Airport Commission Regular Meeting
Charlotte-Monroe Executive Airport
Horne Terminal Building – Terminal Lobby
5:00 pm – September 14, 2020

MEETING AGENDA

1.	**Call to Order and Welcome Guests**	**Keziah**
2.	**Minutes for Approval** ***ACTION REQUESTED:*** *Approval of June 8, 2020 Regular Meeting Minutes*	**Keziah**
3.	**Department Report** **a)** Operations Report **b)** Finance Summary **c)** Project/Grant Status Report	**Cevallos**
4.	**Customs Agreement – Reimbursable Services Program Application**	**Cevallos**
5.	**AIRPORT TOUR – New Aircraft Apron**	**Cevallos**
6.	**Adjourn**	**Keziah**

Next Meeting:
October 12, 2020
Charlotte-Monroe Executive Airport

Monroe Airport Commission Regular Meeting
Monroe City Hall Conference Room
5:00 pm – June 8, 2020

Chairman: Mr. Lynn Keziah

Attending Members: Ms. Hayden Desio-Munn, Mr. Don Edwards, Mr. Ken Haigler, Mr. Howard Heda, Mr. John Stephens

Staff in Attendance: Mr. Larry Faison, Mr. Peter Cevallos, Mrs. Carmen Crump, Mr. Don Ray; Mrs. Ashley Britt attended via telephone.

Engineer of Record Attendee: Mr. Pat Turney

Guest: Mr. Brandon Atkinson, Aerowood Aviation; Mr. Chris Granelli, Altura Aviation

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1. **Call to Order and Welcome Guests**
   Chairman Lynn Keziah called the meeting to order at 5:00 pm on June 8, 2020, welcoming the Commissioners, staff, and guests in attendance.

2. **Minutes for Approval**
   Chairman Lynn Keziah asked for a motion to approve the regular meeting minutes for the March 9, 2020 meeting. Mr. Don Edwards made a motion to accept the minutes and Mr. Ken Haigler seconded the motion. The motion carried unanimously.

3. Department Reports

Presenter:
Mr. Peter Cevallos

a.) Operations

Summary:
Mr. Cevallos briefed the current airfield status is yellow, due to the apron rehab project. He stated there were four active Local NOTAMs, with three related to the apron rehab project, and an "FDC" NOTAM was issued by FAA-Charlotte Air Traffic for one of the Airport's standard instrument departure titled 'KNIGHTS TWO'.

Under FBO operations, Mr. Cevallos briefed in May, 479 customers fueled, 672 were towed, and 219 were provided other services; 87 customers overnighted with 12 being hangared. He described 27,037.0 gallons of fuel were dispensed with 13,470.0 being AVGAS and 13,567.0 Jet-A; current fuel prices are set at $3.90 for Self-Service AVGAS and $4.50 for Full-Service AVGAS; for JET-A, prices are $3.90 for Self-Service, and $4.30 for Full-Service. Current occupancy is at 58 tie-downs, 20 T-hangars, and 29 leasing bulk hangar space. Mr. Cevallos briefed one note of interest: Per Mr. Pete Hovanec, Communications and Tourism Director, the Air Show will be held on November 7 and 8, and while there may be some adjustments, the full show will be conducted. Board member Stephens asked if the 'Tora, Tora, Tora' air show performers were scheduled to present, and Mr. Cevallos responded that he was unsure, but due to their scheduling sequence of every two years, he believed that they should.

b.) Financial

Summary:
Mr. Cevallos reported the Budget to Actual Summary Report for May, with revenues being below expected percentage realized with 81.7% actual (vs. 91%); his interpretation was that the Airport brought in 10% less than predicted, supporting what he had reported in his written report to the Commission in May. He stated that overall expenditures were also trending overall below forecast with personnel cost consistent with expected percentage realized, and operating expenditures at 77.6% (vs. 92% expected realized).

c.) Project/Grant Status Report

Summary:
Mr. Cevallos presented the project status report as produced by the Airport Engineers Talbert, Bright and Ellington, summarizing the following for the current airfield projects:

- For the Twelve Thousand Square Foot Corporate Community Hangar, all of the work has been completed. One punch-list item remains on one of the exterior door locks. Coordination with the final change order is currently underway with closeout scheduled for late June/early July 2020.

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- Most of the site work and storm drainage have been completed on the Corporate Site Development Project. All of the utilities have been installed and are operational, and the vehicular access road/vehicular parking have been paved and striped. The entire site has been grassed and matted and permanent stormwater measures have been installed. One small area of fine grading remains around one of the storm water outlet control structures. Once this is completed, the final as-built survey will be performed, followed by submittal of the final project paperwork to the City of Monroe Stormwater/Engineering Department for closeout.

