Mr. Watson explained that the County recently did a debt affordability study which told them what they can afford in debt without negative impacts. Mr. Watson explained that the City hasn't done one, it is in the early stages of being discussed, but would be valuable information for City Council.
- Chair Wilfong commented that a lot of time has been wasted over the years looking what can't be done not knowing what could. Chair Wilfong also commented that it would be good for the Commission to be kept updated on the financial. Mr. Watson commented that it would not be a bad idea for the Commission to get a report like that every six months.
- Mr. Watson explained that the Airport Commission looked at development plans that were approved within the last year, and the possibility of releasing some land spaces for building hangars. Mr. Watson explained since then, there have been some suggestions about developing a different pad instead of the pad next to the terminal due to if the pad next to the terminal is developed it would impact servicing

general aviation. Mr. Watson introduced Mr. Turney and Mr. Player being present to explain alternatives, and current options. Mr. Watson added that his goal for the Airport advisory board was to have a decision by the end of the meeting to release building pads based the presentation.

4. Airport Plans:

Presenter: Pat Turney

5. New Plan Options A&B – TBE Proposal:

Presenter: Pat Turney

- Mr. Turney explains there are two different options.
- Mr. Turney explained that these will be alternatives and that after presenting, the Airport Commission make a recommendation on one to City Council.
- Mr. Turney refers to displays (see attached) explaining that the area is between Charlotte hangar 1 and the Quanset hut area.
- Mr. Turney explained the first option being: two separate 15-thousand-square foot storage hangars 100 feet deep by 150 feet wide, they would be spaced at the code separation for that size hangar.
- Mr. Turney explained there are no requirements for fire walls or fire barrier walls for that layout.
- Mr. Turney explained they looked to see if they could fit 3, 15-thousand-square foot hangars there, but they could not.
- Mr. Turney explained this option would have auto parking behind the hangars to keep traffic off the apron.
- Mr. Turney explained there is also the possibility of a 10-thousand-square foot hangar that would be separated less than the code requirement from the current hangar, so there would be two-hour fire barrier walls required.
- Councilman Kerr asked what the slope is from the street. Mr. Turney answered that the street is higher and there is a grass slope coming down, grading would need to be kept in mind and a retaining wall.
- Mr. Watson added that they type aircrafts that would be in those hangars and the people who have them would need additional parking.
- Mr. Watson explained that he's looking at what would be the cost to city to develop any of this, the pad that any of the new hangars would be on has already been rehabbed and strengthened.
- Mr. Turney corrects that it has not been strengthened in the back, only the front.
- Mr. Watson confirms that the front part of the pad that would be used by aircrafts has already been strengthened.

- Chair Wilfong asks if it has been strengthened to 80 thousand pounds. Mr. Turney explains that immediate area of apron is 50-thousand-pound gross weight with dual wheel gear, the apron edge taxiway was strengthened to 95 thousand gross weight with dual wheel gear.
- Mr. Watson explained that the big grey square on the display is a project under review by the DOT for a total rehab of that pad which requires all the asphalt to be pulled up, a deeper base, then repaved. Mr. Watson explained that because of the hangar under construction on the other side of the terminal where normally the Airport staff has been day parking corporate aircrafts, some of that parking area is being lost. Mr. Watson added that the area being discussed for rehab is needed for day parking now, or there is not enough space to park them.
- Mr. Turney explained that the City has options in the new area for how much is used for tie down and how much is reserved for corporate transient parking.
- Mr. Stephens commented it seems there will be less tie down.
- Mr. Turney responded that it could be, it depends on what the City decides.
- Mr. Stephens asks if they are all full, to which Mr. Heitz responds no.
- Mr. Watson explained that with the current hangar being built, which was all agreed upon prior to his arrival with the City, that lease required the City to put in a road, utilities, prepare and grade the pad for the building, totaling over a quarter of a million dollars.
- Ms. Desio- Munn commented she didn't remember that deal coming before the Airport Commission.
- Mr. Long explained it went before City Council.
- Mr. Wiggins stated he remembered the square foot price, but he didn't remember the development, commenting that they weren't privy to all the information. Mr. Watson replied, yes.
- Mr. Watson explained the square foot price to lease the land on the original schedule did not cover the cost of developing that pad.
- Mr. Dotson asked if the City negotiates that and why he didn't have to pay for it. Mr. Watson responded that it was a negotiated part of the lease.
- Mr. Dotson asked if whatever is chosen during the meeting, the negotiation should be that they tote the note.
- Mr. Watson explains that there are other costs associated with development: utilities are a big cost, calling together a meeting with all departments to figure all the utilities needed to service this type development. Mr. Watson explained that he feels most utilities are in place, it would be upsizing, storm water system already in place but need to check how to hook into it, the road behind the pads needs to be costed out, is each pad developer going to be responsible for the roads. Mr. Watson added that all this information needs to be defined in the request for proposals and he intends to do that.

