

Peachtree City Airport Authority (PCAA)
Regular Meeting Agenda
Tuesday, February 26, 2013
Aviation Center, Atlanta Regional Airport Falcon Field
7:00 p.m.

I. CALL THE MEETING TO ORDER

II. APPROVAL OF MINUTES

December 13, 2012 PCAA Meeting Minutes

III. REPORTS

Airport Safety & Operations - George Harrison

Finance & Capital Budgeting - Bill Flynn

Tenant & Community Relations - Bill Rial

Marketing -

Operations- Airport Manager, Hope Macaluso

IV. FINANCIAL REVIEW

Aviation Director-Bryan LaBrecque

V. OLD AGENDA ITEMS

None

VI. NEW AGENDA ITEMS

02-13-01 Election of Officers

VII. EXECUTIVE SESSION

VIII. ADJOURNMENT

NOTE: This agenda is subject to change up to 24 hours before meeting.

NOTE: A quorum of the Peachtree City Mayor & Council may be in attendance.

Peachtree City Airport Authority (PCAA)
Regular Minutes
Tuesday, February 26th, 2013
Aviation Center, Peachtree City-Atlanta Regional Airport
7:00 p.m.

Members Present: Chairman – Richard Whiteley, Vice Chairman – Bill Flynn, Skip Barnette, Bill Rial and George Harrison. Alternate Board – Joe Woods. Aviation Director – Bryan LaBrecque, Airport Manager – Hope Macaluso, A.A.E. and Airport Attorney – Doug Warner.

I. CALL THE MEETING TO ORDER

Richard Whiteley called the meeting to order at 7:10 p.m.

II. APPROVAL OF MINUTES

Bill Rial made a motion to approve the December minutes seconded by Skip Barnette. Motion Carries, 5/0.

III. REPORTS

Airport Safety & Operations - George Harrison (Present)

None to report

Finance & Capital Budgeting - Bill Flynn (Present)

Bill Flynn mentioned that the audit had been submitted in January. Richard Whiteley commented that the city would post the final audit figures and the airport would follow suit.

Tenant & Community Relations - Bill Rial (Present)

Bill Rial mentioned to the board there had been a working group established for flying safety at the airport that is comprised of a number of tenants who are from different aviation facets. The group met in January and is working together to increase local situational awareness at the airport. This working group is separate from the authority. They plan to develop a product to disseminate to FFC tenants and Falcon Academy that will hopefully increase situational awareness for all pilots operating to/from FFC. PCAA members Bill Rial and George Harrison and Aviation Director Bryan LaBrecque are members of this working group. Bill Rial noted he will share the working group's progress and finished product with the Authority in time. Richard Whiteley asked if there were any actionable items. George Harrison commented that the group was established for everyone flying to have a feel for what the other pilots were doing on the field. The deliverable will more than likely be informational and consist of a series of papers to continually make local pilots aware of flight patterns and procedures of other pilots on the field. Richard commented that this serves as a great forum for the board staying apprised of the situations here on the field. Both George Harrison and Bill Rial reiterated the concerns were for the flow of traffic and the hope to increase situational awareness around the field.

Marketing - Marketing report was skipped due to no current appointment of a board Marketing Representative for the Calendar year.

Operations – Airport Manager, Hope Macaluso (Present) Hope Macaluso began by mentioning the completion of the remodel of the men's bathroom and that all was conducted in house for an overall savings of close to \$12,000 (if the job had been contracted out). Bryan LaBrecque noted that management had opted to carry over seasonal help to assist with various projects like this one. Hope continued on and mentioned The Great Georgia Airshow staff had stopped by and the planning was still in the infant stages but the show is slated for October 11, 12 and 13th. Bryan noted that the sequestration could potentially affect the airshow and the attendance of some performers. Hope also noted that World War II Heritage days will be April 26, 27 and 28th and will also take place alongside the Police Memorial ride that same weekend. The memorial ride will also bring multiple helicopters to the field that weekend as well. Hope continued on to note that the airport had renewed the Wildlife Control Permit allowing the airport to legally take waterfowl and other birds in the event they are to affect air safety. Hope also noted there were close to 25 deer removed from the field this year. Bryan commented that management had discussed with Georgia Department of Transportation to address the fencing issue to hopefully in time protect the airfield from terrestrial wildlife. Hope also noted that there had been a new Customer Service Representative added and also noted that no additional expenses other than training were incurred as one of the other staff members had reduced the number of hours worked. Hope also noted that the alcohol permit had been acquired at no cost to the airport and that this would allow the airport to host events and attendees could legally serve alcohol. Hope continued on and mentioned that the airport staff had just recently completed annual fire extinguisher training. This training also completed the last requirement for training for all of our lineperson to be NATA Safety First Certified. Mike Melton gave a quick report of T hangar availability and noted that the FBO hangar is almost at full capacity. Hope reviewed the current publish runway distances, explaining the 1,000' safety area required between runway threshold and nearest obstacle. Bryan commented that what is currently published is incorrect. Hope noted that the Take Off Distance Available will gain substantially and would move to 5,769' versus the current 5,219'. The actual cost of the GIS 18B survey would be around \$41,900 including the added length and a threshold sighting. Hope also noted that the survey at first would have to be paid upfront and reimbursed by GDOT at a later date. Bill Rial asked if ultimately we could get to 6,000'. Bryan responded that we could get to 6,019' in time. Bill Rial asked if we can change the publications. Bryan responded that the survey would allow the publications to be changed but not until the survey is completed and the FAA approves. Richard Whiteley asked if the survey was an oversight in the past and how does it affect us. Doug Warner noted that this would not necessarily move the thresholds but would allow for additional take off distance. Bryan noted that the key to the survey would lie in the takeoff distance primarily for additional transient traffic revenue. George Harrison asked if there was a time frame for the survey to be completed. Hope commented the sooner the better for the survey. Bryan noted that the authority had given approval for the \$41,900 survey in the approval of the CIP. Bill Flynn responded that no authority had been given to move forward with the survey and suggested to wait for an approval. George Harrison responded that there was approval

