

Peachtree City Airport Authority (PCAA)
Regular Minutes
Thursday, June 13th, 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, Michael Hill (for 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 7:02 p.m.

II. APPROVAL OF MINUTES

Tom Lacy made a motion to approve the May 9, 2019 minutes as presented, seconded by Charles Murray.

Motion carried 5/0.

III. REPORTS

Finance and Capital Budgeting – Allen Morrison

Allen Morrison met with Hope, Mike and Ryan to go over the May Financials. He reported that things are looking good with fuel sales up more than expected and that he was going to let Hope take us through the financials in more detail.

Operations Report – Mike Melton

Mike Reported:

RV Fly In

The RV Fly-In was a success with plenty of aircraft flying in for both the Aircraft Spruce Tent Sale and RV Fly-In. The Experimental Aircraft Association local pilot crew flew over 100 kids for their first flight in a small aircraft. Over all the event was a success and the volunteer marshalers and organizers did a great job. It was really great working with them and look forward to it next year.

Deer Strike

Just prior to the RV/Aircraft Spruce Event I walked into the door of the FBO at 0700 to look out and see the nose gear of a Piper Aztec collapse. Little did I know just prior to me seeing the nose gear collapse the aircraft had hit a deer. I was the first one on the scene with the pilot who was not injured, just a little shaken up. The FAA was on scene and, thanks to our great tenants, we were

able to remove the aircraft safely and remove the debris and reopen the runway in about an hour and a half. The aircraft is still on the field and the insurance company will be picking the aircraft up in the next week or so.

We have been working closely with the FAA, GDOT and USDA to address the deer issue at Falcon. The issue now is that 85% or so of the airport is fenced and the other 15% of the field is not, due to through the fence properties. The drawings to complete the fencing are almost complete and hopefully funding will come through in GDOT's next fiscal year. We have a meeting with USDA in July, to get guidance and see where we stand from the 2015 Wildlife assessment that was done before the 2015 fence installation.

Snowbirds

The Canadian Snowbirds had a successful practice here at the airport on May 22nd. The organizer (Bryan Lilley Productions) had everything running smoothly. The Snowbirds could not have been a kinder group. They will likely be basing out of the airport for the October Atlanta Motor Speedway Airshow this year and we are looking forward to working with the Snowbirds again during the Hampton Airshow.

Area C Parking Lot Lighting

We are still waiting for the determination letter for the parking lot lights in Area C to come back from the FAA. We have been keeping GA Power in the loop. All the fixtures have been delivered and are just waiting for the FAA's go ahead.

Leo Giles Gate

We have been having some issues with the Leo Giles gate over the last couple of weeks. We are working on getting a reliable gate contractor out here to assess whether it can be repaired or if it needs a motor/chain replacement. We may have to pull the trigger on an operational expense sooner rather than later so we wanted to give the Authority a heads up on that.

Foam System – FBO Hangar

The foam system in the FBO Hangar was yellow tagged by our contracted fire protection service. What this means is that the bladders inside of the tanks need to be replaced. We have received a quote for \$11,000 from our current provider and are awaiting additional quotes to compare. But we will have to execute this operational cost pretty quickly as the fire marshal will be visiting prior to our July Authority meeting. Again, just a heads up on that expense.

Tom Fulton asked if there was an indicator of the failing bladders. Mike responded that yes it was indeed a leak but a slow leak. Mike also noted that another company had noted the potential for a leak in the future but at that time did not need to be addressed. Tom Fulton asked if there were any alternate procedures for the system until it was repaired. Mike noted that the bladders were still functional for now, it is just a repair that needs to happen to be compliant for fire codes.

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

Hope reported:

May 2019

Revenue and Expense Highlights:

May was a very good month primarily due to fuel sales. The Snowbirds practice helped since they took jet fuel here. The RV Fly-in and Aircraft Spruce Event was successful. Revenues came in well over budget at 26% over. Expenses were over budget by 6% mainly due to the extra personnel for the event and the pay period of WWII Heritage days also hit in the month. Overall net income was 74% above budget. We have now exceeded our budgeted income for the fiscal year with 4 months left.

