



Airport Commission Regular Meeting
Monroe City Hall – Conference Room
5:00 pm – March 8, 2021

MEETING AGENDA

- | | |
|--|-----------------|
| 1. Call to Order and Welcome Guests | Keziah |
| 2. Minutes for Approval
<i>ACTION REQUESTED: Approval of January 11, 2021 Regular Meeting Minutes</i> | Keziah |
| 3. Department Report <ul style="list-style-type: none">a) Operationsb) Financialc) Project/Grant Status | Cevallos |
| 4. EAA Proposal – B-17 ‘Aluminum Overcast’ Tour Event | Cevallos |
| 5. Approval of ALP Map Hangar Development Layout | Cevallos |
| 6. Adjourn | Keziah |
-

Next Meeting:
TBD



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

Chair: Mr. Lynn Keziah

Attending Members: Mr. Don Edwards, Mr. Ken Haigler, Mr. Bob Smith, Ms. Hayden Desio-Munn, Mr. Gary Wilfong

Staff in Attendance: Mr. Peter Cevallos, Mrs. Carmen Crump (via Zoom in the Council chamber), Mrs. Ashley Britt

Engineer of Record Attendee: Mr. Pat Turney

Guest: Mr. John Wiggins

1. Oath of Office:

Gary Wilfong

2. Call to Order and Welcome Guests

Chairman Lynn Keziah called the meeting to order at 5:00 pm on January 11, 2021, welcoming the Commissioners, staff, and guests in attendance.

3. Minutes for Approval

Chairman Lynn Keziah asked for a motion to approve the regular meeting minutes for the November 9, 2020 meeting. Mr. Ken Haigler made a motion to accept the minutes and Ms. Hayden Desio-Munn seconded the motion. The motion carried unanimously.

4. Department Reports

Presenter:

Mr. Peter Cevallos

a.) Operations

Summary:

Mr. Cevallos briefed the following Monthly Operations: He stated that 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.

Mr. Cevallos stated that under Aircraft Services for December, there were 545 customers fueled, 801 were towed, and 299 were provided other services. He reported that 129 customers overnighted with 13 being hangared. Mr. Cevallos stated that the total fuel dispensed for December 2020 was 35,468.0 gallons of fuel, with 12,946 being AVGAS and 22,522 being Jet-A. He reported the current fuel prices remaining the same at \$4.00 for Self-Service AVGAS and \$4.70 for Full-Service AVGAS and for JET-A prices are \$4.00 for Self-Service, and \$4.50 for Full-Service. Mr. Cevallos concluded his report briefing current occupancy as 64 tie-downs, 20 T-hangars, and 29 leasing bulk hangar space.

b.) Financial

Summary:

Mr. Cevallos reported the Budget to Actual Summary Report for December 2020, with revenues and expenditures overall trending slightly below forecast.

c.) Project/Grant Status Report

Summary:

Mr. Cevallos presented the project status report as produced by the Airport Engineers Talbert, Bright & Ellington, summarizing the following for the current airfield projects that are either grant-funded and/or supported by the Airport Engineers:

- 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 the 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 January 10 for closeout.

- 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. The current options for hangar development were presented to the Airport Commission for review and input at the November 2020 Commission meeting. Talbert, Bright & Ellington will incorporate input from the Airport Commission in preparing the initial draft Airport Layout Plan Update documents for review.

The Chair, Lynn Keziah asked for a project status on the Quonset Hangar Reactivation. Mr. Cevallos stated that the project was proceeding well, with the roof repair being complete. He also reported that the first aircraft that is managed by Mr. Owens scheduled to be hangared has arrived at the Airport, and the lease has been completed. He explained his next task is up fit the hangar office space. Since there is a defined, up fit budget of approximately \$35,000 - \$36,000, Mr. Cevallos and Aerowood Aviation's owner Mr. Atkinson will be working in conjunction to accomplish the up fit. The City will pay for the basic refurbishments such as the re-painting of the walls and replacing of the flooring, and Mr. Atkinson will accomplish any of the other enhancements he wants to accomplish for the offices.

The Chair made favorable comments about Mr. Atkinson and how his different businesses are helping the Airport grow, and made mention about the City constructing a maintenance hangar to support Aerowood Aviation growth. Mr. Cevallos added more details about the location of the maintenance hangar (being placed in the Corporate Hangar Area), and its size (approximately 14,000 square feet). Mr. Cevallos explained that he and the Airport Engineer would begin working on the design in the very near future to expedite the project.

