CHARLOTTE MONROE EXECUTIVE AIRPORT

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

5:00 PM - August 19, 2024

MEETING AGENDA

1. **Call to Order and Welcome Guests**
2. **Approval of Agenda**
3. **Minutes of June 10, 2024 and July 15, 2024 Meeting for Approval**
4. **NCDOA**
5. **Department Report**
   a) Current Occupancy
   b) Aircraft Operations July
   Landings
   Departures
   Daily Average
   Transient Traffic
   Year-Over-Year Analysis
   Fuel Totals (gallons)- AVGAS/Jet-A
6. **Runway 5/23 Obstruction Removal Project- Phase 1 (South)**
7. **New Hangar Update**
8. **Adjourn**

Next Meeting:

Charlotte-Monroe Executive Airport
Commission Meeting
Conference Room, EQY Airport Terminal
5:00 pm – July 15, 2024

Chair: Mr. Gary Wilfong

Attending Members: Councilman James Kerr (Vice Chair), Ms. Desio-Munn, Mr. Brooks Durham, Mr. Howard Heda, Mr. Lynn Keziah, Mr. John Stephens, Mr. John Wiggins

Staff in Attendance: Mr. Mark Watson, Mrs. Lisa Hollowell, Mr. Richard Long, Mr. Terry Sholar, Mrs. Lisa Strickland, Mr. Malcom Weeks, Mr. Bob Heitz, Mrs. Cindy Brooks

Engineer of Record Attendee: Mr. Pat Turney

Visitors: Mayor Robert Burns, Mayor Pro-Tem David Dotson, Brandon Atkinson, Andrew Cole, Andrew Eardle, Michael Player

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1. **Welcome Guests**

   Chair Wilfong called the meeting to order at 5:00 pm on June 10, 2024 welcoming the Commissioners, staff and guests.

2. **Minutes For Approval:**

   Approval of the minutes for the May 30, 2024 Special Meeting was requested.

   Motion: Mr. Stephens made a motion to approve the minutes of the May 30, 2024 Special Meeting.

Second: Councilman Kerr

Action: The motion to approve the minutes of the May 30, 2024 Special Meeting passed unanimously with the following votes:

AYES Chair Wilfong, Councilman James Kerr (Vice Chair), Ms. Desio-Munn, Mr. Brooks Durham, Mr. Howard Heda, Mr. Lynn Keziah, Mr. John Stephens, Mr. John Wiggins

NAYS: None

- Mr. Heitz gave an update on the current NOTAMS out, explaining one is for the Papi's being out of service on runway 2/3, the other being a drone NOTAM until September. Mr. Heitz also gave an ACE Academy Camp update, explaining it went very well and was successful.
- Some general discussion occurred within the group about Civil Air Patrol regenerating, and possibly meeting at the Airport.
- Mr. Weeks explained that Union Chamber of Commerce was out to visit the Airport, they toured the Airport and were able to see the ACE Academy in action, adding it was a successful visit.
- Mr. Weeks updated current occupancy at the Airport, explaining there are 64 total tie down spaces, plus 25 tie downs for Aerowood, 15 unoccupied tie downs, 100% full on hangars. Mr. Weeks explained there will be a provisional tie down permits to utilize until construction starts on the ramp.
- Mr. Weeks explained that June had the highest month of total operations at 7589, since 2021.
- Some general discussion occurred regarding transient verses base customer operations numbers. Mr. Watson referred to a website and explained it stated 60% itinerate traffic and 40% local, 30% training operations and 70% non-training operations.
- Some general discussion ensued regarding parking.
- Mr. Weeks recapped the fuel prices for the month, adding it was in line with what was expected.
- Mr. Weeks described the decline in towing because due to the change in fee schedule.
- Mr. Brandon Atkinson explained how the tow charges affected his business, Aerowood.
- Mr. Watson clarified the bulk towing charge to Aerowood, along with all base customer towing charges.
- Mr. Weeks updated there will be 2 new lineman hired, and improvements to the FBO.