- For the Apron Rehabilitation Project, work begun March 17: The project is divided into four phases, with Phase 1 of the project complete, and work is currently underway in Phase 2 (Mr. Cevallos presented a diagram defining the four project phases for the Commission to follow). Mr. Cevallos stated that the project completion is anticipated for late July 2020.

- For the Airport Layout Plan Update, Mr. Cevallos explained that current tasks being worked on include the possible future air traffic control tower siting study, and the Facility Requirements to lay out proposed development to meet the projected demands from the approved forecasts. As soon as TBE has completed the Facility Requirements, proposed development schemes will be presented to the Airport Staff and the Airport Commission for review and input.

4. FAA CARES Grant Award

Presenter:
Mr. Peter Cevallos

Summary:
Mr. Cevallos briefed the FAA Coronavirus Aid, Relief, and Economic Security (CARES) Act was signed into law by the President on March 27, 2020, and includes $10 billion in funds to be awarded as economic relief to eligible U.S. airports affected by the prevention of, preparation for, and response to the COVID-19 pandemic. Under this grant fund program, General Aviation airports will receive funds based on their airport categories; because the Airport is classified as a "RED" Airport having regional impact to the National Air Transportation System, the City was awarded $69,000. He explained the grant could be used for eligible expenditures. Such expenditures are designed for Airports to re-coup operational expenses, such as payroll, utility bills, or payment of debt service.

Mr. Cevallos explained that the grant is a 100% federal grant with no local match required, and all grant acceptance documentation is handled at the State level as North Carolina is a block grant state; the FAA delegates grant administration authority and responsibility to our state. Per the City Accounting, local acceptance is still required, therefore staff is requesting the Airport Commission authorize forwarding this item to City Council to approve acceptance of the FAA Care grant in the amount of $69,000 for the Airport

operation expenditures in Fiscal Year 2021. Mr. Ken Haigler made a motion to approve staff's recommendation and Mr. John Stephens seconded the motion. The motion carried unanimously.

5. Access Control Policy

Presenter:
Mr. Peter Cevallos

Summary:
Mr. Cevallos briefed that an Airport Access Policy has been drafted. This policy was drafted as there is no written guidance on how the Airport staff administers access onto the Airport for our based customers and/or visitors. This policy defines the system, the administration, the operation, and the available support system that control access to the Airport. The policy is designed to reduce vulnerabilities and adopt consistent and appropriate security measures as recommended by the Transportation Security Administration for general aviation airports, addressing provisions for the safety and security of persons and property at the Airport.

Mr. Cevallos stated the policy was coordinated through the City Attorney and Police Department to ensure it met all legal requirements. Once approved the policy will be forwarded to City Council for their approval at the July 21st meeting. Once approved, the policy will be published to all based Airport customers.

Staff is requesting the Airport Commission recommend the policy be forwarded to City Council for approval for the Mayor to implement the policy. Mr. Howard Heda made a motion to approve staff's recommendation and Mr. Don Edwards seconded the motion. The motion carried unanimously. After the motion was carried, Mr. Ken Haigler asked for confirmation of the number of cameras, and who actually monitors them. Mr. Cevallos explained that there were a total of nine cameras that monitored activities around the terminal building on the different aircraft ramps. He further explained that the cameras were on the City's network of camera systems with the footage being kept on the City's network server, and the cameras could be monitored by the Airport staff in the terminal, and the Monroe Police Department had access to the cameras as well. Ms. Hayden Desi-Munn noted she saw a police car patrolling within the Airport property, and asked Mr. Cevallos to elaborate. Mr. Cevallos provided the background on how the Airport transitioned from an on-staff security person to the Monroe Police Department assigning a qualified law enforcement officer with vehicle to provide airport security. This assignment is mutually beneficial to both departments, and shows good representation to the Airport customer base.

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6. US Customs - Notification of Rate Increase

