

Peachtree City Airport Authority (PCAA)
Regular Minutes
Thursday, November 14th, 2019
Aviation Center, Peachtree City-Atlanta Regional Airport
7:00 p.m.

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

Not Present: Tom Lacy – Vice Chairman

I. CALL THE MEETING TO ORDER

Tom Fulton called the meeting to order at 7:02 p.m.

II. APPROVAL OF MINUTES

Allen Morrison made a motion to approve the September 12th, 2019 Meeting Minutes as presented, seconded by Charles Murray.

Motion carried 4/0).

III. REPORTS

Finance and Capital Budgeting – Allen Morrison

Allen Morrison stated that it was a good start to the new fiscal year and said that Hope would get into all the detail regarding the monthly financials for September and October.

Operations Report – Mike Melton

Snowbirds

The Canadian Snowbirds performed at the Atlanta Air Show on October 12th and attempted to perform on the 13th. I was here at the airport on Friday and Saturday to insure their fueling and departures went smoothly. On Sunday, I arrived at the Airshow at Atlanta Motor Speedway to enjoy the performance. I arrived to our seats at about 1:00pm and within a few minutes we looked out to see thick dark smoke coming from the west about 7 or 8 miles away. Within minutes my phone rang, advising me that one of the snowbirds had put the airplane down in a field, had successfully ejected and the pilot was not injured. Per airport protocol we shut down all fueling until we determined it was indeed a jet aircraft that was involved. After confirming it was a Snowbird aircraft, we resumed fueling avgas only. I left the show and headed back to the airport. While I was in route back to the airport, Christian and Jeremy conducted an API Gravity test on our Jet fuel as well as procured a sample for posterity. Our initial results checked out and there were no deficiencies with our fuel. Jet fuel remained shut down until we could confirm the results with Shell, we were able to successfully resume fueling at approximately 630pm.

Neither the FAA, NTSB or Transport Canada (Canadian version of the FAA) were involved in the investigation. The Royal Canadian Airforce Safety Team headed up the entire investigation. A Canadian C130 made multiple trips in and out of the airfield to secure the wreckage and the aircraft engine was shipped separately as it was likely the cause of the accident. In further discussing the accident it appeared that there was also an issue with the ejection seat, which is why the pilot was only able to eject at around 100ft AGL, the ejection seat rockets him an additional 100ft of altitude resulting in his shoot opening just prior to contacting the ground. He was not injured other than a few bruises.

We have been in contact with the team since they returned to Canada and the fleet is still currently grounded over a month later. The team hopes to fly all the aircraft out next week. A team member is still here in town to keep an eye on things and they have done their best to keep up posted.

Audit Prep

We have been working with the new CPA on our internal audit and communicating with the new Auditor. Audit prep this year has been more in depth as we have changed both our internal CPA and Audit firm. Our audit will take place early next week and will last up to three days. We have submitted much of the information to them ahead of time so their time here on the field will be brief.

Runway Lighting

There were a few days over the last couple of months that we had intermittent issues with the runway edge lighting. They were all small transformer issues and have since been resolved. If you see any lighting issues during your night flights, please inform the front desk and they can relay the information to our airfield maintenance team.

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

Hope reported:

September 2019

Revenue and Expense Highlights:

September was a good month coming in just over budget, even after the year-end adjustments. Revenues came in just over budget by 4.5% thanks to another good month of fuel sales. Expenses were under budget, mainly due to year-end adjustments.

Capital Expenses

The capital expenses were related to previously approved Flight School renovations and to the repairs to the foam fire suppression system in the FBO Hangar.

FY 2019 Year End Highlights:

We ended the year 39.1% over budgeted Net Income. The external audit begins next week.

October 2019

Revenue and Expense Highlights:

October was also a good month coming in just over budget y 4.2%. Revenues came in just over budget by 4.6% mainly due to jet fuel sales and call-out income. Expenses were over budget, mainly due to marketing expenses associated with the Toy Box and Repairs and Maintenance expenses related to airfield lighting.

Capital Expenses

The only capital expenses in the month was for a replacement fuel nozzle for the jet refueler truck for \$685 dollars.

After reviewing the previous months Hope noted that she was entertaining putting out a Request for Proposal for banking services and would discuss that further with Allen regarding that process.

V. OLD AGENDA ITEMS

None

VI. NEW AGENDA ITEMS

19-11-01 Capital Improvement Plan for Grant Requests

Prior to Hope presenting the Capital Improvement Plan, she explained that there is no domestic water in Area C and that the contractor for C3 had tapped into the fire line. Allen Morrison noted that our documentation showed that domestic water was indeed in place but was not.