- Mr. Weeks explained the Board of Realtors in Union County would be coming that week for lunch at the Fired station and a tour of the Airport.
- Mr. Michael Player from TB&E gave an update about the obstruction removal project, explaining the construction began July 3rd, and should be wrapped up the day after the meeting, then there would be a final inspection.
- Councilman Kerr added that the Commission would be taking a tour of the area after the meeting.
- Mr. Player explained that they are talking with the State at present about the Apron Rehabilitation project. Mr. Turney added that the design is roughly 80% complete.
- Mr. Watson recaps a map from previous meeting pertaining to potential development of the Airport.
- Some general discussion ensues regarding possible grants, funding and lease rates, and potential development of the Airport.
- Some general discussion ensued regarding a need for T-hangar development, and future goals for the Airport.
- Mr. Watson asked Mr. Turney and Mr. Player to look at the Airport Development plan to see if there is any space in the immediate development area for more T-hangars, possible a single run.
- Some general discussion ensues regarding a master plan for the future of the Airport.
- Mr. Weeks explained that his goals are to make the Airport not be a labor on the citizens of Monroe.
- Some general discussion ensued regarding how Airport jobs are bid, contracted and the ability to use local companies for the work.
- Mrs. Hollowell gave an update on the new hangar progress; they are looking for occupancy soon.
- Some general discussion ensues regarding the other proposed hangars to which Mr. Watson explained they are in the draft agreement phase and will move forward from there.

MOTION

Motion: Councilman Kerr made a motion to adjourn.

Second: Mr. Wiggins.

Action: to adjourn the meeting.

The motion passed unanimously with the following votes:

AYES: Chair Wilfong, Councilman James Kerr (Vice Chair), Ms. Desio-Munn, Mr. Brooks Durham, Mr. Howard Heda, Mr. Lynn Keziah, Mr. John Stephens, Mr. John Wiggins

NAYS: None

Meeting was adjourned at 5:53 pm.

Charlotte-Monroe Executive Airport
Commission Meeting
Conference Room, EQY Airport Terminal
5:00 pm – June 10, 2024

Chair: Mr. Gary Wilfong

Attending Members: Councilman James Kerr (Vice Chair), Mr. Brooks Durham, Mr. Lynn Keziah

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

Engineer of Record Attendee: Mr. Pat Turney

Visitors: Mayor Robert Burns (Arrived at 5:18pm), John Wiggins, Andrew Eardle

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1. **Welcome Guests**

   Chair Wilfong called the meeting to order at 5:00 pm on June 10, 2024 welcoming the Commissioners, staff and guests.

2. **Minutes For Approval:**

   Approval of the minutes for the May 13, 2024 Meeting was requested.

   Motion: Mr. Keziah made a motion to approve the minutes of the May 13, 2024 Meeting.

   Second: Mr. Durham

Action: The motion to approve the minutes of the May 13, 2024 Meeting passed unanimously with the following votes:

AYES Councilman James Kerr, Mr. Brooks Durham, Mr. Lynn Keziah, and Mr. Gary Wilfong

NAYS: None

- Mr. Heitz reviewed the 1200.aero report. Mr. Heitz explained he was able to go back per day by the minute in the report to see who landed, and what type aircraft. Mr. Heitz added there were some very high volume days in May.
- Mr. Heitz explained the update to the budget, explaining there will be 2 new fuel trucks, an AVGas and a 3,000 gallon Jet A. Mr. Heitz explained that there will be two line service employees that will be hired.
- Mr. Turney updated that the ATC exhibits have been created and sent to Mrs. Brooks. Mr. Turney added that site 3 had been discussed off line after the meeting as a possible terminal expansion. Mr. Turney explained that there are two sites in that area being looked at, one is further from the terminal but still beside it.
- Chair Wilfong added that Ron Fowler from the fire department offered the lift truck for the commission members to go up in to see a view similar to a tower. Mr. Watson added that maybe it could be brought to the next meeting and commission members could see firsthand.

- Mr. Watson added that there is an additional site he noticed that day. Mr. Watson explained that off Teledyne Road, off that drive right after the 90 degree bend, there is a flat area that has a great view of the runway. Mr. Watson explained he is not sure if it would require a environmental survey, all the utilities are already there, it's already inside the fence and there is already a paved road. Mr. Watson added that there is nothing planned for development in that area. Mr. Watson suggested that the site be added to the site study, adding it would not cost any extra to have another site looked at, to which Mr. Turney confirmed. Mr. Turney added that they have 6 sites right now, but that 7 or 8 would even be preferred.

- Some general discussion ensues regarding this potential site location and addition.

- Chair Wilfong asked if we could break up the site to be 2 to have more options.

- Mr. Watson and Mr. Turney discussed the potential site while distinguishing it on a map. The map was then passed around to all commission members to view.

- General discussion ensues as commission members viewed and discussed the map.

