

**Peachtree City Airport Authority (PCAA)**  
**Regular Minutes**  
**Thursday, February 14<sup>th</sup>, 2019**  
**Aviation Center, Peachtree City-Atlanta Regional Airport**  
**7:00 p.m.**

**Members Present: Tom Fulton – Chairman, Tom Lacy – Secretary/Treasurer, Allen Morrison – Member, Charles Murray – Member, Kevin Lund – Member, Max Braun – Alternate, Nathan Lee – Airport Attorney, and Airport Manager –Hope Macaluso, A.A.E.**

**Not Present: N/A**

**I. CALL THE MEETING TO ORDER**

Tom Fulton called the meeting to order at 7:01 p.m.

**II. APPROVAL OF MINUTES**

Tom Lacy made a motion to approve November minutes, seconded by Charles Murray.

Motion carried 4/0 with Kevin Lund abstaining as a new Authority Member.

Tom Lacy made a motion to approve December minutes, seconded by Charles Murray.

Motion carried 4/0 with Kevin Lund abstaining as a new Authority Member.

**III. REPORTS**

**Finance and Capital Budgeting – Tom Lacy**

Tom Lacy stated that Hope would get into the details of the Financials. Tom noted that only one of the days of Super Bowl sales was reflected in the January financials and that the bulk of the sales were recorded in February which we will all see next month.

**Operations Report – Mike Melton**

Mike Reported:

**Super Bowl Wrap Up**

We had a safe and successful Super Bowl event here at the airport. We had 45 transient reservations for the FAA implemented slot system. We hosted 40 jets from Global Express's down to Beech Jets that came and went during that period. At one point we had 27 jets on the ground during the game. We were just one of many reliever airports for the event. All airports and FBO's around the Atlanta Metro area were busy. One of the notes we took away from the event was the ability for the airport to accommodate both small and large aircraft alike at the

same time. All of the users of the airport worked together well during the event. We really appreciate everyone's patience over that weekend.

Among the airport operations we also worked closely with our local Police Department, Immigrations & Customs Enforcement (ICE), Customs & Border Patrol, The State Department, and even Scotland Yard. What everyone didn't see was the airport staff coordinating police escorts for the half time show entertainment and the after-party entertainment and working closely with ICE to search a number of foreign aircraft inbound and outbound after suspicious activity was detected. We even coordinated with the State Department and Scotland Yard for the departure of a high-profile person flying out of FFC. The FAA/NFL and Atlanta Metro Airports have a Super Bowl Debrief to analyze the processes for the Atlanta Airspace and how to improve for events in the future. All in all, it was an extremely successful event.

#### **Approach NOTAMS / Tree Clearing (Update)**

All of the obstructions (6 trees) on the golf course that were identified penetrating our 20:1 surface were cleared just prior to the Super Bowl. These obstructions were removed from the FAA data base and the restriction for the straight in at night RNAV approach for runway 13 should be removed in the next publication cycle. However, from what we have been told regarding the government shut down, the publication cycle could likely get pushed and the changes may not be reflected on the next cycle which should be February 28<sup>th</sup>.

#### **PAPI's**

Just prior to the Super Bowl we were scheduled to have another flight check but the weather (fog in this instance) cancelled the flight check. We are currently scheduled for our next flight check next Wednesday at 9am with the FAA. While the weather doesn't look all that great, we will wait and see what happens.

#### **Georgia Department of Transportation – Airport Inspection**

Within the next couple of weeks, GDOT will conduct our biannual airport inspection. This is the inspection that they do every two years and includes a close look at not only Grant Assurance requirements (this is the first year the state is taking on compliance issues) but also at the protection of the airspace surrounding the airport. This includes approach/departure surfaces, primary surface, runway obstacle free area and general airport conditions. Present during the visit is typically the airport engineering consultant, a GDOT Technical Representative and the airports GDOT Project Manager. This year the FAA's Airport District Office has requested to attend as well. The end result of the inspection is the state airport certification, which is required for the airport to operate.

#### **Tie Down – Maintenance**

We will be working with Tie Down tenants over the next few weeks in addressing the vegetation growing out of the cracks and tie down rings on the upper and lower ramps. We now have the correct equipment to clean the vegetation. This process will start over the next couple of weeks, weather pending.