5. Approval of Airport Layout Plan Update Maps

Presenter:

Mr. Peter Cevallos

Summary:

Mr. Cevallos explained that at the November 2020 meeting he presented a draft version of the Airport Layout Plan that showed future hangar development for the next 20 years. This development plan was based on the Airport forecast, which was completed in March. This Airport forecast, which is based on an inventory of existing conditions, includes topographical, administrative, and operational data. It shows concepts that reflect the most effective use of the terminal areas on the airfield for both existing and future build-out. Mr. Cevallos said that data was used for this presentation of the first draft with the alternative layouts that he and Talbert, Bright & Ellington have been coordinating, and is now ready for public review and comment, pursuant to FAA recommended guidelines for Airport Layout Plan Updates.

To refresh the Commission's memory, Mr. Cevallos presented the draft Airport map, along with diagram excerpts showing four specific areas of development: Area 1, the southwest corner of the

Airport; Area 2, the existing terminal area; Area 3, the north corner of the Airport; and Area 4, the southeast 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 reviewed each of the four areas he had previously identified with the specifics of each area's purpose and major feature. He shared that he followed up with each Commission member on their feedback to the maps he presented, and was given some feedback. Mr. Gary Wilfong asked for more information about the partial parallel taxiway that is proposed for the southeast side of Runway 5/23 (opposite of the main terminal), and made the suggestion that it should be designed so that it could serve as a second runway, either for emergencies and/or future consideration. Mr. Don Edwards asked if any thought was given to supporting the Civil Air Patrol. Mr. Cevallos confirmed that he was in dialogue with Civil Air Patrol officials and while his priorities are to meet the required mission of the Airport, which is to serve general aviation. He was open to identifying a parcel that would benefit the Civil Air Patrol, with a motivation to offer space so that the Civil Air Patrol's active flying unit would consider moving their operations from Concord to Monroe.

Mr. Cevallos emphasized the map's approval process, stating the next step will be to publish the map on the Airport's webpage, along with a comment form that will allow those interested citizens that would like to question or comment on the development plans. Mr. Cevallos will place a public notice in the Enquirer Journal advertising the map's publication. An open forum will be scheduled in the February 2021 timeframe to allow citizens to come by the Airport and meet the Airport Manager and the Consultant for direct dialogue on the map. Once public comments are received, Mr. Cevallos said that he would share them with the Commission for their consideration. After all comments are received and reviewed, with any subsequent changes the Commission approves, the final version of the map will be made for presentation to City Council and then on NC DoT for review and approval.

Mr. Ken Haigler made the motion to support the action for staff to publish the map for public review and comment. Mr. Don Edwards seconded the motion. The motion to support the action for staff to publish the map for the public was carried unanimously.

6. Additional Item of Discussion

Mr. Cevallos concluded his report with the announcement that the NC Division of Aviation has released its "State of Aviation 2020", which is the annual economic impact report for the State's airports. Mr. Cevallos explained that the Division would be distributing the formal report in the coming weeks, and it would include specific information on our Airport, reporting its economic impact to the community. Mr. Cevallos played a video distributed by the state explaining the report, and distributed a complementary fact sheet while the video was playing. This item was for information only.

7. **Adjourn**

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



STAFF REPORT

TO: Monroe Airport Commission

VIA: E.L. Faison, City Manager

DATE: March 8, 2021

FROM: Peter Cevallos, Airport Manager

SUBJECT: EAA Proposal – B-17 ‘Aluminum Overcast’ Tour Event

SUMMARY STATEMENT

The Experimental Aircraft Association (EAA), Chapter 309 based in Gastonia, is interested in holding a tour stop of the EAA B-17 ‘Aluminum Overcast’ at the Airport, May 31 through June 6, 2021. This event is a community outreach event that would draw the public to the airport, allowing them access to the B-17 aircraft, along with other smaller vintage and WWII aircraft. The EAA chapter would manage the event with their own personnel and volunteers. Supportive of this event, staff will work with the EAA chapter to ensure its success.

