

**Peachtree City Airport Authority (PCAA)**  
**Regular Minutes**  
**Thursday, January 12<sup>th</sup>, 2017**  
**Aviation Center, Peachtree City-Atlanta Regional Airport**  
**7:00 p.m.**

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

**Members Not Present: Mike Mitchell – Member**

**I. CALL THE MEETING TO ORDER**

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

**II. APPROVAL OF MINUTES**

Skip Barnette made a motion to approve the November 2016 Meeting Minutes, seconded by Tom Fulton.

Motion carried 4/0

**III. REPORTS**

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

Bryan LaBrecque attended and deferred to Hope for comments on the Financials. He commented that it had been a good month.

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

**Mike reported:**

The on-field clearing project was completed in late November. We have also installed additional access gates to maintain the now cleared areas just outside the fence but on airport property.

Airfield lighting was struck by lightning earlier in the month. Also, the gate on Falcon Drive was struck but easily repaired. The Omni Directional Approach Lighting System (ODALS) was also struck. The parts are on their way and the two lights affected should be up early next week. Some of the taxiway lights were also affected but repaired.

We are currently behind on Jet fuel and Av-Gas, as compared to budget. January is typically a slow month with the vast swings in weather.

We have been working to update our 5010 data with the Federal Aviation Administration (FAA). This is the information that is placed in various FAA publications like the Airport Facility Directory. We have increased our based aircraft from the previously published 130 aircraft to almost 200 aircraft.

The airfield maintenance staff has been working hard to prepare for our Bi-Annual Georgia Department of Transportation Airfield Inspection, currently scheduled for the end of February. This inspection is for the licensing of the airport by the state.

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

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

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

We fell far short of the projected jet fuel sales for the month. That accounted for almost all of the shortage in revenue of 21.6%. Avgas sales are holding steady.

We were also slightly over budget on expenses by less than 2%. That was due to there being three pay periods on the month.

We still made a profit in the month, but well below what was forecast.

Bryan asked what contributed to the lower Jet Fuel numbers, to which Hope responded it was due to a decrease in corporate traffic during the month.

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

Jet gallons were slightly below projected for the month. However, avgas sales were strong. Revenues were almost 7% below budget, primarily due to less jet fuel sales. One of our regular jet customers has not been flying as consistently and is the primary explanation for the shortage.

Expenses were held down in most categories at 2.2% below budget. Overall, we did well for the month, but still fell short of budget.

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

We are in the process of closing out the Supplemental Agreement to the Runway Overlay Grant. The tree clearing has been completed. The lighting design is about to go out to bid. The Georgia Department of Transportation (GDOT) has not revised their policy on funding LED lights. They will not be funding LEDs for our upcoming project. It will go out to bid as an Add Alternate. Once we see what the pricing difference is, the authority will need to decide whether or not to pay the difference. I would like to note that Newnan recently did this, so if anyone would like to see the difference, Newnan has an example.

GDOT needs the bid pricing in order to write the next grant, which will be for the actual installation of the lights. It will also be for reimbursement on the property that the authority purchased at the corner of Dividend and Aviation Way.

**Audit:**

The auditors were here in November. It went really well. The audit has been submitted to the City of Peachtree City for comments. We will receive the final copies toward the end of this month.

Bob Grove from the audience asked if the recent clearing of the Toy Box property would be addressed, as currently it is bare ground. Hope stated that the property would be landscaped in the next month or so.

**V. OLD AGENDA ITEMS**

**None**

**VI. NEW AGENDA ITEMS**

**17-01-01 Welcome New Board Member and Alternate – Tom Lacy (Member), Allen Morrison (Alternate)**

Bryan introduced Tom Lacy and Allen Morrison. He thanked them for volunteering for the Airport Authority. Both Tom and Allen gave a brief summary of their backgrounds.

**17-01-02 Election of Officers**

Skip Barnette nominated and moved to select Bryan LaBrecque for Chairman, seconded by Tom Fulton.

Motion carried 4/0

Skip Barnette nominated and moved to select Tom Fulton for Treasurer, seconded by Bryan LaBrecque.

Motion carried 3/1 abstain

Tom Fulton nominated and moved to select Skip Barnette for Vice Chairman, seconded by Bryan LaBrecque.

Motion carried 4/0

### **VIII. Executive Session**

At 7:16pm, Tom Fulton made a motion to enter into Executive Session to discuss real estate matters, seconded by Skip Barnette.

Motion carried 4/0

Skip Barnette made a motion to adjourn the Executive Session at 7:40pm and return to the regular meeting, seconded by Tom Fulton.

Motion carried 4/0

### **VIII. Adjournment**

Tom Fulton made a motion to adjourn the regular meeting at 7:42pm, seconded by Skip Barnett.

Motion carried 4/0

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Attest

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Bryan LaBrecque, Chairman