Presenter:
Mr. Peter Cevallos

Summary:
Mr. Cevallos first emphasized this item is offered for information only: on May 15th, the City received notification from the Charlotte Port Office Director for the Customs Border Protection (CBP) that CBP will be transitioning the fee that pays for the service from a set fee to a full cost recovery approach based on the officer assigned to the facility. This changes the rate the City pays for the Customs services from the current rate of $123,438 a year to a maximum of $171,764 a year; this is a projected increase of $48,326. While CBP will implement this cost-recovery rate effective 1 June 2020, they recognize that the City is paid in full through the end of our fiscal year, 30 June. Mr. Cevallos explained in the email notification, the City was offered two options, to either begin paying the new rate of $171,764 in four quarterly payments ($42,941) beginning 1 July, with no interruption of service, or pause customs services for one quarter, from 1 July to 30 September, which would delay payment of the annual amount for one quarter. Mr. Cevallos stated that he conferred with the largest operators, SPX, Inc. and Charter Jet Transport, Aerowood's charter service, if they needed Customs. They confirmed with Mr. Cevallos that they didn't, and after speaking with Lisa Strickland, City Finance Director, Chris Platé, Economic Development Director, and the City Manager, Mr. Cevallos responded to CBP that the City would accept Option B, defer the fourth quarter payment and look to re-starting customs processing 1 October. He re-emphasized that this item is offered for information only, and added staff will prepare the appropriate documentation with justification requesting a budget amendment to support the rate increase by August 14, 2020 as to meet the October 1 deadline of the federal fiscal year.

Mr. Cevallos went on to provide insight on the number of User-Fee facilities that are located throughout the U. S, and provide specifics about the facility's operations and financial impact, explaining that the latest large operators such as SPX and Charter Jet Transport committed to being based at the Airport in part because the City had Customs processing. Mr. Cevallos did add that the timing of this change in rate could not had been at a more inopportune time with the COVID-19 pandemic affecting all air traffic. Discussion followed among the Board members on the importance of the facility, and the benefit it provides as an attractor for those corporations that seek to operate at the Airport. Mr. Cevallos provided insight to the Commission on the agreement between the City and CBP with respect to the term, and how the City remits payment for the services. He concluded his comments and re-iterated the necessary timetable, having the necessary coordination with City staff, then having an Airport Commission meeting in July to present a formal recommendation to the Commission, and onto City Council for a formal vote. The Chair stated that he was ready to work with the Airport Manager, and he look forward

to carrying the message to City Council, advocating the City accept the rate change since he saw the Customs facility as a critical component to serving those larger operators.

7. Hangar Development Updates

Presenter:
Mr. Peter Cevallos

a.) Aerowood/Charter Jet Transport Service Center

Summary:

Mr. Cevallos introduced Mr. Brandon Atkinson, owner of Aerowood and Charter Jet Transport, who is interested in expanding his business at the Airport. Mr. Cevallos explained that he wanted to share with the Commission the current state of his business and the great opportunities for him to expand his business at the Airport, which in turn would be very beneficial to the City. He stated that he saw great increases in his flight school operations, which include the Cirrus Pilot Center, and he sees a very positive outlook with his Part 135 air taxi operations, Charter Jet Transport. Mr. Atkinson sees a critical path towards more business for himself, and consequently for the Airport, having an aircraft service center in a new facility that would serve all airport traffic, based and transient. He explained that he currently operates his service center at Hangar #5 however he is already running out of room. He would seek to re-organize the manner his company occupies the Airport, but he definitely sees the need for a new facility that would be able to best serve all aircraft that utilize the airport. He feels that having a new dedicated maintenance hangar that is large enough to accommodate up to corporate jet aircraft will facilitate and foster growth in that sector for the Airport. He concluded his presentation stating that he looked forward to working with Mr. Cevallos on best determining how his facility needs are met. Mr. Cevallos echoed support for Mr. Atkinson's request, and acknowledged there was a required number of coordination between Mr. Atkinson, City staff, and the Airport Engineer before staff would be prepared to bring this item up for formal approval.

b.) Land Lease - Chris Granelli

Summary:

Mr. Cevallos presented a proposal from Mr. Chris Granelli to lease airport property long term from the City so individual hangars can be built then sold back to the City or a third party in order to base their aircraft at the Airport. This proposal is based on the discussion held during the March Airport Commission meeting where Mr. Granelli saw the great opportunity to provide the City with additional hangar sites being completed, thereby accelerating the ability to increase the Airport's based aircraft. A discussion followed on the benefits that this type of development would provide. Mr. Cevallos stated that he was interested in formally pursuing further negotiations with Mr. Granelli

and once the relationship was properly vetted and coordinated through City staff, he would bring a draft lease for consideration.

Mr. Ken Haigler made a motion to authorizing staff to continue the dialogue with Mr. Granelli, asking staff to confirm the appropriateness and feasibility of Mr. Granelli's proposal; Ms. Hayden Desio-Munn seconded the motion. The motion carried unanimously.

8. Adjourn

With no further business to discuss Chairman Lynn Keziah requested a motion to adjourn. Mr. John Stephens made a motion to adjourn and Mr. Don Edwards seconded the motion. The motion was carried unanimously.