Hope presented the following Capital Improvement Plan (CIP) to the Airport Authority:

Atlanta Regional Airport - Falcon Field (FFC - Peachtree City, GA) GDOT PM: Tracie Kleine
 Capital Improvements Plan (updated Nov. 5, 2019) Runway 13/31 (5,768' x 100') | Existing RDC: C-II / Ultimate RDC: C-II

FY	Local Priority	Project Description	NPR Value (A)	90 / 5 / 5	90 / 0 / 10	0 / 75 / 25	0 / 0 / 100	75 / 25 Option?	Federal Share Amount	State Share Amount	Local Share Amount	Total Project Cost
2019	1	Conduct Environmental Assessment (Obstruction Clearing)	68	X					\$ 57,480	\$ 3,193	\$ 3,193	\$ 63,867
2019	2	Conduct DBE Plan (FY 2018-2020)	68	X					\$ 8,346	\$ 464	\$ 464	\$ 9,273
2019	3	Rehabilitate Runway Lighting (reimbursement)	72		X				\$ 3,510	\$ -	\$ 390	\$ 3,900
2019	4	Acquire Miscellaneous Land (land donation - reimbursement)	40		X				\$ 4,047	\$ -	\$ 450	\$ 4,497
2020	1	Conduct Airport Layout Plan Update	68	X					\$ 320,850	\$ 17,825	\$ 17,825	\$ 356,500
2020	2	Conduct EA (Obstruction Clearing) - Additional Services (reimb.)	68		X				\$ 16,107	\$ -	\$ 1,790	\$ 17,897
2020	3	Rehabilitate Taxiway F & Hangar Area C Apron (Crack Seal & Re-mark) & Improve Airport (Install Security Fencing) - Design (reimb.)	62		X				\$ 63,583	\$ -	\$ 7,065	\$ 70,648
2020	4	Conduct Justification Study - Extend Rwy 31, incl. Strengthening (reimbursement)	68		X				\$ 10,530	\$ -	\$ 1,170	\$ 11,700
2020	5	Remove Obstructions (On-Airport) - Design	95	X					\$ 45,743	\$ 2,541	\$ 2,541	\$ 50,825
2020	6	Improve Airport (Install Security Fencing) - Bid & Construction	45	X				X	\$ 205,425	\$ 11,413	\$ 11,413	\$ 228,250
2020	7	Conduct DBE Plan (FY 2021-2023)	68	X					\$ 9,765	\$ 543	\$ 543	\$ 10,850
2020	8	Install Utilities (Hangar Area C Power, Gas, Internet, Cable)	20		X				\$ 149,400	\$ -	\$ 16,600	\$ 166,000

