

Peachtree City Airport Authority (PCAA)
Regular Meeting Minutes
Thursday, May 12, 2011
Aviation Center, Peachtree City-Atlanta Regional Airport
7:00 p.m.

Members Present: Vice-Chairman/Treasurer-Bill Flynn, 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
Absent-Bryan LaBrecque

I. CALL THE MEETING TO ORDER

Richard Whiteley called the meeting at 19:04

II. APPROVAL OF THE MINUTES

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Bill Flynn made a motion, seconded by George Harrison to approve minutes; motion carries 5/0.

III. REPORTS

Airport Safety -George Harrison

George reported that he has been going around the airport handing out his PCAA business card to tenants, encouraging them to contact him with any comments or complaints. He followed by saying he has not heard any major issues. G.H. suggested we look at the Emergency Operations Manual and make any necessary updates. He stated he has not ever seen the Manual. He also suggested PCAA look into the possibility of getting an authorized A&P mechanic on the airport because the airport markets itself as a 'full service' facility, but does not offer full time maintenance. Richard Whiteley asked if a mechanic would be added to payroll. George said that was not necessarily true, they could be on contract. G.H. stated he thought a workshop involving the tenants and PCAA to discuss different airport issues and exchange thoughts and ideas would be helpful, and perhaps PCAA should discuss this possibility further in the future. It would have to be an open meeting. PCAA might be surprised at what some people have as issues they would like to discuss. It may also be a good opportunity to discuss fuel pricing. Bill Rial said he has been asking to hold a workshop for a long time, and maybe a more formal request is required, such as putting it on an agenda. Rial said he would email the board about some ideas he has for a workshop.

Tenant & Community Relations-Bill Rial

Bill Rial reported the RV fly-in on May 7th was a huge success, with almost 60 aircraft on the ramp at one time. Jim Savage noted that 28% of AvGas sales are contributable to the RV pilots who attended the fly-in. He thanked the airport staff for their support and

outstanding work over the weekend. He said although the airport is short staffed, he was very pleased with the great condition of the airport. B.R. said that regarding the sales that Spruce puts on being "tied-in" with the fly-in is not a good idea because the ramp could potentially end up over capacity.

Finance & Capital Budgeting-Bill Flynn

Bill Flynn said he didn't attend the financial review, so Jim Savage will report on finance.

Marketing-Zaheer Faruqi

Zaheer thanked Jillian for providing name tags for the board. He also reported that he will be in communication with Jillian regarding ideas for the Tenant Newsletter.

Operations-Jim Savage

Jim reported that the Runway 13 extension project is completed, and all lights are working normally. He stated he would be working on updating the FAA form 5010 to remove the tree obstruction notes, as there are no longer tree obstructions. J.S. reported there have been three new linemen and one part-time maintenance worker hired recently. He commented on the ODALs firing out of sequence, and said he would be getting with Talbert & Bright soon about possible fixes and would report to the board with any recommendations next month. Richard asked Jim the current length of the runway. Jim responded the current length is 5,769' of usable runway. J.S. said that Bryan LaBrecque has delegated to him, the task of implementing FBO Manager (FBO software) before his interim term is expired. Using FBO Manager is expected to greatly simplify the process of entering data at the front desk, and will therefore likely cut down on errors significantly. J.S. said that Bryan and Jillian are going to review and update the Employee Manual. Also, there will be a complete review done on our Emergency Operations Manual. Jim stated that he would need Bill Flynn and Richard Whiteley to sign some bank documents after the meeting allowing himself and Bryan LaBrecque to be legal signors for the airport. Jim asked Doug Warner the status of the Pathways *situation*, because Plateau would like to get the water pipe in the ground ASAP. Doug reported that Pathways has deeded the property to the County. The City wants to make sure TDK is not built. The county is working to deed the property to the city. Jim asked him about a time line and Warner said they are "about there"—whenever the city and the county agree. Bill Rial asked Jim if he was recommending PCAA switch the ODALs with another lighting system. J.S. said it depends on the cost to switch or replace the current system and he is looking into it. B.R. also commented that some Air Show information on the airport's website could be updated to display information about the 2012 Air Show. B.R. stated that some tenants have mentioned leaks in some of the hangars, and asked if Jim was aware of that. Jim said he was aware of this and is researching possible solutions. So far, the estimated costs to fix this issue ranges from \$700 to \$6000. He said the key is finding a guaranteed solution that is also affordable.

