

Peachtree City Airport Authority (PCAA)
Regular Minutes
Thursday, November 9th, 2017
Aviation Center, Peachtree City-Atlanta Regional Airport
7:00 p.m.

Members Present: Bryan LaBrecque – Chairman, Tom Fulton – Member, Mike Mitchell – Member, Doug Warner – Airport Attorney, and Airport Manager –Hope Macaluso, A.A.E.

Members Not Present: Tom Lacy – Member, Allen Morrison – Member

I. CALL THE MEETING TO ORDER

Bryan LaBrecque called the meeting to order at 7:06 p.m.

II. APPROVAL OF MINUTES

Bryan noted that the minutes had been distributed, but that there were not enough board members present that were in attendance at the October meeting approve the October 2017 Meeting Minutes at this time. He asked for any comments on the minutes that had been distributed, and there were none.

III. REPORTS

Finance and Capital Budgeting – Tom Fulton

Tom Fulton reported that it was another good month and noted that Hope will bring the Authority up to speed on the details.

Operations Report – Mike Melton

Mike Reported:

Brett Baxley

Airfield Maintenance Employee, Brett Baxley passed away in October. He was an incredible father, husband and employee. He will be sorely missed here at the airport. Hope, Mike and Danny were in attendance at his funeral.

Fuel (November)

We are only 30% of the way into the budget and have almost met the monthly budget for November. The month is shaping up to be one of the airport's best.

Taxiway Lighting

Hope will mention more but the Taxiway Lighting project but all runway and taxiway closures went smoothly with no incidents reported.

Newnan Closure

The Newnan airport was closed for 12 days, bringing an extra 40 aircraft to Atlanta Regional Airport during that time. Additional staff were required during this time but AvGas sales during this time were record setting.

Heavier Aircraft

We have been seeing more and more aircraft here like the Gulfstream 5series and 650 series. We are talking with Georgia Department of Transportation and our engineers about what pavement strengthening options we have in the future.

Area C Interest

We have seen much more interest in building in “Area C” on the south side of the field and have met with a number of interested parties.

New Employee

Cody Crawford has joined the team to assist Danny with Airfield Maintenance on a part time basis. We welcome him to the team.

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

Hope reported:

October 2017

Revenue and Expense Highlights:

We are off to a good start with the new fiscal year. We exceeded budgeted gallons sold in both avgas and Jet A, but did not make the budgeted dollar amount in avgas due to the margin being low to compete with market. Commercial User Fees are not to budget yet because of contractual negotiations with Access Agreement subletting entities. Two of the three bays that we anticipated being occupied in October have been filled in November and the 3rd bay is to be occupied as of December 1. Callout income was higher than expected in the month. Overall revenues were 10% higher than expected. Expenses were held in line and were 2.4% below budget, some of which were due to the maintenance worker position not been filled until November.

Capital Expenses

There were two expenses in the month. One was to purchase a used golf cart to replace the 6-passenger golf cart that was no longer functional. The second expense was to replace both reclamation tanks at the fuel farm for avgas and jet fuel. Whenever a fuel truck or the fuel farm is sumped or tested, we deposit the fuel back into these tanks to be re-filtered and placed back into inventory.

Grant Update

The lighting project was substantially completed as of October 30. The contractor has 30 days from that date to complete the walk-through checklist items, which are primarily clean up tasks.

Other Items

Prior to reviewing old and new agenda items, Bryan LaBrecque mentioned that Georgia Airports Association (GAA) had chosen Atlanta Regional Airport as the location to award the 2017 Scholarships. Kim Wade from Hartsfield Jackson International Airport introduce the GAA board members that were present and commented that Hope Macaluso was instrumental in reintroducing the GAA Scholarship Program during her term as President of GAA. Kim also recognized Mr. Doug Warner, who was a charter member of the Georgia Airport Association. After giving a brief summary of the scholarship program, designed to promote aviation across the state, she presented the scholarships to the three individuals. Amanda Denton, Aaron Skibinski and Karen Maxmimos.

Bryan commented that he was proud to have the scholarships awarded during the meeting and that promoting aviation programs in the state were near and dear to him.

Doug Warner announced he would be stepping down from his 30 year role as Airport Attorney at a previous meeting, Bryan extended a friendly farewell to Doug and wished him all the best. Doug thanked the authority and reminisced about his time at the airport and complimented the city for appointing such high-quality members over the year. He also commented about the growth of the airport in the past few years and was excited to see what was to come.

V. OLD AGENDA ITEMS

None

VI. NEW AGENDA ITEMS

17-11-01 Consideration of Fiscal Year 2017 Employee Incentive Plan Payout

Bryan briefly recapped the employee incentive plan with the authority and asked if there were any questions regarding the plan or the payout.

Mike Mitchell made a motion to approve the employee incentive plan payout as requested, seconded by Tom Fulton.

Motion carried 3/0

17-11-02 Consider Right of First Refusal for Hangar D16

Hope explained the process of the right of first refusal and stated the philosophy for this type of hangar is the same as in the past. She commented that the authority passed on the purchase in 2011 and recommended to the authority that they pass on it again. Bryan asked if there was indeed an offer, to which Hope responded there were two offers. Bryan asked the authority if there were any questions and asked for a motion.

Tom Fulton made a motion to not exercise the authority's Right of First Refusal on Hangar D16, seconded by Mike Mitchell.

Motion carried 3/0

17-11-03 Consider Capital Improvement Plan

Hope reviewed the Capital Improvement Plan (CIP) for the airport and commented that the CIP was due to the state by November 30th, 2017. Hope highlighted a few key changes to the CIP from previous years, including the request for pavement strengthening earlier than requested in previous CIP's. After a few clarifications regarding the order of the requested improvements, Bryan asked for a motion.

Tom Fulton made a motion to approved the Capital Improvement Plan as presented, seconded by Mike Mitchell.

Motion carried 3/0

VII. Executive Session

Bryan LaBrecque stated that no action would be taken after returning to the Regular Meeting.

Mike Mitchell made a motion to enter Executive Session to discuss Staff and Attorney Client Privilege at 7:41 pm, seconded by Tom Fulton.

Motion carried 3/0

Tom Fulton made a motion to adjourn the Executive Session at 7:58 pm and enter into the Regular Public Meeting, seconded by Mike Mitchell.

Motion carried 3/0

VIII. Adjournment

Mike Mitchell made a motion to adjourn the Regular Meeting at 7:59 pm, seconded by Tom Fulton.

Motion carried 3/0

Attest

Bryan LaBrecque, Chairman