2021	1	Remove Obstructions (On-Airport) - Bid & Construction	95	X					\$ 675,000	\$ 37,500	\$ 37,500	\$ 750,000	
2021	2	Rehabilitate Taxiway F & Hangar Area C Apron (Crack Seal & Re-mark) - Bid & Construction	62	X					\$ 151,650	\$ 8,425	\$ 8,425	\$ 168,500	
2021	3	Acquire Miscellaneous Land (2 TTF Taxilane Esmts.)	40	X					\$ 19,800	\$ 1,100	\$ 1,100	\$ 22,000	
2021	4	Acquire Miscellaneous Land (2 TTF Taxilane Easements) - Land Acquisition Services (reimbursement)	40		X				\$ 40,500	\$ -	\$ 4,500	\$ 45,000	
2021	5	Install Utilities - Hangar Area C Water (reimb.)	20		X				\$ 45,000	\$ -	\$ 5,000	\$ 50,000	
2021	6	Rehabilitate Runway (Crack Seal & Re-mark) - Design	72	X					\$ 45,000	\$ 2,500	\$ 2,500	\$ 50,000	
2021	7	Remove Obstructions (Off-Airport) - Design, ROW Negotiation	95	X					\$ 45,000	\$ 2,500	\$ 2,500	\$ 50,000	
2021	8	Conduct Env. Assessment (Extend Rwy 31, incl. Strengthening)	68	X					\$ 58,500	\$ 3,250	\$ 3,250	\$ 65,000	
2022	1	Remove Obstructions (Off-Airport) - Bid & Construction	95	X					\$ 855,000	\$ 47,500	\$ 47,500	\$ 950,000	
2022	2	Rehabilitate Runway (Crack Seal & Re-mark) - Bid & Construction	72	X					\$ 225,000	\$ 12,500	\$ 12,500	\$ 250,000	
2022	3	Acquire Easement for Approaches ("The Hill")	45		X				\$ 19,800	\$ -	\$ 2,200	\$ 22,000	
2022	4	Acquire Esmt. for Approaches ("The Hill") - Land Acq. Svcs. (reimb.)	45		X				\$ 20,250	\$ -	\$ 2,250	\$ 22,500	
2022	5	Extend Runway (Rwy 31, incl. Strengthening) - Design	56	X			X		\$ 346,500	\$ 19,250	\$ 19,250	\$ 385,000	
2022	6	Rehab/Strengthen/Extend Taxiway A (@ Rwy 31 end) - Design	47	X					\$ 157,500	\$ 8,750	\$ 8,750	\$ 175,000	
2022	7	Rehabilitate Apron (Hangar Area C Rejuvenation) - Design	62	X					\$ 31,500	\$ 1,750	\$ 1,750	\$ 35,000	
2022	8	Install Runway Visual Guidance System (MALSR) - Design	84	X					\$ 67,500	\$ 3,750	\$ 3,750	\$ 75,000	
2023	1	Extend Runway (Rwy 31, incl. Strengthening) - Bid & Construction	56	X			X		\$ 4,950,000	\$ 275,000	\$ 275,000	\$ 5,500,000	
2023	2	Rehab/Strengthen/Extend Taxiway A (@ Rwy 31 end) - Bid & Const.	47	X					\$ 2,250,000	\$ 125,000	\$ 125,000	\$ 2,500,000	
2023	3	Rehabilitate Apron (Hangar Area C Rejuvenation) - Bid & Const.	62	X			X		\$ 450,000	\$ 25,000	\$ 25,000	\$ 500,000	
2023	4	Install Runway Visual Guidance System (MALSR) - Bid & Const.	84	X					\$ 990,000	\$ 55,000	\$ 55,000	\$ 1,100,000	
2023	5	Expand Apron (Hangar Area C - 5,500 SY Expansion) - Design	47	X			X		\$ 63,000	\$ 3,500	\$ 3,500	\$ 70,000	
2023	6	Conduct DBE Plan (FY 2024-2026)	68	X					\$ 11,250	\$ 625	\$ 625	\$ 12,500	
2024	1	Expand Apron (Hangar Area C - 5,500 SY Expansion) - Bid & Const.	47	X					\$ 652,500	\$ 36,250	\$ 36,250	\$ 725,000	
2024	2	Expand Apron (Terminal Area - 18,500 SY Expansion) - Design	47	X					\$ 63,000	\$ 3,500	\$ 3,500	\$ 70,000	
2024	3	Rehabilitate Apron (Terminal Side Hangar Area) - Design	62	X			X		\$ 58,500	\$ 3,250	\$ 3,250	\$ 65,000	
2024	4	Strengthen Apron (Terminal Area - 16,000 SY Area) - Design	42	X					\$ 54,000	\$ 3,000	\$ 3,000	\$ 60,000	
2025	1	Expand Apron (Terminal Area - 18,500 SY Expansion) - Bid & Const.	47	X					\$ 1,035,000	\$ 57,500	\$ 57,500	\$ 1,150,000	
2025	2	Strengthen Apron (Terminal Area - 16,000 SY Area) - Bid & Const.	42	X					\$ 864,000	\$ 48,000	\$ 48,000	\$ 960,000	
2025	3	Improve Fuel Farm (Rehabilitation) - Design	20	X			X		\$ 67,500	\$ 3,750	\$ 3,750	\$ 75,000	
									2020 Totals	\$ 821,403	\$ 32,321	\$ 58,946	\$ 912,670
									2021 Totals	\$ 1,080,450	\$ 55,275	\$ 64,775	\$ 1,200,500
									2022 Totals	\$ 1,723,050	\$ 93,500	\$ 97,950	\$ 1,914,500
									2023 Totals	\$ 8,714,250	\$ 484,125	\$ 484,125	\$ 9,682,500
									2024 Totals	\$ 828,000	\$ 46,000	\$ 46,000	\$ 920,000
									2025 Totals	\$ 1,966,500	\$ 109,250	\$ 109,250	\$ 2,185,000



NOTE: IF "Y" in "75 / 25 Option?" column, THEN Sponsor will consider accepting a 75% State / 25% Local grant if Federal funding is not available.

