CHARLOTTE
MONROE
EXECUTIVE AIRPORT

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

5:00 PM - March 10, 2025

MEETING AGENDA

1. **Call to Order and Welcome Guests**
2. **Minutes for Approval**
3. **Department Report**
   - **a)** Monthly Reports: Operations, Finance
   - **b)** Project/Grant Status Report
4. **Adjourn**

Next Meeting:

Charlotte-Monroe Executive Airport
Commission Meeting
Conference Room, EQY Airport Terminal
5:00 pm – January 13, 2025

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Chair: Mr. Gary Wilfong

Attending Members: Councilman James Kerr (Vice Chair), Ms. Hayden Desio-Munn, Mr. Brooks Durham, Mr. John Stephens.
(Ms. Hayden Desio-Munn left the meeting at 6:33pm.)

Staff in Attendance: Mr. Mark Watson, Mrs. Lisa Hollowell, 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, Mr. Robert Allen, Mr. Chris Cooper, Mr. Andrew Eardle, Mr. Robert Fulton, Mr. Howard Heda, Mr. Michael Player.

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1. **Welcome Guests**

   Chair Wilfong called the meeting to order at 5:00 pm on January 13, 2025 welcoming the Commissioners, staff and guests.

2. **Motion to Approve Minutes:**

   Approval of the minutes for the October 14, 2024 Meeting was requested.

   Motion: Mr. Brooks Durham made a motion to approve the minutes for the September 9, 2024 meeting.

Second: Ms. Hayden Desio-Munn

Action: The motion to approve the agenda of the minutes for the September 9, 2024 Meeting passed unanimously with the following votes:

AYES: Chair Wilfong, Councilman James Kerr (Vice Chair), Ms. Hayden Desio-Munn, Mr. Brooks Durham, Mr. John Stephens.

NAYS: None

3. **<u>Airport Report</u>**

- Mr. Malcolm Weeks discussed a year over year report that was provided to members, pointing out the summary, adding that 5 of the 10 busiest days on record occurred in 2024. Mr. Malcolm Weeks explained that the goal of the Airport is to increase fuel sales and services to be self-sustaining
- General discussion was had regarding Airport website page, including Mr. Watson explaining details of the website, and the long term goal of the Airport having a landing page.
- Mrs. Lisa Hollowell gave an update on the Air Traffic Control Tower, explaining that all contacts have been made and now we are in a waiting pattern with the FAA.
- Mr. Weeks explained the latest DOA report that was provided to members.
- Mr. Weeks discussed the memo put out to the City regarding the Airport being approved for funding on the Apron Rehab Project and The Taxiway Rehab.

4. Legislative Agenda Review

- Mrs. Lisa Hollowell discussed legislative agenda, explaining that the Council will be taking up the agenda at the February meeting, asking the Airport Commission to consider what are some types of funding projects they would like to see go before Council. Mr. Mark Watson suggested an idea option for funding for a new fuel farm, to which Mr. Weeks explained to problems with the current farm.
- General discussion occurred around the fuel farm, age, issues, life span and necessary updates and repairs.
- Mr. Pat Turney explains some fuel farm options they have done at other airports.
- General discussion, led by Mrs. Lisa Hollowell, occurred regarding the Airport's goals of becoming self-sustaining, particularly relating to fuel purchasing, storage and sales.
- Mrs. Lisa Hollowell explained that the deadline for local bills is approaching and suggested submitting some bills for funding.
- General discussion was had surrounding the need and/or possibility of improving the runaway strength and weight limit.

5. Airport Fence Project for Wildlife Control (EQY/TBE)

- Mr. Michael Player explained the USDA Wildlife mitigation efforts that recently occurred. Mr. Player also explained that the USDA identified several issues with the fence line while on site, and submitted a report to the City, adding that TB& E did a site visit and is laying out a plan for corrections.

6. Airport Layout Plan Update (T-Hangars)

- Mr. Pat Turney gave an update on potential new T-Hangar sites with a map displayed on a large screen for all attending to view. General discussion occurred regarding the need to add a pen and ink change to the Airport Development plan regarding the potential new T-hangars.

- Mr. Mark Watson explained that L1 has a different footprint than what was proposed and asked if a pen and ink change can be made, he also added there will be a pen and ink change needed when SPX West footprint is submitted.
- Mr. Watson added that the Airport Commission voted, and requested that the City look at and recommend sites for additional T-Hangars, explaining the potential added T-Hangar site is a direct result of that vote.
- Mr. Malcom Weeks added that the Airport does not meet the threshold for enough hangar space based on the Airport's based aircraft according to the DOA, explaining this is a potential funding item.
- Councilman James Kerr asked if the items to ask the Legislature for, listing in order: possible augmentation of the 6million already given, strengthening the runway then hangars are everyone's consensus. General discussion ensued.

MOTION:

Motion: Councilman Kerr made a motion to do a preliminary drawing of the T-Hangars and also include the changes to L1.

Second: Mr. Brooks Durham

Action: to do a preliminary drawing of the T-Hangars and also include the changes to L1.

The motion passed unanimously with the following votes:

AYES: Chair Wilfong, Councilman James Kerr (Vice Chair), Mr. Brooks Durham, Mr. John Stephens.

NAYS: None

MOTION To Adjourn:

Motion: Mr. Brooks Durham made a motion to adjourn.

Second: Councilman James Kerr.

Action: to adjourn the meeting.

The motion passed unanimously with the following votes:

AYES: Chair Wilfong, Councilman James Kerr (Vice Chair), Mr. Brooks Durham, Mr. John Stephens.

NAYS: None

Meeting was adjourned at 6:46 pm.

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