IV. FINANCIAL REVIEW

Interim Aviation Manager—Jim Savage

Jim reported that Jet fuel sales were 1700 gallons less than estimated and AvGas was 1500 less than estimated. He stated that it is difficult to use the budget because it's not certain if the sales numbers compared to our budgeted numbers are necessarily valid. Jim said the airport generated \$29,000 profit for Jet fuel and \$18,000 profit for AvGas. Richard mentioned that the margin for AvGas was 21% in March, and asked Jim what happened last month. Jim said that he, Jillian and Bryan have had many meeting to discuss marketing AvGas and that there is a large difference in how to market Jet as opposed to AvGas. He stated that AvGas consumers are more price sensitive than Jet consumers and the airport is competing with many different entities to have a competitive price. The airport is competing with airports south of Atlanta for the AvGas customer. He said that Bryan and Bill Flynn have discussed fueling and he thinks they all agree that FFC can't compete with the airports that offer self service. J.S. stated that fuel pricing was something that Bryan had taken a hold of and it would be better if he were here to describe his fuel pricing philosophy. He also stated that because the airport can't really drive fuel price, one of the reasons being that FFC is not subsidized by the community. Right now, it seems that the airport needs to look at their competitors and price accordingly in order to be competitive and generate profit. Also, with the price of fuel rising consistently, the general aviator will probably be flying a lot less, regardless of price cuts the airport may offer. Jim said that he, Bryan and Jillian have spoken about this subject and he is not sure if they have come up with a solid recommendation as of yet. Richard asked what the situation with the Toybox is, without divulging confidential data. Jim answered that they are currently in negotiations with GeoDigital and they would like to lease the Toybox. He said that Bryan is currently handling this issue. He also said that he and Bryan would be meeting with them again next week, and that they would like to be in the hangar by June 01. R.W. asked if the number on the financial sheet reflect the rent owed. Jim said that the amount shows up in accruals and as a receivable. Bill Flynn asked how much of the receivables shown reflect rent due for the Toybox? Jim said that may be information that our legal counselor may be involved in and should not be discussed publically at this time. Jim reported on the unusually high credit card fees last month and said they have been researching this, but some of it is attributable to the flight school paying their rent on a credit card in April. Jim said with the bookkeeper being on vacation the week of the Authority Meeting it is difficult to get specific answers to some things. Richard commented that Repairs and Maintenance ran high last month, and inquired why this is. Jim responded that part of it that Bryan and he have the same opinion that safety is the first priority for the airport and have been repairing things that have to be repaired. Roughly \$900 is attributable the purchase of a new leckro charger. Replacing airport lights and air condition work also contributed to a portion of last month's Maintenance costs.

V. OLD AGENDA ITEMS

02-11-01 Authorize Chairman/Airport Director to sign agreement transferring the airport ground lease for Hangar B-2. Bill Rial made a motion, seconded by George Harrison to ratify; motion passes 4/1; Bill Flynn opposed.

04-11-02 Consider First Right of Refusal for purchase of Hangar D-16. George Harrison made a motion, seconded by Bill Rial to confirm PCAA would not exercise First Right of Refusal; motion passes 4/1; Bill Flynn opposed.

VI. NEW AGENDA ITEMS

05-11-01 Authorize Chairman/Airport Director to sign agreement transferring the airport ground lease for Hangar D-16 with the language as modified. The phrase "without further consideration and action by the Lessor" was removed. George Harrison made a motion, seconded by Bill Rial to authorize; motion carries 5/0.

05-11-02 Declare Flite Line de-ice truck, Model Number 36/2-H-1000-S-40-1968, SN J80320 surplus, and authorize its sale or disposal. Bill Flynn made a motion, seconded by Bill Rial to authorize disposal; motion carries 5/0.

05-11-03 Hear briefing from the Great Georgia Air Show committee on plans for the 2011 event. GGAS Director Angie Faulise reported on plans for Air Show, which will take place October 8 and 9, 2011.

05-11-04 Authorize sub-lease of Hangar B-5 to Gardner Aviation Specialist, Inc. Bill Rial made a motion, seconded by George Harrison to authorize; motion passes 4/1; Bill Flynn opposed. Richard Whiteley asked Karl and Michelle Gardner to replace a portion of the chain link fence adjacent to their Hangar that was previously removed by them with permission of airport management. Gardner agreed to do so within the next few weeks.

05-11-05 Consider consent to security interest of United Community Bank in Hangar B-3 owned by Venrnie Jax, LLC. Bill Rial made a motion, seconded by George Harrison to consent; motion passes 4/1; Bill Flynn opposed.

05-11-06 Authorize sub-lease of Hangar B-3 to Priority Jet, LLC. George Harrison made a motion, seconded by Bill Rial to authorize; motion passes 4/1; Bill Flynn opposed.

George Harrison made a motion, seconded by Bill Flynn to authorize Chairman and/or Aviation Director to sign documents related to items 05-11-04, 05-11-05, and 05-11-06

VII. Executive Session

Motion made by Bill Flynn; seconded by George Harrison to enter into Executive Session to discuss legal matters and to vote publically thereafter; motion carries 5/0.

VIII. ADJOURNMENT

Motion made to adjourn the meeting by George Harrison seconded by Bill Flynn at 21:00; motion carries 5/0.

Billuteley
Bya L. P.