

Peachtree City Airport Authority (PCAA)
Regular Minutes
Thursday, December 20th, 2018
Aviation Center, Peachtree City-Atlanta Regional Airport
7:00 p.m.

Members Present: Tom Fulton – Chairman, Tom Lacy – Secretary/Treasurer, Bryan LaBrecque – Member, Allen Morrison – Member, Charles Murray – Member, Nathan Lee – Airport Attorney, and Airport Manager –Hope Macaluso, A.A.E.

Bryan LaBrecque entered the meeting at 7:22pm (During Agenda Item 18-12-03) as he was attending the City Council meeting.

I. CALL THE MEETING TO ORDER

Tom Fulton called the meeting to order at 7:02 p.m.

II. APPROVAL OF MINUTES

Tom Lacy made a motion to table the November minutes approval as the authority had not had sufficient time to review, seconded by Allen Morrison.

Motion carried 4/0.

III. REPORTS

Finance and Capital Budgeting – Tom Lacy

Tom Lacy stated that Hope would get into the details of the Financials. He noted that the Annual Audit had been submitted to the City for review with no issues.

Operations Report – Mike Melton

Mike Reported:

Potential NDB Decommissioning

We met with our contractor last week and have been informed that because of the recent decommissioning of a number of NDB's across the nation, there have been some parts that have become available. If and only if the contractor can acquire the parts, we will have an operational NDB in the near future. With this being the case, we do not see a reason at this time pursue the decommissioning of the NDB given the new information. There will be a time in which we will have to reconsider because the parts needed to repair the NDB are no longer manufactured. We hope to stock up on any parts we may need but it will need to be addressed sometime in the future.

Approach NOTAMS

We seem to be back at square one with our Runway 13 Approaches at night. While the NOTAM's were indeed canceled they are now located in the approach plate for the Runway 13. What this means is that there are only 4 trees that stand in the way of getting these approaches back. We have been meeting with Planterra Ridge Golf Course (of who we have an easement with) to remove the offending obstructions. Once we have these trees removed we can then submit a request along with confirmation that the trees have been removed to the FAA and the FAA will remove the night restrictions on the approach.

Although these 4 trees are going to be addressed in the upcoming clearing project, we felt it best to address these 4 trees using airport funding and not wait till 2021 for the clearing project to take place as we discussed in the last meeting. This gains us important approaches to the airport during the winter months that are typically when these approaches are used the most and not have to wait a couple years to be addressed in a future grant project.

PAPI's

The FAA was scheduled to conduct their flight check tomorrow however we were told today that a moratorium has been placed on non-safety related flight checks so again we are delayed till likely the first of the year. Just a reminder, we had fixed the PAPI issue months ago but have been waiting on the final flight check with the FAA.

Know Before You Go - Fee Transparency

In effort to be transparent about both Transient FBO Fees and Hangar Rental Pricing we have published all of our fees on the airport website. In an October 2018 article written by Aircraft Owners and Pilots Association writer Joe Kildea that calls for Fee Transparency as it relates to FBO Fees, we have published according to their guidance. We believe this to be a good practice and have elected to participate in this forward-thinking effort.

Based Aircraft List

Annually we complete and submit a required list of based aircraft to the FAA listing all the aircraft on the field. We currently have 231 aircraft based on the field. This has been submitted and will be reflected in the next publication cycle of the chart supplement in early 2019.

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

Hope reported:

November 2018

Revenue and Expense Highlights:

There was not as much fuel sold in the month. There were numerous bad weather days. That did help the Overnight Tie Down fees, however. Miscellaneous income was up due an old customer paying off a previous debt. Overall, revenues were almost \$10,000 below budget. Expenses were held down a bit, coming in just below budget. Our overall Net Income was \$8,800 below budget, but our year to date Net Income remains 7% above budget.

Capital Expenses

The capital expenses in the month were related to the fuel farm repairs previously approved by the authority.

Grant Update

The Environmental Analysis (EA) for On and Off Airport Clearing is in progress.

V. OLD AGENDA ITEMS

18-11-03 Consider Airport Tenant Workshop

Tom reviewed the last meeting regarding the tenant workshop and asked Allen for any additional comments on the subject. Allen stated he was going to meet with City Councilman Mike King the next week and because of the holidays, Allen would like to push this to the next meeting.

The Old Agenda Item was tabled till the next meeting.

VI. NEW AGENDA ITEMS

18-12-01 Consider Right of First Refusal for Hangar D29

Hope stated that she had received a purchase agreement from the two parties concerning the sale of Hangar D29. Hope referred to financial analysis if the airport was to purchase the hangar and recommended that the Authority pass on the Right of First Refusal. Tom asked how much time was remaining on the lease. Hope stated there were a few years left on the current lease.

Allen Morrison made a motion to forego the Right of First Refusal for Hangar D29, seconded by Charles Murray.