given. Bill Flynn reiterated his point and also noted that each individual project was to be approved as they came up. Bryan suggested that the airport go back as a team and project a return on investment. Bill Rial asked who is responsible for initially missing the survey to which Bill Flynn responded the contractor, the authority and the consultant. Skip Barnette asked if ultimately it would be feasible to get to 6,000' to which Bryan responded it was possible but this survey and another would have to be conducted to do so. Bill Flynn suggested that the survey be baked into the eventual runway and taxiway extension so the survey would only have to be completed once. Bill Rial commented the airport is a state chartered airport and asked if we should be approaching the state on this matter. George Harrison commented that GDOT or the FAA would eventually reimburse the money we would just have to finance the upfront cost. George also noted that he was strongly opposed to waiting till we went to 6,000'. He commented we should either bite the bullet or wait. Skip asked Bryan if we can quantify the cost, to which Bryan responded yes but it would be an estimate. Bill Rial noted the extra 500' is important. Hope noted the airport have factually lost flights and revenues due to the currently publish distances. Bill Rial reiterated he would like to move forward to complete the survey. Richard Whiteley asked Bryan if he would outline an outreach to get out to people and to develop a study of the investment. Bryan responded that he would.

IV. FINANCIAL REVIEW - Aviation Director - Bryan LaBrecque (Present)

Bryan LaBrecque reported that December was off budget pace by approximately \$2,700. Skip Barnette asked if there was any particular reason that comparisons were month to month versus year to year. Bill Flynn noted the reason was to track trends. Bill also noted that they opted to go to a summary sheet in the past as opposed to the detailed sheet because of previous requests to do so. Bryan continued on to note that expenses exceeded budget by nearly \$2,100, most of which resided in the payroll account. The reason for the budget miss was a budgeting anomaly which would rectify itself as the year continued. He also noted that the hotel/motel tax was down due to a decrease in hotel traffic that is consistent with years past in the month of December. Bryan moved on to the month of January noting that Jet sales declined sharply (year over year) due to 1) the loss of PriorityJet previously based at KFFC and 2) the number of inclement weather days throughout the month. He then went on to note that a portion of the revenue miss was recovered by other miscellaneous income. Bryan commented that expenses were within 1% of budget as well. Bryan continued on to notice that we have begun to receive payment from the city for the months of January and February. Bryan noted a reasonable cash position throughout the last couple months. Although fuel sales have been down, the new strategy of real estate driving revenues versus fuel driving revenues has proven to provide a more stable financial condition during periods of slow fuel sales. To reiterate the strategy, Bryan noted that in the past fuel accounted for 70% of income contribution and real estate accounted for the remaining 30%. That number has changed to 33% fuel related and 67% real estate related.

Richard asked if the Federal AIP 25 design (runway/ramp overlay) was complete to which Hope replied complete and reimbursed. Bryan noted that we still owe Talbert and Bright approximately \$10,000 from a "closed" grant, where invoices were unclear.

Bryan noted that while January was not a good financial month some of that was due to an accrual charged to January but was actually in December. The resulting impact was a lesser month in December and a better month in January.

George Harrison asked about spending for the airport survey and commented that he had just reviewed the minutes and the payment was approved for the survey as written in the CIP. Doug Warner and Bill Flynn both stated that while the CIP was approved, during the CIP approval process, the board still needed to approve each individual project, on its own merit.

V. OLD AGENDA ITEMS

None

VI. NEW AGENDA ITEMS

02-13-01 Election of Officers

Election of new Chairman, Bill Flynn nominated Richard Whiteley for Chairman seconded by Skip Barnette. Motion carries 4/0 (1 abstain, Richard Whiteley)

Richard Whiteley commented that he would like to stick with what is currently working: George Harrison - Safety, Bill Rial – Tenant Relations, Bill Flynn – Finance and Skip Barnette – Marketing. Richard also appointed Joe Woods as the new Conventions and Visitors Bureau representative for the airport.

Richard Whiteley also appointed Bill Flynn as Secretary Treasurer and Vice Chairman.

VII. Executive Session

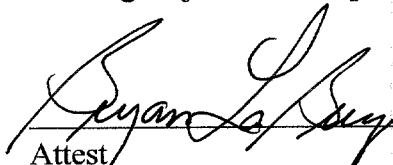
George Harrison moved to continue to executive session seconded by Skip Barnette. Motion carries 5/0


VIII. Adjournment

Motion to Adjourn made by Bill Flynn seconded by Skip Barnette.

Motions carries 5/0

Meeting Adjourned 9:20pm


Attest


Richard Whiteley, Chairman