REVIEW

The EAA Chapter 309, based in Gastonia, has approached staff with a proposal to have the EAA’s B-17 ‘Aluminum Overcast’ conduct a tour stop at the Airport May 30 through June 6. This B-17 is maintained by volunteers and flown around the country to promote the aircraft and the sponsoring organization. They plan to have other WWII aircraft and vehicles on site as part of this tour stop, including a P-51 Mustang, a SNJ-4 (Texan) trainer, and an O-1 Bird-dog. Other feature of the event will include a food truck, and registration and merchandise booth/tent. The EAA chapter has its own team of personnel and volunteer that will manage the event, and the revenues from the event will help cover the B-17’s maintenance and operations, and tour costs.

Airport Staff and Mr. Pete Hovanec, Director of Tourism & Communications, met with EAA official to review the event and the best location at the Airport. The area where the event will be held is the ramp southwest of the Airport Terminal. This area is the best for giving the public

access with minimal disruption to the airport's operation. There will be one week lost revenue due to the self-serve terminal being blocked by the show aircraft; however, this impact is offset by the fuel sales the Airport will be making from EAA for the B-17 and other aircraft purchasing fuel, as they will be conducting flights during its time at the Airport.

Attached to this report is the EAA proposal as presented to staff. Mr. Hovanec and Airport staff have reviewed the proposal and specifically noted the number of aircraft and vehicles displays that are proposed. Agreeing in thought with Mr. Hovanec, the Airport Manager has conveyed to EAA that this large amount of aircraft and vehicles could overwhelm the offered area would agree to have the event if it was tailored to the B-17 and no more than four additional aircraft.

RECOMMENDATION

Staff recommends to the Airport Commission approve the EAA Chapter 309 to hold a stop for their B-17 tour at the Airport with the stipulation that the event be limited to the B-17 and no more than four additional aircraft. Staff will work with the event organizers to ensure its success, and to minimize impact to the overall airport operation.

Attachment(s):
EAA Proposal



Event Proposal

Event Details

Event Title	Charlotte, EAA Chapter 309
Target Group(s)	Event Planning, Site Security and Operations
Proposed by	Kelly Brady, President Chapter 309
Hosting Organization	Charlotte Monroe Executive
Event Date(s)	May 31 st - June 6 th
Venue	National EAA B17 Aluminum Overcast Site Tour

Our Mission

- Generate awareness, brand recognition, and positive community influence for both EAA national and local chapter 309.
- Raise money to continue supporting our young eagles, student scholarships, learn to fly programs and ongoing chapter funded build projects.
- Build a strong community awareness for the hosting facility for supporting the airport and its designated city/county constituents.

Event Overview

The B-17G has a remarkable story. One filled with daring missions and personal sacrifice. You're now invited to relive that story on a historic flight aboard the EAA's beautifully restored B-17 Flying Fortress, Aluminum Overcast. More than just an airplane, the B-17 is living history that holds a remarkable connection to the past and is the most iconic image of World War II Today, it serves as a tribute to those

known as the greatest generation: the bold men and women who built and served on the heavy bombers in the 1940s.

Event Description

EAA National has Selected EAA Chapter 309 here in Charlotte NC as one of its tour stops locations for 2021. This event will occur on May 31st through June 6th, with the primary planning around Thursday June 3rd media only day and rides in the am from 10am to 1:30pm along with static viewing 2:00pm to 5:pm from Friday June 4th until Sunday June 6th.

In speaking with other Chapters across the country many have indicted the number of attendees for this event ranges anywhere between 500 to 2000 people. We would expect around the same number given this research and the amount of publicity both EAA National and our local chapter plans to invest time and resources into making this one of our BIGGEST events of the year. The most important feature for this event is the B17 along with the following consideration:

1. Up to 3 additional period warbirds statically displayed within the vicinity of the B17 during the static viewing times only, 2-5pm Fri-Sun.
2. Up to 5 additional smaller planes including a few piper cubs, bird dog etc.. to also be displayed during the static viewing times only, 2-5pm Fri-Sun.
3. One cargo sized truck and a smaller tent to setup onsite registration, check-in, and merchandise. Please see the venue diagram below.
4. Porta Johns on site
5. 1 or 2 event food trucks
6. Period WWII Jeeps (approximately 5) ... to also be displayed during the static viewing times only, 2-5pm Fri-Sun.
7. We will also be inviting period classic cars to participate in the event at the same time during the static viewing times, 2-5pm Fri-Sun. If prohibited from being on the ramp, please suggest a suitable area to host in walking distance near the event.