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

### **Hope reported:**

#### **December 2018**

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

We made up ground on AvGas sales in the month doubling the projected sales. Jet fuel was below budget again in the month by 16%. However, our overall revenues were 2% above budget. There were no extraordinary expenses. Our overall Net Income was \$2,200 over budget.

#### **January 2019**

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

When budgeting for January and February, we did not account for the Super Bowl because we did not really know what to expect. As Mike stated, we not only had a slew of jet traffic, but had quite a bit of other traffic as well - particularly ATP Flight School. We almost tripled our budgeted Net Income for the month.

### **Capital Expenses**

The capital expenses in December and January were related to Area C improvements previously approved by the authority and a very small amount in January on Super Bowl preparations. With the capital expenses of \$62,000 in December and \$70,000 in January, our cash position has gone down. Although a lot of the capital expenses this year are reimbursable in a future, we have spent more investing in the airport than we have made year to date.

### **Grant Update**

#### **Current Grant**

All field work on the Obstruction Clearing Environmental Assessment (EA) is completed. ERS (WK Dickson's subconsultant) flagged and GPS-located 19 different wetland areas, as well as various streams.

A draft "Focused EA" is underway and on track to have to GDOT by their April deadline.

#### **Future Grant**

GDOT has requested that I submit all reimbursables to them for review. These are the things we have already paid for up front and need to be reimbursed.

I would like to note that Tom Fulton, Phil Cannon, and I met with the owner of the Hill off the approach end of 13 next to the golf course to discuss the RPZ, both current and future.

Tom Fulton thanked Hope for the Financial Report and he wanted to move a new agenda item ahead of the old agenda item for the sake of introducing the new Authority Member and Alternate.

### **19-02-01 Welcome New Members – Kevin Lund (Member) and Max Braun (Alternate)**

Tom welcomed the new member and alternate and thanked them for joining the Authority. Tom asked if each of them would introduce themselves and tell a little bit about their background.

Kevin Lund introduced himself and said he was excited to be a part of the Authority. He has a couple of airplanes and both he and his daughter fly out of the airport and have been for the last 5 years or so. He recapped why he chose Peachtree City and how much his wife and family love the community. Kevin stated he was honored to be a part of the Authority and looked forward to working with everyone.

Max Braun introduced himself and said that his wife and two of their children moved to Peachtree City a couple of years ago. He explained how he is an aviation consultant that specializes in airport planning and design for commercial service airports and has an understanding of the regulatory and operational environment of airports. Max thanked everyone and stated he was excited to be on the authority and learn more.

## **V. OLD AGENDA ITEMS**

### **18-11-03 Consider Airport Tenant Workshop**

Allen began the presentation and noted until Kevin Lund had joined the Authority, none of the authority members have owned an airplane based on the airport.

Allen presented the following Power Point Presentation:

#### **What is the goal of an Authority/Tenant workshop?**

- To have an open discussion between members of the Airport Authority and our tenants

Allen explained that none of the Authority members had had experience as a customer here at the airport. Allen noted that none of the Authority members had had experience as a customer here at the airport. Allen noted while he has been around the airport because his family has an aircraft here, that even he wasn't as well versed as a paying tenant.

- For our tenants, it is to better understand the goals of the Airport Authority with current decisions and the reasoning behind those decisions (FAA guidance, etc)

Allen explains that a lot of decisions that are made are not made by people that are in the room. It would be important for the tenants to understand why the decisions that have been made by the authority are influenced by the FAA, GDOT and so on.

- For the Airport Authority, it is to gain feedback from our customers on how those decisions affect them so that we may better serve them and the community

Allen stated that this would be good for tenants and authority to be able to give their feedback and understand everyone's view point, but we controlled by a moderator.

- No binding decisions or votes, just open discussion
- To gather feedback and communicate plans for KFFC going forward (5-year plan)

### **Location**

- Commemorative Air Force Hangar at KFFC

### **When and How Long**

- Tentative but prior to April 2019 Airport Authority Meeting, approximately 2 hours to cover proposed 3 issues

### **Moderator**

- Doug Warner (proposed). Allen commented that he spoke with Doug about this and he would be willing to participate. He noted that Doug would be great for this considering he has been around the airport for so long and knew a lot of the history of the airport.

