

Peachtree City Airport Authority (PCAA)
Regular Minutes
Thursday, August 14th, 2014
Aviation Center, Peachtree City-Atlanta Regional Airport
7:00 p.m.

Members Present: Richard Whiteley – Chairman, Bill Flynn – Vice Chairman and Treasurer, Skip Barnette, Bryan LaBrecque, Bill Rial, Tom Fulton - Alternate, Airport Manager –Hope Macaluso, A.A.E., and Airport Attorney–Doug Warner.

Members Not Present: None

I. CALL THE MEETING TO ORDER

Richard Whiteley called the meeting to order at 7:02 p.m.

II. APPROVAL OF MINUTES

Skip Barnette made a motion to approve the July 2014 Minutes, seconded by Bryan LaBrecque.

Motion Carried, 3/0. 2 Abstain

III. REPORTS

Airport Safety & Operations (Bryan LaBrecque)

Bryan mentioned that the authority's thoughts are with the family who lost a loved one to an unfortunate aircraft accident earlier in the week.

Finance & Capital Budgeting – (Bill Flynn)

Bill Flynn noted that the finance meeting earlier in the week went well and that even after a rough start to the month, things turned around. Bill also mentioned that Skip was in attendance at the finance meeting.

Tenant & Community Relations – (Bill Rial)

Bill Rial mentioned that the RV Squadron was working closely with the airshow and they would be assisting the airshow with security near the T and D Hangars. Bill noted he was glad to see the squadron working closely with the airshow.

Marketing – (Skip Barnette)

Skip again recognized a job well done by the airport staff.

Operations –Manager of Operations, (Mike Melton)

Mike reported:

STAFF – Javier Marquez was added to the line service staff. Intern/Linemen Andy Pope was headed back to school next week. He was an excellent addition to the team while he was here. Mike and Jeremy Toney were in the process of planning a Line Service/ CSR recurrent class just to keep everyone up to speed on procedures both normal and abnormal.

A/C ACCIDENT: We lost a based Aircraft the previous weekend. Mike and Hope were both here during the search process and the staff handled the situation excellently. Our thoughts are with the families.

AIRSHOW – The Open House event at the airport was a success, and Open House at TNT was a success as well. The Table Top exercise will be more comprehensive this year. The flow overall with planning is going very smooth. Bill Rial asked if the staff had an idea of what the performer fuel sales would be based off of previous years. Bryan responded that although we had budgeted a small bump in AvGas sales, the budget was done at time of unpredictable sales.

OVERLAY – The Overlay is complete with a few items remaining. The punch list is substantially complete and additional grass seeding is to be done in the fall.

FUEL UPDATE - At just under half way into the month and Jet A was at 44% of budget and AvGas was at 41% of budget. We are currently on target to make budget this month.

In cooperation with the Fayette County Development Authority, the airport hosted an Aviation and Aerospace Town Hall meeting that was a success and the organization plans to continue similar events.

The airport also hosted a safety briefing event that Atlanta Approach Control (TRACON) presented, it was a success – 30 or so tenants and local pilots attended.

Mike stated that the T Hangar waiting list still had 21 names on it.

Mike mentioned the newly replaced courtesy car is a great addition to the fleet.

PLAYGROUND UPDATE - The airport staff removed equipment to eliminate exposure to risk. Moving forward there would be a clean slate to start with when the fencing project is complete. Bryan asked where were we in the whole process, to which Hope responded we are awaiting the final fence installation that would alter the shape and size of the playground. Hope asked Doug the question of whether the playground is considered a “public” playground. Doug responded that without a doubt it is a public

park. Bryan stated that once the fencing was completed that the authority could then make a decision of how to proceed forward with the playground. Bill Rial stated that once this was finalized the subject would need to be addressed as an agenda item at a future meeting. Richard agreed that eventually the playground would need to get put back together and that Anne Cobb would have a say in the equipment on the playground.

Hope and Mike met with Georgia Department of Transportation (GDOT) and airport engineers to discuss that the obstruction removal will occur in phases due to funding flow and potential wetland mitigation.

The Design for the fencing project is almost complete and should be ready to go to bid in September.

The 18B Survey had been completed and all of the obstructions have been identified. The engineers are completing cost estimate to remove those obstructions.

The engineers are updating the Exhibit "A" property map (part of Airport Layout Plan) information.