Capital Expenses

The capital expenses were related to the approved GA Power LED Lighting Replacements. We also purchased a couple of pieces of equipment for maintenance, which were a pole saw and truck wench. We also purchased a storage building because Falcon Aviation Academy took two more of our storage rooms in the FBO hangar for their space, so we needed a place to house maintenance items.

In addition to the items on today's agenda, we have put together a list of additional capital items that need to be addressed. We are gathering quotes for these. I will review those with Allen Morrison prior to presenting those items.

Grant Update

The current grant is still under way. The Environmental Assessment has come back from GDOT with a second round of comments. We have a meeting schedule after our July meeting with GDOT, WK Dickson and their subcontractor to address the comments in person.

Michael Joseph and Phil Cannon were here today and we had an initial meeting with GDOT (via the phone) for the scoping of the Airport Layout Plan update project.

V. OLD AGENDA ITEMS

19-05-04 Consider Multiple Proposals from Interested parties to Build Hangars in Area C

Hope began by stating that one of the interested parties backed out and that the only interested party is for Hangar C5. The individuals interested in building are Vic Syracuse, George Shemo and Scott Calkins for an 80' x 60' hangar for aircraft storage. Hope noted that some of those aircraft would be coming from other airports and would be new to the

field. Hope asked if the potential tenants wanted to mention anything else regarding the hangar proposal.

Vic Syracuse began by stating that a corporation would own the building with three partners. Two of the aircraft that will be housed are used for business travel, like many of the other corporate aircraft on the field. Vic noted that he hoped that being a corporation and the aircraft were being used for business would aid in meeting the Authority's requirements.

Vic continued on that the whole reason that he had come to the airfield is because of what is going on at this airfield. Vic noted that he has a good reputation online and the reviews go on for multiple pages and are all positive. He stated that he wanted to share that with the Authority to help understand the credibility of what he was about to say. Vic briefly reviewed his resume and stated that he had about 48 years in aviation. 40 years of his experience was in experimental aircraft. On this airfield alone, there were 48 flying "RV" aircraft with another 12 similar aircraft in production. Vic referenced a report that was given at the last Authority meeting and noted that report was from the same forecast office that 10 years ago reported that Very Light Jets would darken the skies. That forecast did not come to fruition. What did happen was huge growth in amateur built aircraft. Last year there were over 1,130 new aircraft registered including everything from jets to amateur built aircraft. Of the 1,130 aircraft, 630 were amateur built aircraft. 90% of those 630 aircraft were "RV" aircraft. At this airport alone, we have the largest concentration of "RV's" in the state, in the southeast and number 1 or number 2 in the country. Vic stated that he is a Designated Airworthiness Representative with the FAA and we just licensed a new RV this week. He stated he is on the board for the Experimental Aircraft Association, the same organization that puts on the Oshkosh Fly-In and Airshow. One of his functions there is to work alongside the FAA on policy and regulations surrounding amateur built aircraft. Some the policies and regulations they are working on will allow the amateur built aircraft market to boom. He noted that it's not just individuals coming to the airport and they are not by themselves but a community. Many of the aircraft owners giving rides for the Young Eagles program and conduct flyovers for sporting events and graduations around the community. Vic encouraged the Authority to see how we can continue to foster this growing community. He noted that in the past he had heard how some people compare us to other outlying airports around Atlanta but the reality is those other airports are trying to look like our airfield. He stated we can think about the dollar today or we can leave a legacy tomorrow. Vic thanked the Authority for their consideration.

Hope recapped the request and stated that the term would be the same as the other leases in that area for 30 years. Hope also suggested that the language be added to leases moving forward to include that the sale of any shares of the corporation owning the hangar would trigger the first right of refusal on the shares being sold. Tom Lacy asked if the firewalls would be added to these hangars. He noted he was trying to stay away from issues of any additional dead space between hangars. Vic stated that they were planning to build firewalls as required, so that things work here and can accommodate future growth. Hope noted that there would be two-hour fire walls facing each other to get the

buildings as close together as possible (5 feet between hangars). Tom Lacy asked for clarification that the City had signed off on that design. Hope stated that the City had signed off on that.

Tom Lacy made a motion to approve entering into a lease for hangar C5 as presented and adding the language that the sale of any shares of the corporation owning the hangar would trigger a right of first refusal for the shares being sold, seconded by Allen Morrison.

