

**Peachtree City Airport Authority (PCAA)**  
**Regular Minutes**  
**Thursday, March 16<sup>th</sup>, 2017**  
**Aviation Center, Peachtree City-Atlanta Regional Airport**  
**7:00 p.m.**

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

**Members Not Present: Skip Barnette – Vice-Chairman**

**I. CALL THE MEETING TO ORDER**

Bryan LaBrecque called the meeting to order at 7:02 p.m.

**II. APPROVAL OF MINUTES**

Tom Fulton made a motion to approve the January 2017 Meeting Minutes, seconded by Tom Lacy.

Motion carried 4/0

**III. REPORTS**

**Finance & Capital Budgeting – (Tom Fulton)**

Tom commented that he attended the finance meeting and deferred to Hope for additional comment, but noted that all seemed to be in line.

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

**Mike reported:**

**GDOT Bi-Annual Visit**

Hope and I met with and attended the airfield inspection with the Georgia Department of Transportation during their recent visit for the Bi-Annual state airport certification. Although the on-field clearing project helped, there is still much more clearing that needs to take place off and on property in the coming years. The need for off-field clearing is beginning to affect our approaches and we have already lost 4 night approaches due to obstructions (mostly trees) off airport property. The team with GDOT was very complimentary of the maintenance of the airport. We have until June 28<sup>th</sup> to correct the issues or to implement a plan to correct the issues noted in their findings (all were obstruction related).

### **Toy Box Landscaping**

After the recent obstruction clearing on the Toy Box property (on Echo Court), we have since landscaped and seeded the now cleared area. Most of the grass is starting to take and we hope the recent cold snap does not set us back. Overall the area looks much better.

### **Taxiway/ODALS**

I mentioned this at the last meeting but want to mention it again. We have continued to have issues with Taxiway and Approach lighting due to the storms throughout the last couple of months. The maintenance team has a hold on it for now, but the system is still fragile. Bryan Labrecque asked if the existing ODALS system would last until the slated 2021 replacement, to which Hope commented that the system would last but that parts are difficult to procure.

### **Maintenance Team getting ready for cutting season**

The maintenance team is completing their annual routine maintenance on grass cutting equipment. With the new areas that have been cleared we will need additional equipment we have not needed in the past. More specifically a commercial herbicide sprayer, capable of covering areas on steep inclines that cannot be mowed.

### **Fayette County**

The county helped us cut vegetation near a wet area close to the water treatment plant. We are grateful they were able to assist us with this.

### **Heaters in the FBO Hangar**

A number of heaters in the FBO Hangar were replaced. The old heaters that were replaced we were not able to get parts for any longer.

### **Fuel (current month)**

So far we are exceeding budget on both JetA and Avgas. We have seen an increase in business traffic over the last couple of months. Most of the traffic has been corporate traffic associated with businesses located in Fayette County.

### **TRB/FEMA/Emergency Operations Manual**

In preparation for a Table Top Exercise that will take place on property with the Transportation Research Board, Peachtree City Fire and Police later in the month, Hope and I completed a number of required and free online FEMA courses. After the completion of those courses, we met with a state Emergency Management Official to review and update our current Emergency Operations Manual. Hope and I still have a little more to update, but we should have this completed early next week.

### **CSR/Lineman Training**

In effort to continue the training process, we are planning on conducting continued training courses for CSR and the Line Service Staff. This will include job specific training and procedures as well as a review of the soon to be completed update to the Emergency Operations Manual.

### **Licenses (FCC)**

A couple of the FCC Licenses for the many licenses we have here on the field were due for renewal. These have been submitted and we were granted renewals. These typically happen every 10 years.

### **Required Reports**

We submitted the Tier II report for the fuel farm as well as the Annual Storm Water Report, both are the required by the state.

### **Blimp Hangar**

A new lease was negotiated with the same tenant.

### **Flight School**

The new lease has been sent to them for review. The new lease will go into effect April 1<sup>st</sup>.

