Monroe Airport Commission Regular Meeting
Monroe City Hall – Conference Room
5:00 pm – January 11, 2021

MEETING AGENDA

1.	**Call to Order and Welcome Guests**	**Keziah**
2.	**Oath of Office:** Gary Wilfong	
3.	**Minutes for Approval** ***ACTION REQUESTED:*** *Approval of November 9, 2020 Regular Meeting Minutes*	**Keziah**
4.	**Department Report** **a)** Operations **b)** Financial **c)** Project/Grant Status	**Cevallos**
5.	**Approval of Airport Layout Plan Update Maps**	**Cevallos**
6.	**Adjourn**	**Keziah**

Next Meeting:
TBD

Monroe Airport Commission Regular Meeting
City Hall Conference Room
5:00 pm – November 9, 2020

Chairman: Mr. Lynn Keziah

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

Staff in Attendance: Mr. Peter Cevallos, Mrs. Carmen Crump, Mr. Don Ray, Mr. Larry Faison

Engineer of Record Attendee: Mr. Pat Turney

Guest: Mr. Brandon Atkinson, Aerowood Aviation, Mr. Ken Ashton, Mr. Gary Wilfong and (2) others whose names are unknown

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1. **Call to Order and Welcome Guests**
   Chairman Lynn Keziah called the meeting to order at 5:00 pm on November 9, 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 September 14, 2020 meeting. Mr. Bob Smith made a motion to accept the minutes and Mr. Don Edwards seconded the motion. The motion carried unanimously.

DRAFT

3. Department Reports

Presenter:
Mr. Peter Cevallos

a.) Operations

Summary:
Mr. Cevallos briefed the following Monthly Operations: there are three active Notice-to-Airmen (NOTAMs), all "FDC" NOTAMs for adjustments being made to the Airport's instrument approaches because of tree obstructions that were briefed back at the September meeting.

Under Aircraft Services, Mr. Cevallos briefed the following for October: 564 customers fueled, 671 were towed, and 350 were provided other services; 156 customers overnighted with 24 being hangared. 36,753.5 gallons of fuel were dispensed in October with 14,875.5 being AVGAS and 21,878.0 Jet-A. Current fuel prices are $4.00 for Self-Service AVGAS and $4.70 for Full-Service AVGAS; for JET-A, prices are $4.00 for Self-Service, and $4.50 for Full-Service (This is a slight increase over last month's prices). Mr. Cevallos concluded his report briefing current occupancy as 63 tie-downs, 20 T-hangars, and 28 leasing bulk hangar space.

b.) Financial

Summary:
Mr. Cevallos reported the Budget to Actual Summary Report for October, with revenues and expenditures overall trending slightly below forecast.

c.) Project/Grant Status Report

Summary:
Mr. Cevallos reviewed the project status report as produced by the Airport Engineers Talbert, Bright and Ellington, summarizing the status for the 12,000 square foot hangar and corporate site development, the Apron Rehabilitation and the Airport Layout Plan Update projects.

- For the twelve Thousand Sq. Ft. Aircraft Hangar (Corp. Community Hangar), all of the work has been completed. All punch list items have been reported by the Contractor to be complete. Verification of completion of these punch list items is underway. Coordination with the final change order is currently underway with closeout scheduled as soon as the verification of successful punch list completion has been performed.

- For the Corporate Hangar Area Site Development, the site work and storm drainage have been completed. 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. The final 'as-builts' survey has been complete, and the final project paperwork is scheduled to be delivered to the City of Monroe Stormwater/Engineering Department during the week of November 16 for closeout.

- For the Apron Rehabilitation Project, Mr. Cevallos briefed that Phase 1 work is complete. Pavement marking work remains to be completed in Phase 2. Project completion anticipated by end of November 2020.

  For the Airport Layout Plan Update, the current tasks being worked on include the possible future air traffic control tower siting study, facility requirements, and preparation of initial proposed development schemes to meet the projected demands from the approved forecasts. TBE is presenting the current terminal area hangar development schemes to the Airport Commission for review.

