

**Peachtree City Airport Authority (PCAA)
Regular Meeting Agenda
Thursday, March 14, 2013
Aviation Center, Atlanta Regional Airport Falcon Field
7:00 p.m.**

I. CALL THE MEETING TO ORDER

II. APPROVAL OF MINUTES

February 26, 2013 PCAA Meeting Minutes

III. REPORTS

Airport Safety & Operations - George Harrison

Finance & Capital Budgeting - Bill Flynn

Tenant & Community Relations - Bill Rial

Marketing – Skip Barnette

Operations- Airport Manager, Hope Macaluso

IV. FINANCIAL REVIEW

Aviation Director-Bryan LaBrecque

V. OLD AGENDA ITEMS

None

VI. NEW AGENDA ITEMS

03-01-13 Discussion of 18B GIS Survey / Runway Threshold Siting Criteria

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, March 14th, 2013
Aviation Center, Peachtree City-Atlanta Regional Airport
7:00 p.m.

Members Present: Chairman – 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

Bill Flynn called the meeting to order at 7:00 p.m.

II. APPROVAL OF MINUTES

Bill Rial made a motion to approve the December minutes seconded by Skip Barnette. Motion Carries, 4/0.

III. REPORTS

Airport Safety & Operations - George Harrison (Present)

No report

Finance & Capital Budgeting - Bill Flynn (Present)

Bill Flynn mentioned that the regular finance meeting took place this week and noted that accounting errors are seen less and less as time goes on. He asked Hope to continue to extend invitations to board members to attend the finance meetings, and again encouraged other Authority members to take advantage of the opportunity.

Tenant & Community Relations - Bill Rial (Present)

Bill Rial mentioned that he is continually trying to collect feedback from the tenants and would like management to continue to collect email addresses from tenants. He also mentioned a few of the tenants had mentioned some of the potholes on the ramps.

Marketing – Skip Barnette (Present)

Skip Barnette mentioned that he will be getting together with Hope and Mike soon to discuss the marketing plan moving forward.

Operations – Airport Manager, Hope Macaluso (Present)

Hope Macaluso began by mentioning that the men's restroom was 100% complete after the recent renovation and noted the women's restroom renovation was also underway. She continued and noted that on April 25th The Fayette County Chamber of Commerce would be holding a business after hours with The Great Georgia Airshow and encouraged the board members to attend if able. She also noted that the Commemorative Air Force would be hosting their annual World War II Heritage days on April 27th and 28th. Additionally that same weekend the annual Police Memorial Motorcycle Ride would be taking place as well. Hope continued on to mention the possibility of the "Hurricane Hunter" C130 making a visit to the airport sometime this spring or early summer as well. Hope also mentioned that the loan for the F16 was renewed with the Air Force and the City and noted that she had requested some of the excess parts be parted out as surplus. She was still waiting to hear back from them. Bill Rial asked if the Air Force would allow us to sell the surplus parts, Hope stated that with the surplus approval it would give us the ability to do so. Hope also noted that one of our part time employee's had moved on to take a job as a crew scheduler at an airline and Hope noted that at the time there was no need to hire a replacement.

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

Bryan LaBrecque reported that March finances were certainly better than the last two months with a reported \$7,300 net operating income, although the outcome fell short of budget. Fuel volume sales were again the largest reason for the budget miss. Fortunately the margin on Jet fuel was better than anticipated, mitigating some of the negative results. Avgas sales were down, primarily due to poor weather over the past month, and margin continued to be at the forecasted 17%.

Hangar revenues were on target with 3 T-hangars still available. Office rental fees were up due to our newly renovated offices and office lease. Overall, expenses were 1.5% lower than budgeted.

Bryan also mentioned that he is considering amending the budget again due to market conditions and the recent departure of Priority Jet. He noted that he may come back to the board if that happens. Bryan continued on noting that the cash position was strong with \$780,000 in the bank but also noted that the Inventory was up as well (primarily fuel inventory). Bryan noted that the roof repair was close to paying for itself and was pleased that we were able to recoup the funds for the roof repair quickly.

Finally, Bryan informed the authority of the potential for a complete overhaul of the FBO and flight school air conditioning systems. He noted that we are currently soliciting bids for that work. Bill Rial asked if the repair was for the blimp hangar air-conditioning? Bryan responded that at the moment only the flight school would need to be repaired soon and the FBO main building had some zoning problems that would eventually need

to be addressed. Some of the quotes that were received to repair the HVAC units were upwards of \$35,000 and Bryan would place as an agenda items if it came down to having to repair.

