

2009 PEACHTREE CITY AIRPORT AUTHORITY ATTENDANCE RECORD

June 16, 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	7	7	0		100%
Bill Flynn, Vice Chairman 1/1/07 - 12/31/11	7	7	0		100%
Richard Whiteley, Secretary/Treasurer 6/20/08 - 12/31/10	7	5	2	3/5/2009, 4/9/2009	71%
Zaheer Faruqi 1/1/09 - 12/31/12	7	6	1	3/12/2009	86%
Jerry R. Cobb 1/1/05 - 12/31/09	7	3	4	2/12/2009, 3/5/2009, 5/13/2009, 6/16/2009	43%

Peachtree City Airport Authority (PCAA)  
Regular Meeting Minutes  
Tuesday, June 16, 2009  
Aviation Center, Peachtree City – Falcon Field  
7:00 p.m.

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

Absent: Jerry Cobb (excused) and City Council Member – Doug Sturbaum

I. ANNOUNCEMENTS

Chairman Brady called the meeting to order at 7:10 p.m.

II. APPROVAL OF MINUTES

May 13, 2009 PCAA Regular Meeting Minutes

Motion made Bill Flynn and seconded by Richard Whiteley to approve the May 13, 2009 PCAA Regular Meeting Minutes; motion carries 4/0.

III. REPORTS

Aviation Director – John Crosby stated that the procession bearing the body of Sergeant First Class John C. Beale who served with the 1<sup>st</sup> Battalion, 108<sup>th</sup> Reconnaissance, Surveillance and Targeting Acquisition Squadron of the Georgia National Guard's 48<sup>th</sup> Infantry Brigade Combat Team. Sgt. Beale was killed June 4, 2009 along with two other Georgians in his unit, when their convoy was struck by a roadside bomb and came under fire in northeast Afghanistan.

When the plane carrying Sgt. Beale's casket landed at Falcon Field Airport (FFC), it taxied underneath two fire trucks extended ladders with an American flag hanging between them, provided by the Fayette County and Peachtree City Fire Departments. A crowd of people welcomed the plane at the airport.

Escort services were provided by the Patriot Guard Riders motorcycle group and law enforcement vehicles from numerous county and city departments; the Marine Corps., Air Force Reserve, Army Honor Guard, law enforcement and staff all performed with precision. Along the route, Clayton and Henry County Fire Department ladder trucks repeated the scene at the airport, as the procession rode underneath the crossed ladders. People gathered in groups, holding flags and signs, to pay their respects to Sgt. Beale and his family.

Chairman Brady praised staff for their efforts for the memorial service and thanked those who have served their country in the military. He indicated that he and others had recently met the brother of Sgt. Beale on the metro-Atlanta FBO tour and that Pat Epps had offered up his staff and assistance to FFC as part of this review.

Aviation Director John Crosby stated that the C-130 Hurricane Hunter special event went well and that due to the efforts of Clayton State Intern – Eva Durham that the media had great coverage of the event. Mr. Crosby thanked Dan Darby with the National Weather Service who was the special events coordinator. Chairman Brady indicated that he had attended the event and that it was great success; that there were over 4,500 people in attendance and that there had been media coverage on the weather channel which supports the efforts of the marketing committee.

Aviation Director John Crosby stated that PCAA member Jerry Cobb was now out of the hospital and recovering at home; that he was upbeat and sends his appreciation for the well wishes that he had received during this time.

#### IV. FINANCIAL REVIEW

Aviation Director – John Crosby thanked Vice-Chairman Bill Flynn and Richard Whiteley for the line item review of the budget; that many items are in the works including fuel pricing strategy, rates & charges and lease contract reviews. He stated that the financials have a new look which is easier to understand and more explanatory of the individual areas. Mr. Crosby gave updates on fuel sales for both AvGas and Jet month over month/year over year. He indicated that the lower fuel price strategy appears to be selling more volume of fuel but that staff would need to evaluate this trend longer. Chairman Brady noted that many nearby competitors have also started to drop fuel prices in response. Mr. Crosby noted corrections that were made to the fuel inventory for last fiscal year that included amounts in the fuel tenders that were not covered in the audit process.

There was open discussion in regard to the hotel/motel tax decrease over last year; that average monthly payment in the past was approximately \$10,000 but this amount has decreased to \$7,000 a month which is an approximate 30% reduction.