- Mr. Watson explained this plan would add significant square footage, the advantage is it adds significant aircraft storage facilities and a nominal cost to the City.
- Ms. Desio-Munn asked what the disadvantage is. Mr. Watson replied the City will have some cost to this, and that is still being figured.
- Chair Wilfong asked if the ATP suggestion was to strengthen, the area in grey on the display, for big corporate planes. Mr. Watson replied that the suggestion was to leave that for your corporate customer parking and general aviation, it can always be developed at a later date, but leave as the last option because that is the most valuable piece of property. Chair Wilfong asks if that piece of property has been strengthened already. Mr. Watson replied No. Chair Wilfong asked if that was part of the plan. Mr. Turney replied yes, they are under a design contract and once a final decision is made on how to strengthen it they are ready to move forward.
- Mr. Watson commented that strengthening project is sooner rather than later.
- Chair Wilfong asked what the strength of the tarmac where they are discussing adding the two 15 thousand foot hangars. Councilman Kerr responded it is 50 in front.
- Chair Wilfong asked what it has to be at the back for a hangar. Mr. Turney responded replied that a hangar of that size would typically be consistent with the strength of the apron or a little more. Chari Wilfong and Mr. Watson discuss plane parking options referring to the display. Mr. Turney added that typically overnight transient parking is typically around the terminal. Mr. Watson added that this is one option they are looking at, referring to the display.
- Ms. Desio-Munn asked to clarify that the two 15 thousand square foot hangars on the display, that two are 15 and one is 10, asking what is there now. Mr. Turney shows on the display that currently it is mostly pavement and the Warbirds hangar, and showing the Quanset hut and office space.
- Chair Wilfong asked if the leases will be amended taking all this into account. Mr. Watson responded that has not been worked out yet, but it is in the plans. Mr. Watson added this is a decision to be a prices leader, people come to our Airport to avoid Charlotte and Concord.
- Mr. Turney then referred to the other option display, explaining it's the same area but instead of going with two 15 thousand square foot options on the back portion, this option has three 10 thousand square foot hangars with dimensions of 100 feet deep by 100 feet wide. Mr. Turney explained that to maximize space and leave some room for vehicle parking, there is less than the code separation space between the hangars which would require a fire barrier wall to be constructed on a wall of each 10 thousand square foot hangar. Mr. Turney explained that once those two hangars added together that is the maximum limit the fire code allows for two hangars to be that close together, then there needs to be the code separation to the next hangar (referring to display). Mr. Wiggins commented that generally speaking the 15 thousand square feet hangars

would be more desirable. Mr. Turney responded that it depends on if the City wants to develop it. Mr. Watson replied that is where the Commission comes in, if they want to see the larger hangars or the smaller ones. Mr. Wiggins asked Mr. Turney for his opinion. Mr. Turney responded that it is hard to say until they saw the proposals and market studies. Chair Wilfong asked if the firewalls add a large expense. Mr. Turney responded that they are fire barrier walls, and did not know the expense but could find out.

- Mr. Dotson asked if it would be more cost to the City to have the utilities replaced, asking if it would cost the City more to hook up 4 versus 2. Mr. Watson replied there are utilities all over the place.
- Councilman Kerr asked Mr. Turney's opinion on whether it is 2- 15's or 4 - 10's, how much more desirable would it be if the Quanset hut was gone. Mr. Turney responded from a marketability aspect having the Quanset hut gone replaced with newer more spacious hangars that can accommodate larger more expensive aircrafts would be more attractive. Councilman Kerr asked what size hangar could go where the Quanset hut is. Mr. Turney responded it would be the 10 thousand square foot. Mr. Turney referring to presentation explains what would replace the Quanset office space and that the storage space would become apron area for aircraft parking.
- Mr. Dotson requests to see the displays side by side.
- Chair Wilfong commented that he thinks there would be more expansion options if they start with the two big hangars.
- Multiple people respond.
- Mr. Wiggins asked how many planes can fit in the 15 thousand square foot hangar. Mr. Turney responded they could generate a footprint; they do not have one yet as it is tenant specific. Mr. Watson referred to the SPX jet, that it fits in its hangar plus two smaller jets and there is still room in the hangar. Mr. Heitz added that tail height would be a concern, that a 28- foot opening would be needed. Mr. Heitz added that a 550 or 650 Gulfstream would take up the majority of the room.
- Chair Wilfong asked if it is better to build 2 bigger hangars, clarifying that the City isn't building the hangars, to which Mr. Watson replied correct. Chair Wilfong added that for the City it would be better to have 2 bigger hangars than 4 smaller ones. Mr. Wiggins asked if it would be beneficial to be flexible in the RFP requests to the 10 and 15 would be part of it. Mr. Watson replied if you put an RFP out on one or both of those hangars and if it generates several responses, if there is only one response then there is a decision to be made by the Commission. Mr. Watson added, would the Commission accept the one RFP and then redesign the accommodate more 10 thousand, or hold on to it since there will not be another pad that is build ready at 15 thousand square feet on that property except where it is. Mr. Watson added that they may want to hold off on that one and then next time release the 10 thousand square foot pad, or the pad on the other side of SPX.
- Ms. Desio- Munn commented that they should go big. Mr. Dotson added that you could release two big ones and allow the market to answer. Mr.

