

Peachtree City Airport Authority (PCAA)
Regular Minutes
Thursday, April 13th, 2017
Aviation Center, Peachtree City-Atlanta Regional Airport
7:00 p.m.

Members Present: Bryan LaBrecque – Chairman, Skip Barnette – Vice-Chairman, Tom Fulton – Member, Tom Lacy (*present for Executive Session*) – Member, Allen Morrison – Alternate, Doug Warner – Airport Attorney, and Airport Manager –Hope Macaluso, A.A.E.

Members Not Present: Mike Mitchell – Member

I. CALL THE MEETING TO ORDER

Bryan LaBrecque called the meeting to order at 7:00 p.m.

II. APPROVAL OF MINUTES

Skip Barnette made a motion to approve the March 2017 Meeting Minutes, seconded by Tom Fulton.

Motion carried 3/0

III. REPORTS

Finance & Capital Budgeting – (Tom Fulton)

Tom commented that he attended the finance meeting and deferred to Hope for additional comment.

Operations – Manager of Operations, (Mike Melton)

Mike reported:

Aircraft Damage

One of our employees accidentally damaged an aircraft in the FBO hangar. We are in the process of clearing this up with the insurance company. The deductible was \$2,500.

Mid-Year Employee Reviews

We completed Mid-Year employee reviews and increases were given to those who were eligible.

Table Top Exercise

We successfully completed a Table Top Exercise with the Transportation Research Board and the City of Peachtree City Local Fire and Police Departments. The exercise was to assist us in reviewing our Emergency Operations Manual. We learned a lot and have modified our Emergency Operations Manual to reflect suggested changes. The scenario was a Severe Storm that lasted for an extended period of time. Overall it was a great experience and our plan in place worked very well for the scenario.

WWII Heritage Days

The event is right around the corner and will take place April 22nd and 23rd. There will be both helicopter and airplane rides as well as many static displays and activities for all ages. A hangar dance will also be on Saturday night.

Transient Rate Change

After much research, we are considering increasing our Transient Ramp and Service Charges. This in no way affecting tenants just transient customers. The new rates will be in line with airports not only of our size but also consistent with comparable business traffic.

Fuel (April)

Both Avgas and Jet fuel for the month of April are ahead of budget. This is mostly due to business traffic associated with the growth in the surrounding area.

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

Hope reported:

March

Revenue and Expense Highlights:

March was a much better month than previous months. We far exceeded the budgeted gallon amounts for both Jet and AvGas. However, with profit margins being lower than normal, there was less of an impact on the dollar amount. Even with the lower profit margin, thanks to the gallons pumped, we exceeded budgeted revenues by 12.4 %. Expenses are still being held down, so we made up ground on the overall budget, but still remain 20% behind plan for the year. With the way that April is shaping up, we will make up even more ground and will be much closer to being on track.

Capital Expenses

The only capital expense in the month was minor and was the electrical work associated with the heaters that were replaced in the FBO hangar the previous month.

Grant Update:

The pre-bid meeting was held here Tuesday for the upcoming lighting project. The bid opening for the project will be April 26. Hope's expectation is that we will need to pay the difference between standard fixtures and LEDs. She requested that the authority fund that difference so that the project can move forward as quickly as possible with a the cost of the difference not to exceed \$18,500. After a discussion regarding the efficiency and long term cost savings, the authority agreed that funding the LED upgrade on the taxiway lighting project would be worth it.

Tom Fulton made a motion to approve funding for the upgrade to LED lighting for the upcoming Taxiway Lighting project, not to exceed \$20,000. The motion was seconded by Skip Barnette.

Motion carried 3/0

V. OLD AGENDA ITEMS

None

VI. NEW AGENDA ITEMS

17-04-01 Consider Assignment of Ground Lease for Hangar B1

After a brief discussion regarding the 2033 expiration date of the current lease, Skip Barnette made a motion to assign the current lease for Hangar B1 to the new owner, seconded by Tom Fulton.

Motion carried 3/0

17-04-01 Consider Assignment of Ground Lease for Hangar D22

After a brief discussion regarding the 2018 expiration date of the current lease, Tom Fulton made a motion to assign the current lease for Hangar D22 to the new owner, seconded by Skip Barnette.

Motion carried 3/0

VII. Executive Session

Skip Barnette made a motion to enter into executive at 7:22 pm to discuss legal matters with council, seconded by Tom Fulton.

Motion carried 3/0

Note: Tom Lacy arrived during the executive session.

Tom Fulton made a motion to adjourn executive at 7:53 pm and return to the regular meeting, seconded by Skip Barnette.

Motion carried 3/0

VIII. Adjournment

Tom Fulton made a motion to adjourn the regular meeting at 7:56 pm, seconded by Tom Lacy.

Motion carried 4/0

Attest

Bryan LaBrecque, Chairman