

**Peachtree City Airport Authority (PCAA)**  
**Regular Minutes**  
**Thursday, September 8<sup>th</sup>, 2016**  
**Aviation Center, Peachtree City-Atlanta Regional Airport**  
**7:00 p.m.**

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

**Members Not Present: Bill Flynn – Vice Chairman and Treasurer, Skip Barnette – Member**

### **I. CALL THE MEETING TO ORDER**

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

### **II. APPROVAL OF MINUTES**

Tom Fulton made a motion to approve the August 2016 Meeting Minutes, seconded by Mike Mitchell.

Motion carried 3/0

### **III. REPORTS**

#### **Finance & Capital Budgeting – (Bill Flynn)**

Tom Fulton attended and deferred to Hope for comments on the Financials.

#### **Operations – Manager of Operations, (Mike Melton)**

##### **Mike reported:**

An aircraft had a near gear up landing with a Seminole earlier this month, no one was injured.

Peter Schmidt one of our CSR's is leaving to pursue a career at the Atlanta Tracon as a Remote Pilot Operator. We have an ad out in the citizen newspaper to fill his position.

The Taxiway lighting on A, B, C, D, and E are currently out of service. We have had an electrical contractor out here this week and last to trouble shoot.

The Falcon Drive gate has given us issues in the past and we have finally figured out the issue. The chain driving the gate was too loose and is now repaired.

We have been preparing for a number of film productions here at the airport and we are looking forward to the outcome. You will see the numbers reflected in the September financials.

Fuel sales for the upcoming month are ahead of budget on JetA and on target for Avgas.

Regarding the accident yesterday at the Carrollton Airport. Our thoughts and prayers are with the families of those involved.

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

##### **Hope reported:**

##### **Revenue and Expense Highlights:**

Both revenues and expenses continue to trend where they have been the last few months.

The July Consumer Price Index numbers to come out in the middle of August and rate increases were put into effect of 3.02%.

There were two capitol repairs in the month. One was a pump for the John Deere tractor and the other was for a new meter on the avgas truck.

The budgeting process was a challenge, but has been completed, which I will review shortly.

##### **Grant Update:**

We still have not received the results yet from the pavement strength evaluation. The tree removal process is waiting for an updated quote from the contractor, since it has been so long since the job was bid and there have been modifications to the plan to satisfy the city engineer. We met with the contractor just this past Tuesday to review those changes. The lighting design is complete and awaiting comments from GDOT. Again, we have until December to complete and close out this grant.

##### **Hangar Project Update:**

GDOT has agreed to our plan for the private hangar project in Area “A” near the D hangars. Atkins is preparing the official Notice of Proposed Construction that will be submitted to the FAA soon. The approval process should not take long since the plans have already been reviewed.

## **V. OLD AGENDA ITEMS**

**None**

## **VI. NEW AGENDA ITEMS**

### **16-09-01      FY 2017 Budget Review and Consideration**

Hope noted that Bryan had met with the team earlier in the month to review the Fiscal Year 2017 Budget. Hope noted many items that were taken into consideration for this budget. Notably: No Airshow in 2017, fuel truck leases begin, Consumer Price Index (CPI) change in 2016, increase in jet fuel sales, cost increase on both types of fuel, increased insurance cost and increased credit card fees. Bryan LaBrecque clarified the increase in expenses and confirmed that the payment from the city would not change this year and felt comfortable with the proposed budget. Tom Fulton commented that the team had done a great job on the budget.

Mike Mitchell made a motion to approve the 2017 Budget as request, seconded by Tom Fulton.

Motion carried 3/0

### **16-09-02      Consider Change to Interval Between Consumer Price Index Changes to Airport Rates, Fees, Permits and Agreements**

Hope commented that the authority had gone to a 3-year Consumer Price Index (CPI) change in 2001. At the time there was not enough staff to accurately conduct a CPI adjustment annually. Most of the leases note a 1-year CPI adjustment but this was changed to a 3-year adjustment in 2001. Hope also noted that adjustments in the current 3-year plan could result in a larger increase for the tenants over time versus the 1-year plan. Bryan opened up the floor to any public comment. Jim Savage (former airport manager) stated the reason for the 3-year plan was to stay competitive with other airports in the area and insure that businesses and people would invest at the airport. Bryan asked Hope to recap her request. Hope requested that the board conform to the CPI adjustments noted in the leases. Bryan asked if there is a motion to accept the proposed change.

Mike Mitchell made a motion to accept the change to CPI adjustments as requested.

Bryan LaBrecque stated he was not 100% on board and that he would rather see the change made when each lease came up for renewal.

Motion carried 2/1

**16-09-03 Consider First Right of Refusal for Hangar D-21**

Matt Ramsey stated that the owner of Hangar D-21 entered into an arms-length purchase agreement with FFCHangarD21, LLC, that is subject to a First Right of Refusal that is embedded in the ground lease. The owner, Doug Warner, who is the airport's attorney wanted to publicly disclose that his financial situation is not affected either way by the decision made on the First Right of Refusal. To make sure there was not an appearance of impropriety, he did not want to be present to participate in the discussion for the record.

Hope noted that the ground lease on this particular hangar had just renewed. Hope also weighed out the option to purchase with cash or financing and her recommendation was to not exercise the First Right of Refusal and not purchase Hangar D-21. Bryan noted that if a loan was taken out that there would be a loss.

Tom Fulton made a motion to not exercise the First Right of Refusal for Hangar D-2, seconded by Mike Mitchell.

Motion carried 3/0

**16-09-03 Consider First Right of Refusal for Hangar D-23**

Bryan asked what the difference was on this particular hangar and what Hope's suggestion was. Hope noted that price is most of the difference. She also noted that the Lease was up for renewal at the end of September of 2016. She ran the same analysis and recommended the airport not exercise the First Right of Refusal. Bryan commented that we do have a significant hangar waiting list and asked if this would positively impact that list. Hope responded that the majority on the list were not looking for shared space but rather private hangar space.

Tom Fulton made a motion to not exercise the First Right of Refusal for Hangar D-2, seconded by Mike Mitchell.

Motion carried 3/0

Bryan reminds the board that a lease assignment for each of these hangar sales.

Bryan also opens up the floor to any additional public comment. None of those attending had any comments.

## VII. Adjournment

Tom Fulton made a motion to adjourn the regular meeting at 7:46pm, seconded by Mike Mitchell.

Motion carried 3/0

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Attest

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Bryan LaBrecque, Chairman