

PEACHTREE CITY AIRPORT AUTHORITY MINUTES OF MEETING

May 14, 2003

The May meeting of the Peachtree City Airport Authority was held at the Aviation Center, Peachtree City-Falcon Field Airport, on May 14, 2003, at 7:00 p.m.

Those present were Chairman Catherine M. Nelmes; Members Jerry R. Cobb, Douglas A. Fisher, Matt M. Davis, and James E. Toombs; Airport Manager James H. Savage; Assistant Manager Andrew Bolton; and Authority Attorney Douglas B. Warner.

I. ANNOUNCEMENTS

Chairman Nelmes gave a brief review of the progress of the Authority's Planning Sessions that were held on April 28th and May 5th. She indicated that the minutes created for each workshop gave a more detailed summary of the work sessions, but that she was very pleased with the efforts to date and looked forward to the review workshop planned for June 4th.

Mr. Fisher discussed the possibility of earmarking a portion of the income received by the Authority for displaying the "Mini-Cooper", to help support the Airshow Committee. He would like to add a discussion on this subject for the next Authority meeting.

II. APPROVAL OF MINUTES

A motion was made by Mr. Fisher and seconded by Mr. Cobb, to approve the minutes of the April 16, 2003, Regular Meeting, the April 28, 2003, Workshop, and the May 5, 2003, Workshop as presented.

Mr. Savage pointed out that he was not certain of the last name of Rona, of "Rona's Flowers", and requested that Mr. Cobb verify that it is Fong before the minutes of the April 16th meeting are published.

Chairman Nelmes asked Mr. Vern Darley if he was in attendance at both workshops. He indicated that he was and she asked that the minutes so reflect that.

Mr. Cobb asked that the minutes of the April 28th workshop reflect that Mr. B. Stan Smith and Mr. Mike Gunn departed the meeting approximately halfway through.

Mr. Fisher agreed to amend his original motion to read "Move to approve all of the minutes presented, as corrected" which was approved by the second Mr. Cobb, and was passed by the members unanimously.

III. REPORTS

AIRPORT MANAGER'S REPORT May 13, 2003

1. AIP 12 Project. We met with Mr. Cline and engineers from Wilbur Smith and Associates (WSA) and agreed to the final measurements of quantities used during the project. Mr. Cline is willing to settle for half of the liquidated damages we have imposed. Based on the approval of this settlement at the last Authority meeting, we have approved Mr. Cline's final pay request and prepared a check in the amount of \$47,247.36. Mr. Cline must supply us with a release of lien agreement from his major sub-contractors and a certificate of payment of all sub-contractors before we will release his check. He agreed to provide this documentation two weeks ago, but as I prepare this report he has not yet delivered those documents.

2. Aviation Center roof leaks. Mr. Cobb and I met with the engineers from Williamson and Associates; Bill Foley, the architect who designed the building; and Jim Pace of Group VI who built the building; on April 22nd to review Williamson's recommendations.

We discussed Williamson's recommendations at length and both Jim Pace and Bill Foley made suggestions that Gus Scheffer agreed to incorporate into his final recommendations and his draft "requests for proposals". We are expecting this draft document by May 31st. Based on Williamson's recommendations and estimate of the cost to make the repairs, we hope to have an RFP for review by the Authority for the June meeting.

3. Landscaping project for the FBO Hangar Office area. As your are probably aware, the awnings are up, the sidewalk has been poured and all that remains is to have the landscaping completed. We have been seeking proposals from several landscape companies based on the available funds. In discussions with Dan Waters of the flight school, we will be reviewing the proposals and will get his input prior to awarding a contract.

4. Stallings Road. Chairman Nelmes and I met with representatives of the City and County to discuss the Stallings Road paving project. During the discussions, it was agreed that the first step was to dedicate the right-of-way for the road to the City so the City could then request funding from the State for materials. That right-of-way was executed, recorded and delivered to the City last week.

