

Peachtree City Airport Authority (PCAA)
Regular Minutes
Thursday, September 11th, 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, Bill Rial, Airport Manager –Hope Macaluso, A.A.E., and Airport Attorney–Doug Warner.

Members Not Present: Skip Barnette and Tom Fulton - Alternate

I. CALL THE MEETING TO ORDER

Richard Whiteley called the meeting to order at 7:02 p.m.

II. APPROVAL OF MINUTES

Bryan LaBrecque made a motion to approve the August 2014 Minutes, seconded by Bill Flynn.

Motion Carried, 4/0.

III. REPORTS

Airport Safety & Operations (Bryan LaBrecque)

Bryan mentioned that there had been a security issue with one of the airplanes that it was being looked into. He also mentioned that staff was getting ready for the Great Georgia Air Show. Bill Rial brought up the geese issue on the airfield with the addition of the lake. Bill noted he had spent time with the Wildlife Biologist performing the wildlife survey on the airport. Bill believes that the threat of an incident with geese is imminent and recommended that management look into programs to have a more proactive approach to the issues. Bill asked that management find out what programs are available, what the costs are, and how can they be funded.

Finance & Capital Budgeting – (Bill Flynn)

Bill Flynn noted that several meetings had been conducted in the month in preparation for next fiscal year's budget in addition to the regular finance meeting. Bill had reviewed the budget with Hope. He is confident that the budget was well prepared. He did have some issues with the capital budget to be discussed later in the meeting.

Tenant & Community Relations – (Bill Rial)

Bill Rial had no report.

Marketing – (Skip Barnette- absent)

Operations –Manager of Operations, (Mike Melton- absent, report given by Hope Macaluso)

Hope reported:

AIRSHOW –

The contract with the Great Georgia Air Show has been signed by all parties. Bill Rial publicly commended Hope Macaluso and Mike Melton for their impressive work on the contract. He stated that the contract, although not perfect, is a step in the right direction. Hope noted that this is the first year having a contract and that it is a one-time agreement that is a starting point to be used in future years with only some tweaking needed each year. Richard asked if the disconnects between what the air show wished to pay and what the airport billed for last year had been addressed. Hope confirmed that the billing issues had been addressed and would not be an issue going forward. Bryan wanted to confirm that there would be no dispute over how much the reimbursement should be. Hope confirmed that the amount was spelled out in the contract to cover airport expenses only, not for the airport to make money off of the organization.

Tenant tickets will begin to be distributed September 30th to ensure that tenants have access to their property during the event. An email regarding airshow procedures will be sent tomorrow.

OVERLAY –

CW Matthews is scheduled to come out in the next week to address punch list items. Hope also noted that they will likely have to come out one more time to seed some shoulder areas where the grass had not taken. That will be the last piece of the project.

FENCING PROJECT-

A meeting was held last week with Chris Harman of Atkins, the airport's engineering firm, concerning the final adjustments to the fencing and clearing project design. Hopefully that project will be ready to go out to bid in the next week and a half. Bill Rial asked if the fencing design would go out before the trees are cleared. Hope explained that part of the current grant is to have ready the design only for the fencing and the clearing. Bryan asked if this would close out our current grant. He explained that the current grant included the design for fencing and clearing, and update to our Airport Layout Plan, an 18B survey including threshold siting, and the overlay project. She stated that they were close to closing up the grant. She stated that the next grant will be

on the heels of this one with the actual construction of the fence and the first phase of clearing. Bill Flynn suggested that expected grant money for next fiscal year be added to the budget. There was some discussion concerning how many trees would need to be cut. Bill Rial expressed that he believes that no more trees should be cut than necessary.

NASCAR –

The weekend went well with plenty of traffic. However, there were no other races going on around the country so most aircraft stayed here or returned home to Charlotte, NC. This resulted in less fuel sales than in the past. A little over 1,000 gallons sold, but plenty of “other services” were provided and sold. The race next year will be a spring race with no fall race.

GULFSTREAM-

Foreclosure on the lien has not been necessary. The owners sold the aircraft and we have been paid \$1,000 so far for our storage fees with the remainder being wired later this week. Once all storage fees have been paid, the new owners will begin dismantling the aircraft. Hope is in possession of the logbooks for the aircraft. Bill Flynn expressed concern that the airport be properly protected against not only liability but for any environmental concerns such as spills. Hope stated she would ensure that the airport would be properly protected.

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

August Revenue Highlights:

Revenue for the month of August exceeded budget by 18% at \$84,046.

The primary drivers in August were:

- Hangar leases and office rent continue to exceed budget.
- Miscellaneous income was high due the receipt of a first right of refusal payment for Area C.

August Expense Highlights:

For the month of August, overall expenses were under budget by 6.6%.

The primary drivers in August were:

- Expenses were held down almost every category with everyone watching spending closely.

August Net Operating Income Highlights:

Net Operating Income for the month was \$26,983, which was \$17,327 over forecast.

V. OLD AGENDA ITEMS

None

VI. NEW AGENDA ITEMS

14-09-01 FY 2015 Budget Review and Consideration

Hope went through an executive summary of the budget noting that budgeted hangar income and office rent will be more in the next year. Fuel sale projections were based on an average, backing out any anomalies. She pointed out that the air show agreement was reflected in the budget. She noted that the expenses were based mostly on averages. Insurance rates were based on projections from our different agents. She noted that the contract is coming up with the accounting firm that performs the annual audit and was likely to increase. She noted that the contract with the phone and internet provider is up at the end of January and we will likely go with another carrier, resulting in a savings. She stated that there is a payroll increment in April for employees that was built into the budget, with performance being a factor. She reminded the authority that the contract with the city continues for what was formally the hotel motel tax income. Hope removed the bad debt from the budget since the Gulfstream is slated to be gone and its storage fees paid before the end of the fiscal year.

There were a few questions of clarification concerning the operating budget. Bryan asked why June was projected to be so low in income. He stated that when budgeting fuel sales, a three year average was used. From June on, a percentage was backed out of jet fuel sales due to the relocation of two based jet aircraft to another airport. Bryan also asked why we were projecting to make less in income for the upcoming year than we had made in the current year. Hope pointed out that difference in revenues budgeted this year and projected for next year is \$20,000 more projected next year than budgeted this year. Actual revenues were more than budgeted this fiscal year. In the projections for next year, any anomalies from this fiscal year were backed out. Bryan also asked if we were holding costs down. After some discussion it was noted that budgeted expenses were down \$20,000 from this fiscal year to next fiscal year. In summary, revenues are projected to increase and expenses are projected to decrease.

The next topic centered on a capital budget. Hope had presented a plan for capital expenses for the year with the anticipation of addressing needs that are known and prioritized in an effort to not be reactionary to capital spending. After some discussion the authority agreed that there not be a budget for capital expenses for the year, but to instead take on capital expenses on a month to month basis as needed.

A motion was made by Bill Flynn and seconded by Bill Rial to approve the operating budget as presented without the capital expenses included.

Motion Carried, 4/0.

VII. Adjournment

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

Motion Carried 4/0. Time 8:09pm (local)

Attest

Richard Whiteley, Chairman