4. Quonset Hangar Reactivation

Presenter:
Mr. Peter Cevallos

Summary:
Mr. Cevallos explained that he is taking steps to re-activate the Quonset Hangar as that City-owned facility has not fully utilized in over 2 years. There is a definitive need at the Airport for the facility, and leasing it out would generate the Airport additional revenue. The defined need is Aerowood Aviation requiring the space as their flight school operation continues to expand and their leased space in the main terminal is becoming inadequate to support the flight school operation. The Quonset Hangar offers the necessary office and classroom space where Aerowood can comfortably administer and operate their flight instruction. In addition, there is approximately 8,300 square feet of hangar area.

To re-activate the hangar, certain capital improvements are required: the roof has a number of leaks due to previous penetrations and holes that have developed, and the office space is not in the best condition since the previous tenant left. The office space will require repainting, new flooring, some bathroom fixtures refurbished or replaced, etc. To accomplish the re-activation, an outlay of approximately $75,000 has been budgeted, with the roof repairs estimated to be between $18,000 - $20,000, approximately $36,000 to re-furbish the inside of the facility, and the remaining funds to ensure the HVAC unit is serviced and operational.

Aerowood Aviation is interested in leasing the entire office space, which includes two stories and is approximately 3,217 square feet: per the fee schedule, the current rate is $5 per sq. ft., per year, which will generate an annual rent of $ 16,085; Aerowood will pay for the building's utilities. For the hangar area, Mr. Jeff Owens is interested in relocating three aircraft to the Airport for customers he manages: a turbo-prop King Air 200, a Falcon 10 corporate jet and a Baron small twin. The three aircraft will generate $ 18,540 in annual lease revenue, total value of all three is close to $2 million and it is expected the aircraft will purchase large quantities of fuel. With these three aircraft, there will a balance of space that will allow basing of additional aircraft, including any new Cirrus aircraft which Aerowood's customer have recently purchased.

Staff is requesting the Airport Commission to support the action of requesting City Council approval of the budget amendment to fund the reactivation of the Quonset Hangar so that

it can be leased out to Aerowood Aviation and support the relocation of the three managed aircraft.

A motion was made by Mr. Don Edwards to support the action of requesting City Council approval of the budget amendment to fund the reactivation of the Quonset Hangar so that it can be leased out to Aerowood Aviation and support the relocation of the three managed aircraft. The motion was seconded by Mr. Howard Heda. The motion was carried unanimously.

5. Airport Layout Plan Update – 1st Draft

Presenter:

Mr. Peter Cevallos

Summary:

Mr. Cevallos stated that this item is presented only for information, and no board action is required. He explained that the ALP Update project is proceeding has expected. The project began last fall, and now to this point the airport forecast has been completed (which was presented at the March board meeting). This airport forecast is based on an inventory of existing conditions, which includes topographical, administrative, and operational data. These alternative concepts reflect the proposed terminal area development on the airfield for both existing and future build-out. They have been created to identify locations for future facilities based on the needs determined in the data collection phase, along with the alternatives' impacts identified. That data was used for this presentation of the first draft the alternative layouts that Talbert, Bright and I have been coordinating.

Mr. Cevallos presented the draft airport map, along with diagram excerpts showing four specific areas of development: Area 1, the SW corner of the Airport; Area 2, the existing terminal area; Area 3, the N corner of the Airport; and Area 4, the SE side of Runway 5/23. Mr. Cevallos reviewed each area, explaining the development concept and purpose for each area, describing the over-arching concept to depict mixed use development to serve all segments of general aviation. Mr. Cevallos concluded the presentation by explaining that he would follow-up individually with each Commission member on their feedback to the maps he presented. Mr. Cevallos will work with the Airport Engineer to address the feedback, and return with the final maps that will be ready for public input in the February 2021 timeframe. The Commission gave a general consensus of the draft maps presented and of Mr. Cevallos' recommended courses of action.

6. Adjourn

Mr. Ken Haigler made a motion to adjourn and Mr. Don Edwards seconded the motion. The motion was carried unanimously.