

**Peachtree City Airport Authority (PCAA)**  
**Regular Minutes**  
**Thursday, April 23rd, 2014**  
**Aviation Center, Peachtree City-Atlanta Regional Airport**  
**7:00 p.m.**

**Members Present: Richard Whiteley – Chairman, Vice-Chairman & Secretary/Treasurer  
- Bill Flynn, Bill Rial, Skip Barnette, Bryan LaBrecque and Alternate – Tom Fulton.  
Airport Manager –Hope Macaluso, A.A.E., and Airport Attorney– Matt Ramsey (for Doug  
Warner).**

### **I. CALL THE MEETING TO ORDER**

Richard Whiteley called the meeting to order at 7:00 p.m.

### **II. APPROVAL OF MINUTES**

Bill Flynn made a motion to approve the March 2014 Minutes, seconded by Bill Rial.

Motion Carried, 5/0.

### **III. REPORTS**

#### **Airport Safety & Operations**

Bryan commented that the team was working on repairing the hangar doors which needed attention.

#### **Finance & Capital Budgeting - Bill Flynn**

Bill Flynn commented that Hope would take the board through the exact details but that all was in order and another good month. Richard asked the question of whether the board should consider long and short term debt payoff options. Bill Flynn responded that in his opinion cash is king and that with a lot of big bills sitting around he would be reluctant to pay down. Bryan asked Richard if he was thinking about maybe doubling payments. Bill responded that he would run the numbers with Hope and Marla to look at it. Richard said it could be a six month decision but just wanted to maybe look into it since our cash position was in a good place. He also commented it would be nice to clean up the balance sheet a little bit. Bill Rial commented that it would be a good idea from time to time, to look at the Capital Improvement Plan (CIP) and the cash position throughout the year to see if anything made sense to invest in. Bryan noted that the CIP was looked at once a year and we could not officially change anything on that but once a year. Bill Rial responded that he was suggesting to just take a look for the airport's purposes throughout the year. Bill Flynn asked when the board last looked at the CIP, to which Hope responded October of 2013. Bill Flynn suggested if the board saw something on the CIP that could be funded ahead of time that could be done during the time the CIP

was being reviewed. Bill Rial commented that the FBO hangar roof may need minor repairs. Bryan commented that the fencing issue was of notable importance and could be a part of that consideration. Skip reminded the board of the recent security breach in California and that the event could trigger tighter security at all airports. Bill Flynn asked if there were FAA or TSA money that would be available for the security concerns. Bryan responded that it is possible that there would be funding available. Hope noted that the engineers had just that day made a site visit for the design of the grubbing, clearing and fencing in the areas mentioned. Skip wanted the board to be prepared for any security changes that could come our way in the future and any additional costs associated with those changes. Richard commented that he would like for Bill Flynn to take a look at the budget and for him to see if this is something that makes sense. Richard also suggested we take a look at the CIP and asked Hope to add it to the agenda in a few months and make a group decision at that point. In closing the conversation Bill Rial suggested the group take a look at paying down debt during one of the finance meetings.

### **Tenant & Community Relations - Bill Rial**

Bill Rial wanted to thank Hope and Mike for putting together the new email campaigns that were being sent out to tenants in the form of a newsletter.

### **Marketing – Skip Barnette**

Skip commented that the email campaign is an important marketing tool and was glad to hear it is now being used. Richard asked for the board to be added to the email campaign list.

### **Operations –Manager of Operations, Mike Melton**

STAFF – Mike noted all of our new staff have been released from training and are continuing to learn.

AIRSHOW – Mike and Hope will be meeting with the airshow folks again in the next few weeks. The board can expect to see an airshow agenda item at that time. The potential request to allow a contractor to clear the trees in Area B at our specification for no additional cost to the airport.

LAV CART – The Lav Cart purchase is proving to be a wise decision. We have to date serviced 7 aircraft that requested the service.

OFFICE TENANT – The tenant occupying the additional office space is in the process of moving in and will soon be conducting classes soon.

OVERLAY – It appears the first week of June will be the new start date for the Runway Overlay. However, there are no weather or contingency days currently built in to the contract. If any weather were to occur during construction, it will push the project out those additional days. Additional work has already been added to the contractor by