### **CFA Aviation Director**

Hope and I met with the new Aviation Director, Vice President of Corporate Services and a representative of the corporate legal department regarding the access of the through the fence agreement, mainly to familiarize the new director with the access agreement. It appears CFA intends to return the back three hangar bays to aviation use and are currently in talks with a potential aviation tenant.

### **Wine and Warbirds Event**

The Convention and Visitors Bureau is holding the first annual Wine and Warbirds event at the Commemorative Air Force Hangar this Saturday. The event is currently sold out, but will have many different wines for tasting and a number of food trucks.

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

### **Hope reported:**

#### **January**

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

We fell far short of the projected jet fuel sales for the month again. That accounted for a majority of the shortage in revenue of 13.8%. Avgas sales are holding steady.

Expenses were held down on the month by 4% under budget.

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

## **February**

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

February had a much better month as compared to budget. Fuel gallons were above forecast for the month for both Jet A and Avgas. Overall revenues were, however, 3.5% below budget, primarily due to a smaller budgeted margin in jet fuel sales to continue to stay competitive with the market.

Expenses are still being held down in most categories for an overall 4.7% below budget. We exceeded Net Income for Operations in the month by just 2.1% and are still down by 30% year to date.

March is shaping up to be a very good month so far, so I expect that we will make up some ground.

### **Capital Expenses**

There were some capital expenses in February. Those were the landscaping at the Toy Box (land improvement), replacement of the heaters in the FBO hangar, and parts for the ODALS.

### **Grant Update:**

The lighting project has still not gone out to bid. The Georgia Department of Transportation (GDOT) has given us further guidance on their policy on funding LED lights. They will fund all of the difference in the cost of LEDs over standard lighting does not exceed 5%. However, if the cost difference exceeds 5%, they will not participate in the difference at all and the Authority will then need to decide if you are willing to pay the difference. LEDs will go out to bid as an Add Alternate.

## **V. OLD AGENDA ITEMS**

**None**

## **VI. NEW AGENDA ITEMS**

### **17-03-01 Consider Right of First Refusal for Hangar B1**

Bryan briefly reviewed the Right of First Refusal process, set forth in the Airport Authorities Bi-Laws and Leases. He asked Hope for a review of the analysis performed for the potential purchase of hangar B1.

Hope Macaluso recommended that the airport not exercise its Right of First Refusal on Hangar B1, based off a comprehensive financial analysis that was presented to the Airport Authority. After a discussion of the details of potentially acquiring B1, Bryan asked for motion from the Authority.

Tom Fulton made a motion to not exercise the Right of First Refusal for Hangar B1, seconded by Tom Lacy.

Motion carried 4/0

**17-03-02 Consider Right of First Refusal for Hangar D22**

Hope Macaluso recommended that the airport not exercise its Right of First Refusal on Hangar D22, based off a comprehensive financial analysis that was presented to the Airport Authority. Hope did note that the ground lease for D22 would also be due for renewal in 2018. After a discussion of the details of potentially acquiring D22, Bryan asked for motion from the Authority.

Mike Mitchell made a motion to not exercise the Right of First Refusal for Hangar D22, seconded by Tom Fulton.

Motion carried 4/0

**17-03-03 Consider Acceptance of Grant Funding**

Hope briefly reviewed the Taxiway Lighting project that was to be funded through a grant by Georgia Department of Transportation and the Federal Aviation Administration. Hope asked the Authority to accept the allotted grant funds for the Taxiway Lighting project.

Tom Fulton made a motion to accept the allotted grant funds for the Taxiway Lighting project, seconded by Mike Mitchell.