There does not appear to be any remaining obstacles, but contracts between the City and the County, and the City and the State remain to be executed. Both the City and County representatives agreed that it should be routine from here on, with the State usually taking 120 days to approve the work. Plans now call for the project to begin by September 1st, with completion expected within 60 to 90 days thereafter.

On a related matter, we have requested the power company to start work on the relocation of the power lines along Stallings Road so that they are completed by August 1st. It is likely that the installation of power lines to Hangar Area "B" will be done at the same time as the relocation.

5. Crack seal work in FBO Hangar Lot. The City Public Works Department spent most of the day on April 28th sealing the many cracks in the FBO Hangar parking lot. While the sealant did not set-up as rapidly as expected, the job was done at no cost to the Authority. I would like to thank the City for their help on this project. Agenda Item 03-05-02 will discuss this further.

6. AOPA Airport Watch Program. Andrew Bolton and Charlie Milton erected over a dozen "Airport Watch" signs that are part of the Aircraft Owners and Pilots Association's program to enhance airport security and safety. This program, endorsed by the Transportation Security Administration as a first step towards enhancing airport security at General Aviation airports, is being adopted by many airports nationwide.

Jerry Cobb is the AOPA representative for FFC, and he will be offering video tapes and other information to pilots outlining how the program works and how effective such a simple system as this can be.

7. Storms. With nearly a week of thunderstorms, lightning, wind, threat of tornadoes, and heavy rain, the airport fared reasonably well, but did sustained some damage. Fortunately, the damage was limited to that caused by lightning, mostly on Tuesday, May 6th.

It was necessary to replace over 40 runway and taxiway light bulbs and one runway light transformer. One ODALS approach light took a direct hit which damaged a circuit board and melted a hole in the lens of the light. It also blew-out three other lamps, at a cost of \$100 per bulb. We are evaluating a proposed modification to the ODALS that may help limit lightning damage in the future. When we complete that evaluation, we will report our findings.

We have also been experiencing problems with one of the air conditioning units in the Aviation Center and it appears that a circuit board in that unit was also a victim.

We recently received an invoice from MilerTronics for repairs to three circuit boards that fit the DME system which total more than \$3,000. These were damaged in a previous storm. I am happy to report that both the DME and Localizer continued to work throughout this last week of storms without a failure.

When we tally the total cost of storm related damage, if it exceeds the deductible on our property insurance we will make the appropriate claim. At this point however, we do not expect the damage to exceed our deductible of \$10,000.

8. Trustee maintenance support. For some weeks we have been discussing with Sheriff Randall Johnson and his staff, the possibility of using Trustee inmates from the Fayette County jail to assist in airport maintenance. Our primary focus would be to utilize any available trustees to help keep the terminal and FBO hangar areas well groomed, but depending on talent available they might be able to assist Charlie Milton on other maintenance tasks.

Sheriff Johnson had requested that we discuss any legal issues with County Attorney Bill McNalley. I contacted County Administrator Chris Coffy about Mr. McNalley's input, and

Chris reported back to me this morning that Mr. McNalley said that it was an issue between the Sheriff's Department and the Authority and not a County matter.

We will be meeting later this week with the Sheriff's Department to discuss the details of how this program will work. The Trustees that will participate are non-violent inmates who are serving time for misdemeanor offences. Initially, based on availability, we hope to get two Trustees for two days a week.

9. World Airways. On a final note, following a recent story in the Atlanta Journal-Constitution on Mr. Hollis Harris' decision to relocate the headquarters of World Airways to Peachtree City, I got a call from Mayor Bobby Butler, of Brooks, Georgia. Mayor Butler had received several inquiries from citizens of Brooks, wondering if World Airways would be flying their MD 11's and DC 10's into FFC. I assured him that our airport was not large enough for those size aircraft and that World had never intended to operate from FFC. He indicated that he thought that was the case, but because Brooks underlies our final approach course to Runway 31, he wanted to check for certain.