Allen Morrison commented that what he was about to say had nothing to do with Vic's hangar. Allen stated he was disappointed that this was now an up or down vote. Allen stated that the Authority had voted on a moratorium for additional leases in Area C and there were a lot of options available to us. Those options were taken away, when in between meetings after the Authority voted to not do anything, the lease for C4 was executed. Allen understood the argument that the C4 lease had been approved previously, but in the last meeting and it was clear on the complete and total moratorium. Allen was disappointed that we vote on something and approve something and disappointed how airport management handled that.

Tom Fulton stated that the airport management didn't act on that but that Tom Fulton did. He stated that his interpretation was that the moratorium was on new or additional leases. He stated that if the Authority disagrees with that, he apologizes and understood that C4 was an approved lease. Allen suggested that Tom Fulton go back and listen to the audio from the previous meeting and that it was obvious that the moratorium intent included C4. Tom Fulton responded that Allen's comments were noted.

Motion carried 5/0

VI. NEW AGENDA ITEMS

19-06-01 Consider FBO Furniture Replacements

Hope explained she was looking to replace the couch in the pilot's lounge, the snack area table and the ready room table & chairs. Hope noted that the couch was falling apart, the snack area table was bowing from the weight of the refrigerator and the ready room tables and chairs were falling apart as well. Hope asked for a not to exceed to replace these items of \$3,000.

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

Motion carried 5/0

19-06-02 Consider Purchase of FBO Patio Tables and Fan

Hope reviewed the request to replace the wooden picnic tables underneath the awning with metal, commercial grade tables that will last longer. In that same area, Hope requested a large 96" fan with electrical installation to keep that area cool in the summer time. Hope noted that there were multiple families and tenants alike who use that area to eat lunch or bring their kids to watch the aircraft. Hope requested a not to exceed of \$3,500 for the replacement of the tables and installation of the fan.

Tom Fulton asked what the utilization of that area was like throughout the week. Hope stated that the area was used daily and typically also used for events. Tom asked if there was any feedback on the lack of a fan from anyone. Hope responded that yes there was feedback on the lack of a fan, but more feedback on the lack of a playground. Charles Murray asked if the fan was being requested because of aesthetics or functionality. Hope responded that it would be more for the comfort of our customers that come out to visit and use that area. Hope also commented that it isn't necessary to run the business but it would be nice for our customers and the public that enjoy that area. Charles Murray asked if there was any cost comparison done. Hope noted that she had shopped around for the tables and the fan plus installation. Hope also stated that there is a little bit of contingency built in for any unforeseen issue with wiring the fan.

Allen Morrison made a motion to approve the table purchase but exclude the fan purchase not to exceed \$1,600, seconded by Kevin Lund.

Allen commented that he thought the fan was more aesthetic than anything else. Max Braun commented that he has brought his daughter to the airport on a number of occasions and he was shocked at the number of people that were using that area. Max also commented that it was a nice thing to have for the community especially for those interested in aviation like himself. If it was a more comfortable spot then it was certainly something to consider. Allen reiterated his point made previously. Kevin Lund asked how big the fan was. Hope responded that it was 96". Kevin commented that unless you have a larger size fan it doesn't move much air in an area like that. Hope commented that 96" is would be sufficient for that are and cover a large portion of the observation area.

Motion failed 2/3 - Tom Fulton, Tom Lacy and Charles Murray opposed.

Tom Lacy made a motion to approve the purchase of FBO Patio Tables and Fan not to exceed \$3,500, seconded by Charles Murray.

Motion carried 3/2 - Allen Morrison and Kevin Lund opposed.

19-06-03 Consider Amendment to WK Dickson Agreement for Area C 7460's

Hope explained that the Authority had already approved for WK Dickson to design the security fencing and crack sealing project. The one important piece that was not approved

previously was the 7460 submittals to the FAA for approval. Now that the design is nearing completion, the 7460 submittal needs to happen. The approval process is taking up to four months to complete. Considering we just had a deer strike, we are hoping the FAA will expedite the security fencing plan. What WK Dickson is requesting for that approval process is \$2,250 for the completion and submission of those forms to the FAA.