- A motion to add the site was discussed. Mr. Turney clarifies this would be the 7th site but to call is # 6, because there is a 3a and a 3b

MOTION

Motion: Mr. Keziah made a motion to add site #6 to the list of possible tower sites.

Second: Mr. Durham.

Action: to add site #6 to the list of possible tower sites.

The motion passed unanimously with the following votes:

AYES: Councilman James Kerr, Mr. Brooks Durham, Mr. Lynn Keziah, and Mr. Gary Wilfong

NAYS: None

- Mr. Heitz updated about Ace Academy, explaining that the funding comes from the DOA, it is a week long program. Chair Wilfong asked if SPCC would want to create a curriculum to offer for people to work at the Airport, or apprentice. Mr. Heitz responded he would not say no. Mr. Watson added that he would ask Dr. Farr.
- Mr. Heitz asked Mrs. Hollowell about any new funds. Mrs. Hollowell replied there are some funds available with the DOA, including $900,000 that is sitting in an account they would like to make a request for sometime next year, possibly using the funds to level the ground for the Good Year Blimp and also a security assessment and some security upgrades.

- Councilman Kerr asked about the price for grading the land. Mr. Watson responded ¼ of a million dollars, but that he would prioritize the security assessment and any security upgrades. Councilman Kerr asked how much the security would be to which Mr. Watson replied they don't have a number yet.
- Chair Wilfong asked if they blimp people were willing to contribute anything to the blimp coming here. Mr. Watson replied that they were willing to contribute some, but probably not as high as the number they City is thinking.
- Mr. Heitz updated about the Boggs hangar, explaining that they are updating on the inside including sprinkler systems and fire suppression, also waiting for the asphalt portion from the hangar base out to the ramp to start.
- Mr. Heitz explained that there has been communication regarding the new fee schedule to our base customers. Mrs. Hollowell took over at this point and explained that there was an initial communication letting everyone know about the tie down and T-hangar increases, and the bulk hangars and office space based on $18 per square foot per year and all existing customers will have a phase in period over a 10 year period. Mrs. Hollowell added that they are currently working on getting the fee schedule done and will be communication to the bulk and office lease base customers soon. .

- Councilman Kerr explained that the new hangar is available to tour at that point and invited everyone to do so.

- Councilman Kerr invited Mr. Weeks to speak. Mr. Weeks explained a few items he will be working on at the Airport including; the parking lot and cars parked there, tours coming to the Airport realtors and the Chamber, and trying to get everyone on the same page and elevate our position. Mr. Weeks added that the reviews on the staff and the overall response was a family atmosphere with a professional feel, expressing he is very excited and fells he and Mr. Heitz are a good team.

- Mr. Heitz gave an update about the 5/23 obstruction removal, explaining they are working at the 2/3 end of the runway by station 4 at that point. Mr. Heitz explained that the trees are gone and they are putting in fence posts, the project is moving faster than expected. Councilman Kerr asked if the commission could see the project at the next meeting.

- Chair Wilfong asked what the update was on the third hangar. Mrs. Hollowell responded that they are still in the process of writing contracts for both hangars. Mr. Watson added that he thought they have the site plan for L1 but not for the other hangar yet.

- Chair Wilfong asked Mr. Weeks what feedback he had received about the Airport. Mr. Weeks explained that the feedback has been positive, and that he feels he has a great staff at the Airport.

- Chair Wilfong suggested having a meeting room or list of meeting rooms to offer to customers. Mr. Watson suggested the Airport terminal meeting room, or at the Economic Development building across the street.

- Mr. Sholar advised the Commission if they planned to meet at the Airport Terminal Conference room form now on they need to make a motion to change location.

<u>MOTION</u>

Motion: Councilman Kerr made a motion to meet out at the Airport Terminal Conference Room permanently.

Second: Mr. Keziah.

Action: to meet in the Airport Terminal Conference Room permanently.

The motion passed unanimously with the following votes:

AYES: Councilman James Kerr, Mr. Brooks Durham, Mr. Lynn Keziah, and Mr. Gary Wilfong

NAYS: None

MOTION

Motion: Councilman Kerr made a motion to adjourn.

Second: Mr. Durham.

Action: to adjourn the meeting.

The motion passed unanimously with the following votes:

AYES: Councilman James Kerr, Mr. Brooks Durham, Mr. Lynn Keziah, and Mr. Gary Wilfong

NAYS: None

Meeting was adjourned at 5:32 pm.