Proposed Program

Below represents a high-level schedule for this event

Monday May 31st - Aircraft Arrival:

The B-17 will be arriving at your location from a previous tour stop (typically on the Monday prior to your event start). The crew will notify you of the time of arrival. Please remember this is weather

permitting. Depending on crew scheduling, the incoming crew may depart your location, with the operating crew for your event arriving on Wednesday evening.

Thursday June 1st - Media Day:

A complimentary media flight will be scheduled for 2:00PM on Thursday of the tour stop. Attendees are asked to arrive by 1:30 PM for check-in. Chapter 309 resources will be available for this day from 1:00pm 3:00pm

Friday June 2nd through Sunday June 6th Passenger Rides 10AM-1PM, Ground Tours 2-5PM:

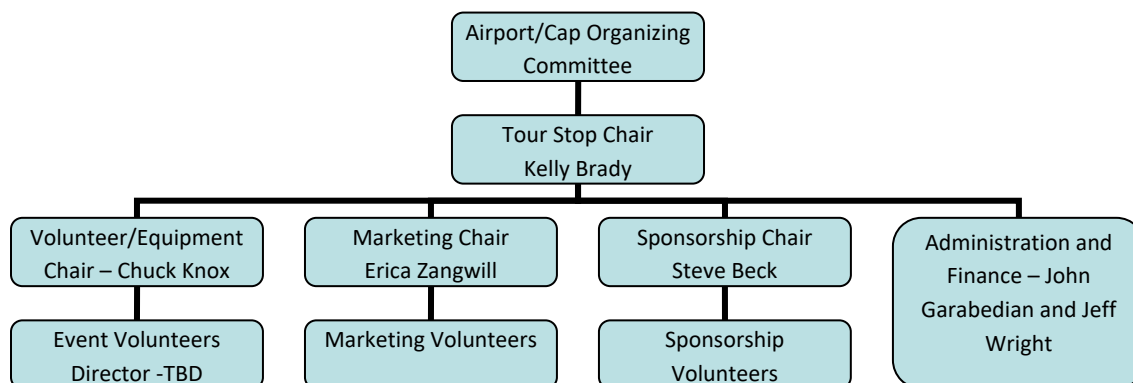
The crew will arrive at the airport at approximately 8AM to ready the aircraft for the day's flights. Please arrange for volunteers to help with pre-flight and end-of-day airplane cleanup duties. Chapter 309 resources will be available for this day during the periods described above. During flight times (10, 11, 12, 1) there will be no additional warplanes on static display. Static aircraft to arrive between 1:30pm and 1:45 to be marshaled into the display after the last B-17 flight, just prior to the start of the static viewing portion of the event.

Monday Aircraft/Crew Departure:

Subject to the distances involved, the B-17 will typically depart the morning following your last tour day unless weather, mechanical, or pilot scheduling requires an earlier or later departure. The crew will communicate any schedule variance to the Chapter.

***Seats may be available to the Chapter on the reposition flight following your tour stop. Availability varies based on crew needs/scheduling and can be arranged with the tour coordinator onsite.

Team Structure



EAA Chapter Roles:

Tour Stop Chairman – Kelly Brady – (585) 267-9473

The tour stop chairman has overall responsibility for the B-17 visit. This includes selecting the host site, recruiting co-chairs listed below, and serving as a liaison to the crew. This will be the main contact with

EAA headquarters air tours staff. The tour stop chairman will relay all pertinent visit information to their Chapter as well as the FBO and airport.

Marketing Chairman – Erica Zangwill – (510) 586-8655

The marketing chairman coordinates promotions and advertising. While not required, it is helpful if the marketing chairman has experience in promotions and/or media relations. While EAA's marketing department will place paid advertisement (s) for your city location, the budget is limited and we encourage all Chapters to contact local media and inquire about sponsored or donated ad space, or getting a story written about the upcoming event. Advising your local Visitors Bureau, Tourism Center, or Chamber of Commerce can also lead to event calendar placement and advertising opportunities through their organization. At your request, EAA can provide any graphics needed for sponsored advertising as well as any pilot phone interviews in advance of the visit. The marketing chairman should ensure that all printed materials are distributed in the community prior to the event. As the chairman is spreading the news about the event, they are welcome to invite outlets to the complimentary Thursday media flight. Please communicate any confirmations to the air tours office and we will combine these with our marketing team's efforts and relay the complete attendee list to the crew onsite. Please note the B-17 media flight is limited to 10 passengers.