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MONTHLY AIRPORT OPERATIONS REPORT

MONTH OF **JUNE/JULY/AUGUST 2020**

AIRFIELD STATUS:

AIRFIELD CONDITION = **GREEN**

CURRENT NOTAMS =
As of Sept 9, 2020 (5)

EQY 09/001: EQY OBST TOWER LGT (ASR 1007213) 350335.00N0804013.00W (3.4NM NW EQY) 1180.1FT (515.4FT AGL) U/S 2009031326-2010032359

FDC 0/6476: EQY IAP CHARLOTTE-MONROE EXECUTIVE, MONROE, NC. ILS OR LOC RWY 5, AMDT 2A...S-ILS 5 DA 933/ HAT 250, VISIBILITY ALL CATS 3/4 MILE. DISREGARD NOTE: WHEN LOCAL ALTIMETER SETTING NOT RECEIVED, USE CHARLOTTE ALTIMETER SETTING AND INCREASE DA TO 939 FEET; INCREASE ALL MDAS 60 FEET, INCREASE S-LOC 5 CATS C AND D AND CIRCLING CAT C AND D VISIBILITY 1/4 SM. NOTE: WHEN LOCAL ALTIMETER SETTING NOT RECEIVED, USE CHARLOTTE ALTIMETER SETTING AND INCREASE DA TO 989 FEET; INCREASE ALL MDAS 60 FEET, INCREASE S-LOC 5 CATS C AND D AND CIRCLING CAT C AND D VISIBILITY 1/4 SM. NOTE: RWY 5 HELICOPTER VISIBILITY REDUCTION BELOW 3/4 SM NOT AUTHORIZED. CIRCLING RWY 23 NA AT NIGHT. 2007301304-2207301304EST

FDC 0/6477: EQY IAP CHARLOTTE-MONROE EXECUTIVE, MONROE, NC. RNAV (GPS) RWY 5, AMDT 2A...LPV DA 933/HAT 250, VISIBILITY ALL CATS 3/4 SM. NOTE: RWY 5 HELICOPTER VISIBILITY REDUCTION BELOW 3/4 SM NOT AUTHORIZED. CIRCLING RWY 23 NA AT NIGHT. 2007301304-2207301304EST

FDC 0/6478: EQY IAP CHARLOTTE-MONROE EXECUTIVE, MONROE, NC. RNAV (GPS) RWY 23, AMDT 1... NOTE: PROCEDURE NA AT NIGHT. DISREGARD NOTE: RWY 23 HELICOPTER VISIBILITY REDUCTION BELOW 3/4 SM NA. NOTE: RWY 23 HELICOPTER VISIBILITY REDUCTION BELOW 1 SM NOT AUTHORIZED. DISREGARD NOTE: DME/DME RNP-0.3 NA. NOTE: PBN REQUIREMENTS NOTE: RNP APCH. 2007301304-2207301304EST

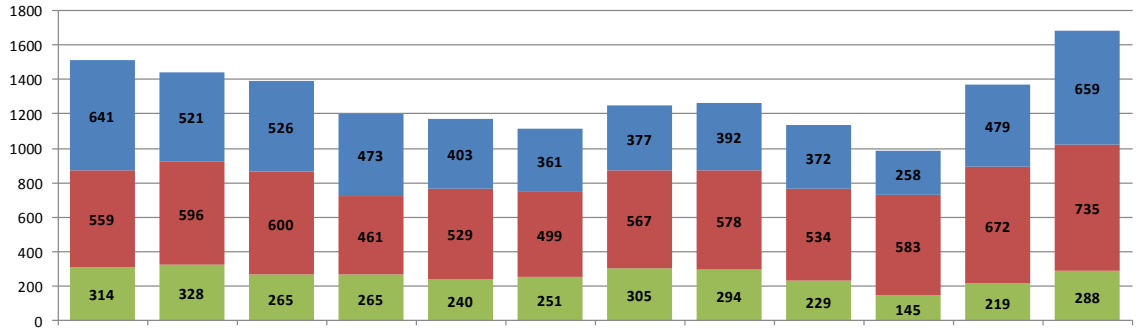
FDC 0/7228: EQY SID CHARLOTTE-MONROE EXECUTIVE, MONROE, NC. KNIGHTS TWO DEPARTURE...PEKNN TRANSITION NA EXCEPT FOR ACFT EQUIPPED WITH SUITABLE RNAV SYSTEM WITH GPS, SDZ VOR OUT OF SERVICE. 2003131455-2101131455EST

AIRCRAFT SERVICES:

