

**Peachtree City Airport Authority (PCAA)**  
**Regular Minutes**  
**Thursday, July 10th, 2014**  
**Aviation Center, Peachtree City-Atlanta Regional Airport**  
**7:00 p.m.**

**Members Present: Richard Whiteley – Chairman, Skip Barnette, Bryan LaBrecque, Airport Manager –Hope Macaluso, A.A.E., and Airport Attorney– Matt Ramsey for Doug Warner.**

**Members Not Present: Vice-Chairman & Secretary/Treasurer - Bill Flynn, Bill Rial, and Alternate – Tom Fulton.**

**I. CALL THE MEETING TO ORDER**

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

**II. APPROVAL OF MINUTES**

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

Motion Carried, 3/0.

**III. REPORTS**

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

Bryan reported it had been a busy month with the accident that had recently occurred. The airport team did an outstanding job and worked with officials until all was clear.

**Finance & Capital Budgeting – (Bill Flynn – Not Present)**

None

**Tenant & Community Relations – (Bill Rial – Not Present)**

None

**Marketing – (Skip Barnette)**

Skip commented that the team was doing a good job on marketing the airport.

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

STAFF – Mike commented that although Kelli Wade would be headed back to school at the end of the month, Christina Fountain would be back from maternity leave and would be taking some of Kelli’s hours.

AIRSHOW – Mike commented that the airshow was working with us to coordinate a tenant relations event on July 26<sup>th</sup> at 5pm to discuss various airshow items and to answer any questions. Mike noted that the board can expect to receive an invitation next week for the event.

OVERLAY – Overlay was reported complete with a few items remaining:

- a. Airfield marking is still in progress
- b. Most delays so far had been weather related
- c. 2 late openings during the recent night closures due to contractor equipment failures
  - i. One was due to bristles from a sweeper
  - ii. The other was due to FOD (foreign object debris) from the result of reflective paint beads
- d. The airport billed the contractor for the labor and equipment used during one of the late opening and have already been paid.

Mike noted the airport was continuing to work the Fayette County Development Authority to host the aviation council networking event. It looks like the date would be the 29<sup>th</sup> of July at around 530pm. Invitations to go out next week

We are working with the local air traffic approach control facility to coordinate another information/Q&A session similar to the one in May. This event will be July 23<sup>rd</sup> at 6pm.

The T-Hangar waiting list is now around 20 names. It had grown slightly since the last meeting with inquiries still coming in.

Since the approval of the vehicle surplus, we have listed them on govdeals.com and have had a handful of calls.

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

Hope began noting that she and Mike had begun looking at the budgeting process for next fiscal year. She then reviewed the month’s Revenue Highlights. She pointed out that the T-hangar waiting list continues to grow. She also pointed out that the runway was closed for 10 days for the overlay.

**June Revenue Highlights:**

Revenue for the month of June fell short of budget by -3.9% at \$63,871.

The primary drivers in June were:

- The 10 day runway closure affected fuel sales. Fuel sales were \$7,127 under budget. Other associated income was also down due to the closure (pilot supplies, catering, and oil sales).
- We had budgeted for the Toy Box to be empty for the months of June and July. We were able to have a new tenant sign a 6 month lease, starting June 1. T-hangar leases are still well up over budget. Although tie-down income is down, we are still \$7,668 over budget in rental income.
- Office rent will continue to be up \$1,111 or 38% due to the additional office space leased in the FBO hangar.

**June Expense Highlights:**

For the month of June, overall expenses fell below budget by 11%.

The primary drivers in June were:

- We did not need to purchase unleaded and diesel fuel. Grass cutting was at a minimum because we could not get near the runway. Also, the crew cars were not being used to 10 days.
- With the lower fuel sales, we also had much lower credit card processing fees.
- All of our insurance policies are under budget as well as payroll.

**June Net Operating Income Highlights:**

Net Operating Income for the month was \$11,171, which was \$4,787 over forecast.

**Cash Position:**

Hope reported that the cash position was down from the previous month by \$38,780. \$9,345 was due to capital expenses. A maintenance vehicle was purchased in the month for \$6,000 and the rest was for previously agreed improvements to the Toy Box. The remainder of the difference is associated with the timing of fuel purchases, which is accounted for in inventory.

