

2009 PEACHTREE CITY AIRPORT AUTHORITY ATTENDANCE RECORD

May 13, 2009

Report Date: Month Year

Name & Date of Appointment	# of Meetings Member Eligible to Attend	# Meetings Attended	# Meetings Absent.	Meeting Dates Absent	Percentage Attendance
Mike Brady, Chairman 1/1/09 - 12/31/31	6	6	0		100%
Bill Flynn, Vice Chairman 1/1/07 - 12/31/11	6	6	0		100%
Richard Whiteley, Secretary/Treasurer 6/20/08 - 12/31/10	6	4	2	3/5/2009, 4/9/2009	67%
Zaheer Faruqi 1/1/09 - 12/31/12	6	5	1	3/12/2009	83%
Jerry R. Cobb 1/1/05 - 12/31/09	6	3	3	2/12/2009, 3/5/2009, 5/13/2009	50%

Peachtree City Airport Authority (PCAA)  
Regular Meeting Minutes  
Wednesday, May 13, 2009  
Aviation Center, Peachtree City – Falcon Field  
7:00 p.m.

Members Present: Chairman – Mike Brady, Vice-Chairman - Bill Flynn, Richard Whiteley – Secretary/Treasurer Zaheer Faruqi, PCAA Alternate – Bill Rial, Aviation Director – John Crosby, Assistant Aviation Director – Barry Griffith, A.A.E., Airport Attorney – Doug Warner and City Council Member – Doug Sturbaum.

Absent: Jerry Cobb (excused)

I. ANNOUNCEMENTS

Chairman Brady called the meeting to order at 7:00 p.m. Aviation Director – John Crosby thanked everyone for the well wishes while he was out of the office with health issues and that it was good to be back on duty at FFC.

II. APPROVAL OF MINUTES

Motion made by Bill Flynn and seconded by Richard Whiteley to approve the April 9, 2009 PCAA Regular Meeting Minutes; motion carries 4/0.

III. REPORTS

Aviation Director – John Crosby

Assistant Aviation Director – Barry Griffith, A.A.E.

Aviation Director – John Crosby indicated that the Area C – Phase I contract has been issued to Massana Construction and that bids for the Area C – Phase II Stimulus Project (\$2M) were opened last week and the apparent low bidder is Plateau Construction; that GDOT has indicated that there may be another \$65,000 left over from other projects that did not get awarded to other airports. Vice-Chairman Flynn stated that the Stimulus money was not an automatic grant for FFC and that thanks were due to State Representative Matt Ramsey for his efforts to spearhead this program through Governor Purdue's office.

IV. FINANCIAL REVIEW

Aviation Director – John Crosby thanked Vice-Chairman – Bill Flynn, Secretary/Treasurer – Richard Whiteley, Marla Curly and staff for their efforts to revise and improve the financial reports. He indicated a line item review of the budget was recently done and that financial projections were done for the remaining months in the year. Mr. Crosby stated that fuel sales had improved over last month and that the pricing structure created by the Finance Committee is helping keep FFC more competitive with surrounding airports; that airport tenants and transient operators have shown appreciation in regard to this approach.

Chairman Brady reviewed past month fuel sales compared with current month trends and indicated that the real-time monitoring/pricing is paying big dividends and that there has been positive trend with a 75% increase on Jet and 27% increase in AvGas sales from March to April 2009. He indicated the pricing has a reasonable profit margin needed to pay expenses but competitive pricing has been effective and is helping make FFC more solvent; that the tenants have been supportive and should continue to reinvest back into their Airport. Chairman Brady stated that FFC will not be lowest priced airport for fuel and that finances are still tight. He indicated that efforts are underway to make FFC more user-friendly and that PCAA/staff is working hard improve communications and provide more effective management through the 6-month action plan; that this will help turn around the budget deficit hopefully by year's end. Vice-Chairman Flynn thanked the RV Squadron for purchasing gas during their recent fly-in and that fuel is the single greatest area where we can impact revenues. Richard Whiteley further accentuated this positive news by indicating the year of year increase in AvGas sales in March.

