

Peachtree City Airport Authority (PCAA)
Regular Meeting Regular Minutes
Thursday, June 9, 2011
Aviation Center, Peachtree City-Atlanta Regional Airport
7:00 p.m.

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

I. CALL THE MEETING TO ORDER

Meeting was called to order by Richard Whiteley at 19:04.

II. APPROVAL OF MINUTES

Bill Rial made a motion, seconded by Bill Flynn to approve the May 12, 2011 minutes.
Motion carries, 4/0.

III. REPORTS

Airport Safety & Operations – Jim Savage

Jim Savage reported there was 2 incidents involving aircraft over the past week; neither resulted in injuries.

The previous weekend the Hurricane Hunter C-130 brought a large crowd of about 2500 people to the airport and purchased 1500 gallons of fuel.

Jim reported that the runway 13 extension project is being wrapped up after a punch list of items was created during a walk through the previous week. The list includes things such as; clean up of debris and laying more grass seed in sparse areas.

Jim has also been working on revising the airports current Emergency Manual. A tabletop drill will be held sometime in the future after completion of the manual.

Jim said he is looking at FBO operations training programs. The linemen have watched safety training videos and have been tested on them.

In terms of maintenance, Jim stated that Fred and Kevin in maintenance will be pressure washing the fuel farm tanks.

Bill Rial asked if emergency vehicles have to type in the electric gate code when entering the airport. Jim said at the moment they do have to enter a code but they

can look into setting the fence so emergency vehicles can more easily access the airport.

Finance & Capital Budgeting - Bill Flynn

Flynn stated a financial review was held earlier in the week.

He reported that the Jet fuel margin was excellent, but AvGas was not so good, Bryan will elaborate on the financials.

Tenant & Community Relations - Bill Rial

Bill said that some tenants were asking about flag protocol; if anyone at the airport or the City was responsible for raising and lowering the flag. He suggested looking into some type of protocol to go by. Bill took a moment to recognize one of the linemen, Jeremy Toney, for taking initiative and doing a very good job. Bill Flynn and Bryan LaBrecque said they would make sure the compliment was passed on to Jeremy. Bill also mentioned that some tenants have commented on leaks in the T Hangars. Jim Savage replied that he is aware of the leak issue, and is in the process of gathering some quotes from contractors who may have the solution to fix the leaks. Bill commented on some areas on the ramp that are showing the effects of erosion, and asked if there was an erosion control plan in place. Bryan said they would look into it and report back.

Before moving on to Marketing, Chairman Whiteley addressed the Board with an issue regarding past suggestions to hold a "workshop" that would provide an opportunity for tenants to come and voice their opinions on any subject they would like, to the Board. Richard reported that he has obtained from the City's open records, a series of emails written by a tenant and sent to the Peachtree City Mayor, that reflect how at least one of the tenants at FFC feels about the Board. The letters detailed this person's opinion that the PCAA was dysfunctional, dishonest and unqualified. Chairman Whiteley said that this particular tenant obviously felt it was necessary to elevate this message to the public level.

Bill Rial suggested that a potential date for a tenant "workshop" be emailed by PCAA to Richard. Richard suggested to Bill Rial, that he send him an email with a recommended date and they will put it on the calendar as long as they have a quorum present.

Marketing - Zaheer Faruqi

Zaheer reported that the C-130 fly in was a success and if anyone had any pictures of the event, to send them to him via email and they may be part of the Lockheed Calendar for 2012.

IV. FINANCIAL REVIEW

Interim Aviation Director - Bryan LaBrecque

Bryan reported that quite a bit of fuel was sold in May. Jet fuel margins were good, and AvGas margins were down. He believes this is partially due to the RV Fly-in that was held in May; several gallons were sold, but at a deeply discounted price.

Repairs and Maintenance spending was high again in May, as there was a number of items that needed repairing or replacing; such as the air conditioning unit.

Bryan stated that in the next month, preliminary planning for the next fiscal year budget will begin. After it is completed, the Board will have the opportunity to approve it. Bryan stated that revenues from the Toybox rent that have not been received over the last several months are being accrued. He said he has been negotiating with someone who would be taking over the Toybox lease and things are looking good.

Lastly, Bryan announced a new pricing methodology for AvGas for FFC based tenants that will be implemented June 15, 2011.

He said the goal of this new structure was to:

1. Maintain reasonable return for service
2. Reward the tenants
3. Give deepest discounts for highest volume users
4. Make things easier to understand, transparent and easy to execute

The structure is divided into 5 different categories: Transient, Tenants, Through the Fence, High Volume Users, Ad Hoc.

Category	Description	Discount/Price	Requirement
Transients	User not contractually associated with the Airport	No Discount – Retail Price posted on the board	None
Tenants	Contractual Lessee or sub-lessee	15% above airport cost. Cost is based on last fuel load taken by the airport. An additional 1% reduction if the tenant pays with Cash or uses a Shell credit Card	FBO must have "N" number registration on file. Must be actively paying the airport thru lease agreements. Any sub-lessee must show proof that they are paying the lessee for use of space if applicable.
Contractual Partners	Existing Thru-the-fence Agreement	15% above airport cost. Cost is based on last fuel load taken by the airport. An additional 1% reduction if the tenant pays with Cash or uses a Shell credit Card	Same requirements as for tenants, above.
High Volume Users	Self explanatory	Less than 15% above airport cost.	1,500 gallons per month or 15,000 gallons per year.
Special Events	Ad Hoc pricing based on the nature of the special events	TBD	Must be approved by the airport Director

V. OLD AGENDA ITEMS

None

VI. NEW AGENDA ITEMS

06-11-01 Consider offer to purchase Rosetti Property.

Bill Flynn made a motion, seconded by Bill Rial to move forward in considering purchase of Rosetti property through collecting data for a cost/benefit analysis of purchasing the property or not. Motion carries, 4/0.

06-11-02 Hear presentation from Kim Westwood of the American Cancer Society regarding 2012 Relay for Life event.

Kim Westwood reported the Board the immense success of the Relay For Life Event in April 2011 that was held at the airport. Kim reported that over 4500 people attended the event, and drew people from more than 13 states and 90 cities in Georgia. She stated she was very grateful for all the support the Event received and asked if it would be possible to do it again next year, May 18-19. Richard Whiteley said the airport would love to have them back in 2012.

VII. EXECUTIVE SESSION

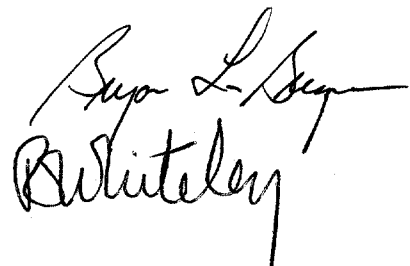
Bill Flynn made a motion, seconded by Zaheer Faruqi to enter into executive session to discuss personnel issues. Motion carries, 4/0. Time: 20:30

VIII. ADJOURNMENT

Bill Flynn made a motion, seconded by Zaheer Faruqi to adjourn the meeting. Motion carries, 4/0. Time: 21:45

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

Note: A quorum of the Peachtree City Mayor & Council may be in attendance.



Richard Whiteley