

Peachtree City Airport Authority (PCAA)
Regular Minutes
Thursday, May 14, 2015
Aviation Center, Peachtree City-Atlanta Regional Airport
7:00 p.m.

Members Present: Bill Flynn – Vice Chairman and Treasurer, Bryan LaBrecque, Tom Fulton and Airport Manager –Hope Macaluso, A.A.E.

Not Present – Richard Whiteley - Chairman, Skip Barnette – Member, George Harrison – Alternate and Doug Warner – Airport Attorney

I. CALL THE MEETING TO ORDER

Bill Flynn called the meeting to order at 7:00 p.m.

Bill Flynn recognized and thanked Mayor Fleisch for being in attendance.

II. APPROVAL OF MINUTES

Bryan LaBrecque made a motion to approve the March 2015 Minutes, seconded by Tom Fulton.

Motion Carried, 3/0.

III. REPORTS

Airport Safety & Operations (Bryan LaBrecque)

Nothing to report at the time and deferred to Hope and Mike

Finance & Capital Budgeting – (Bill Flynn)

None to report but all good news, deferred to Hope's report.

Tenant & Community Relations – (Tom Fulton)

Tom stated that he had attended the Fayette County Development Authority workshop and noted that all of the topics mentioned at the workshop were potential benefits for airport.

Marketing – (Skip Barnette)

Skip Barnette was not in attendance and Mike Melton reported on Marketing in the Operations report.

Operations –Manager of Operations, (Mike Melton)

Mike reported:

GDOT rescheduled the bi-annual airport inspection had been rescheduled to May 29th. We have been prepared and have made some improvements to some erosion control issues around the signs and lights.

FUEL UPDATE-

Avgas Sold To Date = 5,598 Budgeted = 9,243

Percent of Budget = 61%

Jet Sold To Date = 6,789 Budgeted = 17,186

Percent of Budget = 40%

Month = 42% through the month

National Rental Car- Has installed the desk for the new in lobby National Rental Car Kiosk. The new lease set begin June 1st, 2015.

Fencing project is moving along and once the contract is signed and once we are given the Notice to Proceed from the GDOT we will be underway and will have fencing installed hopefully in the next couple months.

T-Hangar waiting list has leveled out for now but continue to receive calls from those on the list to see where they stand. An email was sent out to those on the list and currently in our T-Hangars to see what kind of interest could be generated for the proposed hangars. All feedback received was positive and came back with 7 interested parties willing to sign a 1 year lease on the proposed hangars if the authority decides to move forward with the project.

FBO hangar was still full for the month of April and we will have a new Jet based at the airport starting June 1st.

In coordination with Georgia Business Aviation Association and their sponsor Precision Aviation Services the airport will be hosting their annual luncheon in the airport lobby on June 26th. Several aircraft will be on display including: Falcon 50, Beechjet, KingAir 350, Lear 75, Lear 31A, Bonanza, Citation Excel and Various Warbirds from the Dixie Wing.

RV Fly In and Aircraft Spruce Tent Sale – The airport hosted the annual Falcon RV Fly In, here on the main ramp and with quite the turn out with close to 60 RV's and 20 plus

other various aircraft visiting for the Aircraft Spruce Event. We sold 1,100 gallons of avgas that day alone.

A part time maintenance worker moved on to other opportunities. Linemen will be helping till a replacement can be hired.

An advertisement was purchased on the Peachtree City App for the rental of our lobby for events. A number of requests have already come in asking about holding events in the lobby since the ad went live.

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

Hope Reported:

March Revenue Highlights:

Revenues were up in a number of areas:

- Commercial User Fees continue to be over budget with the Through the Fence activities.
- Rental Car commission was up due to Nascar.
- Other Service Fees were up due to most of the Nascar flights not taking on fuel and paying ramp fees and lav service fees. Nascar also increased our overnight FBO hangar rental fees.
- We sold 7,095 more gallons of Jet Fuel than plan and 3,473 more gallons of AvGas than plan. However, profit was only up slightly both due to the lower prices.
- Miscellaneous income was up. This was a combination of after-hours call-out fees and filming that took place on taxiway Foxtrot.
- Overall we were 18.6% ahead on plan on revenues for the month.

March Expense Highlights:

Expenses were slightly over budget for March by 2%.

- Mowing season started a little early so we were over in motor fuel.
- We are over in Professional fees. We have spread the cost of the Fair Market Value Rent Analysis over the remainder of the fiscal year.

March Net Operating Income Highlights:

Net Operating Income for the month was \$21,487, which is more than double forecast.

April Financial Report

April Revenue Highlights:

Revenues were again up in a number of areas:

- Commercial User Fees continue to be over budget with the Through the Fence activities.
- Rental Car commission was up due to Nascar.
- FBO Hangar Rents continues to be up by 22%. We have a little space for more aircraft at this point, but not much.
- We sold 8,800 more gallons of jet fuel than plan and 456 more gallons of AvGas than plan. Jet Fuel profits were much more than plan and Avgas was a little under.
- Miscellaneous income was over due to a couple of events held in the FBO Lobby.
- Overall we were 25.7% ahead on plan on revenues for the month.