CUSTOMERS SERVED (for June 2020)	FUELED = 659	TOWED = 735	OTHER = 288
CUSTOMERS SERVED (for July 2020)	FUELED = 644	TOWED = 700	OTHER = 316
CUSTOMERS SERVED (for August 2020)	FUELED = 460	TOWED = 676	OTHER = 275
TRANSIENTS OVERNIGHTING (for June 2020)	T/D = 133	HGR = 15	
TRANSIENTS OVERNIGHTING (for July 2020)	T/D = 139	HGR = 15	
TRANSIENTS OVERNIGHTING (for August 2020)	T/D = 139	HGR = 10	
FUEL DISPENSED (for June 2020)	AVGAS = 16,257.0 GALS	JET A = 16,808.0 GALS	**TOTAL = 33,065.0 GALS**
FUEL DISPENSED (for July 2020)	AVGAS = 14,858.3 GALS	JET A = 11,504.0 GALS	**TOTAL = 26,362.3 GALS**
FUEL DISPENSED (for August 2020)	AVGAS = 12,096.3 GALS	JET A = 9,248.0 GALS	**TOTAL = 21,344.3 GALS**
FUEL ON HAND (for June 2020)	AVGAS = 7,873 GALS	JET A = -1,541 GALS	**TOTAL = 6,332 GALS**
FUEL ON HAND (for July 2020)	AVGAS = 9,865 GALS	JET A = -842 GALS	**TOTAL = 10,707 GALS**
FUEL ON HAND (for August 2020)	AVGAS = 6,036 GALS	JET A = 5,825 GALS	**TOTAL = 11,861 GALS**
CURRENT FUEL PRICE (June – August 2020)	**AVGAS = $3.90 SS $4.50 FS**	**JET A = $3.90 SS $4.30 FS**	
OCCUPANCY (for June 2020)	T/D = 58	T-HGR = 20	B/S = 29
OCCUPANCY (for July 2020)	T/D = 61	T-HGR = 20	B/S = 27
OCCUPANCY (for August 2020)	T/D = 60	T-HGR = 20	B/S = 27

CMEA Customers Served for FY2020 (Jul 2019 to Jun 2020)

FY 2020	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YR TOTALS	MNTH AVG
FUELING	641	521	526	473	403	361	377	392	372	258	479	659	**5462**	**455**
TOWING	559	596	600	461	529	499	567	578	534	583	672	735	**6913**	**576**
OTHER SERVICES *	314	328	265	265	240	251	305	294	229	145	219	288	**3143**	**262**



