

**Peachtree City Airport Authority (PCAA)**  
**Regular Minutes**  
**Thursday, January 8, 2015**  
**Aviation Center, Peachtree City-Atlanta Regional Airport**  
**7:00 p.m.**

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

**I. CALL THE MEETING TO ORDER**

Richard Whiteley called the meeting to order at 7:01 p.m.

**II. APPROVAL OF MINUTES**

Bill Flynn made a motion to have the December meeting minutes changed from the stated “Holiday Party” to “Christmas Party.” Skip Barnette made a motion to approve the December 2014 Minutes without the change, seconded by Tom Fulton.

Motion Carried, 3/1. 1 Abstained and 1 Opposed

**III. REPORTS**

Prior to the reports being given, Bill Flynn made a motion to move the election of officers to the beginning of the meeting. Seconded by Bryan LaBrecque

Motion Carried 5/0

**15-01-02 Election of Officers**

Bill Flynn nominated Richard Whiteley as Chairman, Seconded by Skip Barnette.

Richard Whiteley nominated Bryan LaBrecque as Chairman, Seconded by Bryan LaBrecque.

A vote was taken: Bill Flynn, Skip Barnette and Bryan LaBrecque voted for Richard Whiteley. Richard Whiteley and Tom Fulton voted for Bryan LaBrecque.

Motion carried 3/2 for Richard Whiteley as Chairman.

Richard accepted the position, noting that it is helpful that he was able to hand off the Fayette County Development Authority duties to another board member.

Richard also appointed Bill Flynn as Vice-Chairman.

Skip Barnette nominated Bill Flynn as Secretary and Treasurer. Seconded by Bryan LaBrecque.

Motion carried 4/0.

Richard Whiteley appointed Bill Flynn for Financial Reports

Richard Whiteley nominated Tom Fulton as the new Fayette County Development Authority Representative for the Peachtree City Airport Authority. Seconded by Bryan LaBrecque.

Motion carried 4/0

### **Airport Safety & Operations (Bryan LaBrecque)**

Bryan stated there was nothing significant to report and would defer to Hope Macaluso and Mike Melton's reports for updates.

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

Bill Flynn stated he would defer to Hope's report as he was not able to attend the finance meeting.

### **Tenant & Community Relations – (Tom Fulton)**

Richard Whiteley noted that Tom Fulton was to take on the Tenant and Community Relations reports. Tom had nothing to report. Richard asked if George Harrison had anything to report regarding this matter. George said he did not have anything at the time.

### **Marketing – (Skip Barnette)**

Nothing major to report.

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

STAFF – Andy Pope joined the team at the front desk. He was also an intern with us over the summer. We have also had an intern working with us (Denver Garrett) who is assisting with a continuation of a traffic study we started back in the summer. This would help give us justification for upcoming Capital Improvement Projects such as the future runway extension and could prioritize funds for such future projects.

MAINTENANCE - The maintenance department worked with the battery company to replace the batteries purchased for the Lecktro Tug. Maintenance personnel have also begun clearing the brush from the TDK Blvd. fence line as well as other grading projects from various washouts on the airfield.

SAFETY - Atlanta Professional Door was continuing work on the FBO hangar doors to make them easier to roll for the linemen. Concrete work was the only outstanding punchlist item. The project should be completed in the next couple of weeks.

FUEL UPDATE, January month to date-

Avgas: Actual gallons are 1,626 vs. Budgeted 5,779

Jet: Actual gallons are 2,394 vs. Budgeted 13,834

Mike reported (based off of tenant and transient feedback) that the air traffic control frequency 119.8 was working much better on the field. With the help of the flight crews at the Chick-Fil-A flight department, this had improved drastically as the reception on the field for receiving clearances on the ground was almost non-existent before. We are also working on the rotating beacon, which is to be repaired in late January.

Mike had also mentioned the continued growth of the T-Hangar waiting list. Bryan mentioned possibly looking again into building additional T-Hangars, given the current demand. Bill Flynn asked Hope what a new section of T-Hangars would cost, to which Hope responded approximately \$250,000. Hope stated that she would continue to look in to the final numbers and send her findings to the board.