Tom Fulton clarified that the cost was to submit the 7460's to the FAA for the security fencing plan, crack seal and remarking as there was confusion on wording in the paper work. Hope clarified that was correct, it was for the submission for the 7460's as mentioned previously.

Allen Morrison made a motion to approve the amendment to the WK Dickson agreement for Area C 7460's as presented for the amount of \$2,250 as presented, seconded by Kevin Lund.

Motion carried 5/0

19-06-04 Consider Purchase of Fuel Farm Tank Monitoring System

Hope explained the way that we monitor the fuel farm levels for both Jet and Avgas is manually by means of a stick and gauges measuring inches in the tank. Then calculating the gallons based off a chart to figure out how much in gallons is physically in the tank. We have long entertained automating the system to more adequately monitor fuel levels and coordinating ordering in a timely manner. This would also eliminate an individual climbing on top of the tank and measuring the fuel levels. The system being proposed would wirelessly monitor the tank levels and let us know when ordering needs to happen and detect possible slow leaks. The installation, including over sight and the first-year service for monitoring, is \$7,000 for both tanks. Hope went on record to note that Shell paid us to install a monitoring system but that system was never installed and technically we have already been paid to have this installed. Tom Lacy asked what the subscription cost per year was, to which Hope responded \$300 per year. Tom Fulton asked if we would still have the ability to manually check the levels if needed. Hope responded that yes, we would still have the ability to manually check the levels. Charles Murray asked Hope if we had calculated the time saved for installing the monitoring system. Hope responded that it wasn't necessarily a time savings investment but more for safety. Kevin Lund asked why Shell had paid for it and it was never installed. Hope responded that it was before her time as Manager so it wasn't clear as to why it was never purchased and installed. The amount paid from shell was approximately \$10,000.

Allen Morrison made a motion to approve the purchase of the fuel farm tank inventory monitoring system as presented for the amount of \$7,000, seconded by Charles Murray.

Motion carried 5/0

19-06-05 Consider Purchase of Lease Management Software

Hope explained to the Authority that the airport has close to 160 leases (tie downs, T-Hangars, Private and commercial hangars) and growing. All of this is currently being tracked in an excel sheet and is something that our auditors require to be tracked as well. All of the leases require that insurance coverage be kept on file with the airport and keeping track of all of those renewals is difficult to manage. Hope reiterated that our auditors use the information for our required annual audit and that this would help to simplify the audit process. Hope noted that the vendor's software that she is going to recommend will automatically send tenants insurance, lease and CPI adjustment reminders. Hope stated that the insurance expirations are the most difficult to keep up with because every insurance certificate has a different expiration date. Hope noted that she and Mike had sat through three different demonstrations of software that were all recommended by members of the American Association of Airport Executives (AAAE).

One of the companies was "GCR" and we quickly found out that it was not very user friendly and appeared to be geared toward much larger airports. The cost for the "GCR" software was \$15,000 one time set up fee and \$10,000 plus annually.

Hope continued on to explain that "ProDiq" was the most user friendly of the systems demonstrated and has add-on modules that could prove to be very useful. Again, pricing was the issue with this software, with setup costing \$15,000 and then \$6,000 annually. Hope noted that if money were no object, that is the system that we would like to go with.

"Veoci" was the last company that we received a quote from. It was the middle of the road as far as being user friendly but certainly more so than "GCR". We were impressed with the software overall though. the cost was \$2,000 one-time setup / training fee and \$4,500 annually for three licenses.

Hope recapped that we are beyond excel spreadsheets to make sure that all the proper notifications go out in a timely manner. Tom Lacy asked how the software tracked insurance expirations. Hope responded that staff would put the data in manually and set notifications to be sent out in a set amount of time ahead of any of the expirations via email. Hope listed that all of the details of any of the leases including contact information, tail numbers of aircraft in hangar and much more would be stored in the software's storage. Allen Morrison asked if the software was cloud based and Hope responded that yes, it was cloud based. Kevin Lund asked who was in charge of keeping track of the leases right now and Hope responded that Mike was in charge of the lease schedule currently. Mike commented that the entire lease schedule was a big document to manage and expirations as well as a smooth audit process is what we are looking to accomplish with the software. Kevin Lund asked how much time on a weekly or a monthly basis organizing the lease information. Mike stated that it varies but anytime we get a new lease or cancellation of a lease and even when a new insurance document is received, the information is updated. Mike noted it was hard to answer the question because it varies from week to week and sometimes daily. Allen commented that Mike would still have to keep up with logging of that information in the proposed system, to