### **Who**

- Invited participants: Airport Authority members, airport management, selected tenant representation (commercial and private), AOPA representatives, FAA representatives, Audience: Open to the public. Allen noted that the AOPA was willing participate and would send a representative.

### **Agenda**

- Airport Authority Presentation
- Current look at 5-year growth plan for KFFC

- Basis of Airport Authority decisions (FAA guidance, etc.) Each of the three is introduced by the moderator
- Airport Management gives a quick introduction to the issue from their viewpoint
- Moderator-led discussion of the issues between invited participants
- Moderator can recognize questions from the audience if time allows

### **Issues for first workshop**

- Discussion: What led to current structure (FAA guidance, etc) and effects this has on tenant owners
- Issue 1: Lease term length being offered to tenant owners of hangars
- Issue 2: Requirement to minimum charge of 75% of FBO rent to sub-leased tenants
- Issue 3: Fees on revenues from sub-leasing

Allen noted that in talking to tenants this seemed to be the best way to address the issues at hand. He stated there would be no vote made during the work shop and minutes would be taken just like a normal meeting.

Allen said that it was important to note that we have all Authority Members present for the discussion. As it was pointed out to him, we cannot compel Authority Members to be at the work shop. Allen stated that if a member would not show up to the meeting then he encouraged them to vote no because voting yes and only having one or two Authority Members present defeats the purpose of the discussion. This concluded Allen's presentation.

Tom thanked Allen for putting the presentation together and recognized he put a lot of work into it. From Tom's perspective, there had been multiple presentations to the Authority from various tenants both verbally and in writing. Tom also acknowledged that many tenants had discussions with both staff and Authority Members one on one. Much of the information is out there and feels that everyone knows what both sides believe. Tom also wanted to remind everyone that the Authority exists only as a group and not as individuals. Tom stated that he didn't want to see the back and forth on decisions that had already been made and voted on previously. Tom asked the Authority for any additional comments or feedback.

Allen Morrison made a motion to move forward with the proposed tenant workshop, seconded by Kevin Lund.

Motion did not pass 2/3.

## **VI. NEW AGENDA ITEMS**

### **19-02-02 Election of Officers**

Tom asked the Authority if there was anyone that would like to nominate a member for Chairman.

Allen Morrison stated he would like to nominate Tom Fulton as Chairman and felt that he had done well over the past year and believed he would continue to do so, seconded by Charles Murray.

Motion carried 5/0

Tom Fulton nominated Allen Morrison as Secretary/Treasurer, seconded by Tom Lacy.

Motion carried 5/0

Tom Fulton as the Chairman appointed Tom Lacy as the Vice Chairman.

### **19-02-03 Consider Assignment of Hangar D29 Ground Lease**

Hope began by explaining that the Authority had previously passed on the Right of First Refusal for Hangar D29 in the December 2018 meeting and that historically the Authority had assigned similar leases. Hope reminded there were less than two years left on the current D29 lease and she recommended that the Authority assign the lease as requested. Hope stated that it was up to the Authority to either assign the lease or enter into a new lease.

Allen Morrison made a motion to assign the D29 lease to the new owner as recommended, seconded by Tom Lacy.

Motion carried 5/0

### **19-12-03 Consider Hangar C1 Revised Lease**

Hope explained the issues with the Hangar C1 door and that the door that has now been proposed would add an additional 24 feet on each side of the current 130' width of the current lease. Hope explained the additional 48 feet was for the doors to stack into and that would add an additional 48' x 6.5' (594 square feet) footprint to the foot print of the current lease, essentially creating wings on each side of the hangar. This however meant that would occupy more space than originally was proposed and would affect the size/location of a hangar that could be built between C1 and C3 because of the wings. Hope noted that she had been back and forth with the C1 tenant and they felt that they should not be charged for the space behind the wings but only the footprint of the wings. Hope explained that with current fire codes it would be difficult to build a hangar in between C1 and C3 but it would be possible with additional construction cost. Hope

stated that the tenant proposed additional charge for just the wings footprint seems reasonable.