After Hope completed the above overview of the plan, Allen asked Hope what the Airport Authority would actually be locked into if they voted on this tonight. Hope stated that since this was such an outward looking plan that the only thing that would be immediately locked into were the items in 2021. Tom Fulton asked, if once approved would there be any coming back to the Authority for any additional approvals. Hope responded that there would not be and explained that at the end of the month the plan would be submitted to GDOT for planning purposes and then the next time we would come back to the Authority is for the purpose of approving one of the listed projects. Hope also noted that no money is spent from the airports pocket up front for these projects as listed.

Tom Fulton noticed there was a large local share for one of the years and asked Hope to explain what that meant. Hope explained that our local share does not come out of pocket and that the local share was paid out of a land swap. Hope explained that we would take a

portion of an acre that was equal to the local share in dollars and the project would encumber that piece of property and could not be sold in the future. Hope noted that this airport is different in that the FAA did not purchase all of the land so we are able to use those acres that we own as our local portion of a grant. Allen asked how much land was encumbered as a result of using land swap as our local portion. Hope explained that exact number was on our Exhibit A and stated that it would be decades before the airport runs out of the ability to use land swap as our local share.

Tom Fulton asked Hope for clarification of the two obstruction projects. Hope explained that one was on airport and one was off airport tree clearing projects but would be addressed at different times.

Charles Murray asked if the numbers in the CIP were definite dollars. Hope responded that they were just engineering estimates based off of similar projects and that we would not know the exact numbers until the project went out to bid.

Allen Morrison made a motion to approve the Capital Improvement Plan for Grant Requests as presented, seconded by Kevin Lund.

Motion carried 4/0

19-11-02 Consider FY 2019 Employee Incentive Plan Payout

Hope explained that the plan was revised last meeting to have to make over two hundred thousand in net income for the plan to go into effect, then we set aside two hundred thousand that is not a part of the pay out and calculate the bonus payout based off the remainder net income. Then 10% of the remaining net income after the two hundred thousand is paid out to the employees, not including the airport manager. That 10% is divided depending on their level in the company, how many hours in that year they worked and how they performed on their year-end review. We also capped the payout to no more than 10% of the employee's annual income.

Hope noted that all of the reviews have been done and that last year we paid out just over forty thousand dollars. The payout this year is \$34,291.33 to be divided among 15 employees.

Hope recommended to the Authority the full payout of the above-mentioned bonus pool.

Charles Murray made a motion to approve the FY 2019 Employee Incentive Plan Payout as presented, seconded by Allen Morrison.

Motion carried 4/0

19-11-03 Consider Capital Improvements to Toy Box

Mike explained in detail the below items that need to be repaired and pricing associated with those, he also explained that these were the best of the quotes that were gathered from multiple companies:

TOTAL REQUEST

Insulation Repair	\$3,120
Repair Roll Up Door	\$1,064
Repair Fire Door	\$845
Service Hangar Door	\$1,200
Repaint Blue Stripe on Exterior	\$1,420
Interior Paint	\$5,390
Roof Repair	\$5,831
Floor Coverings (Carpet & Vinyl)	\$12,902
Contingency (approx. 11%)	\$3,229
TOTAL	\$35,000

Mike noted that he did get quotes on servicing all of the airport hangar doors but this was just focusing on the toy box for this ask.

Max Braun asked how long would the roof repairs last. Hope stated that based off the last repair done on that building, about eight years or so.

Mike asked for a not to exceed of \$35,000.

Kevin Lund asked if we have a tenant for the building and Mike responded that at the time we do not. We have had interested parties look but nothing has come to fruition. Mike explained that one of the interested parties was a charter school that had a flight training component to it and because of the location of the school in Griffin, it was not feasible to bus students from a different county to our airport.

Mike noted that the building was out there on a number of websites and that the building was listed for \$6,500 per month.

Allen noted that this hangar is probably one of the best locations on the field.

Tom Fulton asked what the square footage of the building was, Hope and Mike responded that the office space was 3,000 square feet and the hangar was 6,750 square feet.

Charles Murray asked if the items were priority, Mike stated that it really all needed to be addressed so all things on the list were priority. Hope noted that it was much easier to do these fixes while the building was empty. Charles asked how long had the roof been leaking, Hope and Mike responded that the tenant had not reported the roof leak so they really didn't have a good idea of how long.

Allen Morrison made a motion to approve the Capital Improvements to the Toy Box as present and not to exceed \$35,000, seconded by Kevin Lund.