Watson added that the RFPs are them putting their toes in the water to see how warm it is.

- Mr. Wiggins asked Mr. Watson his recommendation. Mr. Watson replied he would go big. Mr. Watson added, think marketability; if you put the one out and it gets built then the second one will generate more interest and the value could go up potentially.
- Mr. Stephens if the cost of parking has been considered, if the area has to be graded and a retaining wall added. Mr. Watson replied there will be more information when the City departments meet, there are a few options; the City may split it with the developer or the developer may be responsible for it. Mr. Stephens asked if the hangars can be moved closer to the runway to give more parking space. Mr. Turney replied they can look into that.
- Multiple people responded.
- Chair Wilfong asked if they are soliciting a motion. Mr. Long responded that there were to be no motions, it was an informational meeting only.
- Mr. Heda asked if there will be any office space in the new hangars. Mr. Watson responded that would be up to the proposer.
- Chair Wilfong asked if there can be a recommendation given by the Commission. Mr. Watson replied they can give a consensus, asking if there is a consensus for one design over the other.
- Conversation ensued. Mr. Long advised the Commission to acknowledge their agreement but not to do a show of hands.
- Mr. Heda voiced his opinion for the smaller hangars or one small and one big. Mr. Dotson replied there is only all small or all big. Mr. Heda replied to Mr. Turney that it is whatever he thinks is best. Mr. Turney responded that in keeping with what Mr. Watson said; if they do the 2 -15's the total area is pretty comparable to the 3- 10's in the same area. Ms. Desio-Munn added that with the 2- 15's there is still the option of the 1-10.
- Mr. Watson asked if there is a consensus of one plan over the other. The overall consensus is yes for presentation one: the two 15 thousand square feet hangars. Consensus is for Talbert, Bright and Ellington and the City Manager to move forward with presentation one.
- Mr. Watson clarified that the consensus is that the Commission is saying to preserve general aviation tie down just the way it is on this revised plan. Consensus of the Commission was yes. Chair Wilfong asked if that included the strengthening. Mr. Watson replied yes, it is already in the works.
- Mr. Stephens asked of there was any other place to put the tie downs. Mr. Heitz replied not on the existing.
- Mr. Wiggins asked if they were privy to the Boggs hangar negotiations. Conversation ensues. Ms. Desio-Munn asked about the Boggs lease. Mr. Long responded that they reworked the lease as best possible, and it ended up better than it was.
- Mr. Watson explained that the next steps will be TBE will revise the Airport development plan to reflect this option, it will then be sent to NCDOT. Mr.

Turney added that it is called a pen and ink change, meaning limited changes will be made to the existing Airport development plan to show what is being proposed in that area. Ms. Desio-Munn asked if they are naming them. Mr. Turney replied the left 15 thousand square foot hangar is deemed L-1, the next one to the right is deemed L-2 and the 10 thousand square foot hangar is deemed M.

- Mr. Watson explained the next step will be he will take it to City Council to get their approval. Mr. Watson asked if there is a consensus that if an RFP is released the commission is referring to L-1 primarily. Mr. Watson added for clarification purposes, that if an RFP is released for the development of a 15 thousand square foot hangar, and if there are multiple proposals for the 15 thousand square foot hangar, then after staff and the Airport Commission review them, two bidders could be selected at the same time.
- Multiple people respond.
- Mr. Stephens asked if they will be negotiable on the size of hangars. Mr. Watson replied that this a valuable piece of property, and if they want the 15 thousand square foot they should stand firm. Mr. Stephens asked if it is possible to move the hangars so the improvements behind would be needed. Mr. Watson replied after the staff meeting they will be able to give feedback on utilities and storm water, and if adjustments need to be made, the plans can be tweaked for the least expensive development cost to the City with regard to utilities, storm water and driveway. Mr. Watson added that a generic RFP has already been started, but updates will be made based on staff requirements, it will be shown to Airport Commission.
- Ms. Desio-Munn asked if there needs to be a meeting for that. Mr. Long responded that Airport Commission only makes recommendations, then it goes to City Council for approval. Mr. Watson added if this is the Commission consensus, the will develop an RFP for a 15 thousand square foot hangar, once City Council approves, they will release it and send the Commission a copy of the document. Chair Wilfong asked that none of this comes under the purview of grants, they pay for the building and we determine the lease rate. Chair Wilfong asked about the grants pertaining to the Tower. Mr. Watson refers to Mr. Turney.

