

Peachtree City Airport Authority (PCAA)
Regular Minutes
Thursday, October 9th, 2014
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, Bill Rial, Airport Manager –Hope Macaluso, A.A.E., and Airport Attorney–Mindy Hooper for Doug Warner.

Members Not Present: Tom Fulton - Alternate

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 approve the September 2014 Minutes, seconded by Bill Rial.

Motion Carried, 5/0.

III. REPORTS

Airport Safety & Operations (Bryan LaBrecque)

Bryan LaBrecque mentioned that the maintenance department had been doing their best to keep up with all of the broken equipment and that just about every piece of equipment that could break had, prior to air show preparation. Bryan gave the team compliments for keeping things going during the maintenance issues.

Richard Whiteley took a moment to recognize that Mayor Fleisch was in attendance and thanked her for being present.

Finance & Capital Budgeting – (Bill Flynn)

Bill Flynn stated that the team had done a good job and that Hope would be bringing the numbers to the board in her report later in the meeting.

Tenant & Community Relations – (Bill Rial)

Bill Rial had nothing major to report and stated that the tenants seemed pleased with the coordination for the air show.

Marketing – (Skip Barnette)

Skip briefly mentioned the Airshow and it being a great tool for marketing to the those not as familiar with aviation.

Operations –Manager of Operations, (Mike Melton)

Mike reported:

STAFF:

Mike noted the staff had been doing a great job in assisting and stepping up to the plate in helping with the airshow.

AIRSHOW:

Mike said this year’s planning had gone very smooth with the air show team and were looking forward to a good show.

OVERLAY:

Mike noted we were still waiting for the fall weather for more seeding to finalize the project. Heli-Pad damaged from Helicopter landing, this will need to be addressed in the near future. Less than 5 gallons of fuel spill and Skid damage as a result of the fuel spill.

FUEL UPDATE (to date):

Avgas = 3,413	Budgeted = 12,110	Percent = 28%
Jet = 3,106	Budgeted = 16,497	Percent = 19%
		Through Month = 29%

Wildlife Program:

We have contacted USDA about a harassment program. For a one year contract the cost will be around \$4,000 to assist our team with harassment and lethal removal of various wildlife species that are a direct hazard to flight operations. Of which they have observed large numbers in their survey. In accordance with our wildlife removal permits we were able to lethally remove 2 geese and 6 deer since the beginning of September. Bill Rial noted to the rest of the board that he had completed a few of the wildlife surveys with the USDA (United States Department of Agriculture) team and agrees that the airport needs to be removing these animals in a more aggressive way. Bill Flynn noted that previous management had an aggressive strategy and it seemed effective. Bryan LaBrecque noted

that the number one concern is fencing in regards to the deer and is on books in the very near future. Bill Rial noted that the primary threat to aircraft even after the fence is geese and their habits will change. Hope mentioned that the airport was working with the County and City to address the Geese issue in regards to the new lake. Bill Flynn asked airport management for target numbers and Hope responded that the team would work on them.

Gulfstream:

Mike noted the gulfstream was removed piece by piece and was completely removed from the airport property September 30th.

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

September Revenue Highlights:

Revenues for the month of September were right at budget.

- Although we were over budget in space rental, we fell just short of plan in fuel sales.

September Expense Highlights:

For the month of September, overall expenses were under budget by 5.1%.

The primary drivers in September were:

- Payroll, insurance, and auto fuel were under budget.

September Net Operating Income Highlights:

Net Operating Income for the month was \$27,622, which was \$14,331 over forecast. This included a \$10,200 reversal of bad debt in the year after receiving the \$15,000 tie-down fee for the Gulfstream.

Cash Position:

Hope reported that the cash position was up from the previous month due primarily to grant money retainage and an increase in accounts payable, which included 2 loads of fuel received late in the month that had not drafted out of the bank account yet.

Year End Summary:

Net operating income for the year was \$226,297, which was almost \$100,000 over budget. This number is preliminary and may be adjusted slightly during the audit process.

V. OLD AGENDA ITEMS

None

VI. NEW AGENDA ITEMS

14-10-01 Consideration of Capital Improvement Plan

Hope began by reminding the board of the email she had sent to the board about re-organizing the CIP (Capital Improvement Plan) that is due every year by December 31. Some of the items needed to be shifted around due to the fencing project that would likely take place in the near future. Both the fencing project and the clearing project were moved to accommodate the bid that was to go out later in the month. Bill Flynn asked Hope if the local match for the projects were to all be land swap, to which Hope responded that the funds would be land swap. Bill Flynn asked what the swap value would be and Hope responded that it would be current fair market value. Bryan LaBrecque asked if Hope could look into what the fair market value would be today. Hope said that she would look into the value. Hope reviewed the Disadvantaged Business Entity program and Bill Flynn asked if this was something that the airport could take care of in house. Chris Harmon from Atkins responded that this could be a possibility. Bryan asked what projects would have priority over the airfield lighting, to which Hope responded the clearing and grubbing project due to the results of the recent 18B survey.

After much discussion the board decided that no action was to be taken and that a firm decision would be made in the November meeting after all of the new projects had been approved or disapproved by the FAA.

14-10-02 Consideration of Capital Improvement Plan

Richard began by mentioning that the year-end adjustments would need to be made prior to the approval of the November payout. Hope reviewed the employee incentive/payout process with the board and noted that the employee review would be completed prior to the end of October to determine the total on the payout. Bryan asked if there were any adjustments that needed to be made to the payout structure, to which Hope responded no changes were needed at this time. Hope finished up and noted that this was just merely a reminder of the upcoming incentive payout if approved and she would have final numbers to the board by the next meeting for a payout decision.

No action taken

VII. Adjournment

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

Motion Carried 5/0. Time 7:42pm (local)

Attest

Richard Whiteley, Chairman