IV. FINANCIAL REVIEW

Mr. Savage gave a brief review of the financial information for April. Jet -A and AvGas sales were better than expected, and even though the Authority is not yet generating full revenue from the Annex Hangar, total income for the period ended \$12,287 greater than budget. Gross profit rose to \$2,052 more than budget, but with continued large volume fuel sales and the associated larger discounts, the yield on fuel sold is also decreased.

Office expense was \$529 greater than budget due to an \$835 service upgrade to Quick Books that was required, and utility expenses remained higher than budget, but total expense for the period was \$4,334 less than budget. Hotel Tax distribution for the month was just \$413 less than budget so net income for the period was a positive \$8,716 versus the anticipated income of \$2,971.

Mr. Davis inquired why there was a \$24,596 swing in Accounts Payable. Mr. Savage explained that bills are paid every other week with payroll being paid on the intervening week. Depending on when fuel is purchased, \$20,000 swings in Accounts Payable are not uncommon. With the normal fluctuations in Accounts Receivable and Inventory, the estimated cash flow varies from month to month. For April, cash flow was calculated to be a negative \$893 compared to the original estimate of a negative \$4,529.

The Capital/Reserve Fund balance for April was \$144,991, and the Grant Fund account balance was \$1,236.

V. OLD AGENDA ITEMS

03-02-03 Consider contracting with Kevin McCarty to update Authority's web site.

Chairman Nelmes explained that this item had been included in the list of items to be discussed by the "Business-Smart" team as part of the airport planning efforts and that she would like to clear the item from the agenda.

Mr. Cobb agreed that as an Agenda Item it should be considered satisfied, so the "Business-Smart" team could review Mr. McCarty's proposal, and possibly others, and make a recommendation to the Authority for action.

Mr. Cobb moved to refer this agenda item to the "Business-Smart" planning team for consideration and to consider the item satisfied and to remove it from the agenda. The motion was seconded by Mr. Davis and was passed unanimously.

03-03-02 Consider request from Mr. Mike Gunn to amend the commercial fee structure for lease agreements signed in Hangar Area "A".

Mr. Savage gave a brief review of the discussions that he and Mr. Davis had regarding the issue and referred to a spreadsheet that Mr. Davis had prepared that was distributed just prior to the meeting.

Mr. Davis reviewed the spreadsheet and explained how he had compared the rates proposed at the last meeting to a different set of rates that he had calculated using the history of fees collected for different sites since 1998, times the square footage of the various hangars that pay commercial fees.

After considerable discussion, including input from some of the tenants involved, it was agreed that if the higher set of numbers were adopted, certain commercial hangars in Hangar Area "A" would have a total fee per square foot greater than Hangar Area "B". This would place the "A" tenants, who paid for much of their own infrastructure, paying the same rates as the "B" tenants who did not.

Mr. Davis raised the question of a loss of revenue of some \$1,500 per year if the lower rates were adopted. Mr. Fisher offered the opinion that to provide a mechanism that would allow the tenants in Area "A" to eliminate the constant irritant of the 2% commercial fee, and thus the frequent need to discuss it at Authority meetings, would be worth the \$1,500 loss. Chairman Nelmes reiterated that before any tenant could switch to the new fee structure, they would have to be current on all past fees due.

A motion was made by Mr. Davis and seconded by Chairman Nelmes to approve the Motion for Consideration as presented by Mr. Savage at the last meeting, with the contingency that a similar reduction in expenses or an increase in revenues be identified to offset the anticipated loss in revenues.

The motion passed with three votes in the affirmative, and Mr. Cobb and Mr. Toombs abstaining due to a conflict of interest.

03-04-02 Consider requesting City Council to rename Stallings Road.

Chairman Nelmes reviewed the efforts to date on this item, stating her preference for a name that shows an aviation or commercial interest, but at the same time not wishing to offend any long time residents who might have a personal interest in the Stallings name.

A general discussion followed with the consensus of the Authority being that Mr. Savage should query his "Interested Parties" list for ideas, and perhaps the Authority should issue a press release asking the public for comments and suggested names so the item can be discussed at the next meeting. After a new name is chosen, then the Authority can begin the process of presenting it to the Planning Commission for approval.

