

Peachtree City Airport Authority (PCAA)
Regular Minutes
Thursday, June 12th, 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 7:04 p.m.

II. APPROVAL OF MINUTES

Bill Rial made a motion to approve the May 2014 Minutes, seconded by Skip Barnette.

Motion Carried, 4/0.

III. REPORTS

Airport Safety & Operations (Bryan LaBrecque – Present)

Bryan reported no major concerns at the moment and mentioned the runway overlay project that would soon be in full swing.

Finance & Capital Budgeting – (Bill Flynn – Not Present at the time of report)

None

Tenant & Community Relations – (Bill Rial – Present)

Bill Rial passed on some comments from some of the tenants who were impressed by the quick paving of the runway. Bill extended kudos to the crews involved.

Marketing – (Skip Barnette - Present)

None

Operations –Manager of Operations, (Mike Melton - Present)

One Customer Service Representative (CSR) recently left to move back to her home town and we hired a new CSR, Kelli Wade, for the summer. We also have Andy Pope

joining us from Louisiana Tech University. He will be helping on the line and interning with us over the summer.

Mike stated that Andy (intern) would also be conducting a Traffic Study to assist with justification to GDOT for potentially moving the runway extension up in their priority list.

Mike and Hope are to meet with Airshow representatives again soon to discuss operations. They are working with Doug to finish a written agreement between the Airshow and PCAA. Richard requested the board be copied on the term sheet for the airshow for their overview.

Mike noted the initial runway overlay paving was completed with a few items remaining:

- Taxiway F is closed due to shoulder work.
- Shoulder work on the runway and taxiway is not finalized due to the amount of rain we have received.
- The contractors will require a few night closures to finish shoulder work.
- In early July we will have a number of night closures to finish the marking on the runway and taxiways. The markings that are down now are not the final product.

Mike mentioned the airport was working with Emily Poole at the Fayette County Development Authority to arrange a local Aviation Business Networking event in mid-July. The goal would be to assist businesses within the aviation community to network and open new lines of communication. The event will take place in the lobby and staff will let the board know of the date and time when once determined.

FBO hangar interior painting and tree cutting near the Commemorative Air Force are two of a number of projects we are working on along with trying to get ahead of the grass cutting with all the rain. All of the linemen have assisted with these projects.

We have completed some repairs and improvements to the Toy Box that were a part of the agreement with the new tenant. There are still a few more capital items to finish.

The T-hangar waiting list has grown in the last couple of days from 14 to 18.

Richard asked if the airport had heard anything back on the Gulfstream to which Hope responded that the buyer lined up had stalled.

Note (Bill Flynn arrived at this time)

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

Hope began by reviewing the month's Revenue Highlights. She noted there continues to be a T-hangar waiting list, strong Jet A fuel sales, and an increase in Miscellaneous Income.

May Revenue Highlights:

Revenue for the month of May exceeded budget 7.1% at \$83,896.

The primary drivers in May were:

- We continue to exceed budget in T-hangar Revenues. T-hangar Revenues are 36% over budget.
- Commercial User Fees again exceeded budget by 32% due to the rest of the additional rent collected from certain hangar owners.
- Office rent will continue to be up \$1,111 or 38% due to the additional office space leased in the FBO hangar.
- The bump in Miscellaneous Income was due to \$980 for a wedding in the lobby and deposit for a wedding in the lobby in October, and \$750 in call-out fees.

May Expense Highlights:

For the month of May, overall expenses fell just below budget by 2%.

May Net Operating Income Highlights:

Net Operating Income for the month was \$24,123, which was \$6,894 over forecast.

Cash Position:

Hope reported that the cash position was up from the previous month by just under \$6,000. Around \$32,000 had to do with grant payments moving in and out. If you exclude the grant account and the Veterans Memorial Fund, we had an increase of \$32,595 in cash.

First 8 months Recap

Our Net Operating Income at is at 111.2% of the total annual budgeted income.

Bryan asked about the shortage in budgeted items for FBO Hangar rent. Mike Melton explained that the loss was from an airplane that had departed during the month for the runway closure but would be back in July. Bryan asked Hope how the payable and receivables looked. Hope noted that both looked good. Bryan asked where the storm

water questions stood. Hope responded that the she was still waiting to hear back from the city on the matter.

V. OLD AGENDA ITEMS

None

VI. NEW AGENDA ITEMS

Prior to the continuation of the new agenda item, Richard mentioned that he had a discussion with Mr. Brown from the County and both came to the agreement that the PCAA member to be a part of the Fayette County Development Authority would be in one year terms and would be appointed by the PCAA board annually as a part of the annual elections and assignments. Richard also noted that Doug had submitted the change to the county.

14-05-01 Consider Surplus of Vehicle

Hope requested the board consider selling two vehicles that were not needed at the time. One of which was an old maintenance truck and the other a courtesy car that needed replacing. Bryan asked what the original capital budget amount for the replacement of the courtesy cars was during that fiscal year. Hope replied that the budget was \$10,000. Hope reminded the board that of that budgeted money a maintenance vehicle had been purchased for the amount of \$6,000. Hope noted that of the original budget only \$4,000 was left to purchase new courtesy cars. Bill Flynn noted that by selling the vehicles this could add additional money to the purchase amount for the courtesy car replacement. Bill Rial asked if we had contacted the city for any of their surplus vehicles, to which Hope responded they had looked at the cars but none of the vehicles met the airport's needs.

Bryan LaBrecque made a motion to surplus the vehicles as long as the original budget was followed.

Motion carried 5/0

VII. Adjournment

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

Motion Carried 5/0. Time 7:40pm (local)

Attest

Richard Whiteley, Chairman