Motion carried 4/0

18-12-02 Consider Bids to Remove Four Trees on Planterra Golf Course

Hope referred back to Mikes comments about the night approaches and the removal of these obstructions would get us that approach back. Hope asked for a not to exceed amount of \$6,250 that included the engineering fees and the removal of the trees. Allen Morrison asked if this expense was reimbursable. Hope stated that it would be out of pocket and that if we were to be reimbursed for it, we would have to wait for the Environmental Assessment to come back. We would like to expedite this so that our approaches come back sooner than later. Tom asked if there were any other approvals that were needed. Hope stated that it was just the funding that needed approving as the golf course was ok with the removal and there is an Avigation Easement in place.

Tom Lacy made a motion to approve the request as presented, seconded by Allen Morrison.

Motion carried 4/0

18-12-03 Consider Proposal from Interested Party to Build a 4,992 Square Foot Hangar in Area C

Hope began by recapping the proposal that was received by the interested party in November to build a 4,992 square foot hangar in Area C. It would be a 78x64 hangar that would be for storage of aircraft and just around the corner from the other two hangars. Terms are 30 years and \$1.25 per square foot per year. Hope recommended that the authority move forward with entering into a lease agreement with the interested party. Allen asked if the C4 would fit in between hangars C1 and C3, to which Hope responded that it would not as it was too wide. Allen asked if the utilities to be voted on later would supply this hangar as well. Hope clarified that they would but there may be a minor change to the gas utility as this request came after the original gas quote. Bryan asked about the topography of that particular parcel and if it was an issue the airport would potentially have to address. Hope responded that this particular parcel only had minor and normal grading work and would not be an issue.

Bryan LaBrecque made a motion to enter into a ground lease with the interested party as presented for Area C, seconded by Allen Morrison.

Motion carried 5/0

18-12-04 Consider NuLink Contract for Area C

Hope explained that NuLink who is now owned by WOW, proposed to run fiber internet and phone for \$24,500.40 in construction cost that would be 90% reimbursable in a future grant. Comcast does not offer service in that area currently so the only other option would be for satellite internet or cell phone hotspot. Tom asked how far the service would run in proximity to the proposed hangars. Hope explained that this proposal would take it up to the two hangars that are being built but would be able to service anything else that is put

in that area. Allen clarified that this would just get the service to the area and tenants would be responsible for tying in from there. Bryan asked if this was a lump sum payment. Hope confirmed that it was. Bryan asked if our current tenants could tap into fiber services on other areas of the airfield. Hope said she could get a price on this service also being offered to tenants on the D-Hangar side of the field up Leo Giles Way.

Tom Lacy made a motion to approve the request as presented, seconded by Bryan LaBrecque.

Hope explained at Charles Murrays request why the reimbursement was only 90% and not the normal 95%. She explained that when a project is completed ahead of time the state does not participate in their normal 5% share of a grant project.

Motion carried 5/0

18-12-05 Consider Atlanta Gas Light Contract for Area C

Hope explained that this was similar to the NuLink project and the proposed \$50,015.94 construction cost would get the gas to Hangars C1 and C3. Allen asked if this was a service that would be provided to the other areas of the airport. Hope explained that the Commercial B and D hangars did all have gas but that gas was not provided for just regular storage leases. Tom asked if all the utility companies were accommodating for all future utility needs in Area C. Hope explained that yes that was the case. Hope explained this this was also reimbursable in a future grant. Bryan asked the time frame for typical reimbursement. Hope explained at least a couple of years so this would come out of the airports pocket initially. Bryan asked if this was a negotiated process, Hope responded that this was the only provider of that service to this area. Nathan added that from his experience that there were no real negotiations in a project as small as this.

Bryan made a motion to approve the Atlanta Gas Light Contract for Area C as presented, seconded by Tom Lacy.

Charles Murray asked if there was a guarantee of reimbursement. Hope explained that \$150,000 of entitlement funds that could cover this cost or in another grant.

Motion carried 5/0

18-12-06 Consider Georgia Power Contract for Area C

Hope explained that the \$25,015.45 to pull three phase power into Area C for the hangars in that area. Hope noted that the hangars being built could not get a certificate of occupancy without power. Allen reiterated his view of no looking at things in a silo and look at them as the whole project, to which Hope and Tom agreed.

Bryan made a motion to approve the Georgia Power Contract for Area C as presented, seconded by Tom Lacy.

Motion carried 5/0

18-12-07 Consider New Lease with Falcon Aviation Academy

Hope mentioned that the airport was approached by Falcon Aviation Academy to upgrade their current space which is currently used for both International and Domestic students. The school's intent is to transition this campus to a Domestic student only campus. Their current lease started at \$17 per square foot per year and after CPI increases they are at \$17.51 per square foot per year. The lease is for office space and 6 tie-down spaces. When we initially entered into a lease with Falcon Aviation Academy, it included \$7,500 for tenant improvements that were never used. What they have requested is to enter into a new 5-year lease but would like to improve the leased space with an initial ask of \$30,000 of improvements that would be recouped over the new 5-year lease through a higher rate than before. The new lease would essentially be a 5% loan but recovered through the lease payment and not separate terms. Hope explains that if the flight school would need more than the initial 30 years, the lease rate would increase and reset accordingly. The additional ask was for a Right of First Refusal for 1130 Echo Court, if it were to ever come available to lease. Tom Lacy asked why they never spent the initial \$7,500, to which Hope responded that they have had a lot of turn over not only locally but company-wide. Bryan wanted to make sure there was some sort of guarantee within the lease. Nathan stated it could be structured similar to a note but within the lease payment with a noted guarantor. Bryan had an issue with a Right of First Refusal on any property on the airfield. Tom suggested that the airport could let the company know the property was coming available and not offer the Right of First Refusal. Bryan asked how they were on payments and if they have not had an issue paying recently. Hope responded that they had been current for many years now with zero issues.

