

Peachtree City Airport Authority (PCAA)
Regular Minutes
Thursday, February 11th, 2016
Aviation Center, Peachtree City-Atlanta Regional Airport
7:00 p.m.

Members Present: Bryan LaBrecque – Chairman, Bill Flynn – Vice Chairman and Treasurer, Skip Barnette – Member, Mike Mitchell – Member, Tom Fulton - Member, Greg Garmon – Alternate, Doug Warner – Airport Attorney and Airport Manager –Hope Macaluso, A.A.E.

I. CALL THE MEETING TO ORDER

Bill Flynn called the meeting to order at 7:00 p.m. Bill also welcomed Phil Prebor, the new Peachtree City Council Member.

II. APPROVAL OF MINUTES

Bryan LaBrecque made a motion to approve the December 2015 Minutes, seconded by Skip Barnette.

Motion carried, 5/0.

Bill Flynn changed the meeting agenda order at this time to address two New Agenda Items.

VI. NEW AGENDA ITEMS

16-02-01 Welcome New Board Member and Alternate – Michael Mitchell (Member), Gregory Garmon (Alternate)

Bill Flynn welcomes new board member and alternate. Michael and Greg give a quick introduction and stated they are excited to be a part of the authority.

16-02-02 Election of Officers (PART I)

Skip Barnette nominated Bryan LaBrecque as Chairman, seconded by Tom Fulton.

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 commented that the annual audit had been submitted to the city. He deferred to Hope to take the authority through the financials.

Tenant & Community Relations – (Tom Fulton)

Tom commented that the new Fayette County Development Authority Interim CEO was continuing to do a great job and that the search for a permanent CEO was well underway but no mention of any selection just yet.

Marketing – (Skip Barnette)

Skip deferred to Mike and Hope for their reports.

Operations – Manager of Operations, (Mike Melton)

Mike reported:

Gates – We will start closing the gate at Falcon Drive by the FBO starting March 1st. We will be sending an email out next week spelling out the new procedures for that gate as well as guidelines for access. Once we get closer to March 1st we will distribute new gate codes for the FBO Gate and the Leo Giles gate. Gate codes will only be issued to tenants and sub-tenants will need to rely on their landlord to be given the code. Tenants will only be given a code to access the gate that is closest to their hangar or tie down area in order to limit the amount of vehicular traffic from one side of the field to the other.

Rules and Regulations – Hope and I have been working diligently on updating the 20+ year old rules and regulations. The first couple of drafts were sent to board for review. We have, however, made additional changes with the addition of the procedures for access to the field as well as vehicular traffic limitations. We will send these back out to board with the updates once completed and present these for approval at a regular meeting in the future. We will also distribute these to the tenants for a review and comment period of no less than 10 days.

We have also reached out to the Peachtree City Police Department to see how they can assist us with policing our rules and regulations, specifically the vehicular traffic in restricted areas such as the Taxiways, Taxilanes and Runway. While we have not had any issues with vehicles on the Runway we do have issues with tenants driving on the taxiways and taxilanes who are driving from one side of the field to the other. We are working to address this safety issue and the PD has been cooperative in developing a plan to do so.

16-02-03 Appointment of PCAA Representative to CVB

Bill Flynn recommended Hope Macaluso for the CVB representative. Bryan appointed Hope as the PCAA Representative to the CVB.

16-02-04 Capital Request to Replace the Ground Power Unit

This item was tabled until a later date.

Prior to entering the executive session, Skip suggested that the authority restructure the format reporting so that instead of the members reporting on items that Hope or Mike would report. Skip also suggested that these reports also be beginning of the year goals to be met by the team as the year progressed. Doug noted that the structure of the meeting was completely up to the chairman and no vote was needed in this instance. Bryan agreed with Skip's suggestion and the new reporting responsibilities would be that of Mike and Hope with oversight by the authority and the following assignments.

Safety – Mike Mitchell

Finance and Capital Budgeting – Bill Flynn

Tenant & Community Relations – Tom Fulton

Marketing – Skip Barnette

Employee Relations – Greg Garmon

Operations – Mike Melton (Manager of Operations)

VII. Executive Session

Bill Flynn made a motion to adjourn to executive session at 7:26pm to discuss matters protected by the attorney-client privilege and to discuss the future acquisition of real estate, seconded by Skip Barnette. Bill stated to those in attendance that no action would be taken after the executive session.

Motion carried 5/0

VIII. Adjournment

Bill Flynn made a motion to adjourn the executive session at 9:18pm, seconded by Skip Barnette

Motion carried 5/0

Mike Mitchell made a motion to adjourn the meeting at 9:19pm, seconded by Skip Barnette

Motion carried 5/0

Attest

Bill Flynn, Vice Chairman