A motion to table further discussion of the item until the next regular meeting was made by Chairman Nelmes and seconded by Mr. Fisher. The motion passed unanimously.

VI. NEW AGENDA ITEMS

03-05-01 Consider participating in the City's new 821 MHZ radio trunking system, and authorize the initial purchase of one radio to permit direct communications between airport personnel and police, fire and EMT units.

Mr. Savage gave a brief review of the proposal from Fire Chief Stony Lohr regarding the City's plan to switch to a new 821 MHZ communication system for all City functions. His letter invites the Airport Authority to participate in the system, which would allow airport personnel to communicate on their own "trunk", and to also communicate with other departments during emergency situations.

Chief Lohr is requesting that the Authority decide now to participate in the new system or not, which will not begin service until October, and to commit to at least one radio that would not be paid for until the next fiscal year.

There was general agreement that the ability to talk directly with emergency personnel during times of crisis was very important as a back-up to established procedures to help with airport security and emergency situations.

A motion was made by Mr. Cobb and seconded by Mr. Fisher to approve the participation by the Authority in the new system, and to commit to the purchase of a least one portable radio during FY 04 at a price not to exceed \$2,500.

The motion passed with four voting in the affirmative and Mr. Davis voting no.

03-05-02 Consider additional repairs to the auto parking lot for the FBO Hangar Office area, including seal coating and re-striping.

Mr. Savage reviewed recent efforts by a crew from Public Works to seal the cracks in the parking lot adjacent to the FBO Hangar at no cost to the Authority. Unfortunately, the sealant used has cured slower than expected and he has been receiving reports that customers and employees are tracking the material into the building and into their cars.

After the new sidewalks that serve this building were poured, a small strip of grass and dirt between the sidewalk and the parking lot pavement remained. Because the northwest side of the parking lot does not have curb and gutter and the edge of the pavement is not a straight line, and unsightly situation exists.

Mr. Savage recommended that to resolve the sealant tracking problem and to provide a finished look that would be much easier to maintain along the edge of the pavement, he has solicited three proposals to saw cut the edge of the pavement approximately two feet from the sidewalk; fill the opened area with compacted asphalt; seal coat the entire parking lot; re-stripe the auto parking spots and provide two handicap parking spaces next to the new handicap ramps. Currently, there are no handicap parking spots in that lot.

Because the problem was not brought to his attention until Wednesday May 7th, Mr. Savage indicated that he had been working to get three bids for the work so the Authority could consider the issue with firm proposals in hand. Responses were requested from three local firms and two had been received. A third proposal promised by meeting time did not arrive.

Southside Striping - Sharpsburg	\$1,900.00
Middle Georgia Seal Coating - Tyrone	\$2,562.36
Metro Asphalt - Fayetteville	Did Not Bid

A general discussion among the members and tenants followed with questions raised about the status of the previously authorized landscape work and building enhancements, and whether or not the sidewalk should have been poured in a different location to avoid the problem.

Mr. Savage responded that with the limited funds available and the need to keep the sidewalk away from the front bumpers of the parked cars, there was no way to avoid the small strip of grass and dirt. The alternatives at this point seem to be: fill the area with dirt or sand and plant grass, which would be paid from the previously authorized project which would reduce the amount of landscaping; or saw cut the edge of pavement and fill the strip with asphalt and seal coat it to match the parking lot. The low bidder did not itemize the cost of the asphalt strip, but it was estimated to be approximately 40% of the total based on the competitive proposal that was itemized.

Discussions continued with the members agreeing that the seal coating should occur, but some felt the tenants in the FBO Hangar should participate in half of the costs. Mr. Cobb pointed out that many of the Authority's more recent "emergency" maintenance efforts are the result of many years of no funding availability for preventative maintenance programs.

A motion was made by Mr. Fisher and seconded by Chairman Nelmes to authorize the project as described, at the lesser of the two bids received (or a third bid if it is received in a timely manner).