The staff is preparing for NASCAR weekend with emails sent out to potential fly in customers as well as preparing the facility.

Bryan LaBrecque asked what the status was of the Gulfstream that had been sitting on the ramp for a couple years now. Doug Warner stated that the aircraft had been difficult to sell; with lots of false starts from potential buyers and that the aircraft was not airworthy and would not likely fly out. Bryan stated that we need to get it out if we can. Bill Rial asked Doug what the best move would be moving forward. Doug suggested initiating foreclosure through our storage lien. Bryan stated that he would like to see the airport move forward with the foreclosure process to put pressure on the owners to settle their current storage bill. Richard asked Doug what the foreclosure process would cost, to which Doug estimated the cost to be around one thousand dollars in legal fees.

Although initially Bill Flynn made a motion to proceed with the suggested foreclosure on the aircraft discussed, the motion was withdrawn by Bill Flynn as this was not an item that needed to be voted on. Hope then requested Doug proceed with the foreclosure process.

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

Hope began by noting the budgeting process continues for next fiscal year. She then reviewed the month's Revenue Highlights.

July Revenue Highlights:

Revenue for the month of July exceeded budget by 23.6% at \$82,179.

The primary drivers in July were:

- Hangar leases continue to exceed budget. Although tie-down leases continue to dwindle due to aircraft being sold and tie-down aircraft moving into hangar space, the t-hangars are still at 100% capacity and the Toy Box had no budgeted income for the month. Office rent is 38% over budget and will be until updated in the next budget cycle.
- We exceeded fuel sales with both Jet-A and 100LL. This is even with the loss of one based jet to another airport. Also even with Ace Camp occurring during the month, the flight school actually accounted for less than a quarter of 100LL sales, therefore the margin on sales was better than expected.
- Miscellaneous income was high due to the surplus of the old F150, one of the crew cars, an unused piece of ground maintenance equipment, and a couple of smaller items. The income for the sales of these items was \$5,580.

July Expense Highlights:

For the month of July, overall expenses were over budget by only 1%.

The primary drivers in July were:

- Although we exceeded budget in maintenance due to hangar sprinkler repairs, airfield lighting bulbs and globes, and the repair on a lighting issue on Taxiway Alpha, we held expenses down in most other areas. The exception being an increase in Auto Fuel now that we are mowing again and did not purchase fuel the previous month.

July Net Operating Income Highlights:

Net Operating Income for the month was \$19,516, which was \$15,000 over forecast.

Cash Position:

Hope reported that the cash position was up from the previous month by \$27,232. \$4,745 was spent to finish up the improvements to the Toy Box. \$5,000 was spent on the replacement crew vehicle.

First 9 months Recap

Our Net Operating Income at is at 135% of the total annual budgeted income.

Upcoming Capital Expenses

Hope reviewed the capital expense items from the year and the year to come. She pointed out that the FBO hangar would need repairs that were safety issues and needed to be addressed promptly.

Bill Rial asked if the estimates Hope had received for the hangar repairs were accurate, to which Hope responded that they were. Bill Flynn responded to the capital presentation by stating that just because excess money had been made, that did not mean it needed to be spent and asked Hope ultimately what she wanted out of it. Richard stated it was nice that we made extra money and the FBO hangar indeed produces revenue and that no further discussion was needed. Bill Flynn asked Hope if it was in this year's budget, to which she responded no. Bill Flynn asked Hope if she had to make a maintenance budget, what would that look like. Hope responded that she would address the aged parking lots in front of the terminal building and the FBO hangar for car parking. Bill Rial felt the asphalt in between the T Hangars would also require attention. Hope responded that they would need attention but that the federal funds could cover the area Bill had described. Hope asked that the authority add the areas on the ramp and near the T Hangars to the Capital Improvement Plan. Bill Flynn asked where the next round of discretionary funds were to go. Hope responded that the discretionary funds would go to the tree removal as identified in the 18B obstruction survey.

V. OLD AGENDA ITEMS

None

VI. NEW AGENDA ITEMS

None

V. EXECUTIVE SESSION

The authority collectively agreed that an Executive Session was not necessary and did not enter an executive session.

VII. Adjournment

Bill Flynn made a motion to adjourn which was seconded by Bryan LaBrecque

Motion Carried 5/0. Time 8:08pm (local)

Attest

Richard Whiteley, Chairman