6. Next Steps: Tower Update, Council Approval, Issuance of RFP:

Presenter: Pat Turney

- Mr. Turney explained that the FAA has responded to the City's appeal to the original BC ratio that was less than 1, the FAA has now responded that the City has presented a suitable case that our BC ratio is greater than 1, so the Airport is now officially a candidate participation in the Federal Contract Tower program. (applause follow)

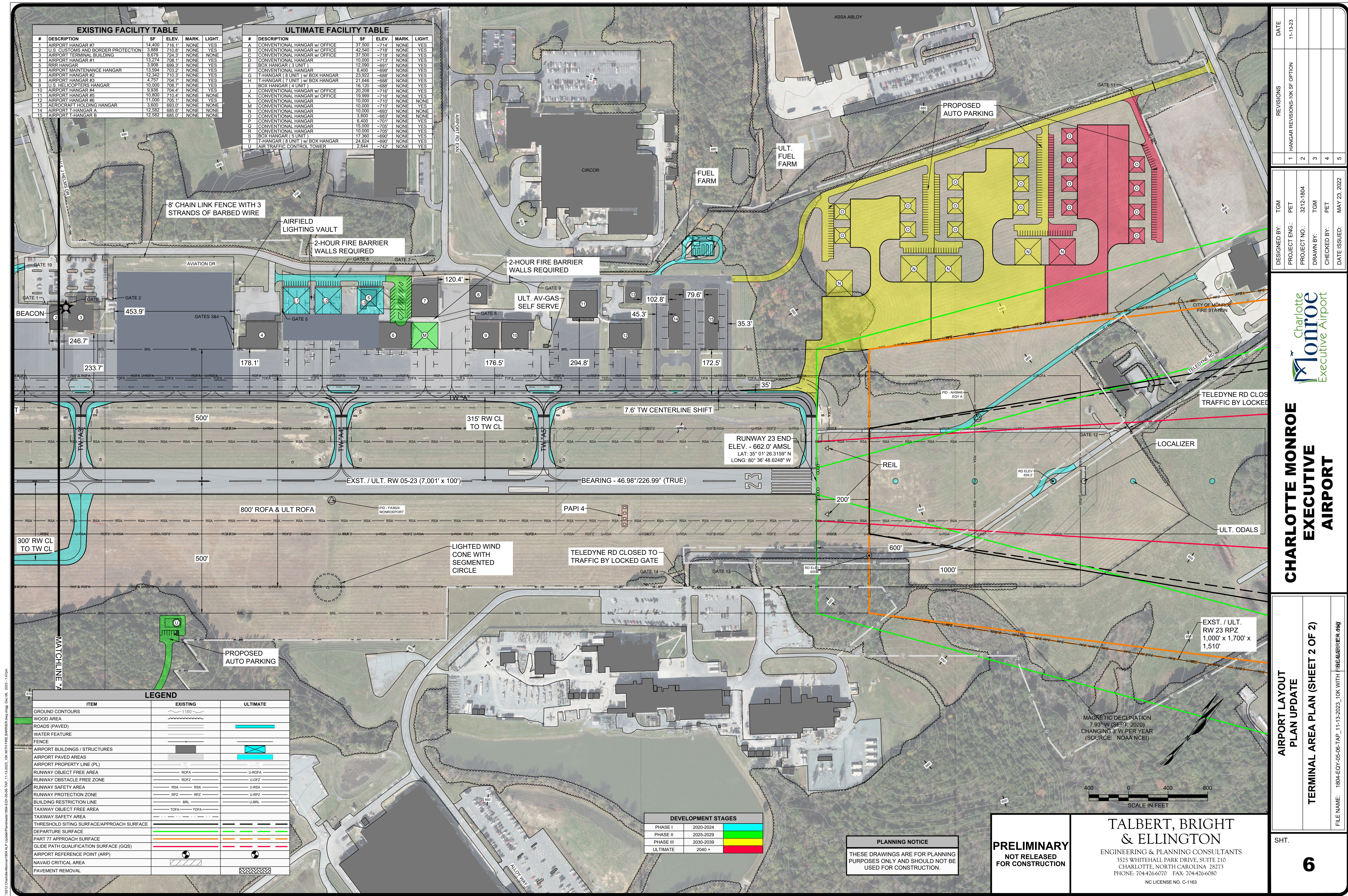
- Chair Wilfong asked what the odds will be, multiple people respond that we are there.
- Mr. Watson explained the next steps: TBE did a 2 site study for tower location, the FAA wants to see a 3 site study, that comes next.
- Mr. Turney explained that the siting process is called the VISTA process, it is a siting study that FAA gets heavily involved in. Mr. Turney explains that the Florence South Carolina Airport has been selected in the program to have their old tower replaced, TBE is looking at that footprint as it will be similar if not the same as the tower built at our Airport. Mr. Turney explained that the FAA has several safety buffers to protect the tower, and workers, TBE will be using their standard footprint as part of the VISTA process. Mr. Turney explained that there is a meeting scheduled with the Division of Aviation and some FAA people next Monday. Mr. Turney explained that TBE has reached out to the federal contact person that prepares reimbursal agreements, explaining that the FAA will have expenses as they go through the VISTA process, the FAA requires that anytime they have a significant expenditure they have a reimbursement agreement in place that gives them an account to charge to. Mr. Turney explained that they are working to get that drafted, and hopefully there will be updates at the next meeting.
- Ms. Desio-Munn asked where the tower will go. Mr. Turney replied there are 3 sites being considered they will update as the process develops.
- Ms. Desio-Munn asked what the time line looks like until the tower is installed and up and running. Mr. Watson explained that the FAA requirement for the candidate program is tower has to be operational in 6 years. Mr. Watson added that they have hit the ground running, the money is in the bank account. Ms. Desio-Munn asked from the time the RFP hangars are released, how long until they can look at bids. Mr. Watson replied at lease February. Mr. Watson added that he thinks it would be 45 to 60 days, the basic RFP document is ready. Mr. Watson added hoped to have them out and looking for a response 45-60 after it is out, the City staff will go through them as they come in, then they will be brought to the Commission and he feels the proposers should come in front of the Commission to propose so they can ask questions to the proposers. Ms. Desio-Munn asked if that had to be done at a regular scheduled Commission meeting. Mr. Long replied yes, but they can call a special meeting to do it also, you just have to advertise the point of the meeting.
- Chair Wilfong asked what is the next goal down the road. Mr. Turney asked to clarify as far as tower or airfield development. Chair Wilfong responded development. Mr. Turney replied there are discussions about apron development, the approach clearing project is being worked on with bids opening Monday and hopefully done within 2024, also design the apron area adding the grant funds are ready to be put towards the construction of that project. Chair Wilfong asked if there is grant money for that. Mr. Turney explained they don't have the funds, that there is an award and the funds are in place when bids are taken. Chair Wilfong asked if it is possible to think ahead and have City Council add to the fund. Mr. Watson replied that there is a process that TBE helps manage in conjunction with grants from NC DOT to know which ones are