The motion passed unanimously.

VII. EXECUTIVE SESSION

At 9:13 p.m., Chairman Nelmes called for a motion to adjourn to Executive Session to discuss personnel matters. Mr. Toombs so moved, which was seconded by Mr. Davis and was passed unanimously.

The Authority Members and Mr. Warner met to discuss personnel matters, but took no official action during the Executive Session.

At 11:00 p.m., a motion was made by Mr. Cobb and seconded by Mr. Fisher to return to open session. The motion passed unanimously.

Immediately following, a motion to adjourn was made by Mr. Davis which was seconded by Mr. Fisher. The motion passed unanimously.

Attested by:

Catherine M. Nelmes, 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:

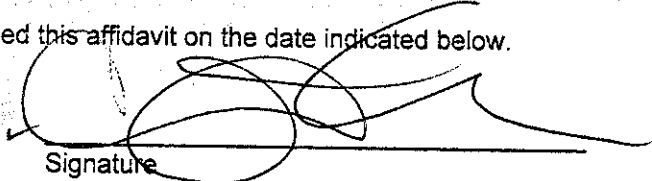
- Discussing matters protected by the attorney-client privilege. O.C.G.A. §50-14-2(1).
- Discussing the future acquisition of real estate. O.C.G.A. §50-14-3(4).
- Discussing or deliberating the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or 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: 5/14/03


Notary Public



Signature

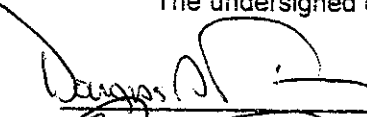
CHAIRMAN

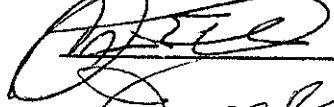
Capacity

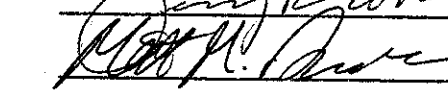
Date of meeting: 5/14/03

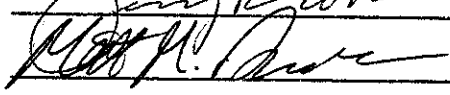
CONCURRENCE OF AUTHORITY MEMBERS

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



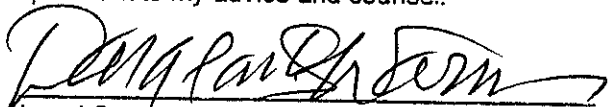






OPINION OF LEGAL COUNSEL

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.



Legal Counsel

PEACHTREE CITY AIRPORT AUTHORITY

RECORD OF ATTENDANCE AS OF:

May 31, 2003

Members	Regular Meetings Last 12 Months	Meetings Attended	Regular Attendance %	Special Called Meetings Last 12 Months	Special Called Meetings Attended	Total Attendance %
Jerry R. Cobb	12	12	100%	2	2	100%
Matt M. Davis *	5	5	100%	2	2	100%
Douglas A. Fisher	12	11	92%	2	2	93%
Catherine M. Nelmes	12	12	100%	2	2	100%
James E. Toombs *	5	5	100%	2	2	100%

* Members Matt M. Davis and James E. Toombs were appointed to the Authority effective January 1, 2003.

Members	Dates Absent	Type
Jerry R. Cobb	10/14/02	Workshop
Matt M. Davis		
Douglas A. Fisher	10/14/02 11/13/02	Workshop Regular
Catherine M. Nelmes		
James E. Toombs		

Meeting Dates	Type
1/08/03	Workshop
1/08/03	Regular
1/31/03	Special
2/12/03	Regular
2/26/03	Special
3/12/03	Regular
4/16/03	Regular
4/28/03	Workshop
5/05/03	Workshop
5/14/03	Regular
6/12/02	Regular
7/10/02	Regular
8/14/02	Regular
8/22/02	Workshop
9/23/02	Regular
10/09/02	Regular
10/14/02	Workshop
11/13/02	Regular
12/11/02	Regular