

Peachtree City Airport Authority (PCAA)
Regular Meeting Minutes
Thursday, April 14, 2011
Aviation Center, Peachtree City-Atlanta Regional Airport
7:00 p.m.

Members Present: Vice-Chairman/Treasurer-Bill Flynn, Interim Aviation Director-Bryan LaBrecque, Interim Airport Manager-Jim Savage, Airport Operations Director-Jillian O'Connell, Zaheer Faruqi, George Harrison, Bill Rial, Airport Attorney-Doug Warner, City Council Member-Doug Sturbaum

I. CALL THE MEETING TO ORDER

Bill Flynn called the meeting at 18:59

II. APPROVAL OF THE MINUTES

March 10 PCAA Regular Meeting Minutes

Bill Rial made a motion, seconded by George Harrison to approve the March minutes with the inclusion of the PCAA action to not purchase hangar B-2; motion carries 4/0.

III. REPORTS

Marketing-Zaheer Faruqi

Zaheer commented that the newsletter Jillian put out is very good. Bryan mentioned the idea of including in the newsletters, a tenant of the month, employee photos and some background information about them. George suggested employee picture board to give assist in putting a name with a face for tenants and other customers.

Finance & Capital Budgeting-Bill Flynn

Bill Flynn reported the airport made \$12,000 in the month of March, and \$28,000 of contribution margin was obtained from fuel sales. He then stated that Bryan will elaborate.

Airport Safety -George Harrison

George did not have anything to report, but said he is interested to hear what has gone on in the last month with the staff changes.

Tenant & Community Relations-Bill Rial

Bill Rial stated that markings on the ramp near the T-hangars are not exactly centered based on where aircraft are parked. He said has to taxi his aircraft off of the taxi line to feel safe. He suggested when the next opportunity comes to re-stripe/paint; PCAA should consider re-stripping the taxi line he described. Bill said airport staff have communicated to him that they would like to meet the rest of the PCAA members and suggested members stop by the airport more often if they have time, to introduce themselves to the employees. Bill reminded everyone that the RV Fly-In will be next weekend. A cook out will be held and employees are welcome to the food.

In terms of maintenance, Bill described the fuel farm as being in need of repainting. Also, the FBO hangar does not appear to be in good shape, and could use repainting as well. He stated that perhaps in the 5 Year CIP plan, we could look at including upkeep of facilities.

Operations-Jim Savage

First, Jim thanked PCAA for the opportunity to be the interim manager. He reported that Jillian, Bryan and himself met with engineering firm, Talbert & Bright to discuss progress on runway construction to extend Runway 13. He reported that the base for paving was completed today, and C.W. Mathews will be in the following morning to begin paving. If it does not rain they should be able to get paving done tomorrow. Bill Flynn asked if there would be anymore runway closures and Jim said there would not be. Although, we won't be able to get the runway extension striped immediately, we will be able to get the barriers down and use taxiways. We are making good progress. Jim stated that safety is his and Bryan's number one concern for the airport, and that they have stressed the safety issue with staff; for example, linemen are required to wear reflective vests now. Jim said he has created another "to-do" list for maintenance issues. Bill Flynn asked Jim is he would email the first list again? Jim said he would. Jim updated PCAA on a storm in March that did serious damage to airfield lighting and said we've been working to get them all fixed, and now the majority of them work. However, the ODALS have long term problems. TCA electrical company came out to look at the system and said there is a fried circuit board. Bill Flynn asked what the cost of repair/replacement would be. Jim said he did not know yet, and is in the process of figuring that out, but said it is likely not repairable. The lights are firing out of sequence, but there may be systems that have been removed that are serviceable or have usable parts at a lesser price. Jim said this affected our minimums, and that's why it's important to fix. Bill Rial commented that PCAA had addressed this issue before, roughly two years ago. A few contractors were called out to look at it and nothing ever came to fruition. Bryan said this issue is very high on our priority list. Jim also reported the wind sock is bent about 30 degrees and said he will get this fixed. Jim supplemented Rial's previous comment that the FBO hangar is in need of repair—the roof is in very bad shape. Also, the Toybox has been worked on to repair a roof leak but apparently is still leaking. Lastly, air conditioning in the lobby restrooms need to be addressed. He said he is getting bids and will report back to PCAA when he gets an idea of how much this will cost to fix. April will be very busy. Some events taking place in the next couple weeks are: Relay for Life, GA Blue Knights Police Ride, and WWII Heritage Days.