V. OLD AGENDA ITEMS

None

VI. NEW AGENDA ITEMS

03-01-13 Discussion of 18b GIS Survey / Runway Threshold Sighting

Bryan LaBrecque mentioned the survey was necessary to reflect our correct 5,700' runway versus the currently published 5,200'. For the published length to be changed the survey must be conducted. The survey cost would be approximately \$41,900 according to our engineers. Bryan mentioned that the board had wanted him to do an analysis of the potential loss of revenue due to the shorter published runway length. He responded that after due consideration, the potential error in revenue forecasting resulted in a moot analysis. He noted that the primary difficulty was in assessing the increased traffic as a result of properly publishing the field length.

Bryan noted that – according to GDOT - the initial cost of the survey would have to come out of ARA's finances but would ultimately be reimbursed by FAA and GDOT. Bill Flynn asked two specific questions: 1) could we use entitlement funds with the FAA funds and, 2) could we do a single survey pretending the runway extension was happening now and not just the overlay? Bryan noted that the survey could not be done for both as there is a limited amount of time that the survey was good for and would not be good once the design and build of the extension was conducted. Bryan also noted that all of the entitlement funds would be slated to be used for the overlay project. Should the actual bids come in less than anticipated, there is potential for some use of entitlement funds for this (or other) project(s). Airport management would like to see the survey completed but would not like to do so until all of the bids are in for the project and we understand the potential outcome better. Bryan noted that it is not necessarily in the airport's best interest – or GDOT's, for that matter - to do things twice. Bill Rial asked if there was any possibility the funds could be lost if we waited. Bryan responded that no funds would be lost but that the overlay could be pushed as far out as October. Bryan noted that if the project slipped that far it could be pushed to next spring due to weather and temperature concerns in the winter. Bill Flynn stated that if the bids were done in August there may be more money in discretionary funds. Bill Rial asked who controls the duties and timing of the project? Bryan responded that the FAA and GDOT are driving the timeline. Bill Flynn mentioned that the timing could be addressed in the bid specs to take into account the weather and target dates. Bill Flynn continued on that his opinion was to put off the survey until after August. Hope noted that the survey completion time

could be anywhere from 6-12 months until it reached the FAA and eventually the Publications. Skip asked if the bids for the overlay were less than expected, would the additional funds cover the survey? Bryan responded in the affirmative. Bill Flynn asked if the survey could be included in the runway extension project? Sushma Patel – from our Engineering Firm of Atkins - stated that the second survey could be put in the extension project but may not be covered in the overlay project if the bids came in at or over budget. Skip stated that if the survey had to wait until the runway extension that may be the best time to do the survey and do it all at once. Bryan noted that they were working with the engineers to look at moving up the runway extension date and was currently slated for 2014 design and 2015 build. Skip stated that it may be best to wait, but also noted that there could also be an unspecified amount of revenue lost during that waiting period.

George Harrison apologized for being late and stated that he would like to see the runway specifications up to date. He stated that every publication still reflects the old runway length. He also understood the financial concern but believed that we have the money to move forward with the survey now, and believes it is a critical path to move on and be as current as possible.

Bill Rial asked if the entitlement funds could be used up front. Bryan responded that the funds could not be used up front. Bill Rial continued on and noted that the airport is based around the runway and the published data needed to be up to date and accurate. He also noted that he does not want to put off any longer.

Skip asked if the airport pays for the survey up front and the overlay project comes in under budget could we pay ourselves. Sushma noted that she would ask if that could happen but she believed that yes it could happen. Bryan noted that there are two potential forms of repayment and may have to look at not being paid until 2016. Bill Flynn asked if there were any questions or comments? Bill Rial understood that this was a discussion items but asked if a decision could be made tonight? Bill Flynn noted that the agenda item was discussion and never intended to vote tonight. Doug Warner noted that the board could make a motion to act on tonight.

George Harrison made a motion to act on agenda item and vote tonight, which was seconded by Bill Rial. In discussion surrounding the motion, Bill Flynn noted that his concern is strictly cash flow and that he is concerned about other items that may arise in future such as lighting and air-conditioning issues. He also noted that not seeing any change in the economy he believes that it is important to hold on to cash as long as possible. He also noted that the airport is currently carrying a loan of \$450,000 and suggested that the Authority wait on a decision on the survey until bids come in. He

noted that in his view, the sooner we are out of debt the better. He also stated that he is absolutely in favor of reaching a runway length at 6,000' but does not believe spending cash at this moment in time is prudent, and asked the board to consider his suggestion. Bill Rial noted his opinion remained unchanged. Skip noted although he was supportive of moving forward with the survey he felt more inclined to wait until the bids came in, in August. Skip noted his overall concern was cash as well but felt the decision should not go past August. Bryan noted the only disadvantage to waiting would be just that: the wait. George stated the board had been discussing since October and was disappointed and would like to move on with the survey.

Vote 2/2

Bill Flynn noted the vote would be tabled to next meeting.

VII. Executive Session

None

VIII. Adjournment

Motion to Adjourn made by Skip Barnette; seconded by George Harrison.

Motions carried 4/0

Meeting Adjourned 7:57pm


Attest


Richard Whiteley, Chairman