coming, we have to project the order of the projects for them, possibly in March or April time frame we will refresh the list. Mr. Turney added it's actually the early part of February. Mr. Watson commented that the list to the NCDOT will be refreshed in early February and the Commission will have the chance to view the list. Chair Wilfong asked about a previous taxiway project and grant. Mr. Turney responded that project and others are in the priority system that the DOT, FAA and Division of Aviation will be reviewing and coming up with a priority on funding them and giving awards to do the projects. Mr. Turney added that they have submitted all the information and will be meeting with them when they release the initial rankings for review. Ms. Desio-Munn asked if the Commission can receive email updates. Mr. Turney replied they aren't always in email, sometimes it's meetings. Chair Wilfong asked if the improvements will increase chances of getting future grants. Mr. Turney replied yes to some degree, it is still based on priorities how they rank and score, they do take into consideration performance with past grants.

- Mr. Wiggins asked for some visual clarification on the displays showing potential development.
- Mr. Watson explained that preliminarily they have been told NCDOT will not participate in the cost of the apron development because of the expense and the environmental pieces associated, but they will participate if it is put in to get across it. Conversation ensues.
- Mr. Watson added that the City's Streets Department is in the process of rehabbing and rebuilding all of the storm water grates in between the runway and the taxiway all the way down the Airport right now.
- Conversation ensues about the next meeting spot location options.

- Chair Wilfong thanks everyone and asks if any more questions.

Meeting ended at 5:03pm.



EXISTING FACILITY TABLE				
#	DESCRIPTION	SF	ELEV.	MARK, LIGHT.
1	AIRPORT HANGAR #7	14,400	716.1'	NONE YES
2	U.S. CUSTOMS AND BORDER PROTECTION	3,888	710.8'	NONE YES
3	AIRPORT TERMINAL BUILDING	8,919	724.3'	NONE YES
4	AIRPORT HANGAR #1	13,274	708.1'	NONE YES
5	RRR HANGAR	3,908	698.3'	NONE YES
6	AIRPORT MAINTENANCE HANGAR	15,694	703.2'	NONE YES
7	AIRPORT HANGAR #2	12,342	710.3'	NONE YES
8	AIRPORT HANGAR #3	4,757	704.7'	NONE YES
9	U.S. HELICOPTERS HANGAR	10,000	708.7'	NONE YES
10	AIRPORT HANGAR #4	9,936	704.4'	NONE YES
11	AIRPORT HANGAR #5	10,800	710.4'	NONE YES
12	AIRPORT HANGAR #6	11,000	706.1'	NONE YES
13	AIRCRAFT HOLDING HANGAR	3,800	693.0'	NONE YES
14	AIRPORT T-HANGAR A	12,582	685.6'	NONE YES
15	AIRPORT T-HANGAR B	12,302	685.0'	NONE YES