which Mike agreed. Mike also commented that the software has the ability to scan lease and insurance documents for easy reference. Hope reiterated Mike's point that he is constantly updating the information so it is an ongoing project. Kevin asked if all of them had annual fees for licensing. Hope answered that yes all of them had annual license fees but that "Veoci" was much more palatable. Kevin stated he was a little leery about cloud-based systems because you are tied to using the system for a long time. Hope responded that all of the software vendors had the ability to export the information to excel at any time if at any point we wanted to change vendors. Hope stated that the software also interfaces with QuickBooks. Allen asked if we had ever had an audit finding pertaining to the lease schedule, to which Hope responded that we had not. Hope noted that this will also help in transitioning to a new audit vendor this year. Kevin Lund asked if we enter into a long-term contract for this software. Hope responded that it would be a year to year contract and not long-term. Tom Fulton commented that he has been handling leases for a long time and the organization of lease information was crucial to proper management. Tom Lacy asked Hope if we had asked our attorney if any of the other airports use these systems. Hope responded that no, she had not asked Nathan but that the recommendation came from airport industry professionals' multiple times and users were happy with the recommended products. Allen asked Hope if "Veoci" will be everything that you need. Hope responded that yes, she felt comfortable with "Veoci" and they would indeed offered everything that we need to track leases more efficiently. Tom Fulton clarified with Hope that if we did need to upgrade later that we could. Hope responded, absolutely.

Tom Lacy made a motion to approve the purchase of the lease management software as presented for the amount of \$2,000 one-time set-up fee/training and \$4,500 annually, seconded by Allen Morrison.

Motion carried 5/0

VII. Adjournment

Prior to adjournment Tom Fulton opened up the floor to the audience and noted that the Authority had no obligation to respond to comments or questions but would certainly listen to what was said.

Rick Escarra made the following statement: I would like to make a statement regarding the most recent action taken by the Airport regarding the Air Patch lease; specifically, to the language of the First-Right-of Refusal, which exclusively pertains to our lease and no other. The Airport has changed the language to require our Corporation to provide them a first-right-of-refusal to the extent of the company's interest of its shareholder transactions, meaning the sale of any of its shares. All other leases only require a first-right-of-refusal to be given upon the sale of the hangar. This over reach is clearly NOT consistent with any other leases on the Airport grounds. Airpatch existed 30 years ago and still exists and that the Airport consider revisiting that language. He thanked the Authority for their time.

Mark Strahler stated that he would like the Authority to consider spending money on bringing the playground back before spending money on the pilot lounge, etc. He noted that lots of families come out to watch aircraft and it would be good to bring it back to get young people interested in aviation. Allen said he agreed and asked Hope to get an estimate on what that would take to get back. Hope stated that 10 years ago this October, Jerry Cobb, a former Authority Chair, passed away. In lieu of flowers, his widow set up the Jerry Cobb Memorial Fund for the playground and those funds (approximately \$4,000) have yet to be spent. Allen asked Hope why the money is still sitting there. Hope stated that it was not a sufficient amount to use on its own to accomplish the project. Hope also noted that the old equipment was removed because the equipment was from 1996 and did not meet the ASTM (American Society of Testing and Materials) safety standards of today and was not safe. She stated that unfortunately, since we receive funding from the FAA, one of the things that is very specifically listed that we cannot use our funds for is a playground. However, since we also run the FBO we could ask the FAA if the FBO funds could pay for a playground. Hope also mentioned that she had met with Ann Cobb (Jerry's widow) a couple of weeks ago and assured her that something will happen over there. Hope stated that there was no reason not to do something with the playground, even if the funds didn't come directly from the airport but possibly from fundraising. Allen asked if we could get an answer from the FAA about the FBO possibly funding the project this month. Hope responded absolutely we can. Hope also noted that she told Ann that she would like to have something resolved before the ten year anniversary.

Tom Lacy made a motion to adjourn the Regular Meeting at 7:52pm, seconded by Allen Morrison.

Motion carried 5/0

Attest

Tom Fulton, Chairman