V. OLD AGENDA ITEMS  
None.

VI. NEW AGENDA ITEM

05-09-01

Callula Hill – John Crosby gave a brief history of the negotiations between PCAA, Pathways Communities and Planterra Ridge in regard to the purchase of the two golf holes in association with the runway safety area improvements. Mr. Crosby indicated that the goal was to meet FAA/GDOT requirements for protecting FFC's airspace and Runway Protection Zones (RPZ) and provide an obstacle free zone 1000' of the runway end. He indicated that Pathways agreed that if they were to move forward with the proposed development through a City Council approved rezoning, that the new development would include deed restrictions that would protect the RPZ and would abide by the City ordinance in regard to the 20:1 glideslope approach. Chairman Brady added that the covenants on the proposed development are for safety and that homeowner deed restrictions would be perpetual so that future noise/safety concerns would be mitigated to satisfaction of the PCAA and the FAA, however, that the PCAA has no authority on zoning change initiatives. Motion made by Bill Flynn and seconded by Richard Whiteley to authorize the Chairman/Director to forward the proposed letter (attached) with the terms and conditions listed to the Peachtree City Planning Commission which will allow Pathways Communities to seek Peachtree City/FAA approval of the development; motion carries 4/0.

05-09-02

Consumer Price Index (CPI) Correction –Chairman Brady asked Vice-Chairman Flynn give background information as to the CPI error which occurred in 2004 and subsequent actions of recent to correct the issue. Mr. Flynn indicated that the

Chairman had brought this to his attention and that he had been working with staff to research the issue. Mr. Flynn stated that when the 2004 CPI adjustment was incorrectly done and was compounded by the 2007 CPI adjustment based on this error. He apologized for the 2004 error and also the first letter of reconciliation which had an error in the spreadsheet and thanked everyone for their cooperation in allowing this repayment over the next 14 months as rent credit. He indicated that he had met with a few tenants to go over specifics associated with the correction and offered to meet with anyone who had questions or concerns. Chairman Brady indicated that PCAA had substantiated the error also apologized for the mistake that occurred and thanked the tenants for their cooperation in making this retroactive rent credit correction over the next 14 months.

05-09-03

Member Recognition –Chairman Brady stated that he had the privilege to recognize a PCAA member for their outstanding efforts. Chairman Brady stated that Zaheer Faruqi operates an aircraft parts business that is international in scope (Aventure Aviation) and was recently recognized as the 2009 Georgia & 2009 Southeastern Small Business Exporter of the year which was a great honor and indicative of the level of business expertise that Mr. Faruqi brings to the board.

05-09-04

F-16 Mounting Project – Ted Mallory gave a brief summary as to the efforts to date on the F-16 Mounting Project and jokingly indicated that Russian satellites have confirmed that the F-16 has been relocated. He indicated the General Dynamics F-16 was put into commission in 1980 and was originally stationed at Barksdale Air Force Base in Louisiana later transferred to 62<sup>nd</sup> Fighter Wing at MacDill Air Force Base in Florida and ended up at the 162<sup>nd</sup> Fighter Wing in the Arizona National Guard in Tucson. He thanked Sergeant Russell (Rio) Perkins from the Air National Guard 187 Fighter Wing in Montgomery, Alabama who volunteered his time to replace the tires on the F-16 and assist move the aircraft into the Annex Hangar. Mr. Mallory shared an artist rendering of the proposed project site and spoke of the next steps associated with the construction schedule. Mr. Mallory indicated that Chairman Brady had recently received a large donation to help assist with the project completion and that ongoing efforts were underway to get engineering/survey assistance from Peachtree City staff and PBS&J engineers. Chairman Brady indicated that a local firm will paint the aircraft and that topo/grading work will be provided by the City. Chairman Brady thanked Mr. Mallory and the other volunteers who have helped in this process and encouraged them to stay focused and committed to meet the upcoming challenges associated with this project.

05-09-05

WWII Heritage Days – CAF – Public Information Officer (PIO) Chris Madrid gave an extensive powerpoint presentation in regard to the WWII Heritage Days held on May 16, 2009. Mr. Madrid gave the audience information on the economic impact that this special event brings to the community in terms of hotel room nights and also gave statistics as to the lack of knowledge that current high school students have in regard to WWII history facts. He stated that the CAF/volunteers worked many hours to host this event and thanked the Airport for

allowing use of the facility. He reminded the audience of the educational value of teaching young people about WWII and the need to honor our country's veterans and preserve history.

05-09-06

RV Fly-In – Vern Darley gave an overview of the RV Fly-In which occurred on May 2, 2009. He stated that while the weather was not cooperative as they had hoped that there were approximately 25 aircraft in attendance. He presented a brief powerpoint presentations of the various aircraft and attendees including Vice-Chairman Flynn and indicated that there were aircraft rides given and a barbeque held in the hangar. He stated that there were many positive comments in regard to the event. Mr. Darley thanked the airport for the fuel discount and support of the event; that the word has gone out to the RV community that FFC has good fuel prices.