** = Other Services include aircraft parking, catering, rental cars, aircraft loading/unloading*

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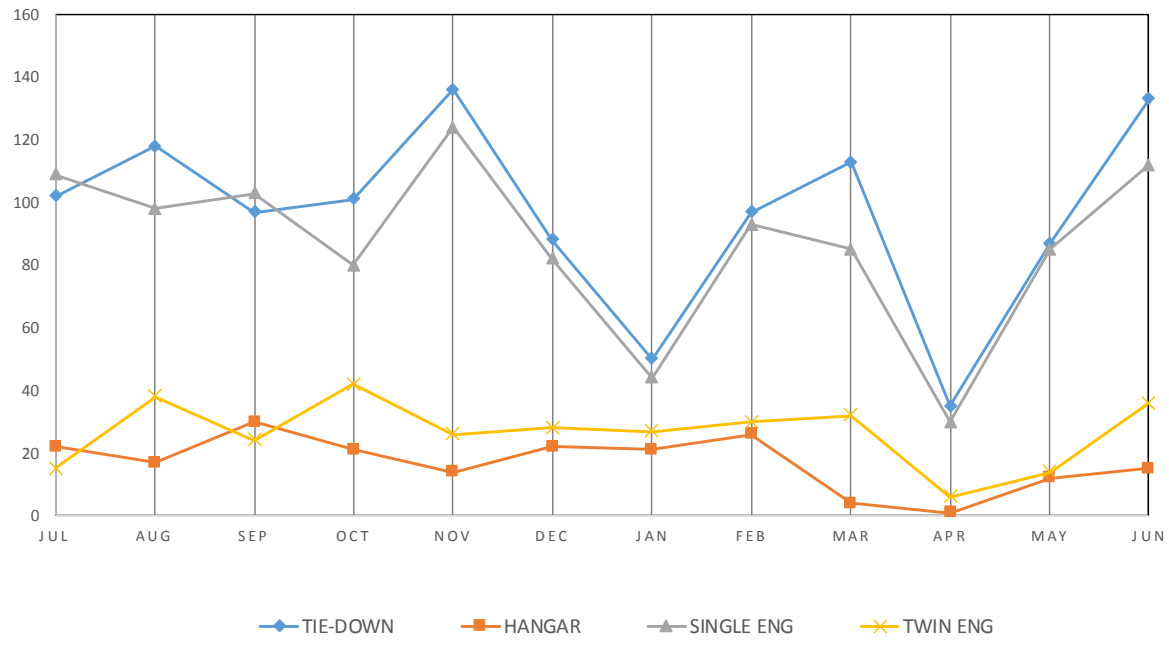
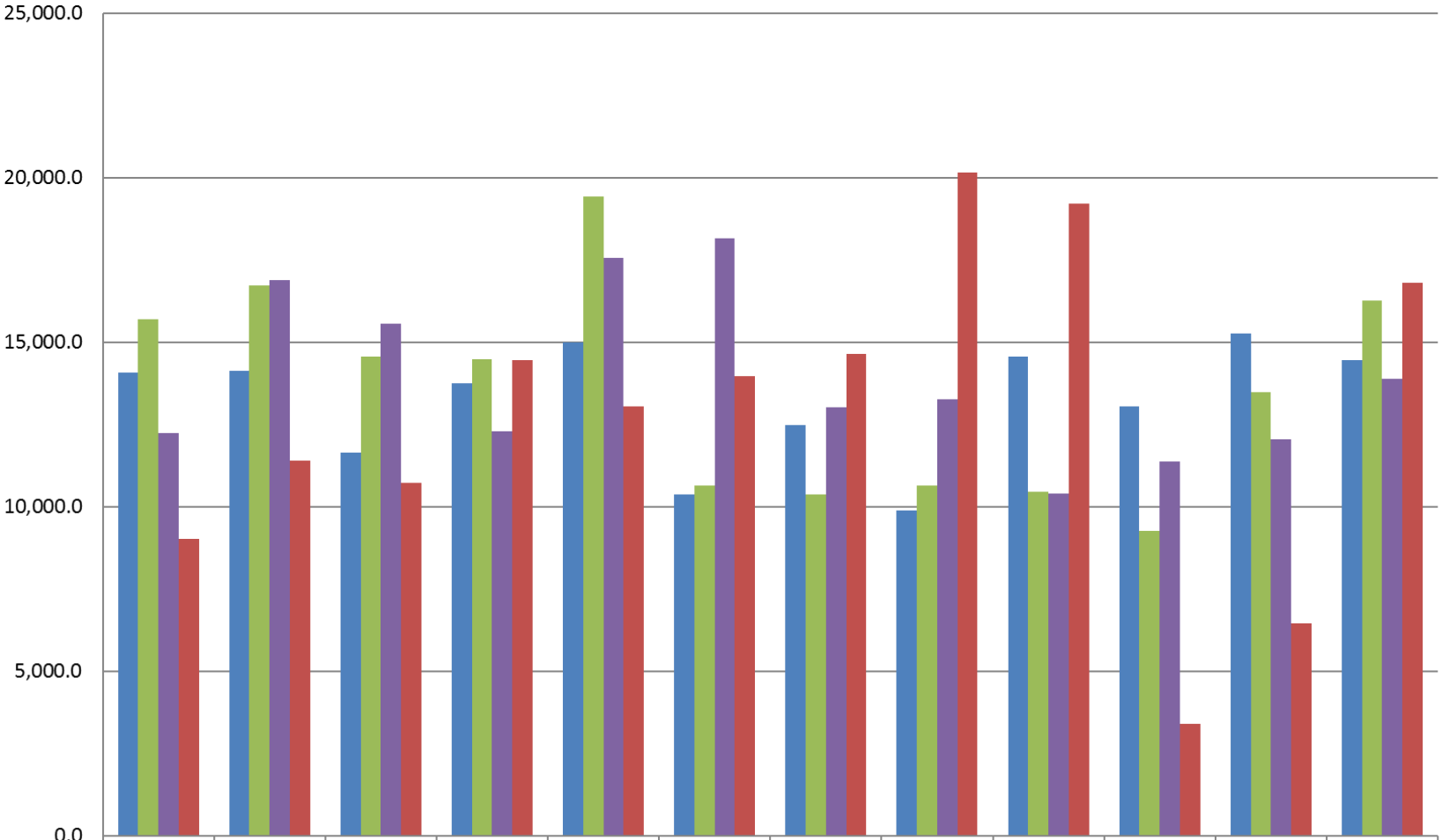
Transients Overnighting for FY2020 (Jul 2019 to Jun 2020)

FY2020	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTALS	AVG
TIE-DOWN	102	118	97	101	136	88	50	97	113	35	87	133	**1157**	**107**
HANGAR	22	17	30	21	14	22	21	26	4	1	12	15	**205**	**17**
SINGLE ENG	109	98	103	80	124	82	44	93	85	30	85	112	**1045**	**87**
TWIN ENG	15	38	24	42	26	28	27	30	32	6	14	36	**318**	**27**



