

Peachtree City Airport Authority (PCAA)
Thursday, May 14, 2020
Via Zoom Video Conference
7:00 p.m.
Regular Meeting Minutes

Members Present: Kevin Lund – Chairman, Charles Murray – Vice Chairman, Allen Morrison – Secretary/Treasurer, Tom Lacy – Member, Greg Garmon – Alternate and Hope Macaluso – Airport Manager.

Members Not Present: Max Braun – Member

I. CALL THE MEETING TO ORDER

Kevin Lund called the meeting to order at 7:01pm.

II. APPROVAL OF MINUTES

Charles Murray made a motion to approve the April 9, 2020, meeting minutes as presented, seconded by Allen Morrison.

Motion carried 4/0

III. REPORTS

Finance & Capital Budgeting – Allen Morrison

Allen noted that Hope would get into a little more detail and that April was certainly was a different month given the pandemic but that Hope and Mike had done a good job keeping things going during the downturn. All things considered he thought we did alright for the month.

Operations- Manager of Operations, Mike Melton

Traffic and Fuel Sales

Things are slowly returning to the new normal. We have seen an increase on AvGas sales and Jet sales have started to pick-up over the last week or so. We are still behind as it relates to the budget but we are keeping busy with transient traffic. I checked around at some of the other surrounding airports and here were some of the reports regarding sales.

Griffin – Sales are slightly down for AvGas and Jet fuel sales are way down. Businesses on the field have been very busy.

Newnan – Sales are down a little for AvGas but Jet is down significantly. They haven't seen a Jet in a couple of weeks.

Pine Mountain – Terribly slow with only 50 gallons of Jet sold in the last two months. Avgas sales are down about 50% or more recently.

Fuel Farm Repairs

In the newsletter that I sent out earlier in the month, I mentioned that we have some plumbing repairs that have to be completed on the AvGas side of the fuel farm. In order for these repairs to be completed we have to have the tank empty. We have the work scheduled for Tuesday and should be completed the same day. We will then receive a load of AvGas on Wednesday and be back to normal. While I don't anticipate running out of fuel during the quick repair, it is a possibility. I will make sure to send out an email and NOTAM to the tenants to give them a heads up if that happens.

Aircraft Accident

Last weekend an aircraft crashed close to the Hampton airport that had departed Falcon 5 hours and 51 minutes prior. The aircraft had apparently run out of fuel and was attempting to make it back to the airfield. Both pilots walked away from the accident and were released from the hospital the same day. Given the nature of the accident, we did not have to test our fuel but did provide the FAA with fuel tickets from a previous fueling. We do not anticipate any additional requests from the FAA as the pilots had admitted to fuel starvation due to a claimed inconsistency with the fuel gauges.

Insurance

I have been reaching out to tenants one by one to collect the required insurance documents that are mentioned in each of the leases on the field. I still have about 50 certificates that I need to collect and I thank everyone who has sent in their certificates.

IV. FINANCIAL REVIEW

Airport Manager, Hope Macaluso, A.A.E.

April 2020

Revenue and Expense Highlights:

April was a difficult month due to the COVID-19 restrictions, rent being down with the loss of Falcon Aviation Academy, and the Toy Box remaining empty. Revenues were far below budget by 43%. We were below budget in overall expenses by 9%. We lost almost \$4,000 in the month but still had a year to date operating loss of only 4.8% below budget.

Capital Expenses

We had a cash infusion in the month because of a Jet Fuel tax refund that we received due to us continuing to collect certain jet fuel tax that had been suspended by the state last fiscal year. This was expected and accounted for in the last audit.

Expenses were for the second half payment for the new Lektro and some renovations to the conference room. There was a foundation leak under the window that ruined the

carpet. We replaced it with laminate and repainted the room. This expense was just under \$1000.

Hope noted that the hangar owner's property taxes went up 30% and to Hope's knowledge there was not an appraiser who visited the airfield. Her recommendation to the owners was to appeal the tax bill they received.

Allen asked Hope for a status on Hangar C1 as it related to construction progress. Hope stated there had been no movement and that their lease was set to expire on May 22nd and that the space would likely be available after that time. Allen asked Hope to reach out to the lease holder to let them know that the lease is expiring. Hope stated she would reach out to the lease holder.

V. OLD AGENDA ITEMS

20-04-05 Consider Rent Deferral Options Based on Federal Guidance

Hope stated that no one had reached out to her with any hardship and she did not see a need for further action on this.

No Action was taken on this agenda item.

VI. NEW AGENDA ITEMS

20-05-01 Consider Acceptance of Coronavirus Aid, Relief, and Economic Security (CARES) Act Grant Funding

Hope explained the CARES Act and how most airports that were federally funded were receiving relief funds from the federal government. She explained that she had filled out the grant paper work for the CARES act and that it was to go toward our operational budget. She explained the grant is for \$69,000 and there are no strings attached.

Allen Morrison made a motion to accept the Coronavirus Aid, Relief and Economic Security (CARES) Act Grant Funding as presented, seconded by Charles Murray.

Motion carried 4/0

20-05-02 Consider Funding Additional Obstruction Clearing Environmental Assessment Costs

Hope explained that in the last meeting, the Authority approved a supplemental agreement to the Environmental Assessment (EA) Grant. She explained that GDOT did not anticipate the additional work but did plan on reimbursing the up to \$15,000 in the next grant. Hope explained that reimbursement would be quick, unlike some of the other reimbursement projects that were notably larger than this. Kevin asked how quickly we would receive the reimbursement. Hope explained that it would be in the next grant to be written this summer.

Allen Morrison made a motion to accept funding additional obstruction clearing environmental assessment costs as presented, seconded by Charles Murray.

Motion carried 4/0

20-05-03 Consider Automating South Hangar Road Gate

Hope explained that the fencing project was still awaiting GDOT's review so a temporary solar gate would be a good solution until the fencing project could be completed. Hope anticipated the fencing project could take up to a year or two to complete. We received a quote of \$5,000 to automate the Area C gate to give easy temporary access and security control until the fence is installed. Hope asked the Authority for a not to exceed of \$5,000 for the gate project.

Charles asked how long the temporary fix was for, to which Hope responded it could be a couple of years at this point with the way that GDOT was reviewing projects. Charles asked how this quote compared with others and Hope stated that the last quote that was received was \$15,000 and she thought \$5,000 was a reasonable quote. Kevin agreed that \$5,000 was a reasonable quote and noted that there had been concerns with access, wildlife and security in that area. Kevin was familiar with the details of the quote and stated that the gate could be reused or sold later if need be. Allen agreed with Kevin and thanked Jay Herrin (a tenant) for getting us a good deal.

Allen Morrison made a motion to approve the South Hangar Road gate proposal as presented with a not to exceed of \$5,000, seconded by Charles Murray.

Motion carried 4/0

VII. ADJOURNMENT

Prior to adjournment, Kevin opened up the floor for public comment.

Jim Savage asked when the next meeting will be in person. Kevin responded that next month was the plan.

Vic Syracuse thanked the Authority for the gate. Vic asked if they were getting ready to repair the parking lot, to which Hope responded that yes Georgia Power was planning to repave soon.

Kevin thanked Jay for helping out with the gate quote.

Allen asked Hope to reach out to the tax assessor about the hangar property taxes, Hope said that she would.

Charles Murray made a motion to adjourn the meeting, seconded by Allen Morrison.

Motion carried 4/0