April Expense Highlights:

Expenses were slightly over budget for April by less than a percent. Year to date we remain slightly under for budgeted expenses.

- We has several large fuel purchases through Colt and on Shell cards, so credit card processing fees were down since we pay no fees to Colt or Shell.
- We are will continue to be over in Professional fees as mentioned in the March report.

April Net Operating Income Highlights:

Net Operating Income for the month was \$30,073, which is 119% over forecast. Year to date, we are 17.4% over budgeted Net Income.

Cash Position:

Hope reported that the cash position is up \$65,332.29 since February. She noted that we still have not been paid be the Great Georgia Air Show (GGAS) for 2014. She has also sent the new contract to GGAS and has asked for pre-payment for the 2015 show. GGAS responded that they were not in a position to pre-pay and again has asked that all fuel an fees be paid for after the 2015 Air Show.

V. OLD AGENDA ITEMS

14-05-02 Consider Tree Removal by the Great Georgia Air Show for parking along Echo Court.

Hope briefly reviewed the air show's plan to clear the almost 20 acres between Echo Court and Aviation Way referred to as "Area B." Hope stated that she was waiting to hear back from the airport engineers to whether another environmental study needed to be completed and if plans would need to be drawn up for an erosion plan. Bryan asked if the expenses to clear would be covered by the air show. Hope responded that the cost would be paid for by the timber that was taken out of the property. Bill Flynn asked if there was any cost involved in this plan, to which Hope responded that any cost would be recouped by the timber payment as she understood it. Tom Fulton asked what the ground covering would be. Hope stated that it would be grass for now. Tom noted that additional maintenance would be required to cut the new grass in that area. Hope asked the board for approval to move forward with the plan.

Bryan LaBrecque made a motion to approve the clearing of the property as requested by The Great Georgia Air Show, provided there was no cost to the airport. Tom Fulton seconded the motion.

Motion Carried 3/0

VI. NEW AGENDA ITEMS

15-05-01 Consider Building Two Clear Span Multiple Bay Hangars

Hope began by reiterating the large demand for smaller recreational use hangars. Hope continued on to note that some tie downs and a taxi-lane would need to be relocated but only striping would be required and striping was built in to the cost that was shown to the board. After Hope noted the height of the door would be taller than most hangars this size at 14 feet. Bryan suggested looking at a fabric door similar to the door at the Commemorative Air Force hangar. Hope stated the price noted in the estimate was just an estimate and actual cost would come after the design was completed if that was the direction that the authority wanted to move. Bryan asked what the cost for design would be and Hope responded that it would be around \$26,000. Bill Flynn suggested pulling more numbers together from the bank and for the authority to reconsider next month. The decision to consider the building of the hangars proposed was tabled till the next regularly scheduled meeting in June.

15-05-02 Resolution Allowing Airport Manager to Sign Grant Documents

Bill Flynn stated he believed this was good idea and that unless anyone opposed to the request he suggested a member make a motion to approve the request. Bryan asked Hope to explain what this would allow her to do. Hope stated that this would allow her to sign grant documents and contracts if the approval was given for the grant or contract previously by the Airport Authority.

Bryan made a motion to approve the request that would allow the Airport Manager the ability to sign grant documents and contracts if the approval was given for the grant or contract previously by the Airport Authority. The motion was seconded by Tom Fulton.

Motion Carried 3/0

15-05-03 Consider Contract with Osprey Management, LLC for Grant Project “Airport Fencing Improvements Phase I”

Bill Flynn started the discussion by asking if the project would be zero cost to the airport. Hope responded that there would be no cost to the Airport and that the local match was to be paid by land swap. Bryan asked what phase one was specifically. Hope stated that phase one would enclose the airport as much as possible with a barbwire fence in some areas and would include new gates and an electric slide gate at the entrance between the Terminal Building and the Main Hangar.

Bryan LaBrecque made a motion to accept the contract with Osprey Management, LLC provided there was no out of pocket expense to the airport. Tom Fulton seconded the motion.

Motion Carried 3/0

15-05-04 Consider Alternate 1 to Airport Fencing Improvements Phase I

Bill Flynn asked Hope to describe the upgrade to the authority. Hope stated that this upgrade was for vinyl black fencing just around the main terminal building and new gate. Bill Flynn suggested to table the discussion till next month’s meeting so all board members would be present and be able to give their feedback. The discussion to consider Alternate I to Airport Fencing Improvements Phase was tabled by the board to discuss at the regularly scheduled June meeting.

VII. Adjournment

Prior to Adjournment Bryan LaBrecque asked Hope where the lighting project stood in the Capital Improvement Plan. Hope responded that design would be in Fiscal Year 2016 but would only be design as she understood it.

Tom Fulton made a motion to adjourn which was seconded by Bryan LaBrecque.

Motion Carried 3/0. Time 7:37pm (local)

Attest

Bill Flynn, Vice-Chairman