

Peachtree City Airport Authority (PCAA)
Regular Minutes
Thursday, November 10th, 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, Tom Fulton – Member, Matt Ramsey for Doug Warner – Airport Attorney and Airport Manager –Hope Macaluso, A.A.E.

Members Not Present: Greg Garmon – Alternate, Mike Mitchell – Member

I. CALL THE MEETING TO ORDER

Bryan LaBrecque called the meeting to order at 7:00 p.m.

II. APPROVAL OF MINUTES

Bill Flynn made a motion to approve the September 2016 Meeting Minutes, seconded by Tom Fulton.

Motion carried 4/0

III. REPORTS

Finance & Capital Budgeting – (Bill Flynn)

Bill Flynn attended the finance meeting and deferred to Hope for comments on the Financials.

Operations – Manager of Operations, (Mike Melton)

Mike reported:

We have been monitoring the tree clearing project over the last few weeks and the weather has been excellent. The contractor looks to wrap up at the end of next week or early the week of Thanksgiving.

Since our last meeting in September, I am happy to report that all of the taxiway lights are back up and operational. There are still small issues but manageable until the new system is installed.

At the end of September we had a number of filming productions out here, hence the bump in Misc. Income.

Fuel Update- we are currently on budget for Jet fuel and AvGas is beating budget early in the month.

We have been preparing for the audit next week and I have been revamping our lease schedule to be a little easier to read as well as collecting all of the updated insurance documents for aircraft and property.

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

September Revenue and Expense Highlights:

September ended the year strong with both jet and avgas sales being above what was sold last year. Miscellaneous income for the month was up due to two different productions filming and lobby rent for an event.

There was an expense in the month in marketing for an update to our mobile website. It is now formatted in a much more user friendly way now.

The repairs and maintenance category was high in September for the repairs to the taxiway lighting system.

FY2016

The fiscal year ended on a high note as compared to what was expected for the year. Our internal review has been completed and the outside audit begins this Monday. There were very few internal audit adjustments for the year with the day to day accounting having very few issues.

October Revenue and Expense Highlights:

We have started the fiscal year with a very aggressive budgeted forecast for fuel sales as compared to last year's forecast. We fell short of jet fuel sales but surpassed avgas gallons pumped. We also had expected the fuel prices to increase more than they have so far this year. Therefore, although we surpassed avgas gallons sold, they were at a lower margin so we fell a bit short in profit than budgeted on those gallons.

All Consumer Price Index adjustments are fully in affect. We have also sent out the water and sewerage billing for the D hangars this month.

Overall, we were 11% short on budgeted revenues. We were able to keep expenses lower than budgeted by 28% and overall profit was 22% below budget.

Grant Update:

We have received the results from the pavement strength evaluation. The report was not as favorable as expected and is being reviewed by GDOT at this time.

The tree removal process has begun and is going extremely well. The contractors should complete the work in the next two or three weeks. Bryan clarified that the current project did not include trees located within wetlands. Hope confirmed that the trees being cleared were not within any wetlands on the current project.

GDOT is also reviewing the lighting design before it is put out for bid. Bryan asked if the lighting project was only to include the taxiway lighting. Hope confirmed that just the taxiway lighting would be addressed on this project.

Hangar Project Update:

After further review, GDOT, with input from the FAA, would not approve the location for the private hangar project in Area "A" near the D hangars at this time. Hope commented that the airport had withdrawn the FAA 7460 form (Notice of Proposed Construction).

V. OLD AGENDA ITEMS

None

VI. NEW AGENDA ITEMS

Prior to continuing with the new agenda items, Bryan Labrecque thanked Bill Flynn for his 10 years of service with the Peachtree City Airport Authority. Bryan thanked Bill for helping get the airport back on its feet. The authority presented Mr. Flynn with a gift as a token of their appreciation. Mr. Flynn thanked the authority and agreed that the airport had come a long way thanks to the efforts of the authority and the employees.

16-11-01 Consider Ground Lease Assignment Hangar D21

Hope had recommended the authority not exercise its First Right of Refusal on Hangar D21. The authority agreed.

Bill Flynn made a motion to assign the lease on Hangar D21 to FFC D21 LLC, seconded by Skip Barnette.

Motion carried 4/0

16-09-02 Consideration of Capital Improvement Plan

Hope commented that she had worked with the Georgia Department of Transportation in organizing the Capital Improvement Plan. Hope reviewed the plan year by year noting a few changes in the timing of projects. The change would push the runway extension project back to accommodate for more pressing, safety related projects including off airport tree clearing and additional on airport tree clearing. Bryan asked Hope if the

replacement of the runway lighting would be included in the runway extension project to which Hope responded that it would be included in the extension project.

Bill Flynn made a motion to accept the Capital Improvement Plan as presented, seconded by Tom Fulton.

Motion carried 4/0

16-09-03 Consideration of FY 2016 Employee Incentive Plan Payout

Bryan LaBrecque recapped the incentive plan for the authority. Bryan asked if there were any changes to the algorithm used to determine the payout plan. Hope responded that there were no changes made to the wording or the algorithm for the payout plan. Bryan asked the authority if they had any thoughts, to which there were none. Bryan thanked the staff for an excellent year and for doing a fantastic job.

Bill Flynn made a motion to approve and execute the Employee Incentive Payout Plan, seconded by Tom Fulton.

Motion carried 4/0

VII. Executive Session

Bill Flynn made a motion to enter into executive session to discuss a personnel matter at 7:21pm, seconded by Tom Fulton.

Motion carried 4/0

Bryan Labrecque commented that no action would be taken after the executive session.

Bill Flynn made a motion to exit the executive session at 7:43pm, seconded by Tom Fulton.

Motion carried 4/0

VII. Adjournment

Bill Flynn made a motion to adjourn the regular meeting at 7:45pm, seconded by Tom Fulton.

Motion carried 4/0

Attest

Bryan LaBrecque, Chairman