

PEACHTREE CITY AIRPORT AUTHORITY MINUTES OF MEETING

July 10, 2002

The July meeting of the Peachtree City Airport Authority was held at the Aviation Center, Peachtree City-Falcon Field Airport, on July 10, 2002, at 7:00 p.m.

Those present were Chairman Catherine M. Nelmes; Secretary/Treasurer H.E. Buffington; Members Jerry R. Cobb and Douglas A. Fisher ; Airport Manager James H. Savage; Assistant Manager Andrew Bolton; and Authority Attorney Douglas B. Warner.

Member Mark H. Harris was absent.

I. ANNOUNCEMENTS

Mr. Warner announced that long time resident and former Chairman of the Development Authority of Peachtree City, Mr. Thomas E. Farr, died suddenly in his home Tuesday night. Mr. Farr, a Senior Vice President at Peachtree National Bank, had served on the Authority for two terms and had contributed a tremendous amount of time and energy to helping make Peachtree City what it is today.

He will be missed.

II. APPROVAL OF MINUTES

A motion to approve the minutes of the meeting of June 12, 2002, as presented, was made by Mr. Fisher and seconded by Mr. Cobb.

The motion passed unanimously.

III. REPORTS

Mr. Savage gave the following report:

AIRPORT MANAGER'S REPORT

July 10, 2002

1. AIP 12 Project. Work on this project is completed and a final inspection was held on June 20, 2002. All parties agree that the project appears to meet specifications. Three warranty work items were noted however, which include repairing a broken 2 inch waterline, correcting erosion at two taxiway light locations, and replacing a section of taxiway lighting cable that was damaged by a sub-contractor. The cable has been replaced but the other items have not been corrected as of this writing. Mr. Cline has indicated that he will correct these final items, but has not scheduled the work at this time.

We hold a total of \$20,663.51, in retainage from the contractor's final payment, plus the \$21,750.00, in liquidated damages. Mr. Cline has not submitted the required certification that he has paid all of his subcontractors nor his certification to the FAA that he has met his DBE goals. In fact, two sub-contractors have submitted pay claims to Mr. Cline's bonding company for payment that total close to \$30,000, in unpaid fees. Mr. Cline is aware that his final payment will not be made until all remedial work has been completed and his certifications have been submitted and approved.

2. AIP 13 Project. The appraisal of the property, and the review appraisal, have been completed and it has been determined that the fair market value of the 23.93 acres that we propose to purchase in the Airport Business Park is \$1,075,000.

An offer in the above amount has been delivered to Peachtree City Holdings, LLC, and we await their acceptance of the offer. Once accepted, we will request a grant from the FAA in the amount offered, plus the cost of surveys, appraisals, legal fees and other administrative expenses. It is our hope to conclude this land purchase as soon as possible.

3. Stallings Road Paving. On July 3rd, Jerry Cobb and I met with representatives of the Fayette County Public Works Department, the Peachtree City Water and Sewerage Authority, the City's Planning and Engineering Departments, Pathway Communities, Inc., and Engineers from Wilbur Smith and Associates to develop a plan to pave 2,500 feet of Stallings Road from Dividend Drive to the entrance gate on the southeast corner of the airport. Except for a small segment at Dividend Drive, we intend to purchase the land for the road's right-of-way in the AIP 13 Project.

We discussed road design issues, the requirements for an eventual acceptance by the City for its perpetual maintenance, financial or "in-kind" participation by the various parties assembled, and when we can expect to begin. It was agreed that the first step is to design the road so that a more detailed estimate of costs can be determined. I believe that all of the parties were enthusiastic about building the road and the meeting was very productive.

We will address the design issue in Agenda Item #1.

4. Zoning Change. In an anticipation of acquiring the 23.93 acres, we have formally requested the City Planning Staff to initiate the steps necessary with the Peachtree City Planning Commission to have the property rezoned from its current General Industrial (GI) zoning to Airport (AI) zoning. This would make the property compatible with the remainder of the airport and allow it to be developed under our Master Plan.

5. Chamber of Commerce After Hours Event. The Great Georgia Airshow Committee held their "after hours" event at the Aviation Center on June 20th. Some 250 members of the Fayette County Chamber of Commerce attended the four hour event. Refreshments were supplied by Malone's Steak and Seafood and Arnie's Fine Wine and Liquors.

Several of the major sponsors of the airshow also were present, including ASA, the Delta Connection, who provided a Regional Jet for display and a 45 minute demonstration flight for 12 members who were chosen at random. Janet Smola, event coordinator, stated afterwards that this particular "after hours" event had the largest attendance of any such event held by a chamber member and that it was well received by all. She hopes that it will also attract additional sponsors for the airshow.

IV. FINANCIAL REVIEW

Mr. Savage gave a brief review of the financial activity for the month of June. Jet fuel sales were \$7,814 more than expected, and AvGas sales were up by \$8,615. Other sales were somewhat mixed, which contributed to a gross profit of \$3,558 more than budget. Certain extraordinary expenses, including the replacement of one air conditioning unit serving Enterprise Car Rental and Peachtree Flight Center, and additional payroll expenses due to the extended illness of one employee and two summer vacations, drove operating costs up by \$3,232, which combined to a net income of \$11,166 versus a budgeted net income of \$10,742.

