

Peachtree City Airport Authority (PCAA)
Regular Minutes
Thursday, December 12th, 2019
Aviation Center, Peachtree City-Atlanta Regional Airport
7:00 p.m.

Members Present: Tom Fulton – Chairman, Tom Lacy – Vice Chairman, Allen Morrison – Secretary/Treasurer, Charles Murray – Member, Kevin Lund – Member, Max Braun – Alternate, Nathan Lee – Airport Attorney and Airport Manager –Hope Macaluso, A.A.E.

I. CALL THE MEETING TO ORDER

Tom Fulton called the meeting to order at 7:03 p.m.

II. APPROVAL OF MINUTES

Allen Morrison made a motion to approve the November 14th, 2019, Meeting Minutes as presented, seconded by Charles Murray.

Motion carried 4/0. Tom Lacy abstained, as he was not present at the November meeting.

III. REPORTS

Finance and Capital Budgeting – Allen Morrison

Allen Morrison stated that he had met with Hope, Mike and Ryan and that Hope would cover a small budget amendment item but that the month of November had been one of the best yet with numbers way outside of projections.

Operations Report – Mike Melton

Snowbirds

The Canadian Snowbirds finally were able to fly their jets out the day before Thanksgiving. All aircraft left with no incident and as I understand it are back in Moose Jaw safe. The C130 came in a number of times to drop off and pick up crew a number of times during the month. This took some coordination with 1/3 of the ramp being occupied by the Snowbirds but we were able to successfully accommodate them each time.

Corporate Traffic

We saw a huge increase in jet traffic in November as we typically do at the close of the calendar year. However, this November was a banner month for Jet Fuel sales. We had budgeted 25,000 gallons in the month of November based off of a three-year average and even increased that an additional 2,000 gallons to accommodate for growth, bringing us to the 25,000-gallon budget number. We flew straight past that budgeted number and pumped over 43,000 gallons last month.

Aircraft Damage

A couple of weeks ago one of our line personnel accidentally let off the clutch on the manual tug and damaged an aircraft. We are in the midst of sorting out the details with the insurance company and our deductible is \$2,500 for piston aircraft. We are likely going to come to the Authority in the next couple of meetings asking for an upgraded automatic tug as to avoid this situation in the future.

Tom Fulton asked if there was anything that we could do to prevent this in the future. Mike responded that yes and we would be bringing a new tug solution to the authority in a future meeting to replace the manual tug that was part of the issue. Allen also noted that the old tug does not serve all of our needs.

T-Hangar Building Lights

Our airfield maintenance team has been fixing lights all around the airport and more recently our team installed new LED lights on the outside of our two rows of T-hangars. The lighting in and around the hangars is much better now.

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

Hope reported:

November 2019

Revenue and Expense Highlights:

November was extremely good. Revenues far exceeded plan for jet fuel sales and exceeded plan in avgas sales as well. The overage in expenses was due to a payroll miscalculation, which I will explain under new business. Even with the overage in expenses, our overall Net Income far exceeded plan.

Capital Expenses

The capital expenses were the deposit on new flooring for the Toy Box and new outdoor lights at the T-hangars.

Grant Update

We are wrapping up our current grant for the Environmental Study for Obstruction Removal. I am meeting tomorrow with Phil Cannon of WK Dickson and Max Braun on our upcoming ALP grant.

V. OLD AGENDA ITEMS

None

VI. NEW AGENDA ITEMS

19-12-01 Consider Hangar C4 Request to Extend Construction Completion Date

Hope explained that the owner of the hangar reached out to us due to all the permitting with the city. Hope noted that they had fully expected to have a permit by this point but did not. Hope reviewed the timeline: Lease was signed on June 1st, 2019 and received their FAA approval on August 6th (this is when the 6 months to completion of construction begins). Hope explained this would give them a completion date of February 6th, 2020 and that the owner was requesting a one-month extension for completion.

Allen clarified that this would be his first extension and Hope verified that was indeed the case. Tom Lacy asked what the major hang up was with permitting. Hope explained that there was some turnover within the contractor's company but that most of it was related to fire codes. She continued on to explain the contractor is trying to pitch the hangars being built as a cluster which would eliminate the need for a fire wall. Hope also noted that this change could potentially gain the C2 Hangar or Building spot back.

Allen stated that it would probably be a good idea to go ahead and give him a three-month extension in case the permitting is to take longer. Tom agreed that it would certainly take the pressure off a little bit.

Allen Morrison made a motion to grant the lease holder for Hangar C4 a three-month construction completion extension, seconded by Tom Lacy.

Charles Murray asked if the owner had asked for a month and Hope clarified that he had indeed only asked for a month.

Motion carried 5/0

19-12-02 Consider FY 2020 Budget Amendment – Payroll Adjustment

Hope explained there were two reasons for the adjustment. One was for a salary increase that was not budgeted and the other was a formula issue. She continued on to note that she had accidentally excluded an employee from the original budget. That brought the overall change of about \$39,000 that would take our overall budgeted net income from five hundred and thirteen thousand to four hundred seventy-four thousand. Hope also noted that our year to date surplus over budget was six thousand and stated that the monthly change was negligible.

Hope requested the budget amendment as presented to correct the payroll issue.

Tom Lacy made a motion to approve the FY 2020 Budget Amendment for payroll as presented, seconded by Allen Morrison.

Motion carried 4/0, Charles Murray abstained.

VII. Adjournment

Prior to adjournment, Tom Lacy took a moment to recognize that this meeting was Chairman Tom Fulton's last meeting and thanked Tom for his leadership over the years. Tom Lacy presented Tom Fulton with a keepsake to commemorate his work for the airport. Tom Fulton thanked the Authority and stated that it had been every bit as

interesting as he thought it would be and has thoroughly enjoyed it. Tom noted he looked forward to reading about the future in the minutes.

Allen Morrison made a motion to adjourn the Regular Meeting at 8:15pm, seconded by Charles Murray.

Motion carried 5/0

Attest

Tom Fulton, Chairman