Volunteer and Equipment Chairman – Chuck Knox – (874) 975-9108

This person is responsible for recruiting, scheduling, and briefing volunteers, as well as making equipment arrangements needed for a successful visit.

Sponsorship Chairman – Steven Beck – (980) 322-1248

The Sponsorship Chair oversees the B-17 event and all associated efforts for working with local companies for sponsoring this event.

Onsite Event Volunteer Director – TBD

4-6 volunteers are necessary to host the B-17 tour operations. These individuals will assist with merchandise sales as needed, ground tour operations in the afternoons, and general crowd control and information services for guests. Depending on the airport or FBO requirements, additional volunteers may be required for security purposes.

EAA national will be providing the following:

Aircraft Commander - Responsible for the safe operation of the aircraft. This individual makes all decisions relating to aircraft flight operations and works with the tour coordinators as an adviser to resolve aircraft related tour stop issues.

Second Pilot - The B-17 requires two pilots to fly. The copilot assists the aircraft commander with pre-flight, in-flight, and post-flight decision-making.

Two Traveling Maintenance Officers (TAMO's) – Responsible for all maintenance and fueling of the aircraft, passenger briefings, and in-flight coordination of passengers.

Two Tour Coordinators - Responsible for all ticket and merchandise sales, flight paperwork, accounting, and coordination of onsite Chapter volunteers.

Additional Contacts from EAA National:

Kristy Busse, Air Tours Manager, kbusse@eaa.org
Phone: (920) 426-4843 Cell: (920) 252-3455

Olivia Rasmus, Air Tours Program Coordinator, orasmus@eaa.org
Phone: (920) 426-6599 Cell: (920) 378-6802

Additional Local Chapter 309 Requirements

Provide enough volunteers to safely operate the B-17 during the visit (minimum of 4-6 per shift, two shifts per day). Volunteers will assist in merchandise sales as well as ground operations, crowd control, and running of afternoon ground tours.

Fill out Chapter event insurance as soon as possible after the event is confirmed, making sure to include any additionally insured. This can be done online at: www.eaa.org/chapterresources (click on the Insurance and Risk Management link). Any special agreements or requests should be brought to the attention of the Air Tours Manager (920-426-4843) as early as possible in the planning process.

Coordinate tours stop information with the local airport and FBO management. Their support of the event is critical for a good tour stop! Please let EAA headquarters know if any fuel discount or donation is available for the visit.

Spread the word in your local community! Each host will receive digital and printed promotional marketing materials. Put these up in your area and talk to the public/media about the upcoming event!

The Venue

Charlotte Monroe Executive is situated in the heart of Charlotte offering a heavy population saturation and with direct access off highway 74. CMA has hosted the B-17 event prior and has vast historical experience with airshows along with knowledgeable resources for assisting in planning and operations for this event. Handicap and general participation parking along with assistance in getting people to the primary event is conducive. The grounds and surrounding industrial park areas can also be utilized for food trucks and a period-based car show.

The following layout represents the proposed B17 static display configuration from 1:45pm to 5pm.



Equipment Needs

EAA national will provide the various equipment needed for the B17. CME will assist in coordinating the equipment necessary for crowd flow/control on tarmac during flight operations and static display times listed above.

Scope of Work

Communication strategies

- i. Both EAA national & EAA Chapter 309 will provide various promotional materials and marketing efforts around this event. Paid Radio/TV as well as social media will be the primary focus starting in March 2021.
- ii. People interested in buying tickets and attending the event will be coordinated via EAA national's website and email blasts (100-mile radius) along with local chapter efforts advertising on social media to assist in gauging attendance.
- iii. EAA 309 will assist and coordinate the resources necessary as outlined above along with working with CME airport operations staff and leaders for ensuring a safe and successful event.

