

**Peachtree City Airport Authority (PCAA)**  
**Regular Meeting Agenda**  
**Thursday, June 13, 2013**  
**Aviation Center, Atlanta Regional Airport Falcon Field**  
**7:00 p.m.**

**I. CALL THE MEETING TO ORDER**

**II. APPROVAL OF MINUTES**

May 9, 2013 PCAA Meeting Minutes

**III. REPORTS**

Airport Safety & Operations - George Harrison

Finance & Capital Budgeting - Bill Flynn

Tenant & Community Relations - Bill Rial

Marketing – Skip Barnette

Operations- Bryan LaBrecque

**IV. FINANCIAL REVIEW**

Aviation Director-Bryan LaBrecque

**V. OLD AGENDA ITEMS**

None

**VI. NEW AGENDA ITEMS**

None

**VII. EXECUTIVE SESSION**

**VIII. ADJOURNMENT**

NOTE: This agenda is subject to change up to 24 hours before meeting.

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

**Peachtree City Airport Authority (PCAA)**  
**Regular Minutes**  
**Thursday, June 13th, 2013**  
**Aviation Center, Peachtree City-Atlanta Regional Airport**  
**7:00 p.m.**

**Members Present: Richard Whiteley, Chairman, Vice-Chairman & Secretary/Treasurer - Bill Flynn, George Harrison, Skip Barnette, Bill Rial and Alternate – Joe Woods. Aviation Director – Bryan LaBrecque and Airport Attorney – Doug Warner.**

**I. CALL THE MEETING TO ORDER**

Richard Whiteley called the meeting to order at 7:01 p.m.

**II. APPROVAL OF MINUTES**

George Harrison made a motion to approve the April Minutes, seconded by Skip Barnette. Motion Carries, 5/0.

**III. REPORTS**

**Airport Safety & Operations - George Harrison**

George Harrison commented that all was well but reminded the board the importance of the fire inspections and encouraged the management team to continue the inspections in the future.

**Finance & Capital Budgeting - Bill Flynn**

Bill noted that the financial statements were in good order and that Bryan would discuss in further detail later in the meeting.

**Tenant & Community Relations - Bill Rial**

Bill quickly mentioned the success of the Delta Airlines Pilot Association event.

**Marketing – Skip Barnette**

Skip noted the importance of additional revenue generated by production companies and other sources. He encouraged the team to continue to seek various ways to develop alternate sources of revenue.

## **Operations – Airport Manager, Hope Macaluso (Not Present)**

Bryan informed the Authority of the recent inspection of the Atlanta Regional Airport by the Georgia Department of Transportation and noted that Bill Rial attended and observed. Bryan stated that only a few issues had been identified, only one of which - ground brush between the runway and water treatment plant (Rwy 13 end) – was immediately in violation. Shortly thereafter that violation was rectified with significant help by the county public works department. Bryan moved on to note the mention of a potential overhaul of the city's water treatment plant in the future. He also noted that some of the seepage was causing "ponding" on the north side of the airport.

Another issue that was noted – significant, but less immediate - were the trees on the southwest side of the runway, where the trees were encroaching on the runway clear area. Sushma Patel of Adkins engineering noted that generally GDOT would only fund removal of trees every so often and that since we had trees removed several years ago it is unlikely that they would fund this removal. Bryan noted that, in spite of this, management would still approach the GDOT for funding assistance. Doug Warner asked if any of the trees that were in the report were off airport property. Bryan responded that only a handful of trees at the golf course and the water treatment plant were in question. Doug reminded the board that the airport has an avigation easement with Cannongate.

Bryan further informed the Authority that the inspector made a special note that all of the runway lights were in working order and that Danny and Mark had done a great job considering that we experienced a lightning strike two days prior to the inspection losing nearly 20% of our lighting, as a result.

Bryan mentioned that the storm water credits issue had been resolved and that he was working with city officials to "clean up" the invoices.

Bryan moved on and mentioned the successful funding of the runway overlay and 18b survey. Bryan commended the engineers at Adkins for their hard work. Sushma Patel of Adkins noted that funding should be available in late July for an August project start.

Bryan mentioned that Hope had a meeting with the Great Georgia Airshow team and noted a few potential changes to the layout but nothing formalized as of yet.

Bryan also mentioned that Drop Dead Diva had been filming in the terminal hangar and was expected to return for more filming in July.

Bill Rial mentioned quickly an issue with a tenant that was brought to our attention from the website flight aware. Bill said he would spearhead the issue.

#### **IV. FINANCIAL REVIEW - Aviation Director - Bryan LaBrecque**

Bryan noted that although month was a good financial month we fell short of budgeted net income from operations. He provided several financial details of note.

##### **Revenue Highlights:**

Hangar leases were up \$3,500 over plan and Jet A was up over \$2,000 over budget however the margin was below forecast for the month due, primarily, to the increased volume of tenant fuel purchases. The single biggest driver of the volume change resulted from the temporary relocation of Tara Field tenants during their closure. AvGas revenues were right on-budget.

Overall, revenue for the month exceeded budget by approximately 7%.

##### **Expense Highlights:**

While revenue was higher than forecasted, so too were expenses. The primary drivers for expense overage were four-fold. Wages and salaries were higher than anticipated as a result of unplanned training for recent newly hired employees, as well as an increase in accrual for potential employee incentive plan at FY end. Auto fuel usage was significantly higher than forecasted due to a higher frequency of grass cutting associated with the heavy rains we have experienced. Credit card fees also exceeded plan due to higher than anticipated fuel sales (good news – bad news issue). Finally, utilities are also up over \$2,000 due to storm water bill being incorrect.

##### **Net Operating Income Highlights:**

Bryan stated that Net Operating Income was approximately \$2,500 less than budgeted but noted that once the storm water invoice is corrected, that shortfall will be significantly less. Bryan also noted that we are two thirds of the way through the year and our Net Operating Income represents two-thirds of budget.

##### **Cash Highlights:**

Bryan stated that our continued positive income combined with strong revenue recovery (small accounts receivable) has kept our cash position solid.

Bryan noted that the financial numbers appear to be positive so far in the month of June, with no significant “hits” on the horizon. Bill Rial quickly mentioned the importance of continued marketing efforts for events and other sources of revenue. Richard commented that he was glad the first hurdle of the storm water bill was resolved. Bryan reiterated that the credits were approved and all seemed appropriate regarding the new cost adjustments. Bryan reiterated that he will work to correct the incorrect storm water invoices.

**V. OLD AGENDA ITEMS**

None to report

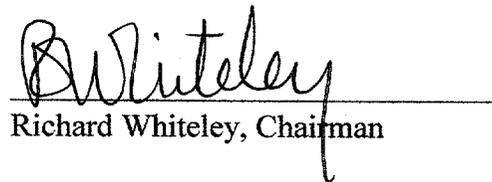
**VI. EXECUTIVE SESSION**

Board entered into executive session with no actionable items

**VII. Adjournment**

Richard Whiteley made a motion to adjourn the meeting which was seconded by Bill Skip Barnette. Motion Carried 5/0. Time 7:50pm (local)

  
Attest

  
Richard Whiteley, Chairman