Allen Morrison reminded the Authority that this had been discussed in the meeting that the original C1 lease was considered. He explained that the space between C1 and C3 had been addressed and that the wings were not a part of the original proposed plan and now they are asking for the wings to be considered. Hope explained the owner thought they could get away with a bi-fold door but that type of door would not accommodate the size of aircraft that would be housed in the hangar, hence the change. Allen stated that he would have voted no if this had been presented the way it is being presented now and is taking up space that could be used. Allen suggested that the tenant be charged for the additional space that was now not as usable as it was before the wings. Max Braun asked if Tie-Downs could be put in space behind the door wings, to which Hope responded because of fire codes you could but it would be limited and very restricted to what could be put there. Tom asked if it was still possible to put a hangar in between and Hope responded that you could but the footprint would likely be smaller than originally thought and fire walls would be required for the building between C1 and C3. Hope also noted that the tenant had stated that if this was an issue, they were not interested in moving forward with the hangar build. Allen stated that he wasn't willing to take a threat of the build or not. Tom lacy asked for clarification on what was being asked. Hope stated that there were essentially three options: for the lease to stand as is with no modifications, charge for everything behind the wings that would increase the overall footprint to 178'x100' or to approve the modification of the lease adding the additional 594 square feet of the wings.

Allen Morrison made a motion to accept the addition of the wings but to extend the leased space from the wings to the back of the hangar, Kevin Lund seconded the motion.

Motion carried 4/1, Tom Lacy opposed

**19-02-05      Consider Airport Lighting Upgrades**

- A. FBO Building**
- B. FBO and Blimp Hangars**
- C. T-hangars**
- D. Rotating Beacon**
- E. South Hangar Drive**
- F. Toy box**
- G. ODALS**

Hope presented the following lighting upgrades to the authority. Hope also pointed out that these could be voted on individually if for some reason the authority did not want to vote on the entire proposal.

	<b>Our cost to install</b>	Est. Annual savings	Est. Payback Time
<b>A. FBO Building (LED)</b>	<b>\$2,620.77</b>	\$4,583.55	0.57 years
<b>B. FBO and Blimp Hangars (LED)</b>	<b>\$12,062.34</b>	\$11,305.99	1.07 years
<b>C. Airport Owned T-Hangars (LED)</b>	<b>\$4,204.39</b>	\$4,071.70	1.03 years
<b>D. Rotating Beacon</b>	<b>\$11,000</b>	unknown	
<b>E. South Hangar Road Lighting (Currently no road or parking lot lighting in Area C)</b>			
	<u>No upfront payment required.</u>		
	<u>Monthly lease amount (energy included) -</u>		
	\$789.44		
	-OR-		
	<i>Recommended</i>		
	<u>Upfront payment</u>	<b>\$47,789.30</b>	<b>This is 90% reimbursable by the FAA</b>
	<u>Monthly lease amount (energy included) -</u>		
	\$273.60		
<b>F. Toy Box</b>	<b>\$3,597.62</b>	\$2,989.75	<i>(utilities are paid by the tenant)</i>
<b>G. ODALS (approach lighting system)</b>	<b>\$80,000*</b>	n/a	

**Total \$161,274.42**

Allen asked how much was made off of the Super Bowl as this could offset this cost. Tom Lacy commented that the total made off of the Super Bowl was roughly \$110,000. Tom Fulton stated that the operational lighting (ODALS & Rotating Beacon) appeared to more of a priority than the others that were more of an efficiency gain. Hope agreed that was the case. Tom Fulton commented that the operational ask was a no brainer for him but was curious if anyone had feedback on the efficiency items.

Allen Morrison made a motion to approve the proposal as presented with a not to exceed \$161,274.42, Seconded by Tom Lacy.

Motion carried 5/0

**19-02-06 Consider Request by Triple J Aviation Service to start a Flight School**

Hope stated that this item would need to be tabled at the request of Triple J Aviation Service to a future Authority Meeting.

**VII. Executive Session**

N/A

**VIII. Adjournment**

Tom Lacy made a motion to adjourn the Regular Meeting at 7:54pm, seconded by Allen Morrison.

Motion carried 5/0

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Attest

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Tom Fulton, Chairman