AIRPORT FUEL DISPENSED - FY 2019 vs. FY 2020 COMPARISON



	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
AVGAS FY 2019 Totals	14,068.3	14,130.1	11,627.2	13,742.4	14,994.0	10,363.7	12,484.0	9,883.6	14,563.6	13,034.1	15,272.3	14,445.7
AVGAS FY 2020 Totals	15,685.6	16,734.1	14,571.9	14,483.2	19,437.5	10,627.4	10,375.2	10,632.2	10,439.0	9,256.7	13,470.0	16,257.0
JET -A FY 2019 Totals	12,239.0	16,885.0	15,560.0	12,297.0	17,551.0	18,163.0	13,024.0	13,258.8	10,386.0	11,376.0	12,033.0	13,870.0
JET -A FY 2020 Totals	9,018.0	11,392.0	10,717.0	14,457.0	13,035.0	13,953.0	14,637.0	20,151.8	19,210.0	3,395.0	6,461.0	16,808.0

City of Monroe
Where Heartland Meets High Tech

STAFF REPORT

TO: Monroe Airport Commission

VIA: E.L. Faison, City Manager

DATE: September 14, 2020

FROM: Peter Cevallos, Airport Manager

SUBJECT: Request to Convert Customs Agreement, from User Fee Facility Program to Reimbursable Services Program

SUMMARY STATEMENT

Staff is requesting to convert the existing agreement the City has with US Customs Border Protection (CBP), participating in the User Fee Facility program to the Reimbursable Services Program. The first required step is to submit an application to CBP for consideration.

REVIEW

The City has a memorandum of agreement with US Customs and Border Protection designating the Airport as a "user fee facility", allowing international flights to be granted permission to land so that they can clear Customs. Under this classification and through this agreement, the City is obligated to reimburse US Customs and Border Protection an annual fee, which is set by agreement. Council was notified in July 2020 that the fee was increased from $123,784 to a new anticipated amount of $171,764 for FY2021.

US Customs officials have approached staff offering a different program that may be more financially beneficial to the City. As they are fully aware of our level of operations and our financial outlay to them, they presented staff the program called the Reimbursable Services Program which differs from the current User Fee Facility Program because the Reimbursable Services Program only obligates the City to reimburse Customs when there is an international flight and they are called for services. Staff believes this program makes much more sense because it allows staff to build a more accurate, realistic budget for the Customs operation. Per the current

agreement, the City pays the annual fee regardless of the number of requests to process international flights. This annual fee is the operation's largest expenditure and to recoup the operational cost, the Airport charges $1,000 a flight. With the new program, the cost would be based on the hourly rate for the period the Customs agent travels from their Charlotte office to our Airport, conducts the customs processing service, and then returns to their office. The hourly rate for the Charlotte market is estimated to be approximately $150 an hour, and with a typical trip averaging three hours, it would be expected that the new fee paid to US Customs through this new program would be substantially less to the City, in comparison to the large annual fee.

While there is no actual obligation to switch to this program, the conversion will take the entire fiscal year. The first step in the process is to submit the application to US Customs, which is required. The current application period closes October 31, at which time the evaluation period begins. US Customs has stated that on average evaluations take approximately 3 months. Staff anticipates to be notified whether the application was approved no later than end of Jan 2021. As the City has a good standing relationship with Customs, and there is a current, active agreement, there is an expected high confidence that the City's application will be approved. Once selected, staff would coordinate a new agreement with US Customs. The coordination of this new agreement would coincide with the required 120-day advance notice of termination for the existing User Fee Facility Agreement.

RECOMMENDATION

Staff is requesting that the Monroe Airport Commission recommends that City Council approve staff to submit the application for the US Customs Border Protection Reimbursable Services Program.

Attachment(s):
US Customs Border Protection Reimbursable Services Program

U.S. Customs and Border Protection

Alternative Funding Programs

Reimbursable Services Program

The Reimbursable Services Program (RSP) enables partnerships between CBP and private sector or government entities, allowing CBP to provide additional inspection services upon the request of stakeholders.

Types of Services Included	Authorizes reimbursement for customs, immigration, agricultural processing, border security, and support services
Length of Agreements	Agreements have no term limits
Limitations in the Airport Environment	Airports with >100,000 international passenger arrivals annually may reimburse CBP for only overtime services Airports with <100,000 international passenger arrivals annually may reimburse CBP for up to 5 full-time CBP Officers and for overtime services
Impact on Existing Operations	Agreements may not unduly and permanently impact existing services
Location of Services	Permits agreements at any facility where CBP provides or will provide services

