

Peachtree City Airport Authority (PCAA)
Regular Minutes
Thursday, November 13th, 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, Bill Rial, Airport Manager –Hope Macaluso, A.A.E., and Airport Attorney–Mindy Hooper for Doug Warner.

Members Not Present: Bryan LaBrecque and Tom Fulton, Alternate

I. CALL THE MEETING TO ORDER

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

II. APPROVAL OF MINUTES

Bill Flynn made a motion to approve the October 2014 Minutes, seconded by Skip Barnette.

Motion Carried, 4/0.

III. REPORTS

Airport Safety & Operations (Bryan LaBrecque)

N/A

Finance & Capital Budgeting – (Bill Flynn)

Bill Flynn stated that it had been a good overall month and that Hope would review the financials later in the meeting.

Tenant & Community Relations – (Bill Rial)

None reports at the time.

Marketing – (Skip Barnette)

None reports at the time.

Operations –Manager of Operations, (Mike Melton)

Mike reported:

Staff

- Annual employee reviews have been completed. We have hired new part time maintenance staff member, replacing the employee that resigned.

Airshow

-Met with Blue Angels Numbers 7 and 8. Good overall site visit.

-Received runway length approval

-Show Line was still in question but the team seemed positive to find a solution.

-Continuing to work with the Department of Defense (DOD) to coordinate contract fuel, but process has only just begun.

Heli Pad

-Helipad damage was repaired by the contractor this week and paint has been restored at no additional cost to us.

Wildlife Program

-USDA still conducting their year-long evaluation and doing multiple evening and night surveys. Bill Rial had been kind enough to have ridden along for a recent night survey and only saw a couple of deer.

-No geese had been spotted landing at the airport since before the air show.

-Danny and I had coordinated a couple of hunts to continue to discourage wildlife from being in the airport environment.

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

October Revenue Highlights:

Revenues for the month of October were just under budget.

- Jet fuel sales were off. We had the traffic, but a lot of the jets were making short hops and not requiring fuel.
- Although we were over in gallons on 100LL fuel, the margin was low due to a lot of gallons being pumped to the flight school.

- Miscellaneous income included \$1000 for a wedding held in the FBO Hangar.
- The number for Air Show reimbursement is an accrual. We have not physically received the payment from the great Georgia Air Show yet for either the agreement or fuel.

October Expense Highlights:

For the month of October, overall expenses were just under budget with no outstanding expenses in the month.

October Net Operating Income Highlights:

Net Operating Income for the month was \$22,894, which was \$3,299 under forecast. Again, mainly due to lower than expected jet fuel sales.

Cash Position:

Hope reported that the cash position was back to a normal level since grant payments had been made.

Hope finished her financial report by reviewing the bid for the airport fencing project. After reviewing the bids the airport had received, the determination was that the Federal Aviation Administration and Georgia Department of Transportation thought the bids were high. Hope mentioned that additional funds may be available from remaining funds from the Runway Overlay project earlier in the year. The total of those funds were still yet to be determined. Richard Whiteley asked how off the bids were, to which Hope responded they were anywhere from \$260,000 to \$500,000 over the \$160,000 the engineering firm had estimated. The board was in agreement that the bids were too high and requested the management team put the project back out to bid and trim down the scope of the project.

V. OLD AGENDA ITEMS

14-10-01 Consideration of Capital Improvement Plan

Hope began by reviewing the changes that had been made to the Capital Improvement Plan (CIP) that would properly prioritize projects based off of safety and future opportunities. An email had been sent out to the board earlier that week highlighting the changes.

Bill Flynn made a motion to approve the CIP as proposed, seconded by Skip Barnette. Discussion regarding the CIP began after the second.

Bill Rial began the discussion by emphasizing the importance of airfield lighting in the CIP. He voiced his concern on a “band aid” approach to the repairing the existing lighting system and stated that the engineers oversight on this project would be paramount. Hope stated that the planned \$250,000 would likely not be enough to repair the issues with the

lights and would need a closer look at the scope of the project. Chris Harman from Atkins (Engineering Firm) said he would take a closer look at the cost breakdown to make sure everyone was on the same page. Bill Flynn stated that he agreed with Bill Rial and Bill Rial reiterated the importance of proper lighting drawings for the existing system and eventual proper repair or replacement of airfield lighting. Hope stated that she would take a closer look at design and construction cost with the engineering firm. Chris Harman stated that Atkins will look at and better define the scope of work.

Motion to approve the proposed CIP carried 4/0

14-10-01 Consideration of FY 2014 Employee Incentive Payout Plan

Hope reviewed the payout plan and reviewed the total to be paid out among the employees. Bill Rial asked Hope who conducted the employee reviews, to which Hope responded that the Supervisors conducted the review with oversight from their superiors.

Bill Flynn made a motion to approve the Employee Incentive Payout as proposed, seconded by Skip Barnette.

Motion carried 4/0

VI. NEW AGENDA ITEMS

14-10-01 Capital Request to Replace Batteries on the Lektro Tug

Hope reviewed the cost of the batteries after shopping around to three different vendors. Richard asked if the expense would be capitalized, to which Hope responded that it would be.

Bill Flynn made a motion to approve the request to replace the batteries on the Lektro Tug, seconded by Skip Barnette.

Motion carried 4/0

VII. Adjournment

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

Motion Carried 4/0. Time 7:42pm (local)

Attest

Richard Whiteley, Chairman