Estimated cash flow for the month was calculated to be a positive \$2,666, compared to the projected positive sum of \$2,242.

V. OLD AGENDA ITEMS

02-05-02 Discuss role of Peachtree City Airport Authority during the planned "Great Georgia Airshow" and consider plans for providing an information booth during the show.

Mr. Fisher reviewed his notes regarding the Authority's participation during the airshow, and asked the members to sign up on the document for the periods that they could work the "Information Booth." Mr. Fisher will coordinate the location and need for a tent with Mr. Savage and the airshow committee. No formal actions were taken and the item is considered satisfied.

VI. NEW AGENDA ITEMS

02-07-01 Consider Supplemental Agreement #17 with Wilbur Smith and Associates to do engineering designs, bidding assistance, construction administration and testing for the paving of approximately 2,500 feet of Stallings Road.

Chairman Nelmes asked Mr. Savage to give a brief review of the road project and the proposed Supplemental Agreement #17.

Mr. Savage reviewed the recent meeting of representatives from various organizations that will be involved in the paving of Stallings Road, which is outlined in the attached Memorandum of July 5, 2002, stating that it was the opinion of the representatives at the meeting that the design of the road should get underway as soon as possible.

Mr. Savage recommended that the Authority accept the Agreement and proceed with the design of the road. Chairman Nelmes indicated that she was comfortable with the design fee, which is listed as a lump sum of \$35,980.00, but she expressed concerns regarding the open ended-ness of the estimates for Bidding and Construction Administration, since it will not be known for some time if indeed those services will be needed.

Mr. Savage stated that it was his understanding that the additional services beyond the design work were optional and that they represented WSA's best estimate of the time necessary to do the additional work. He stated that the Authority would not be billed for the work unless it was authorized.

Mr. Warner stated that it was his opinion that the way the document was worded, he concurred with Mr. Savage, however he would add a couple of sentences to the agreement to clarify the issue.

Mr. Cobb moved to authorized the signing of the Supplemental Agreement #17 with Wilbur Smith and Associates, as amended by Mr. Warner to clarify the wording of the Bidding and Construction Administration estimates to indicate that they were optional and would not be accomplished without further approval. He also stated that a fee of up to \$36,000 was approved to accomplish the design work, with the funding to come from the Reserve Fund.

The motion was seconded by Mr. Buffington and was approved unanimously.

02-07-02 Consider authorizing Chairman to seek a grant from the Georgia Department of Transportation to perform a crack sealing program on approximately 22,000 linear feet of pavement cracks on the runway, taxiways and aprons of the airport, and to authorize the Chairman to spend up to \$3,500 in matching funds on the 75% State - 25% Local funded project.

Mr. Savage outlined the need for the crack sealing project stating that it was necessary to preserve the existing pavement so that it will last until the five to ten year time frame estimated in the Airport Master Plan, where all airport surfaces will be resurfaced.

In recent conversations with Ms. Carol Comer of the Georgia Department of Transportation, Mr. Savage stated that she had indicated that state funding is available for the project and that recent such contracts were bid at the rate of \$.50 to \$.60 per linear foot of cracking. Mr. Savage estimates the project at some 22,000 linear feet of cracking.

Mr. Savage said he would like to do the project prior to the airshow, but if the time necessary to bid the project and execute the state contracts will not allow ample time to complete the project prior to the event, he would recommend waiting until later in September, or possibly October.

A motion was made by Mr. Fisher and seconded by Mr. Cobb to authorize the Chairman to seek a state grant from the Georgia Department of Transportation to perform a crack sealing program on approximately 22,000 linear feet of pavement cracks on the runway, taxiways and aprons of the airport, and to authorize the Chairman to spend up to \$3,500 in matching funds on the 75% State - 25% Local funded project.

The motion passed unanimously.

VII. EXECUTIVE SESSION

02-07-03 Confer with Airport Authority Attorney on personnel matters.

At 7:55 p.m., Chairman Nelmes moved to recess with the intent to reconvene in Executive Session to confer with Airport Authority Attorney on personnel matters. The motion was seconded by Mr. Fisher.

The motion passed unanimously.

The Authority met in compliance with the law, based upon the advice of legal counsel for the Authority, and based upon the observation of the members present, however no official actions were taken.

At 9:20 p.m., Chairman Nelmes, knowing of no additional items for consideration, called for a motion to adjourn.

Mr. Fisher moved to adjourn, which was seconded by Mr. Buffington.

The motion passed unanimously.

An affidavit regarding the Executive Session is attached and made a part of the minutes.

Attested by:


Catherine M. Nelmes, Chairman

MEMORANDUM

(Attachment #1)

DATE: July 5, 2002
TO: PCAA
FROM: Jim Savage, Airport Manager
SUBJECT: Agenda items for July 10, 2002, meeting.