Applications	Evaluation	Selection
Application information and evaluation timeline can be found on CBP.gov/RSP. At a minimum, letters of application should detail the services requested, location, facilities, funding and other considerations listed on the Application Guidance page on CBP.gov/RSP.	Multi-layered evaluation of impact to stakeholders and the CBP mission; Criteria include: • Impact and benefits on CBP operations • Funding reliability • Community concerns • Health and safety • Other agency support • Community/economic benefits • Feasibility of implementation	CBP and Selectees: • Sign a binding fee agreement • Sign a local memorandum of understanding outlining the services, schedules, and other conditions for the location(s) covered by the agreement • Establish an electronic bill payment account through Pay.gov for overtime services

Operations
CBP works with stakeholders to fulfill service requests and establish local recurring meetings for the purposes of program planning. Stakeholders requesting overtime services receive a monthly metrics report and electronic bill when services are provided. Costs associated with these services may include salary, overtime, benefits, travel, training, and a 15% administrative fee (19 CFR 24.21). Reimbursement for overtime services must be remitted through Pay.gov within 15 days of the posted e-bill. CBP may require that the costs described above be paid in advance of the performance of services.

For More Information:

Potential applicants and interested parties can find additional information on www.cbp.gov/RSP, and may submit questions regarding the Reimbursable Services Program and the application process to: RSP@cbp.dhs.gov.

Updated: April 6, 2017

Application Guidance | U.S. Customs and Border Protection

How to Apply

To request participation in this program, a detailed letter of application should be submitted to RSP@cbp.dhs.gov.

The submission period will remain open indefinitely, with three evaluation windows annually, as described in the table below.

Application Received Between the following Dates	Evaluation Begins
November 1, 2019 to February 28, 2020	March 2020
March 1, 2020 to June 30, 2020	July 2020
July 1, 2019 to October 31, 2020	November 2020
November 1, 2020 to February 28, 2021	March 2021

Requesting parties will be notified of receipt of their letter of application and may be asked to provide additional information. Each application will be evaluated and CBP will select those who have demonstrated a need for CBP services and a commitment to entering into a partnership.

If possible, interested applicants are encouraged to coordinate with the affected CBP Field Office and ports of entry in developing their letters of application.

Application Requirements

At a minimum, please address the following questions regarding services requested, location, facilities, funding and other considerations in your submission:

Category	Questions to Answer
Stakeholder Information	• What is your contact information and do you have the designated authority to apply on behalf of your organization? • Does your organization have the legal authority to enter into an agreement with CBP?
Services Being Requested	• Provide a general description of the

Category	Questions to Answer
	activities requiring CBP services. • What is the environment of requested services (airport, seaport, land border)? • What are the targeted days and hours for service requests? • What is the frequency of services (daily, weekly, monthly, seasonal, holidays, etc.)? • What is the projected monthly hours of requested services based on frequency?
Location of Requested Services	• Provide requested services location address and description.
Available Facilities To Perform Requested Services	• Provide a general description of the current facilities at the location of requested services.
Funding For Requested Services	• What is the source of funding for requested services? • What is the applicant's available program budget for the first fiscal year (month and quarter)? • Does the applicant have an established account to make direct funds transfers to CBP via Pay.gov?

Evaluation Criteria

CBP will consider the following factors in evaluating applications:

Criteria	Example Evaluation Factors
Impact on CBP Operations	• Whether the application poses an adverse impact or future benefit to CBP operations.

Criteria	Example Evaluation Factors
Community and Industry Concerns	• Whether the application has the support of impacted local and regional stakeholders.
Health & Safety Concerns	• Whether the application has any health and safety concerns for employees or the public.
Local/Regional Economic Benefits	• Whether the application presents measurable local, regional, and national economic and community benefits, including enhanced travel and trade.
Feasibility of Program Use	• Whether the program will be utilized by the applicant and/or if services are able to be provided by CBP.

Program Requirements

If tentatively selected, applicants must meet the following requirements for implementation of services at the requested POE:

- Complete a Non-Disclosure Agreement if applicable; (and agriculture compliance agreement if applicable);
- Agree to offset CBP costs for services requested as required by Section 481 of the *Homeland Security Act, 2002,* as amended by the *Cross-Border Trade Enhancement Act, 2016*;
    - Costs include the overtime rate, benefits and a 15% administrative fee (19 CFR 24.21).
- Agree to either remit payments to CBP within 15 days of billing via the Department of Treasury's Pay.gov system, or to enter into an advanced payment plan, if determined necessary by the Commissioner;
- Complete a site visit where CBP officials visit to discuss workload and services, and verify that facilities and equipment meet CBP's specifications as required by Section 481 of the *Homeland Security Act, 2002,* as amended by the *Cross-Border Trade Enhancement Act, 2016*;
- Sign a binding standard fee services agreement; and
- Sign a local memorandum of understanding outlining the services, schedules, and other conditions for the location(s) covered by the agreement.