#### V. OLD AGENDA ITEMS

None.

#### VI. NEW AGENDA ITEM

06-09-01 2009 Proposed Rates & Charges

Chairman Brady stated he was hoping to share this in depth review of the rates and charges, however, an computation error was discovered at the last minute and that he was disappointed that this item needed to be tabled until a more complete analysis could be done; Motion made by Mike Brady and seconded by Bill Flynn to table agenda item 06-09-01; motion carries 4/0.

06-09-02 McIntosh Lake Dam Access Road (not-to-exceed \$30,000)

Motion made by Mike Brady and seconded by Bill Flynn to table agenda item 06-09-02.

06-09-03 The American Recovery and Reinvestment Act of 2009 – Resolution to accept additional federal funding for Airport Improvement Program (AIP) projects.

Motion made by Bill Flynn and seconded by Zaheer Faruqi to authorize the Chairman or Aviation Director to adopt the resolution (Agenda item 06-09-03) to accept federal funding from the American Recovery and Reinvestment Act of 2009 for Airport Improvement Program (AIP) projects.

06-09-04 9-month Action Plan – *no action taken.*

Chairman Brady gave a presentation on the attached/revised 9-month action plan.

06-09-05 F-16 Mounting Project – Ted Mallory – *no action taken.*

Project Manager – Ted Mallory briefed everyone that all the key players were in place for the project; that the aircraft will be relocated to Clayton International for painting and requested any volunteers who would be willing to help in this effort. He showed the latest rendition of the project area and talked about the Veteran's brick memorial fund raising plans. Mr. Mallory stated that the dedication is still planned for September 11, 2009, however, that this schedule is being refined and that there is concern in regard to the concrete foundation having the proper cure time. He stated that the utility reviews were complete and that we are awaiting the geo-technical reports; that he is working with PBSJ on the engineering design and with C.J. Faulk on the pedestal mount fabrication. Mr. Mallory thanked the board/staff for their assistance and complimented the committee members who were actively involved in this project.

06-09-06 Clayton State University Intern Program – Eva Durham – *no action taken.*

Chairman Brady thanked Eva Durham, Jennifer Bowden and Andy Dakshina for being deeply involved in the focus committees and for their major contributions in these areas.

06-09-07 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 reports that the budget is under continuous review and that this is and will always be an ongoing effort. He stated that problems have been uncovered and that new procedures have been put in place to deal with these issues; that managerial accounting practices and procedures will be consistently applied. He stated that he, Richard and staff would be meeting each month to discuss the financials and that this information would go into the new fiscal year budget preparation. He spoke about the fuel inventory error previously mentioned as an example of the inventory controls now in place. Mr. Flynn stated that the budget would be adjusted monthly and that current activity would be forecasted in the Performa to determine where and how we will go forward and that he was hoping to have a draft of the FY09/10 draft budget by 30<sup>th</sup> July 2009. Mr. Flynn also stated that PCAA would look at additional audit firms and that current issues would be addressed. Richard Whiteley indicated that the business plan is in review and that the year 1, 3 and 5 CIP projects will be listed. Mr. Whiteley stated that the line of credit is being reviewed and that it could be shifted to a

long term financial structure instead of being a function of prime and mechanisms are being defined on how to pay down the amount. He indicated that the new financial format from a managerial accounting perspective will allow a closer line item review and will show trends year over year so that we can better project fuel pricing and other areas; that this will allow for a transition to the marketing side that will be able to respond to rapid fluctuation in the cost of goods sold.

Business Development & Marketing- Zaheer Faruqi indicated that the marketing focus committee has reviewed numerous other airport websites and has started the production of the new Falcon Field website. He indicated that they are looking for stock photo's and will have a professional photographer choreograph a photo shoot involving limo service and jet aircraft. He stated that catering options are being reviewed and that information is being collected. He also stated that discounts for transient crews are being discussed with local golf courses, gyms, tennis center and restaurants. He indicated that the Atlanta Metro FBO tour did a lot of good in identifying our competition and providing information on how we can improve our product; that a new marketing brochure will be developed to highlight FFC services.

Airport Operations- Mike Brady referenced the handout on page 2 of the 9-month action plan and stated that the employee training program has been identified and efforts to streamline and improve this function are well down the road. He also stated that the personnel policy manual is going through final reviews and that there is a section in regard to a uniform policy that will be included.

