

Peachtree City Airport Authority (PCAA)
Regular Minutes
Thursday, November 12th, 2015
Aviation Center, Peachtree City-Atlanta Regional Airport
7:00 p.m.

Members Present: Richard Whiteley – Chairman, Bill Flynn – Vice Chairman and Treasurer, Bryan LaBrecque – Member, Tom Fulton - Member, Skip Barnette – Member, George Harrison – Alternate, Doug Warner – Airport Attorney and Airport Manager – Hope Macaluso, A.A.E.

I. CALL THE MEETING TO ORDER

Richard Whiteley called the meeting to order at 7:00 p.m.

II. APPROVAL OF MINUTES

Bill Flynn made a motion to approve the October 2015 Minutes, seconded by Bryan LaBrecque.

Motion carried, 5/0.

III. REPORTS

Airport Safety & Operations (Bryan LaBrecque)

Bryan deferred to Mike and Hope's reports.

Finance & Capital Budgeting – (Bill Flynn)

Bill stated that overall things were going smoothly. He deferred to Hope to take the authority through the October financials.

Tenant & Community Relations – (Tom Fulton)

Nothing to report.

Marketing – (Skip Barnette)

Deferred to Hope and Mike.

Operations – Manager of Operations, (Mike Melton)

Mike reported:

The fencing project is pretty much complete. We completed our punch list walk through with the contractors and engineers earlier this week. Once a few of the issues have been resolved with the gates, we will send an email out to the tenants regarding procedures of entry and exit through the new gates.

FUEL UPDATE-

Avgas = 2,018 gallons to date Budgeted = 8,525 Percent = 24%

Jet = 16,253 gallons to date Budgeted = 23,191 Percent = 70%

Month = 37% through month

Air Show – As the venue for The Great Georgia Air Show Inc, which is a 501c3 Non-Profit Organization separate from the airport, with whom we had a contract with to use the Airport facility for the Air Show, while we cannot speak to the operations or success of the event. The airport’s responsibility to provide a safe venue and fuel services was a success. Fuel Coordination and Safety were the airports number one concerns and as far as those topics were concerned, those went off without a hitch. A few small items around the airport were damaged from the show (including a few taxiway and runway lights). These will be repaired shortly once replacement parts have arrived.

While our fuel farm supplied the fuel, the Georgia Air National Guard provided re-fueler trucks on a training mission and offered excellent assistance during the show. Our Line Service Supervisor, Jeremy Toney, went well above and beyond working long hours and late nights with the Air Guard. I cannot thank him enough for his loyalty and dedication to Atlanta Regional Airport.

Along that same line, the airport staff all stepped up and helped out tremendously. I can’t thank them enough for their hard work as well.

IV. FINANCIAL REVIEW - Airport Manager – (Hope Macaluso)

October Revenue Highlights:

Overall revenues were above forecast for the month. The main driver was fuels sales. Fuel sales were high not only for the Air Show, but for all other traffic during the month. Both the amount of Jet fuel sales and AvGas sales exceeded expectations for regular monthly traffic. Jet fuel sales exceeded expectations for the Air Show. The reason is, in budgeting for Air Show fuels sales, we had made an assumption of one foul weather day

in October. No foul weather days occurred in the October portion of the Air Show. Air Show fuel sales accounted for 60% of October's profit. Bryan LaBrecque asked if the Air Show paid in full, to which Hope responded that they paid on the spot for all fuel charges.

October Expense Highlights:

Total expenses were under budget by 2%. The direct expenses associated with The Great Georgia Air Show (GGAS) of \$4,500 were paid by GGAS per our contract with them for the use of our facility. These expenses included extra manpower and various maintenance expenses such as use of our skid steer and dump truck, damaged taxiway lights, absorb pads for a diesel spill, damage to one of the new gates, and few other minor expenses. Richard asked if the fee collected was for overhead associated with the air show directly. Hope confirmed that was the case and noted that the \$4,500 did not include her and Mike's time spent on the air show. Bill Flynn suggested that we charge more to cover all costs associated with the Air Show going forward and Hope agreed.

October Net Operating Income Highlights:

October's Net Operating Income was well over forecast due mainly to fuel sales for both the Air Show and other traffic.

Cash Position:

Hope reported that the cash position has increased both for the month and over this time last year.

Hope also noted that the annual audit was to begin the following Monday.

Hope briefly mentioned the potential of the 75/25 grant money that could be available in 2016 specifically for the fuel farm (the state funds 75% and the airport funds 25%). Bill Flynn said he would like to understand the fuel farm issues better before utilizing any funds for repair.

V. OLD AGENDA ITEMS

None

VI. NEW AGENDA ITEMS

15-11-01 Consideration of Capital Improvement Plan (CIP)

Hope briefly recapped the Capital Improvement Plan presented last month with the authority.

Bill Flynn made a motion to approve the Capital Improvement Plan as requested. Skip Barnette seconded the motion.

Motion carried 5/0

15-11-02 Consideration of Fiscal Year 2015 Employee Incentive Plan Payout

Hope reviewed the plan with the authority. The plan has been in place for the past few years, but payout must be approved annually by the authority.

Bill Flynn made a motion to approve the plan as presented. Seconded by Skip Barnette.

Motion carried 5/0

15-11-03 Consideration of Discretionary Incentives.

Hope mentioned that she would like to give Special Merit Bonuses from time to time. She requested for the authority to approve the distribution of \$1,500 to those who have gone above and beyond. Bill Flynn commented that Special Merit Awards or Bonuses for the same go a long way and reiterated that this would not replace the current incentive program but would be a supplement to the current program.

Bill Flynn made a motion to approve the plan as requested. Seconded by Bryan LaBrecque.

After discussing the authority agreed to allow Hope to give a discretionary monetary merit on a case by case basis if the chairman was in agreement with the special merit. Hope reiterated that she did not want the merit tied to any one particular event just a special merit for an employee or employees that have gone above and beyond. Bryan suggested that it also be added to the budget in 2017 fiscal year.

Motion carried 5/0

Prior to adjournment Bill Flynn mentioned that the authority needed to enter into an executive session to discuss a personnel related matter.

Bill Flynn made a motion to enter into executive session at 7:29pm to discuss a personnel related matter. Seconded by Bryan LaBrecque.

Motion carried 5/0

VIII. Adjournment

The authority adjourned from executive session at 7:41pm and returned to the regular meeting at 7:41pm. Bryan made a motion to adjourn the regular meeting, seconded by Skip Barnette.

Motion carried 5/0

Attest

Richard Whiteley, Chairman