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

##### **Hope Reported:**

##### **December Revenue Highlights:**

While budgeted gallon amounts were well over budget for the month, revenues for the month of December were under budget. This is directly due to the decrease in the cost of fuel.

Had fuel prices remained at the level we had budgeted, I ran the numbers and our net income would have been over \$17,000, which is over \$6,600 more than we actually made. This would have put us over budgeted net income from operations by \$4,745, instead of under budget by \$1,868. Hope, Bryan and Richard briefly discussed the issue with the shrinking profit margin and noted the flight school volume had been up compared to previous months and could make up at least some of the profit at least on AvGas.

##### **December Expense Highlights:**

For the month of December, expenses were right at budget with no anomalies to report.

### **December Net Operating Income Highlights:**

Net Operating Income for the month was \$10,564, which, as stated earlier, was \$1868 under forecast due to the decline of fuel prices.

### **Cash Position:**

Hope reported that our cash position was down from the previous month. She noted that she has met with a board member of the Great Georgia Air Show and we do not expect to be paid for possibly a few more months. Also, payment to the auditors has come out of the cash total because a check has been cut. However, payment has not been sent due to the need for clarification in the amount owed.

Hope also noted that it was her understanding that many of the performers had also not been paid in full from the air show. She also noted that for the 2015 show, the Blue Angels would pay for their fuel directly with the airport. Hope recommended possibly forming a committee to address some of the issues with the air show.

Hope also brought the board up to speed on the fencing project and that the second round of bids for the project would be back in by the end of January. Bill Flynn asked the cost of the back gate and also the result of the previous bids. Chris Harman from Atkins answered the back gate cost was estimated around \$18,000 and that the bids for the fence project came back between \$260,000 and \$391,000.

Hope addressed the recent Request For Proposal concerning fuel providers. She mentioned that Quality Control was a major factor with obtaining Department Of Defense contract fuel and maybe something to consider when selecting a provider. Bryan stated that it would be good to not pass up an opportunity to possibly save money or get a better deal.

## **V. OLD AGENDA ITEMS**

**None**

## **VI. NEW AGENDA ITEMS**

### **15-01-01 Welcome New Boards Member and Alternate**

Richard Whiteley first recognized and thanked the Mayor for being in the audience. Richard then welcomed Mr. Tom Fulton as the newest board member with the Peachtree City Airport Authority. Next Richard welcomed back Mr. George Harrison as the new alternate for the board.

**15-01-02 Election of Officers**

This item was voted to be moved to the beginning of the meeting (see motion above)

**15-01-03 Consider First Right of Refusal for Hangar B-4**

Hope recommended that the board not exercise the right of first refusal on the purchase of hangar B-4. Bill Flynn recommended taking a closer look at the current ground lease to make sure the language was correct for the new owner. Bryan agreed with Hope and stated that there was no need for the airport to own a hangar of that size at this time.

Bill Flynn made a motion to not exercise the authority's option on the first right of refusal on hangar B-4. Seconded by Bryan LaBrecque.

Motion carried 5/0

Bill Flynn made a motion to approve the assignment of the ground lease to the new owner contingent upon a signed contract between the seller and buyer for hangar B-4 and after modification of the current ground lease first right of refusal language for the same property, subject to the airport attorney and airport manager's approval.

Bill Flynn reiterated that he wanted the ground lease first right of refusal language to include terms and conditions of the offer.

Seconded by Bryan LaBrecque

Motion carried 5/0

**VI. Executive Session**

There was no need for an executive session.

**VIII. Adjournment**

Prior to adjournment George Harrison recommended someone from the board meet with the air show and be involved with the air show prior to next year's show. George wanted the board to know he was willing to help out regarding the air show. Richard noted that Hope was the point of contact between the air show and the airport and the board would wait and see board member involvement would be needed.

Bill Flynn made a motion to adjourn which was seconded by Skip Barnette.

Motion Carried 5/0. Time 7:53pm (local)

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Attest

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Richard Whiteley, Chairman