Airport Safety- Bill Rial On the subject of Airport Safety, he also referenced page 2 and stated that the review of the safety program in a final form is underway with the Aviation Director. He referenced doing a dry run on the program to make sure all areas are covered and that it is in line with state inspector standards. He stated that the Emergency Response Plan is being developed as a separate, stand-alone document for Disaster Preparedness. He indicated that there will be an annual review and recurrent training and that input from the tenants would be available via safety tabs on the new website.

Tenant Relations- Bill Rial that the survey conducted captured most but not all of the tenants; that he is working on a plan to disseminate information to all tenants and that he will send out a notice to accumulate this contact data. He indicated that he is working on a draft newsletter and has provided input to the marketing focus committee in regard to the new website. He also spoke of the F-16 Tenant luncheon and suggested to have more functions for the tenants on a regular basis.

Business Plan Development- Richard Whiteley noted that not much has changed since his last update and that the product development review is ongoing. He stated that the format of having past, present and future business plans was being flushed out and that these parameters would be ready by the June 27, 2009 workshop meeting. He stated that best practices and benchmarking would be included in the business plan; that there would be a detailed plan and an executive summary included on the new website in a powerpoint presentation.

Air Show Coordination- Mike Brady stated that he, Bill Flynn and staff met with The Great Georgia Air show (GGAS) two weeks ago and that there had been good discussion in regard to the upcoming air show; that a more formal relationship was being established

to ensure the safety of the property and to integrate this into a more successful event between both parties.

9-month Focus Committee Action Plan stated that he has been working on this extensively and that a large effort had been put into identifying other FBO competitors; that while we are ahead of the FBO's in the southern tier below I-20, that we do not compare to the services provided by the northern tier above I-20. He stated that fuel sales represent about 75% of the Airport's total revenue and that while we must balance the needs of the single engine operator that we should not lose oversight that the need to attract larger jet aircraft business is what will return us to profitability. He stated that the Atlanta metro FBO tour highlighted the following areas:

- 1) Service/Product – that the attentiveness to detail and service puts the northern tier FBO's ahead of their competition; that the operations are seamless and smooth in their approach to customer service. Epps Aviation has a strong service aspect and family oriented type business; that they are safety focused and attentive to their customers' needs.
- 2) Ambience – that many of the FBO's had superior flight planning and pilot lounge areas that were attractive to pilots; that many good ideas were discovered in this review process. A visiting pilots package is being prepared that will offer information about the local area with discounts to various entertainment and lodging amenities included. This information was compiled by the attendees and a short and long term plan to address this area is being worked on by the Clayton State Interns.

Chairman Brady stated that in order to run a decent operation you must always be aware of what your competition is doing. He indicated as revenue is generated items such as self serve fueling and wash rack areas could be developed; that money is needed to pay back the debt for the ILS system. He stated that the committee is establishing a goal and a plan to capture a percentage of the traffic utilizing Atlanta Hartsfield FBO Atlanta Aviation.

#### VII. EXECUTIVE SESSION

Motion made by Bill Flynn and seconded by Richard Whiteley to enter into executive session to confer with legal counsel at 8:16p.m.; motion carries 4/0.

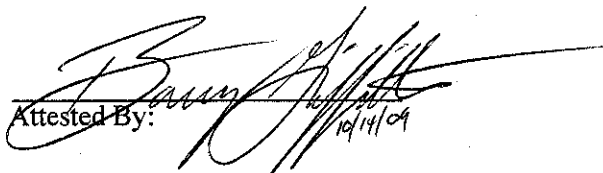
Motion made by Bill Flynn and seconded by Zaheer Faruqi to return to regular session at 8:55p.m.; motion carries 4/0.

#### VIII. ADJOURNMENT

Motion made by Zaheer Faruqi and seconded by Bill Flynn to adjourn the meeting at 8:57p.m.; motion carries 4/0.

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

Attested By:



10/14/09

*Wm J. Flynn Vice Chairman  
for M. Brady 10/14/2009*

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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: 6-16-09
Notary Public [Signature] 2-11-11

[Signature]
Signature
CHAIRMAN
Capacity
Date of meeting: 6/16/09

CONCURRENCE OF AUTHORITY MEMBERS

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

[Signatures of Authority Members]

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