

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

Members Present: Bryan LaBrecque – Chairman, Tom Fulton – Member, Tom Lacy – Member, Mike Mitchell – Member, Allen Morrison – Alternate, Matt Ramsey for Doug Warner – Airport Attorney, and Airport Manager –Hope Macaluso, A.A.E.

Members Not Present: None

I. CALL THE MEETING TO ORDER

Bryan LaBrecque called the meeting to order at 7:02 p.m.

II. APPROVAL OF MINUTES

Mike Mitchell made a motion to approve the May 2017 Meeting Minutes, seconded by Tom Fulton.

Motion carried 4/0

III. REPORTS

Finance & Capital Budgeting – (Tom Fulton)

Tom commented that it was another good month and making progress on the annual budget.

Operations – Manager of Operations, (Mike Melton)

FBO Hangar

We have unofficially started a waiting list for the FBO Hangar. A couple tenants do have room in their hangars so if those spaces become available I will direct any potential tenants to them.

NOTAM Training

Hope and I have completed the Digital NOTAM (NOtice To AirMen) training. We are now able to issue NOTAM's digitally. Tenants, if they choose, can be placed on a distribution list for local NOTAM's when we issue them. This email distribution list will not include FDC NOTAMS or Approach NOTAM's.

Veterans Memorial

We are in the process of sprucing up the Veterans memorial. Repairing and replacing landscape lighting, as well as pressure washing, which will take place the first week in August. We are working with Mike Mitchell on beginning the fundraising project for painting the F-16 in the hopefully near future.

Employees

Jemma Critchley, who had been with us for over three years, left earlier this month to pursue her career as an aircraft dispatcher, while we are sad to see her go, we are glad she is moving on to bigger and better things. We have hired a couple additional CSR's.

Transient Rate Change

We have now launched our new Transient Rate Change and so far, all is going smoothly. We should see a bump in revenue in the "Other Services" Category in the financials the next couple of months.

Fuel (July)

Both Avgas and Jet fuel for the month of July 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:

May

Revenue and Expense Highlights:

Revenues for May were right on target with continuing strong fuel sales. Expenses were over budget due to 3 pay periods in the month, but that will even out by the end of the fiscal year. Overall, we were under budgeted income by almost 7%. There were almost \$5000 in capital expenses in the month due to the replacement of a water line under the FBO hangar parking lot that had been leaking for the past 3 years. Bryan asked if there would be a considerable reduction on the water bill now that the leak was fixed, to which Hope responded it would likely not be much as it was a slow leak.

June

Revenue and Expense Highlights:

June was the best month that we have had outside of an air show in the last few years. Corporate traffic continues to increase. Falcon Aviation Academy also hosted the annual

ACE Camp, which is organized by the Organization of Black Airline Pilots. By having a good month, we made up ground on the overall annual budget and are now just 8% behind plan with 3 months left in the fiscal year. There were capital expenses in the month of June that are related to the bat wing bush hog mower having a major overhaul.

Grant Update

All contracts have been signed for the lighting project. The Notice to Proceed from GDOT was June 16. The contractor is awaiting parts. I have also requested the reimbursement for the parcel at the corner of Aviation Way and Dividend, which the authority purchased in 2014. I expect to receive that reimbursement before the next authority meeting.

V. OLD AGENDA ITEMS

None

VI. NEW AGENDA ITEMS

17-07-01 Consider Acceptance of Tentative Allocation of Federal Funds for the Design of On Airport Clearing and Safety Improvements, Environmental Assessment Update and Nationwide Permits.

Hope explained the projects that the tentative allocation of funds would be used for. These would include design of clearing on airport within wetlands, including looking at the options for the 40acre tract to the north of the airport with obstruction issues and explanation of wetland mitigation needs. The tentative allocation would be for just over \$58,000. Hope asked the authority to accept the tentative allocation of funds for a future grant project.

Tom Fulton made a motion to accept the tentative allocation of funds as presented, seconded by Mike Mitchell.

Motion carried 4/0

17-07-02 Consider Right of First Refusal for Hangar A1

Hope described the location of the hangar and that an offer from an individual to buy the hangar for \$90,000 had been presented to the owner. Hope presented to the Authority a financial analysis of Hangar A1 if it was to be purchased by the Authority and the hangar's potential income for the same, including recouping the investment within 7 to 8 years. Bryan reiterated the cash position of the airport to the Authority. Mike Mitchell asked Hope if there were any potential tenants for the hangar, to which Hope responded there were many. Tom Lacy asked if there were any additional costs other than the normal closing costs on the property. Hope stated there were a few minor roof and door repairs but nothing excessive. Bryan asked Hope why they should consider this hangar

and not the other hangars that the Authority passed on before. Hope stated this hangar was more along the lines of what the customers were looking for a smaller private hangar but with additional room than most comparable on the field. Mike Mitchell stated there was a sound case for the Authority to purchase the hangar. Bryan commented that given the numbers, location and type of hangar it is, he was comfortable with the purchase.

Tom Fulton made a motion for the Authority to execute its Right of First Refusal for Hangar A1 and proceed with the purchase of the hangar, seconded by Mike Mitchell.

Motion carried 4/0

VII. Adjournment

Prior to adjournment, Bryan recognized the mayor who was in attendance for the meeting. Bryan briefly opened up the floor for any comment. Bob Grove stated that the Commemorative Air Force would assist in painting the missiles on the F-16 at the Veterans Memorial when it came time.

No other comments were made and Bryan asked for a motion to adjourn.

Tom Lacy made a motion to adjourn the regular meeting at 7:26 pm, seconded by Tom Fulton.

Motion carried 4/0

Attest

Bryan LaBrecque, Chairman