Motion carried 4/0

**17-03-04 Consider adoption of changes to Manual of Airport Rules and Regulations and Minimum Standards for Fixed Base Operators and Commercial Operators.**

Hope noted that the current Rules and Regulations had not been updated since 1995. After a self-imposed 10 day tenant and public review period, only a few comments were submitted in writing regarding any changes to the proposed rules and regulations. Those comments included a change to the wording of Section 6.23 (Loitering), 3.1D (Embark and Disembarking of running aircraft) as well as the process of reporting “piggybacking” cars through the electronic gates on the airfield. After much discussion of each of the proposed changes, modifications of wording were changed for each of the previously

mentioned sections, Hope requested the Authority move forward with the proposed Rules and Regulations as well as the discussed changes to sections in question.

Mike Mitchell made a motion to approve the proposed Rules and Regulations with modifications to the previously mentioned sections, seconded by Tom Lacy.

Motion carried 4/0

## **VII. Public Comment**

Bryan LaBrecque stated that he would like to open the floor up for any public comment, limiting the time for public comment to 15 minutes. He also reminded those who wanted to make comments that the Authority has no obligation to respond, enact or discuss any of the comments during this time. At this time Bryan opened up the floor for any public comments.

Paul Berth stated that he had a couple of items he would like to address with the Authority. He continued that he was the individual that was looking to build a hangar adjacent to D24. He stated that last March the authority approved the building of the proposed hangar. He claimed that the plans were not submitted for approval. He continued to say that Hope had spoken with the folks at the Federal Aviation Administration (FAA) and she was told that the airport in previous years requested to develop the South East portion of the airport because there was no room to build on the North East side of the airport. Because of the request made by previous management, the FAA informed the airport that he was not able to build on the North East side of the airport. Before that Paul stated he had gone to a builder/architect to acquire plans for the hangar. Paul stated that the plans cost him \$4,500. He stated that the board and staff should have known ahead of time that previous management had told the FAA that there were no building sites on the North East side of the airport. Paul stated that the airport should be responsible for the \$4,500 since he was not able to build where he was originally informed he could build.

Bryan stated that he appreciated Paul's thoughts and asked the Authority if anyone would like to comment or ask any questions. No members had any questions or comments at that time. Bryan said that he had received the request for reimbursement of the \$4,500 and stated the authority was not ready at this particular moment to make a decision on the matter at hand. Bryan also stated that the Authority had to take another look at the airport's responsibilities and liabilities of this process and would discuss this over the coming days and get back with Paul on that.

Paul had a couple additional items to address with the authority. Paul continued to comment that when the airport accepted grants under the Airport Improvements Program, that the airport has to play by those rules set forth by the FAA. Paul understood those rules to state that leasing rates be set at fair and reasonable rates for aeronautical use buildings or fair market value for non-aeronautical use buildings. Paul stated that Coweta, Cobb County, and Griffin airports were all three at \$0.30 per square foot of leased

property. Paul stated that the airport had presented to him for the 2,000 square foot building to be located in a different area than originally proposed, \$1.25 per square foot lease rate. Paul stated that he did not see how that fell under fair and reasonable guidelines set forth by the FAA. He said it sounds like it would take the FAA involvement to determine whether those rates were fair or not and wanted to see if the authority wanted to comment on that or not. Bryan stated that the authority would not comment on that at this time. Paul wanted to be up front before reaching out to the FAA regarding this subject.

Paul moved onto his next item at hand and said that as a Taxpayer, he was semi-appalled that 7.5 million dollars that was spent on the development of the Southern end of the airport for ramp space and auto parking area and that nothing was being done on it. He commented that there was a difference in lease rates between one side of the airport and another. He commented with the surrounding airports at \$0.30 per square foot, he couldn't imagine why anyone would want to move there. He also wanted to know if there were plans to develop that area with all the money spent on that area. Bryan stated that the authority was not happy about there not being movement on the buildout of that area and that the authority was trying to fix that. Paul stated he would be going to the grant issuers and see if that was acceptable. Bryan thanked Paul for his honesty and time.

### **VIII. Adjournment**

Tom Fulton made a motion to adjourn the regular meeting at 7:57pm, seconded by Tom Lacy.

Motion carried 4/0

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Attest

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Bryan LaBrecque, Chairman