## **First 9 months Recap**

Our Net Operating Income at is at 120% of the total annual budgeted income.

Bryan asked Hope and Mike to look into the loss of the tenant that was pumping a lot of jet fuel that had left earlier in the month. Mike and Hope said that they would look into it.

Bryan asked about accounts receivables and where those stood. Hope answered that all accounts were in good standing. Hope also mentioned the inevitability of the repairs that would need to be made to the FBO Hangar. The total for those repairs would be in the \$30,000 range. Bryan agreed that the repairs would need to be made to maintain a safe and environmentally secure space to store aircraft. Hope said that it was possible that the A/C units for Woolperts office may need to be replaced and to anticipate that expense in the near future. Bryan commented that the storm water question was still pending and Hope said she would follow up with Doug regarding the questions at hand.

## **V. OLD AGENDA ITEMS**

### **14-05-01 Consider Intergovernmental Agreement with Fayette County Development Authority**

Richard stated that he was satisfied with the language in the proposed agreement.

Bryan made a motion to approve the intergovernmental agreement between The Peachtree City Airport Authority and The Fayette County Development Authority as proposed.

Skip seconded the motion

Motion Carried 3/0

## **VI. NEW AGENDA ITEMS**

### **14-07-01 Consider Acceptance of Tentative Allocation of Federal Funds for Fencing and Obstruction Removal**

Hope began by mentioning that the funds would only cover the fencing side of the plan as there were many obstructions that would need to be removed off airport property. Hope stopped to briefly introduce Chris Harman with Atkins who is our new engineering service representative. She continued on to mention that the administration of the obstructions to be removed off property would be handled by Atkins and not airport staff. She mentioned that the board would need to accept the funds by July 15<sup>th</sup> of 2014 in order for the project to go to contract by October of 2014. The Georgia Department of Transportation (GDOT) understands that the allotted \$166,000 would not be enough for both the fencing and obstruction removal. Bryan agreed there would be a lot of work involved in the clearing of trees and many trees would need to come down, on and off

airport property. Hope reminded the board that the airport has some easements with property owners but not all of the properties mentioned in the obstruction project. Bryan asked how much of the funds were discretionary versus entitlements. Hope stated that all of the funds would be from entitlements. Bryan said that the grant money would be eaten up by this project and that we would need the Federal Aviation Administration to come up with more grant money to complete the project. Richard asked if there would be any expense to remove trees on properties we have easements with, and if so, how much that expense would be. Hope stated that most trees were on industrial properties and would not likely charge us for the removal. Skip asked if the federal fiscal year lines up with ours, and could it bring potentially more funds from an overlap. Hope stated that there could be “fall out” money from other GDOT projects. Bryan asked if this would assist in the publishing of our correct runway lengths. Hope responded that that was still in the works as a result of the 18B survey that was still being processed.

Skip Barnette made a motion to accept federal funds for fencing and obstruction removal.

Bryan LaBrecque seconded the motion.

Motion carried 3/0

#### **14-07-01 Discuss Playground Issues**

There was much discussion on the airport’s responsibility to adhere to city playground codes and whether or not the airport would be interested in expending the additional funds to correct the code discrepancies. Hope noted that previous repairs and future corrections to bring the playground up to code would total around \$12,000. Matt Ramsey said he would look into the definition of a public playground and what standards the airport would be held to regarding the playground. Skip asked if the memorial fund money was available. Richard stated the intent was for the fund money to buy new equipment. Richard asked Hope to estimate an annual maintenance cost for the playground. Skip mentioned possibly seeking corporate sponsorship and that although the playground was not revenue generating that it was good to have. Since there were only three authority members present in the discussion, the item was tabled for additional consideration and analysis.

Richard commented that the board needed to discuss matters in an executive session and that no action would be taken after that session.

Bryan LaBrecque made a motion to move to executive session that was seconded by Skip Barnette.

Motion Carried 3/0

**VII. Adjournment**

Bryan LaBrecque made a motion to adjourn which was seconded by Skip Barnette.

Motion Carried 3/0. Time 8:28pm (local)

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Attest

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Richard Whiteley, Chairman