ULTIMATE FACILITY TABLE				
#	DESCRIPTION	SF	ELEV.	MARK, LIGHT.
A	CONVENTIONAL HANGAR w/ OFFICE	37,500	-714'	NONE YES
B	CONVENTIONAL HANGAR w/ OFFICE	42,940	-718'	NONE YES
C	CONVENTIONAL HANGAR w/ OFFICE	37,500	-718'	NONE YES
D	CONVENTIONAL HANGAR	10,000	-713'	NONE YES
E	BOX HANGAR (3 UNIT)	12,000	-691'	NONE YES
F	CONVENTIONAL HANGAR	6,400	-699'	NONE YES
G	T-HANGAR (8 UNIT) w/ BOX HANGAR	23,922	-688'	NONE YES
H	T-HANGAR (7 UNIT) w/ BOX HANGAR	21,646	-688'	NONE YES
I	BOX HANGAR (4 UNIT)	16,120	-686'	NONE YES
J	CONVENTIONAL HANGAR w/ OFFICE	20,208	-716'	NONE YES
K	CONVENTIONAL HANGAR w/ OFFICE	19,999	-716'	NONE YES
L	CONVENTIONAL HANGAR	10,000	-710'	NONE YES
M	CONVENTIONAL HANGAR	10,000	-710'	NONE YES
N	CONVENTIONAL HANGAR	10,000	-693'	NONE YES
O	CONVENTIONAL HANGAR	3,800	-693'	NONE YES
P	CONVENTIONAL HANGAR	6,400	-701'	NONE YES
Q	CONVENTIONAL HANGAR	15,000	-705'	NONE YES
R	CONVENTIONAL HANGAR	10,000	-705'	NONE YES
S	BOX HANGAR (5 UNIT)	17,360	-690'	NONE YES
T	T-HANGAR (8 UNIT) w/ BOX HANGAR	24,624	-690'	NONE YES
U	AIR TRAFFIC CONTROL TOWER	2,644	-742'	NONE YES

LEGEND		
ITEM	EXISTING	ULTIMATE
GROUND CONTOURS	1160	
WOOD AREA		
ROADS (PAVED)		
WATER FEATURE		
FENCE		
AIRPORT BUILDINGS / STRUCTURES		
AIRPORT PAVED AREAS		
AIRPORT PROPERTY LINE (PL)		
RUNWAY OBJECT FREE AREA	ROFA	U-ROFA
RUNWAY OBSTACLE FREE ZONE	ROFZ	U-OFZ
RUNWAY SAFETY AREA	RSA	U-RSA
RUNWAY PROTECTION ZONE	RPZ	U-RPZ
BUILDING RESTRICTION LINE	BRL	U-BRL
TAXIWAY OBJECT FREE AREA	TOFA	U-TOFA
TAXIWAY SAFETY AREA		
THRESHOLD SITING SURFACE/APPROACH SURFACE		
DEPARTURE SURFACE		
PART 77 APPROACH SURFACE		
GLIDE PATH QUALIFICATION SURFACE (GQS)		
AIRPORT REFERENCE POINT (ARP)		
NAVAID CRITICAL AREA		
PAVEMENT REMOVAL		

DEVELOPMENT STAGES	
PHASE I	2020-2024
PHASE II	2025-2029
PHASE III	2030-2039
ULTIMATE	2040+

PLANNING NOTICE
THESE DRAWINGS ARE FOR PLANNING PURPOSES ONLY AND SHOULD NOT BE USED FOR CONSTRUCTION.

PRELIMINARY
NOT RELEASED FOR CONSTRUCTION

TALBERT, BRIGHT & ELLINGTON
ENGINEERING & PLANNING CONSULTANTS
3525 WHITEHALL PARK DRIVE, SUITE 210
CHARLOTTE, NORTH CAROLINA 28273
PHONE: 704-426-6070 FAX: 704-426-6080
NC LICENSE NO. C-1163

