Airport Commission Regular Meeting
Charlotte-Monroe Executive Airport
Conference Room, EQY Airport
5:00 pm – May 13, 2024

MEETING AGENDA

1. **Call to Order and Welcome Guests** — **Chairman Gary Wilfong**

2. **Minutes for Approval** — **Chairman Wilfong**
   ACTION REQUESTED: *Approval of Special meeting March 28th 2024 minutes*

3. **Airport Report** — **Mr. Heitz**
   a) Operations via 1200.aero
   b) Update Budget 2025
   c) Project/Grant Status
   - Air Traffic Control Tower - site update
   - RWY 5-23 Tree Obstruction removal – update
   - ACE Academy scheduled at the airport June 24th – June 28th
   - New funds we're applying for.
   - Blimp update
   - Boggs hangar update/status
   - Set up communication to airport customers concerning new fee scheduled

   d) City Council approved the 2 new hangar leases
   - Next step

4. **Update to airport personnel** — **City Manager Mark Watson**

5. **TBE – Consultant project updates** — **Mr. Turney**
   a) Tower update
   b) RWY 05/23 Tree Obstruction Removal update

6. **Adjourn** — **Chairman Wilfong**

Next Meeting:
5:00 pm - June 10th, 2024
Conference Room, EQY Airport

Charlotte-Monroe Executive Airport
Commission Special Meeting
Conference Room, Monroe City Hall
3:00 pm – March 28, 2024

Chair: Mr. Gary Wilfong

Attending Members: Councilman James Kerr (Vice Chair, ex-officio), Ms. Hayden Desio-Munn, Mr. Patrick Furr, Mr. Howard Heda, Mr. Lynn Keziah, Mr. John Stephens

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

Engineer of Record Attendee: Mr. Pat Turney

Visitors: Mayor Robert Burns, Mayor Pro-Tem David Dotson**,** Mr. Michael Player, Chad McGowen, Ed Walters, Drew Boggs, Will Walters, Ann Walters, Dave Cuthbertson, Andrew Erdle, Ed Cottingham

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1. **Welcome Guests**

   Chair Wilfong called the meeting to order at 3:00 pm on March 28, 2024 welcoming the Commissioners, staff and guests.

2. **Minutes For Approval:**

   Approval of the minutes for the November 11, 2023 meeting and December 6, 2023 Special Meeting was requested

Motion: Ms. Desio-Munn made a motion to approve the minutes of the November 11, 2023 meeting and the December 6, 2023 Special Meeting.

Second: Mr. Keziah

Action: The motion to approve the minutes of the November 11, 2023 meeting and the December 6, 2023 Special Meeting passed unanimously with the following votes:

AYES Ms. Hayden Desio-Munn, Mr. Patrick Furr, Mr. Howard Heda, Mr. Lynn Keziah, Mr. John Stephens, and Mr. Gary Wilfong

NAYS: None

3. **<u>Airport Report- New Fee Schedule for FY 2024-2025</u>**

<u>Presenter: Lisa Hollowell.</u>

- See attached New Fee Schedule for FY 24/25 Presentation.

- Some general discussion followed amongst Commission members. Including, Ms. Desio-Munn asked if there was any terminal space left, to which Mr. Watson answered no. Mr. Stephens asked if the landing fees apply to anyone who lands, to which Mrs. Hallowell answered yes. Mr. Stephens asked if other airports in the area charge landing fees, to which Mr. Heitz answered that yes they do for corporate jets not for single engine. Mr. Heitz added that this would not affect the base customer community, including the flight schools.

4. **<u>Presentations from Invited Proposers on their Proposals to Build Hangar</u>**

- Mrs. Hollowell discussed RFP for building hangars, and explained that two successful bidders were invites to the meeting to propose**.** Ms. Desio-Munn asked if the Airport Commission would see the scorecards used to rate the proposers, to which Ms. Hollowell replied that a copy could be provided.

- Mr. Chad McGowen, a trial lawyer, and the owner of a PC-12 currently kept in Rockhill, gave his proposal first. Mr. McGowen explained his plans to build a 12,000 square foot hangar, with an attached 3,000 square foot office space. Mr. McGowen added that it would be a 120 x 100 steel building costing roughly $600 to $700 thousand dollars, plus the door and structure costs. Mr. McGowen added that the intent of the hangar would be maintenance and storage of high end general aviation aircrafts. Mr. McGowen added that he would finance the building with cash and it is looking to get started as soon as possible.
- Mr. Stephens asked how many planes it would hold, to which Mr. McGowan answered 8-10 inside, with some outside, and his personal plane. Some general discussion ensued regarding the proposal.

- The second presentation was given by Mr. Drew Boggs, Mr. Ingram Walters, and Mr. Dave Cuthbertson of Boggs Group/Charlotte-Monroe Hangar One, LLC. See attached presentation.