overlaying the taxiway stubs from the originally planned 40 feet to 250 feet (up to the hold short line), which they agreed to. We have already sent an email out to our tenants informing them of tentative closure date. Bill Flynn wanted to confirm the funds were federal and that no delays could drag the project on. Hope stated the contractor knew there was a finite amount of funds when they agreed to the project and would keep that in mind. Hope asked the board the real question regarding additional closure days would be; would the tenants be ok with be closed for more than the scheduled seven days. Bill Flynn stated the door was opened to additional closure days when the scope of work was changed. Hope reminded the board of the additional work that was to be completed from the original bid which included an additional 250 feet over overlay including part of the exiting taxiways to the hold short lines. Bryan asked if the additional work could be completed within the original amount of time allotted. Sushma Patel from the airport's engineering consultant firm, Atkins, commented that the authority would need to decide if they would allow additional weather days on top of the currently scheduled seven days. Bryan said that the airport would need the number of days that our engineers expect it would take to complete the additional work. Bill asked Sushma how many days she thought would be appropriate. Sushma said she would need to calculate the number of days and get back with the board. She continued on to mention that there is not currently a signed agreement and that they were the only contactors that had bid on the job and they could still walk on the contract if they were not provided the amount of time they believed they needed to complete the job. Bill Flynn said the airport would be more reasonable in the approach to the additional work. The authority would decide how much additional time would be given based on Sushma's calculations.

EMAIL CAMPAIGNS – Mike continued to note that there have been email campaigns keeping the tenants up to date on various events and projects around the airport with a free and secure email service.

T HANGAR UPDATE- There is currently a wait list of 9 individuals.

EVENTS- Mike listed that the upcoming events are the WWII Heritage Days this upcoming weekend, the RV Fly-In May 10, and the Precision Customer Appreciation event May 8. Emails have been sent out to tenants.

PINEWOOD- Hope and Mike toured and met with Corporate Transportation Coordinators at Pinewood regarding airport and what we have to offer.

SANY- Hope and Mike met with Sany and Atkins regarding crane testing on a proposed testing pad. It appears to not be a factor in protecting our current airspace restrictions but that our engineers would confirm this was the case.

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

Hope began by reviewing the month's Revenue Highlights. She noted there continues to be a T hangar waiting list and continued strong Jet A fuel sales.

March Revenue Highlights:

Revenue for the month of March exceeded budget 10.3% at \$73,900.

The primary drivers in March were:

- We continue to exceed budget in both T-Hangar Revenues and Jet Fuel Sales. T-Hangar Revenues are 26% over budget and Jet Fuel Profits were 42% over plan.

March Expense Highlights:

For the month of March, overall expenses fell just below budget by 2.3%.

- We continue to watch spending very closely to that we have a cushion for the week of the runway overlay closure.

March Net Operating Income Highlights:

Net Operating Income for the month was \$16,041, which was \$8,397 over forecast.

Cash Position:

Hope reported that the cash position was up from the previous month by almost \$17,000. This was after two capital expenditures. The first was a replacement of both the heating and cooling systems in the Toy Box hangar. As reported last month, those were original to the building in 1992. The cost to replace both of those units was \$4,700. The second expense was the purchase of a Lavatory Service Cart for \$3,610. It will take a while to recoup that cost at a charge of \$80 per service. We have regular customers that will use this service and is an additional advertised amenity that we provide.

#### **First 6 months Recap**

Our Net Operating Income at is at 76.6% of the total annual budgeted income.

Richard asked why the salaries and wages were so far under budget, to which Hope responded there was a change in the structure of personnel earlier in the year.

## **V. OLD AGENDA ITEMS**

None

## **VI. NEW AGENDA ITEMS**

### **14-04-01 Consider Use of PCAA Facilities by The Great Georgia Airshow**

Hope began by saying that she wanted all of the parties involved with the airshow to be on the same page prior to the event and felt that a formal approval of the event with a signed agreement would assist with this. She also mentioned that the city would be doing something similar with the airshow this year as well. Bill Rial mentioned that during a recent meeting with airport management and the airshow a flat fee for the use of the facilities and administrative time was suggested. Hope agreed the same was discussed and reiterated that all the airport was looking to do is recoup would be the additional costs associated with the airshow coordination. Bill Rial commented that a written agreement could be much cleaner and more transparent between both parties. Richard mentioned that any recourse could be tough but still believes that an agreement is a smart way to go about it.

Bill Flynn made a motion to develop and agreement between the Peachtree City Airport Authority and The Great Georgia Airshow and to authorize the use of the facility for an airshow. Bill Rial seconded the motion.

Motion carried 5/0

The next agenda item was moved to after the Executive Session.

### **14-04-03 Consider First Right of Refusal for Purchase of Hangar D28**

After returning to open session, Bill Flynn made a motion to decline the authority's first right of refusal to purchase hangar D28 and also approve the lease transfer. Seconded by Bill Rial.

Motion carried 5/0

## **VIII. Executive Session**

The board went into Executive Session at 7:45pm to discuss Real Estate matters.

## **VIII. Adjournment**

The board returned from Executive Session at 9:15pm.

Bryan LaBrecque made a motion to adjourn the meeting which was seconded by Bill Rial.

Motion Carried 5/0. Time 9:17pm (local)

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Attest

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Richard Whiteley, Chairman