DESIGNED BY: TGM
PROJECT ENG.: PET
PROJECT NO.: 3212-1804
DRAWN BY: TGM
CHECKED BY: PET
DATE ISSUED: MAY 23, 2022

DATE: 11-13-23
REVISIONS:
1 HANGAR REVISIONS-10K SF OPTION
2
3
4
5

AIRPORT LAYOUT
PLAN UPDATE

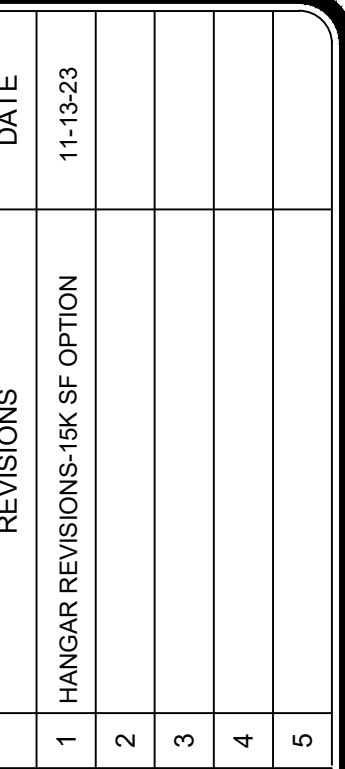
TERMINAL AREA PLAN (SHEET 2 OF 2)

FILE NAME: 1804-EQV-05-06-TAP_11-13-2023_10K WITH FIREBARRIER.dwg

SHT. 6

ULTIMATE FACILITY TABLE					
#	DESCRIPTION	SF	ELEV.	MARK.	LIGHT.
A	CONVENTIONAL HANGAR w/ OFFICE	37,500	-714'	NONE	YES
B	CONVENTIONAL HANGAR w/ OFFICE	42,540	-718'	NONE	YES
C	CONVENTIONAL HANGAR w/ OFFICE	37,500	-718'	NONE	YES
D	CONVENTIONAL HANGAR	10,000	-713'	NONE	YES
E	BOX HANGAR (5 UNIT)	12,000	-691'	NONE	YES
F	CONVENTIONAL HANGAR	6,400	-699'	NONE	YES
G	T-HANGAR (8 UNIT) w/ BOX HANGAR	23,922	-688'	NONE	YES
H	CONVENTIONAL HANGAR w/ BOX HANGAR	21,540	-688'	NONE	YES
I	BOX HANGAR (4 UNIT)	16,120	-688'	NONE	YES
J	CONVENTIONAL HANGAR w/ OFFICE	20,208	-710'	NONE	YES
K	CONVENTIONAL HANGAR w/ OFFICE	19,999	-710'	NONE	YES
L	CONVENTIONAL HANGAR	10,000	-710'	NONE	NONE
M	CONVENTIONAL HANGAR	10,999	-710'	NONE	YES
N	CONVENTIONAL HANGAR	10,000	-693'	NONE	NONE
O	CONVENTIONAL HANGAR	3,600	-683'	NONE	NONE
P	CONVENTIONAL HANGAR	6,400	-701'	NONE	YES
Q	CONVENTIONAL HANGAR	15,000	-705'	NONE	YES
R	CONVENTIONAL HANGAR	10,000	-708'	NONE	YES
S	CONVENTIONAL HANGAR	10,000	-700'	NONE	YES
T	T-HANGAR (8 UNIT) w/ BOX HANGAR	24,624	-690'	NONE	YES
U	AIR TRAFFIC CONTROL TOWER	2,644	-742'	NONE	YES

ULTIMATE FACILITY TABLE					
#	DESCRIPTION	SF	ELEV.	MARK.	LIGHT.
A	CONVENTIONAL HANGAR w/ OFFICE	37,500	-714'	NONE	YES
B	CONVENTIONAL HANGAR w/ OFFICE	42,540	-718'	NONE	YES
C	CONVENTIONAL HANGAR w/ OFFICE	37,500	-718'	NONE	YES
D	CONVENTIONAL HANGAR	10,000	-713'	NONE	YES
E	BOX HANGAR (5 UNIT)	12,000	-691'	NONE	YES
F	CONVENTIONAL HANGAR	6,400	-699'	NONE	YES
G	T-HANGAR (8 UNIT) w/ BOX HANGAR	23,922	-688'	NONE	YES
H	CONVENTIONAL HANGAR w/ BOX HANGAR	21,540	-688'	NONE	YES
I	BOX HANGAR (4 UNIT)	16,120	-688'	NONE	YES
J	CONVENTIONAL HANGAR w/ OFFICE	20,208	-710'	NONE	YES
K	CONVENTIONAL HANGAR w/ OFFICE	19,999	-710'	NONE	YES
L	CONVENTIONAL HANGAR	10,000	-710'	NONE	NONE
M	CONVENTIONAL HANGAR	10,999	-710'	NONE	YES
N	CONVENTIONAL HANGAR	10,000	-693'	NONE	NONE
O	CONVENTIONAL HANGAR	3,600	-683'	NONE	NONE
P	CONVENTIONAL HANGAR	6,400	-701'	NONE	YES
Q	CONVENTIONAL HANGAR	15,000	-705'	NONE	YES
R	CONVENTIONAL HANGAR	10,000	-708'	NONE	YES
S	CONVENTIONAL HANGAR	10,000	-700'	NONE	YES
T	T-HANGAR (8 UNIT) w/ BOX HANGAR	24,624	-690'	NONE	YES
U	AIR TRAFFIC CONTROL TOWER	2,644	-742'	NONE	YES



DESIGNED BY:	TGM
PROJECT ENG.:	PET
PROJECT NO.:	3212-1804
DRAWN BY:	TGM
CHECKED BY:	PET
DATE ISSUED:	MAY 23, 2022



**CHARLOTTE MONROE
EXECUTIVE
AIRPORT**

**AIRPORT LAYOUT
PLAN UPDATE**

TERMINAL AREA PLAN (SHEET 2 OF 2)

FILE NAME: 1804-EQY-05-06-TAP 11-13-2023 15K NO FIBERBARBIER, CHW150'

SHT.