OLD AGENDA ITEMS:

02-05-02 Discuss role of the Peachtree City Airport Authority during the planned "Great Georgia Airshow" and consider plans for providing an information booth during the show.

While the Authority discussed this item at the last meeting, no official action was taken. At that meeting, Chairman Nelmes requested that you provide Mr. Fisher with any comments so that a final document could be prepared for consideration at this meeting.

NEW AGENDA ITEMS:

02-07-01 Consider Supplemental Agreement #17 with Wilbur Smith and Associates to do engineering designs, bidding assistance, construction administration and testing for the paving of approximately 2,500 feet of Stallings Road.

Attached you will find a copy of Supplemental Agreement # 17 with Wilbur Smith and Associates which describes the work to be performed by WSA in conjunction with building Stallings Road.

Jerry Cobb and I met with representatives from WSA, Peachtree City Water and Sewerage Authority, Fayette County Public Works, City of Peachtree City and Pathway Communities to determine to what standards we must build the road and to discuss how we can cooperate to pave the first 2,500 feet of this road so that the cost is shared by all or most of the entities mentioned above. The meeting was very productive, but it was agreed that a detailed design is needed before an accurate estimate of construction costs can be determined.

City Engineer Troy Besseche agreed that a 28 foot wide road, plus curb and gutter, with eight inches of base, three inches of "binder" and one and one-half inches of topping would meet the City's design standards for an industrial street. He also stated that the City might consider a road without curb and gutter, if the terrain and right-of-way will permit drainage

ditches that can be easily maintained. WSA will look at that possibility, but they have expressed concerns that the 60 foot right-of-way may not permit open ditches.

In conversations with Mr. Cobb and Chairman Nelmes, we agreed that for the project to move forward as soon as possible, the Airport Authority should be the lead organization in the group and that we should provide the design as part of our financial participation in the project.

Depending on the level of participation by the other parties, it will most likely be necessary to borrow funds to pay for our share of the project. In the short term, funding for the design can be transferred from our Reserve Fund and reimbursed at a later time when we know our share of the total cost.

02-07-02 Consider authorizing Chairman to seek a grant from the Georgia Department of Transportation to perform a crack sealing program on approximately 22,000 linear feet of pavement cracks on the runway, taxiways and aprons of the airport, and to authorize the Chairman to spend up to \$3,500 in matching funds on the 75% State - 25% Local funded project.

During a recent conversation with representatives with the Georgia Department of Transportation, Aviation Programs, I inquired if State funds were available to assist with a crack-sealing project at our airport. The answer was yes.

Following that conversation, I drove the airport and calculated that we have approximately 22,000 feet of pavement cracks that should be routed-out and filled with an asphalt-based sealant to prevent water from being trapped in the pavement and causing the cracks to grow larger. This project would be the third such crack-sealing maintenance project that we have performed since the airport was re-paved in the 1990 to 1994 time period.

Typical costs are \$.50 to \$.60 per linear foot of cracking, which would put the total cost at approximately \$13,200 with our share being some \$3,200.

As part of our Master Plan, we have estimated that within five to ten years we will have to consider a paving project to overlay our existing runway, taxiways and aprons. Preventative maintenance efforts such as this crack-sealing project can buy us the critical time necessary to reach our estimates.

EXECUTIVE SESSION:

02-07-03 Confer with Airport Authority Attorney on personnel matters.

Chairman Nelmes asked that this item be included for discussions on personnel matters.

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: 7/10/02

[Signature]
Notary Public
NOTARY PUBLIC, FAYETTE COUNTY, GA.
MY COMMISSION EXPIRES MARCH 8, 2004

[Signature]
Signature

Chairman
Capacity

Date of meeting: 7-10-02

CONCURRENCE OF AUTHORITY MEMBERS

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

[Signature]
[Signature]
[Signature]

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

PEACHTREE CITY AIRPORT AUTHORITY

RECORD OF ATTENDANCE AS OF:

July 31, 2002

Members	Regular Meetings Last 12 Months	Meetings Attended	Regular Attendance %	Special Called Meetings Last 12 Months	Special Called Meetings Attended	Total Attendance %
H.E. Buffington	12	12	100%	2	1	93%
Jerry R. Cobb	12	11	92%	2	2	93%
Douglas A. Fisher	12	9	75%	2	2	79%
Mark H. Harris	12	10	83%	2	2	86%
Catherine M. Nelmes	12	12	100%	2	2	100%

Members	Dates Absent	Type
H.E. Buffington	1/22/02	Special
Jerry R. Cobb	12/12/01	Regular
Douglas A. Fisher	1/09/02	Regular
	3/13/02	Regular
	4/10/02	Regular
Mark H. Harris	4/10/02	Regular
	7/10/02	Regular
Catherine M. Nelmes		

Meeting Dates	Type
1/09/02	Regular
1/22/02	Special
1/23/02	Workshop
2/13/02	Regular
3/13/02	Regular
4/10/02	Regular
5/08/02	Regular
5/28/02	Special
6/12/02	Regular
7/10/02	Regular
8/08/01	Regular
9/12/01	Regular
10/10/01	Regular
11/14/01	Regular
12/12/01	Regular