Bryan made a motion to approve the lease terms as stated with the removal of the Right of First Refusal, capping the \$30,000 and requesting Falcon Aviation Academy come back to the authority for any additional capital improvement requests if needed and requiring a guarantor for the \$30,000. The motion was seconded by Allen Morrison.

Hope made note that they are improving airport property with the \$30,000.

Motion carried 4/1 with Charles Murray opposed.

18-12-08 Consider Funding Conveyance of County Property for the Corner of the Water Sewer Treatment Plant

Hope recapped the 2016 Fencing Project and that one of the pieces of the treatment plant was encroaching into our taxiway/wingtip clearance tolerances. The plan was to move the fence back with a personal gate to get to the man hole cover that would then be on our property. In 2016 the authority agreed to continue with the investigation of the conveyance of the property, but was not approved was the funding of \$12,444.50 for the county to relocate the fence and administrative costs for the same. Bryan clarified that we had not paid for the administrative cost, Hope stated that we had not paid for this yet but

that the Authority had approved the county to continue with the process which included these administrative and development costs that were not known by the Authority at the time. Bryan asked if the Treatment Plant had any intentions of correcting the water leaking on to our property for the number of years. Hope stated that was a completely different issue we can address at another time. Bryan asked if the taxiway was complete at the runway 13 end of the field, Hope answered that it was not complete and in time that taxiway would extend down past the now displaced threshold and connect to the runway but that project was years out. Bryan asked if that project would interfere with the fence in the long term. Hope stated that it would but this conveyance would allow the appropriate wingtip clearance and we would not have to wait for that future project that was years away.

Tom Lacy made a motion to approve the request as presented, seconded by Charles Murray.

Bryan asked if we could get a better deal than \$12,000 for 200 feet of fence. Hope stated that this included the labor to move the fence, the fence/gate, conveyance of the physical property, engineering fees and administrative fees for the fence.

Motion carried 4/1 with Bryan LaBrecque abstaining.

18-12-08 Consider Georgia Power Proposal for LED Lighting for FBO and FBO Hangar

Hope explained that Georgia Power came out and took a look at the current lighting infrastructure in the FBO, FBO Hangar, FBO Hangar Offices and the Blimp/Annex Hangar. Hope laid out the cost and noted that the initial outlay of cash would be recouped in savings within one year of initial investment. The request is for the Authority to approve the \$14,683.11 for the upgrades to the lighting presented. Allen noted that he liked the idea of doing this but asked why the T Hangars were not included as well. Hope stated that we have asked Georgia Power to look into those buildings as well but they have not been out yet to give us an estimate. Allen stated that he would like to see all of that in one request and Tom Fulton agreed it would be good to see it all at once. Tom Fulton asked who changes the lights currently. Hope said that our maintenance team changes the lights and we are going to have to change a number of the lights anyways as it is cheaper to replace the fixture versus just changing the ballast. Allen asked how long it would take them to include the T Hangars as well. Hope stated she would find out. Bryan liked the idea of savings but asked what they were based on. Hope noted that Georgia Power used the meter reading from each individual area to calculate the appropriate usage of each area. Bryan would rather see it in individual groups versus the whole area, he didn't mind waiting but wanted to have the option to pick and choose between different areas. Allen commented that he didn't want to see the airport segmented and some areas not be served after a period time. Bryan agreed. Tom noted they did do an analysis and seemed to be reasonable scientific.

Allen asked for the agenda item to be to be tabled and separated out. Tom Lacy asked if there were any danger in waiting on the approval from an estimate guarantee perspective. Hope stated she would find out. Nathan noted a special called meeting could be called if Hope found out the estimate was about to expire.

The agenda item 18-12-08 was tabled for the next meeting.

Prior to entering into executive session, Tom Fulton acknowledged Bryan LaBrecque for his ten years of service to the Airport Authority in the many roles that he served and thanked him for all he has done. This place is no doubt better than when you found it. Bryan thanked everyone and a labor of love. There have been good before us and good people to follow. He was excited to just be a part of the great airport.

VII. Executive Session

The Airport Authority entered into Executive Session for Real Estate matters at 8:00pm.

After Executive Session, a motion was made by Bryan LaBrecque to reject the redlined version of the D26 Lease. Motion seconded by Tom Lacy.

Motion carried 4/1 with Allen Morrison opposed.

VIII. Adjournment

Tom Lacy made a motion to adjourn the Regular Meeting at 8:30pm, seconded by Allen Morrison.

Motion carried 5/0

Attest

Tom Fulton, Chairman