

Peachtree City Airport Authority (PCAA)
Regular Minutes
Thursday, October 12th, 2017
Aviation Center, Peachtree City-Atlanta Regional Airport
7:00 p.m.

Members Present: Tom Fulton – Vice-Chairman/Secretary, Allen Morrison – Member, Mike Mitchell – Member, Tom Lacy – Member, Doug Warner – Airport Attorney, and Airport Manager –Hope Macaluso, A.A.E.

Members Not Present: Bryan LaBrecque – Chairman

I. CALL THE MEETING TO ORDER

Tom Fulton called the meeting to order at 7:00 p.m.

II. APPROVAL OF MINUTES

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

Motion carried 4/0

III. REPORTS – Manager of Operations - (Mike Melton)

Fuel (October)

Both Avgas and Jet fuel for the month of October are ahead of budget. This is mostly due to business traffic associated with the growth in the surrounding area.

Taxiway Lighting

We have been pretty busy with opening and closing taxiways and runways throughout the month. We are looking forward to the completion of the taxiway lighting replacement project.

Challenge Air Event

Last weekend, we hosted an event in the hangar with a non-profit organization called Challenge Air. They provide opportunities for special needs kids through the gift of flight. The weather did not cooperate for the first part of the morning but cleared and close to 40 kids were able to take flights through volunteers who donated not only their time but in some cases their aircraft. The event was a complete success and the organization has begun talks with us to host the event again next year.

GAA Conference

Hope and I will be attend the Georgia Airports Association Conference next week. Both Hope and I are on a panel for filming at airport in Georgia. There are many sessions we will be attending that cover subjects that we are interested in learning more about.

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

Hope reported:

September 2018

Revenue and Expense Highlights:

September ended slightly stronger than August. We exceeded budgeted gallons sold in both AvGas and Jet A, but with a continued lower margin. The annual CPI increases have taken effect on lease rates. FBO overnight tie-down income was up due to the aircraft we accommodated during Hurricane Irma. Overall revenues were almost 9% over budget. Expenses were still held down to almost 7% under budget. There was a drop in our cash position because of our annual insurance payments for general liability, auto insurance, and professional liability insurance.

Fiscal Year End

We ended the fiscal year strong being about \$10,000 over budget for the year, before adjustments. Marla Curly has begun our internal audit this week and the annual external audit will be done in November. Tom Fulton commented that Fiscal Year 2017 had been a great year.

Grant Update

The lighting project has been progressing. We have two more weeks of runway closures for tie-ins and expect to do the punch list walkthrough on the project October 30. Our Capital Improvement Project list is due to GDOT by the end of November. I will be presenting that list to you all in next month's meeting.

V. OLD AGENDA ITEMS

None

VI. NEW AGENDA ITEMS

17-10-01 Consider Selection of Firm for Engineering and Planning Services.

Hope recapped Georgia Department of Transportation's requirement to conduct a Request for Qualifications every five years for Engineering and Planning Services. Hope briefly described the scoring process developed for selecting a new firm. The top three candidates were Atkins (incumbent), Holt Consulting Company, LLC, and WK Dickson. Phil Cannon of WK Dickson gave a brief overview of the company and his familiarity with Atlanta Regional Airport, including Area C and clearing needs in the surrounding area. Tom Lacy asked what would be included in the master agreement. Hope stated that the agreement would not be for a dollar amount as services would be covered in all grant projects. No further questions were asked by the authority after hearing from Phil with WK Dickson.

Hope recommended to the authority that WK Dickson should be selected by the authority for Engineering and Planning Services.

Allen Morrison made a motion to select WK Dickson as the new Engineering and Planning Services Firm, seconded by Mike Mitchell.

Motion carried 4/0

VII. Executive Session

Tom Fulton stated that no action would be taken after returning to the Regular Meeting.

Tom Fulton made a motion to enter Executive Session for Real Estate discussion and Attorney Client Privilege at 7:17 pm, seconded by Mike Mitchell.

Motion carried 4/0

Tom Lacy made a motion to adjourn the Executive Session at 8:01 pm and enter into the Regular Public Meeting, seconded by Tom Fulton.

Motion carried 4/0

VIII. Adjournment

Mike Mitchell made a motion to adjourn the Regular Meeting at 8:02 pm, seconded by Tom Fulton.

Motion carried 4/0

Attest

Tom Fulton, Vice-Chairman