FINANCIAL REVIEW

Interim Aviation Director-Bryan LaBrecque

Bryan expressed how he and Jim, since joining the airport team, have learned a lot really quickly, thanks to the employees, who have been outstanding and very positive. He said he is also looking at how the airport does things and how things should be done. Earlier this week, Nancy Price from the CVB came by for a meeting. Bryan commented on how he believes we have abridged a small gap between the two, and commented that Jillian can

give some more feedback on the subject. He said PCAA and CVB will be working closer than the two have in the past. The airport has missed deadlines before, and Bryan stated he apologized for that to CVB and said it won't happen again. He expressed how he believes this is a big first step in this process. Bill Rial said he has spoken to the Chairman of CVB and also believes bridges have been repaired. Bryan reported that there are some holes in process with grants the airport receives from FAA/GDOT. The airport does not want any missed opportunities to receive grant money to improve the airport. He said at this point, we have about 90% of the grant process understood and are working toward completely codifying the process. Bryan stated that safety above all, is the most important issue. He expressed how making sure everyone is trained properly is absolutely necessary. He is working with vendors to see what available training they offer and to get that to our employees so they can feel safe with what they're doing. Financially, the airport had a pretty good month. The way in which the airport approaches fuel pricing is very important. Bryan stated that the airport intends to be partners with tenants regarding fuel and that they're looking very strongly at how they can work with each other. Bryan reported the airport is slightly above budget on revenue for the year and significantly below budget, which is very good. Net income for the year is higher than what was budgeted. He stated that Jillian is taking the role of meeting with tenants and find ways to get them to use our services, and has high expectations for the month of April. A flyer went out today for Tenant Appreciation Day, which will be held May 14. It is an opportunity for tenants to tell airport management/staff how they can help them, and to meet and greet. Bryan stated that they are going to be forward and aggressive in developing relationships with tenants. George asked if PCAA was getting name tags. Jillian made a note to look into that. Next, Jillian supplemented the reports regarding the CVB. She stated they met with Nancy Price that week and elaborate PTC gateway "feel" they will try to produce in the airport lobby area. One idea was to place vinyl lettering in the lobby that would read a "welcome to PTC" message. The big idea was to come up with events that would require people to stay in the city overnight. Jillian reported that per the airport's recommendation, a Cessna 140 group booked 80 rooms at the Hilton Garden Inn for 3 nights in October for a fly-in the airport is hosting. Bill Rial said that the Commemorative Air Force had a speaker come brief PCAA about what Air Show brings to the table for the City and the Airport and said it was very informative. He asked, if possible, could she meet with Bryan, Jim and Jillian to discuss the subject again. A member from the CAF, Bob Grove, said he would look into it.

IV. OLD AGENDA ITEMS

V. NEW AGENDA ITEMS

04-11-01 Consider ratifying the hiring of Interim Airport Director, Bryan LaBrecque. Bill Rial made a motion, seconded by George Harrison to ratify the hiring of Interim Airport Director, Bryan LaBrecque as a contract employee; Motion carries 4/0.


04-11-02 Consider First Right of Refusal for purchase of Hangar D-16
Bill Flynn made a motion, seconded by Zaheer Faruqi to table item 04-11-02; Motion carries
4/0.

VI. Executive Session

VII. ADJOURNMENT

Motion made to adjourn the meeting by Bill Flynn seconded by Bill Rial at 19:55; motion
carries 4/0.

Attested By: _____



PCAA Chairman