CME Staff – Primary Event Contacts:

Project Manager / Primary Coordinator:

Name: _____ Email: _____ Phone: _____

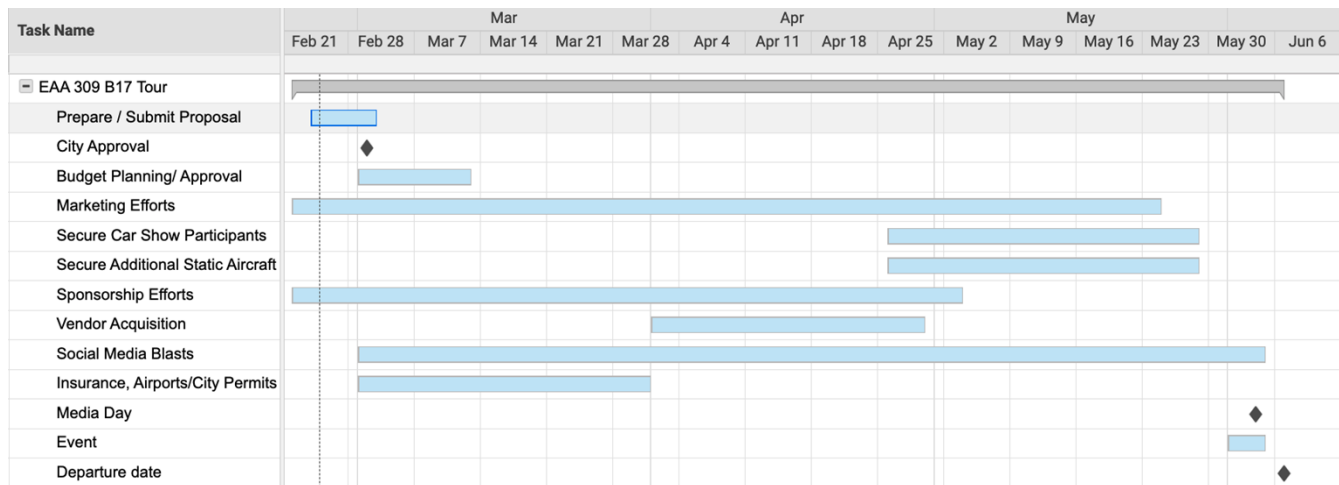
Operations / Ground Safety:

Name: _____ Email: _____ Phone: _____

...:

Name: _____ Email: _____ Phone: _____

Project Plan



Risk Management

Risks identified	Probability	Severity	Priority Rating	Risk Treatment
Unexpected Aircraft Repairs	Medium	High	1	Will work with EAA prior to the event to gauge tolerance
Inclement Weather Conditions	Low	Low	2	Pray for good weather. No rain dates can be planned



STAFF REPORT

TO: Monroe Airport Commission

VIA: E.L. Faison, City Manager

DATE: March 8, 2021

FROM: Peter Cevallos, Airport Manager

SUBJECT: Approval of Airport Layout Plan (ALP) Map's Hangar Development Layout

SUMMARY STATEMENT

Staff is seeking approval from the Airport Commission for the proposed hangar development layout of the Airport Layout Plan (ALP) Map, as presented at the January 11, 2021 Airport Commission meeting. The approved layout will be incorporated into the ALP's final drawing set for City Council's approval to submit to the Division of Aviation, NC Department of Transportation.

REVIEW

At the January 11, 2021 Airport Commission meeting, staff presented the draft layout for all the projected hangar development phases that will be included in the Airport's Airport Layout Plan (ALP) Update. The layout described on the map are color coded so that the four phases of the five-year periods are distinguished. Following this phasing of hangar development will give staff the proper areas to focus development so that it is orderly and accurate for growth. The projected total should all areas described be completed will be 120 hangars, totaling close to 600,000 square feet.

As the Airport Manager described at the January Airport Commission meeting, the hangar development map has been published on the Airport's webpage, along with a comment form that allowed those interested citizens to question or comment on the development plans. An email was sent out to all based aircraft owners and operators announcing the map's publication, as was a