Chairman Brady also recognized another special event which occurred on the Airport on May 25, 2009. The 18<sup>th</sup> Annual Georgia Police Memorial Ride which honors fallen officers and police veterans in Georgia. He indicated that there were approximately 3,000 motorcycles and an additional 2,000 attendees at the event. A brief powerpoint presentation was given showing an aerial view of the event which encompassed the entire FBO Hangar ramp areas.

05-09-07

Focus Committee Reports – Committee Lead – *no action taken*

*Please keep your update reports to no more than five minutes and focus on the past 30 days activities, and your committee planned activities/focus areas for the immediate future*

Finance/Admin/Accounting - Bill Flynn stated that he and Richard Whiteley have conducted line item reviews of the budget and have worked to create an automated managerial accounting system which places quickbooks data into a user-friendly excel spreadsheet; that this information is then used to track year monthly performance which in turn is used to forecast expenses/revenues for the balance of the year as a proforma review which will also be automated. Mr. Flynn stated that Richard Whiteley is also working on a 1,3,5 & 10 year business plan and relational analysis to the budget. Richard Whiteley added that fuel pricing strategy is a crucial part of the airport's budget and that it represents 77% of the airport's revenue; that he is working on developing dynamic excel spreadsheets that will measure sensitivities to price fluctuations to determine percent changes in the budget for bottom line forecasting.

Business Development & Marketing- Zaheer Faruqi introduced the marketing committee and indicated that there have been several meetings to discuss the marketing/business plan. He indicated the first step was to find out what our local tenants/transients liked and disliked about the services at FFC which is why the surveys were developed. Chairman Brady indicated that out of the approximate 150,tenants on the airport, 50 had attended a PCAA meeting and there had been good dialogue and that the survey was the method to reach out to all tenants to get their feedback. Jennifer Bowden (Clayton State Intern) gave an extensive powerpoint presentation and overview of the tenant and the transient operator responses. It was indicated that this information would be made available to any tenant who wanted to know more about the survey responses. Eva Durham (Clayton State Intern) with the assistance of Representative Matt Ramsey had a drawing and gave out over \$100 worth of gift certificates to tenants who participated in the survey. Mr. Faruqi

stated that the committee will continue to work on the marketing plan including a website update and new brochures. He also stated that he is working with Mr. Mallory to coordinate a community outreach event as part of the F-16 mounting project groundbreaking ceremony. Chairman Brady stated that there is an open house event at Aircraft Spruce this weekend and a Light Sport (LSA) Experimental Aircraft fly-in. Chairman Brady introduced Dave Bowers, who represents Remos Aircraft, who gave a brief summary as to the first annual LSA/Experimental fly-in at FFC. He indicated that there will be about four LSA companies involved in the fly-in and encouraged the flying and non-flying community to come out and participate. It was also noted that FFC would provide a \$0.20 discount per gallon on fuel purchases for both the LSA/Experimental and Aircraft Spruce participants.

Airport Operations- Mike Brady indicated that he has been working with Jay Herrin who has taken the lead on many of the Airport Operations and employee training and customer service areas. He indicated that recent meetings with senior official with Chick-fil-A has led to an opportunity to develop a customer service philosophy that will provide a better product at FFC; that several areas have already been addressed such as more competitive pricing, review of training records, etc. Chairman Brady stated that in his 13 years as a tenant that the feedback has been positive in regard to FFC customer service, however, improvements can always be made. He stated that Airport Employees Lynn Herrin and Doug House have agreed to assist with customer / ramp services reviews and that a new program is being developed for both areas that will be sharpened and focused.

Airport Safety- Bill Rial stated that he is working with Safety committee members and has reviewed the survey results previously discussed to develop a FFC safety program. He indicated that he is using OSHA defined safety parameters in this development and has also reviewed FAA Safety Management System (SMS) programs as part of this effort. While FFC is not required to implement a full SMS program, nor is it eligible for funding, that the FFC safety program will mimic many of the features of an SMS program in case this requirement changes in the future.

Tenant Relations- Bill Rial reports that he has been working to meet all the tenants at FFC and has discovered that some were not receiving emails from PCAA; that his goal was to help PCAA communicate effectively with all tenants. He indicated that there is some overlap going on between focus committees and that he had recommended that Mr. Faruqi/Marketing Committee take the lead on the new website development. Mr. Rial also requested that the tenants in the audience provide any contact information to airport staff for those operators on the airport who may not be receiving regular email communication so that they can be included on the survey requests and/or email notifications.

