

Peachtree City Airport Authority (PCAA)
Regular Minutes
Thursday, September 20th, 2017
Aviation Center, Peachtree City-Atlanta Regional Airport
7:00 p.m.

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

Members Not Present: Tom Lacy – Member, Mike Mitchell – Member

I. CALL THE MEETING TO ORDER

Bryan LaBrecque called the meeting to order at 7:03 p.m.

II. APPROVAL OF MINUTES

Tom Fulton made a motion to approve the July 2017 Meeting Minutes, seconded by Allen Morrison.

Motion carried 3/0

III. REPORTS

Finance & Capital Budgeting – (Tom Fulton)

Tom commented that it was another good month and the numbers are encouraging.

Operations – Manager of Operations, (Mike Melton)

Employees

Camron Lowrey, one of our line service techs, received his flight slot with the Air Force this week, we are excited for Camron and wish him luck as he transitions into a new career.

Fuel (September)

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

Veterans Memorial

You may have noticed the new freshly redone signs at the Veterans Memorial. They were in need of attention and the now look much better. This expense came out of the Veterans Memorial Fund and not the operating account.

Aircraft Emergency Landing

Last month we had an aircraft land unscathed with a landing gear issue. The nose gear of the aircraft was locked with the wheel pointed to the right of the aircraft. With the close eye of both airport staff, the fire department and local law enforcement, the pilot was able to bring the plane down safely. The aircraft exited the runway into the grass and came to rest. No one was injured and the aircraft only had minor damage. The FAA was on scene within minutes. The airport was closed down for only a short period of time while the aircraft was moved out of the Runway Safety Area.

Hurricane Update

We had no major damage during Hurricane Irma other than a brief moment Tuesday morning without runway lights which was remedied quickly. We did close the FBO early so that employees could get home safely Monday afternoon. The Non-Directional Beacon located in Brooks was down for a period of time due to the power outages in that area but was back online late Tuesday afternoon.

We had over 50 aircraft relocate to the airport to avoid the storm. 34 of those aircraft were placed in a customer owned hangar after we worked out a temporary agreement with that customer for both compensation and insurance requirements. The other aircraft were tied down on the ramp. No aircraft were damaged during the high winds, which peaked here at the field at 48 knots. Both the Linemen and Customer Service Representatives stepped up to assist during this busy time.

Instrument Approaches

I mentioned earlier this year that a couple of our instrument approaches were changed due to obstructions on a hill to the North of the airfield and trees located off property in Coweta County. While our plan is to address these obstructions in the future, until we do so through clearing and land acquisition, approach minimums will be raised to temporarily accommodate the lag between now and future grant project completion. We have been working closely with both the FAA and Georgia Department of Transportation for both temporary and permanent solutions.

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

Hope reported:

July

Revenue and Expense Highlights:

July was an even better month than June, exceeding expectations in both gallons sold and in overall revenue. Rental car commissions are still in catch up mode since a glitch in their accounting was discovered. Call-out income was also strong for the month. There were no significant anomalies on the expense side for July with overall expenses being 2.5% under budget. There was one capital expense in the month for the purchase of Hangar A-1. Bryan clarified that the airport did pay cash for the hangar acquisition and no reimbursement was to be expected.

August

Revenue and Expense Highlights:

August was another strong month. We did not meet the budgeted Jet A gallons for the month, but far exceeded the budgeted Av-Gas gallons. The decision to purchase Hangar A1, shows as a bump in hangar lease income, so that was definitely a good decision. Rental car commissions, catering and call-out fees also have stayed strong. Again, expenses were held down to 4.5% below budget and we are now less than 1% below budget overall for the year. We also received a reimbursement of \$61,940.70 related to the land purchase for the corner of Aviation Way and Dividend a couple of years ago. That shows up in an increase in cash on the balance sheet.

Grant Update

We gave TCA Electrical Contractors their Notice to Proceed to begin the Taxiway Lighting project on August 14th and work began on that day. The lights have been replaced on Taxiway Alpha between Taxiway Charlie and the north entrance to the north ramp so far. We expect runway closures next week to replace some directional signage that lie within the runway safety area. Bryan noted that the new lights would be LED lights and looked forward to seeing them.

Hope also mentioned that she put a Request for Qualifications out for Engineering Services as required by The Georgia Department of Transportation.

V. OLD AGENDA ITEMS

None

VI. NEW AGENDA ITEMS

17-09-01 Appointment of Vice-Chairman

Bryan recapped that an official position of Vice-Chairman was not required but that the authority would like to have one in place. The position was vacated by Skip Barnette, who resigned from the authority due to moving away from Peachtree City.

Bryan LaBrecque nominated Tom Fulton as Vice-Chairman, seconded by Allen Morrison.

Motion carried 3/0

17-09-02 WASA Request for Easement in Area C

Hope briefly described the 1 acre requested easement for turn-around for vehicles transitioning in and out of the Water and Sewer Authority plant on the southern tip of the airfield on Aviation Way. Hope did note that the easement would cut slightly into the runway protection zone but could be safely addressed in the language of the easement.

Tom Fulton made a motion to approve the easement with WASA pending FAA and GDOT approval, seconded by Allen Morrison.

Motion carried 3/0

17-09-03 Approval of Supplemental Agreement with GDOT for Taxiway Lighting Project

Hope explained the overage within the Taxiway Lighting Project and the need for a supplemental agreement to cover the overage. After much discussion about the overages and the need to eventually replace or repair the aging ODALS (Omni Directional Approach Lighting System), it was agreed that the request would be tabled for a future meeting once an exact amount of the overage could be determined.

Approval of Supplemental Agreement with GDOT for Taxiway Lighting Project was tabled.

17-09-04 FY 2018 Budget Review and Consideration

Hope reviewed the proposed Fiscal Year 2018 Budget for the airport. After covering a few adjustments to expenses and revenues to compensate for the growth at the airport, Hope asked for any comments from the authority. Bryan asked if the revenue side of the budget had been bumped enough. Tom Fulton responded that after reviewing the budget in full he believes it is a good representation of what we can expect. Bryan stated he was comfortable with that and called for a vote.

Tom Fulton made a motion to approve the proposed FY 2018 Budget, seconded by Allen Morrison.

Motion carried 3/0.

VII. Executive Session

Bryan briefly opened up the floor for any public comment.

No comments were made and Bryan asked for a motion to enter into Executive Session to discuss real estate and attorney client privilege. Bryan 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 7:44 pm, seconded by Allen Morrison.

Motion carried 3/0

Tom Fulton made a motion to adjourn the Executive Session at 8:21 pm and enter into the Regular Public Meeting, seconded by Allen Morrison.

Motion carried 3/0

VIII. Adjournment

Tom Fulton made a motion to adjourn the Regular Meeting at 8:22 pm, seconded by Allen Morrison.

Motion carried 3/0

Attest

Tom Fulton, Vice-Chairman