Motion carried 4/0

19-11-04 Consider Hangar C1 Request to Extend Construction Completion Date

Hope explained that she had put a couple of the pages in the Authorities books for their reference. Hope reviewed the language of the lease stating that they had to have their certificate of occupancy no later than 6 months after receiving the FAA 7460 approval and that failing to do so results in the automatic termination of the lease. The other item in the lease states that if there is no certificate of occupancy within 6 months of signing the lease then the full amount of rent is due for each month after that initial 6 month term.

There has been a large learning curve with everyone involved since it had been 20 years since the last hangar had been built out here at the airport. Hope introduced Dan Tucker who was representing the hangar owner. Hope noted that she had sent many documents to the city regarding erosion control plans that were requested by the city for this hangar specifically that had not pertained to the other smaller hangar that was built in Area C last year. She noted that there had been a lot of back and forth.

What the hangar owner was requesting was an additional 6 months to get permitting done and believe they can have the hangar done in four months once they get the permit approved.

Allen stated that it had already been a year and he was curious how much of that year was because of the permitting process.

Dan Tucker introduced himself as representing Mr. Brent Scarbrough and he appreciated putting this on the agenda tonight. Dan stated that the hangar steel had already been fabricated and was in South Georgia, waiting to be delivered. Dan stated that they had submitted their plans on June 21st. He agreed with Hope that there had been a lot of back and forth and for that matter confusion of whether this hangar was a storage hangar or a maintenance hangar and that they have settled that this is just a storage hangar. Dan stated that the hangar was quite complex at 13,000 square feet with an interior crew rest area with a page count of over 150 sheets.

Dan stated that the long and short of it was that they were ready to build as soon as the permit is approved. He noted that they had resubmitted their plans the first week of November after working through the issue of the oil water separator and the door drain. Dan explained that Safebuilt was not being difficult but that their interpretation of the code is different than it was before. Dan stated he was doing everything he could do to get the permit.

Hope noted that the 6 months' time frame was pulled from older leases and she stated that obviously the front-end process is taking more time than it has in the past as well as the demand on the system in place for permitting. She continued that Peachtree City has a lot more going on than it has in the past as far as building is concerned.

Allen asked when the first lease was approved, Hope responded that it was the prior June (2018) that it was approved. Allen said that it had been a year and half since we began

this whole process. Allen asked Dan when he had submitted the plans for the building, Dan responded that they submitted the plans in June of this year (2019). Allen asked Dan if it indeed took a year to submit the plans. Allen asked Hope if they were paying rent yet, Hope responded that they were not. Hope explained that rent under the current lease would not come due until December.

Allen was making the point that it has just taken too long. Allen reiterated that we had lost the C2 location because of the back and forth with the doors the first time. Allen stated that he was ok with an extension but that they needed to start paying their full rent now.

Tom Fulton asked Dan if the intent of the hangar was indeed storage of aircraft. Dan stated that was the intent of the use of the hangar, storage of up to a large Gulfstream.

Dan apologized to the Authority for the delay on all of this but that they were working diligently with Safebuilt to sort it all out.

After some additional discussion regarding the wording of the lease and a potential addendum the Authority came to the following:

Allen Morrison made a motion to approve the 6-month extension with the caveat that there will be an addendum that the Airport Authority has the right to cancel the lease if construction has not started in 6 months of the signed addendum and that the addendum require paying full rent as soon as the extension begins, seconded by Kevin Lund.

Motion carried 3/1, Charles Murray opposed.

VII. Executive Session

Allen Morrison made a motion to enter into executive session at 8:00 pm to discuss real estate and personnel matters, seconded by Charles Murray.

Motion carried 4/0

Tom Fulton stated, that there may be vote after the executive session.

Allen Morrison made a motion to adjourn executive session at 8:15pm and enter back in to the Regular Meeting, seconded by Kevin Lund.

Motion carried 4/0

Allen Morrison made a motion to approve the WK Dickson Work Authorization for Land Acquisition Services Taxiway Easements not to exceed \$44,000, seconded by Kevin Lund.

Motion carried 4/0

Allen Morrison made a motion to approve a 10% salary increase for the Airport Manager, seconded by Kevin Lund.

Motion carried 4/0

VIII. Adjournment

Allen Morrison made a motion to adjourn the Regular Meeting at 8:16pm, seconded by Kevin Lund.

Motion carried 4/0

Attest

Tom Fulton, Chairman