6



City of Monroe

Charlotte-Monroe Executive Airport

FY23 Annual Comprehensive Financial Report (ACFR) Review & Historical Data

December 6, 2023

Outline

1. Schedule of Revenues and Expenditures - Budget to Actual
Operating Fund
2. Schedule of Revenues and Expenditures - Budget to Actual
Capital Projects Fund
3. Historical Data
4. Outstanding Debt

CITY OF MONROE, NORTH CAROLINA			
AIRPORT FUND			
SCHEDULE OF REVENUES AND EXPENDITURES -			
BUDGET AND ACTUAL (NON-GAAP)			
FOR THE YEAR ENDED JUNE 30, 2023			
			Variance
	Budget	Actual	Over/Under
Revenues:			
Operating revenues:			
Charges for services:			
Leases	\$ 529,952	\$ 470,011	\$ (59,941)
Customs	4,350	9,850	5,500
Sales of fuel	2,258,429	2,102,831	(155,598)
Total	2,792,731	2,582,692	(210,039)
Other operating revenues	143,479	242,658	99,179
Total operating revenues	2,936,210	2,825,350	(110,860)
Non-operating revenues:			
Lease revenue	128,210	128,209	(1)
Investment earnings	6,132	6,203	71
Total non-operating revenues	134,342	134,412	70
Total revenues	3,070,552	2,959,762	(110,790)
Other Financing Sources (Uses):			
Appropriated fund balance	589	-	(589)
Transfers from other funds:			
General Fund	1,289,851	1,025,734	(264,117)
Total other financing sources (uses)	1,290,440	1,025,734	(264,706)
Total revenues and other financing sources (uses)	\$ 4,360,992	\$ 3,985,496	\$ (375,496)
Expenditures:			
Operations:			
Salaries and employee benefits	\$ 821,716	\$ 779,644	\$ 42,072
Operating expenditures	2,466,586	2,171,180	295,406
Total	3,288,302	2,950,824	337,478
Debt service:			
Principal retirement	932,780	922,197	10,583
Interest and other charges	109,910	158,631	(48,721)
Total	1,042,690	1,080,828	(38,138)
Capital outlay	30,000	5,616	24,384
Total expenditures	\$ 4,360,992	\$ 4,037,268	\$ 323,724

Net Loss
\$51,772

Net Loss History & General Fund Subsidy

Fiscal Year	Total Revenues * Excluding Other <u>Financing Sources</u>	Total Expenditures * Excluding Other <u>Financing Uses</u>	Net <u>Loss</u>	Debt <u>Service</u>	General <u>Fund Subsidy</u>
2014	1,938,225	3,542,515	(\$1,604,290)	1,045,439	1,622,702
2015	1,925,485	3,294,745	(\$1,369,260)	1,033,451	1,325,812
2016	1,585,109	3,079,421	(\$1,494,312)	1,004,233	1,527,311
2017	1,648,426	3,379,719	(\$1,731,293)	1,104,247	1,696,387
2018	1,981,425	3,552,784	(\$1,571,359)	1,097,560	1,526,647
2019	1,912,588	3,701,963	(\$1,789,375)	1,158,427	1,785,261
2020	1,867,932	3,498,175	(\$1,630,243)	1,180,845	1,638,972
2021	2,019,929	3,621,260	(\$1,601,331)	1,177,068	1,484,656
2022	3,076,641	4,135,878	(\$1,059,237)	1,080,576	1,080,615
2023	2,959,762	4,037,268	(\$1,077,506)	1,080,828	1,025,734

Airport Fund Debt

<u>Purpose</u>	<u>*Amount Outstanding</u>	<u>Year Debt Pays Off</u>
Series 2017 Combined Enterprise System Revenue Bonds – Corporate Bulk Hangar with Office Space	\$2,816,195	2043
Series 2020A Combined Enterprise Refunding Revenue Bonds – Refinance 2011 Bonds	\$4,429,582	2028
Installment Financing 2020 – Airport share of Enterprise Resource Planning (ERP) System/Software	\$56,741	2030

*Includes Principal and Interest

Questions???

Ashley Ivey, Assistant Finance Director

704-282-4507

aivey@monroenc.org