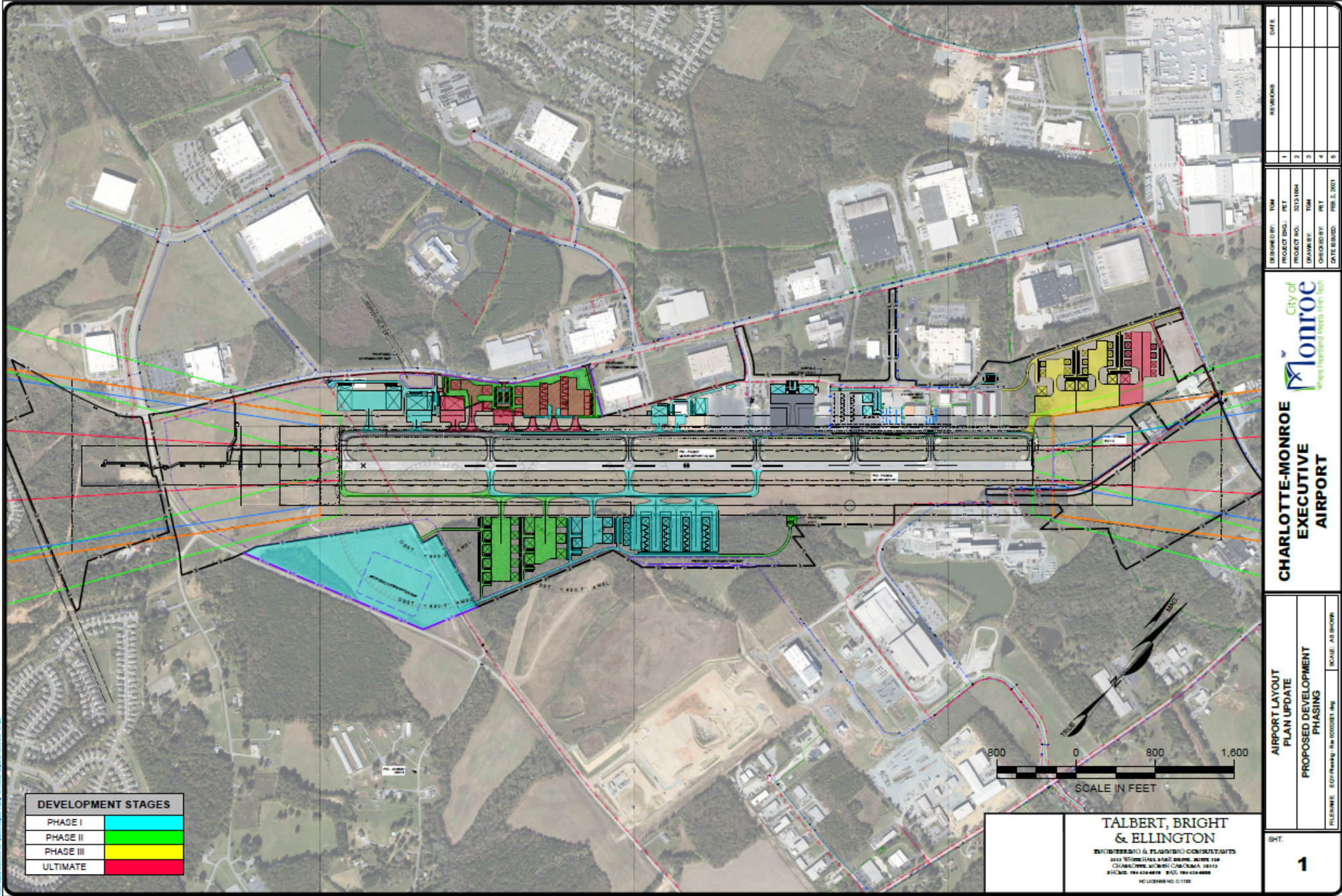
public notice posted in the Enquirer Journal. The Open Forum was held on the February 2, 2021, where four based customers attended. In total, six mostly favorable questions and comments have been received, asking for further information or offering their support for the initiative; Mr. Cevallos has acknowledged the comments. The consultants and Mr. Cevallos have reviewed comments. They feel the comments are resolved or are ones that do not warrant further consideration.

Once this hangar development layout is approved, the Airport engineers and staff will continue the work on the remaining parts of the Airport Layout Plan (ALP) Update project. When final, the full final drawing set will be brought to the Airport Commission for approval, which in turn, will be forwarded to City Council for their approval.

RECOMMENDATION

Staff recommendation is for the Airport Commission to approve the development layout for incorporation into the ALP drawing set.

Attachment(s):
EQY Proposed Development Phases Map



DESIGNED BY:	TOM	DATE	
PROJECT NO.:	PE1	REVISION	
PROJECT NO.:	2019-1041	1	
DRAWN BY:	TOM	2	
CHECKED BY:	PE1	3	
DATE ISSUED:	PHASE 2, 2021	4	
		5	



CHARLOTTE-MONROE EXECUTIVE AIRPORT

**AIRPORT LAYOUT
PLAN UPDATE
PROPOSED DEVELOPMENT
PHASING**

SHEET:
1