Business Plan Development- Richard Whiteley indicated that he has been working with Bill Flynn on putting the financials in order. He indicated that the Business Plan Development was initiated in April 2009 and the deliverable is due in August 2009. The first step is to review the survey findings/results from the focus committees; second step is a thorough review of the mission statement and objectives with possible revisions and to develop strategies for revenue generation/profitability; third step is to look at long term expansion plans. The final deliverable will have 3 parts: an introductory/overview as an executive summary defining the mission/purpose of the airport and what constituents are being served; second a look at FFC today, physical description, trends & issues, financials and customer base; third is a long term vision of what FFC including a capital improvement program and steps on how we get there. There will be 2 final versions: 1 will be a comprehensive business plan that will be long and extensive, the other will be an executive summary most likely a powerpoint based presentation that can go on the new

website. Chairman Brady stated that most airports operate under a Master Plan which is a facilities based plan used by the FAA to provide funding for growth; that this master plan should be part of a overall business plan that FFC has not had. The Business Plan should be a global look at the customer services provided at FFC as interim and long term amalgamation of the vision based on feedback from the tenants and PCAA review.

Air Show Coordination- Mike Brady indicated that he and Bill Flynn are on this committee and unfortunately there has been no action as of yet to the requests to determine how PCAA can assist the air show; that numerous requests have gone out to the officials at the Great Georgia Air Show (GGAS) but there has been no response to date.

05-09-08 Award contract for work listed in Hangar Area "C" Development- Bid Package II project to the apparent low bidder who meets all of the project bid qualifications subject to Federal Aviation Administration (FAA, Georgia Department of Transportation (GDOT) and The American Recovery and Reinvestment Act of 2009. Motion made by Bill Flynn and seconded by Richard Whiteley to approve item No. 05-09-08 and authorize the Chairman/Director to sign all necessary contracts; motion carries 4/0.

VII. EXECUTIVE SESSION

Motion made by Bill Flynn and seconded by Richard Whiteley to enter into executive session to confer with legal counsel at 8:40 p.m.; motion carries 4/0. Motion made by Bill Flynn and seconded by Zaheer Faruqi to return to regular session at 9:44 p.m.; motion carries 4/0.

VIII. ADJOURNMENT

Motion made by Bill Flynn and seconded by Zaheer Faruqi to adjourn the meeting at 9:45 p.m; motion carries 4/0.

Note: This agenda is subject to change up to 24 hours prior to the meeting.

*Let's go Vic Chairman  
from Brady 10/14/09*

Attested By:  10/14/09

\_\_\_\_\_  
Mike Brady, Chairman

PEACHTREE CITY AIRPORT AUTHORITY

EXECUTIVE SESSION AFFIDAVIT

The undersigned hereby states under oath, in the presence of a notary public, as subscribed below, that the undersigned presided over a meeting of the Peachtree City Airport Authority, in the capacity set forth below, on the meeting date set forth below.

A portion of this meeting was held in executive session and closed to the public, pursuant to motion duly made, seconded and passed by the Authority. The closed portion of such meeting, held in executive session, was devoted to matters within the exceptions provided by law, specifically as initialed below:

- Discussing matters protected by the attorney-client privilege. O.C.G.A. §50-14-2(1).
- Discussing the future acquisition of real estate. O.C.G.A. §50-14-3(4).
- Discussing or deliberating the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee. O.C.G.A. §50-14-3(6).

The closed portion of the meeting was held in compliance with the law, based upon the advice of legal counsel for the Authority, and based upon observation of all members present.

In witness whereof, the undersigned has signed this affidavit on the date indicated below.

Sworn to and subscribed before me this date 5/13/09

[Signature]  
Notary Public 5/11/11

[Signature]  
Signature

CHAIRMAN  
Capacity

Date of meeting: 5/13/09

CONCURRENCE OF AUTHORITY MEMBERS

The undersigned confirm that the statements contained in the above affidavit are true and correct.

[Signature]  
[Signature]  
[Signature]

\_\_\_\_\_  
\_\_\_\_\_  
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OPINION OF LEGAL COUNSEL

The closed portion of the meeting of the Peachtree City Airport Authority referenced in the above affidavit was appropriate under Georgia law and was held pursuant to my advice and counsel.

[Signature]  
Legal Counsel