- After the presentation Mr. Furr asked Mr. Watson about the two pad sites that are available and if both proposals could be accepted. Mr. Watson replied that there were two site options presented to the Commission, the one site for the new hangar and the other site would require Warriors and Warbirds hangar being torn down. Mr. Watson added that based on the scoring done by the City staff, the Boggs Group scored higher on their submitted proposal, and they would be the staff recommendation to go to City Council for final approval. Mr. Keziah commented that both proposals have money and are good proposals, then asking why both can't be accepted. Mr. Watson explained that the next pad closest to being ready is on the West side of the SPX hangar. Mr. Watson explained that he would like to know where the air traffic control tower will be going and asked Mr. Pat Turney to give a citing update. Mr. Turney explained the citing process. Mr. Watson explained that the FAA requires analysis of at least three sites for the tower, a preliminary review and analysis of two sites has been done. Mr. Watson added that he would like to know where the tower will be going before releasing anymore pads, but that he believed putting a hangar on the pad West of SPX would not obstruct the view of the tower from any of the potential tower sites.

Mr. Watson asked Mr. Turney for a time line of getting a preliminary analysis of the site. Mr. Turney explained that without FAA oversight, could have something within 6-8 months, closer to 12 months with FAA involvement.

- Mr. Furr asked about the Warbirds and Warriors hangar, to which Mr. Watson explained that the City leases it for multiple uses, also explaining that the site West of SPX is shovel ready. Mr. Keziah added that he would vote to release both sites since there are 2 good proposals ready to go. Discussion ensues amongst commission members regarding which and how many sites to release, and when.
- Ms. Desio-Munn proposed a motion which was withdrawn.
- Mr. Watson explains that there are two proposals in front of the commission for L1, and the proposers deserve to know if they can build on it. Mr. Watson also explained that if another site is to be released, the SPX West site would be of the least disruption to Airport operations, the airshow, wouldn't require tearing down a hangar and has all the utilities there already. Mr. Keziah suggested that both sites, L1 and SPX West be released to both proposers.
- Mr. McGowen offers to withdraw his proposal relative to L1 with the view towards the next available site. Mr. Watson confirms with Mr. McGowen that he is withdrawing his proposal for L1 with the understanding that the site referred to as SPX West is being released. Mr. McGowen confirms, adding without prejudice, and comments that it will be re-proposed in the proper way for the City.

<u>**MOTION**</u>

Motion: Ms. Desio-Munn made a motion to accept the Charlotte-Monroe Hangar One proposal for an 18,000 square foot hangar for L1.

Second: Mr. Howard Heda.

Action: The motion to accept the Charlotte-Monroe Hangar One proposal for an 18,000 square foot hangar for L1.

passed unanimously with the following votes:

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

NAYS: None

MOTION

Motion: Mr. Lynn Keziah made a motion to release SPX West and to accept a proposal from Mr. McGowen for a hangar to be constructed similarly to the one proposed to fit on that site

Second: Mr. Howard Heda.

Action: The motion to release SPX West and to accept a proposal from Mr. McGowen for a hangar to be constructed similarly to the one proposed to fit on that site.

passed unanimously with the following votes:

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

NAYS: None

- Mr. Watson explained that both motions will go to City Council for approval for staff to begin the lease negotiations on those particular sites.

5. TB&E Update:

Presenter: Michael Player and Pat Turney

- Obstruction removal project has received bids, the construction contracts have been signed by the contractor and sent to the City, TBE's contract has been approved by the State, now working with the division of aviation on the grant side, application has been submitted and is going through the review.
- Apron rehab project between hangar 1 and terminal building will be transient and heavy rated to 95,000 pounds, the scope of work and the estimate have been updated, and is going to the state for their final review.
- Mr. Watson explained that those are the two current projects, and the next two are the rehab and strengthening of the taxiway, then followed by the intermediate strengthening of the runway.
- Mr. Watson went on to explain the City has applied for and been awarded grant funds for the aviation camp this summer. Mrs. Hallowell explained it is a one-week camp for kids. Mr. Watson shared that the Junior Civil Air patrol is looking at the Airport for a monthly meeting spot and they are trying to work something out. Mr. Watson also shared that the Good Year Blimp would like to house their largest blimp at the Airport in the field behind Fire station 4, just in discussions at this point. Mr. Watson explained that the Airport an other departments budgets are being presented to City Council on the 9th. Mr. Watson added that there are multiple items being requested by the Airport but he feels the top three priority are the addition of 2-line staff, replacement of an AV Gas truck and the large Jet A truck.

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

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

Second: Mr. Stephens

Action: To adjourn the meeting.

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

NAYS: None

Meeting adjourned at 4:55pm.