

Peachtree City Airport Authority (PCAA)
Regular Meeting Agenda
Thursday, July 11, 2013
Aviation Center, Atlanta Regional Airport Falcon Field
7:00 p.m.

I. CALL THE MEETING TO ORDER

II. APPROVAL OF MINUTES

June 13, 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- Hope Macaluso, A.A.E.

IV. FINANCIAL REVIEW

Aviation Director-Bryan LaBrecque

V. OLD AGENDA ITEMS

None

VI. NEW AGENDA ITEMS

None

VII. 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, July 11th, 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 and Alternate - Joe Woods. Aviation Director - Bryan LaBrecque, Airport Manager - Hope Macaluso, A.A.E., and Airport Attorney (Alternate) - Matt Ramsey.

I. CALL THE MEETING TO ORDER

Richard Whiteley called the meeting to order at 7:07 p.m.

II. APPROVAL OF MINUTES

George Harrison made a motion to approve the April Minutes, seconded by Skip Barnette. Motion Carries, 4/0.

III. REPORTS

Airport Safety & Operations - George Harrison

George Harrison commented that the team was doing a great job.

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 (Not Present)

N/A

Marketing - Skip Barnette

Skip Barnette noted the airport was well positioned to continue to replace any lost income from the normal areas of revenue.

Operations - Airport Manager, Hope Macaluso

Hope mentioned the Runway Overlay project and how the engineering firm had worked to lower the cost. She stated the release of the funds should take place sometime in August. Hope also noted that she stressed to the Georgia Department of Transportation that the project must not run into the Labor Day weekend and into the Airshow weekend

if the project were to be pushed out that far. Hope continued on to mention that Tara Field had planned to reopen by the end of next week. Bill Flynn asked if the entire overlay project was to have any out of pocket expenses that were to be paid by the airport. Hope responded that no airport funds would be used and that a land swap would cover the local portion of the funding.

Hope also noted the use of the terminal building lobby by the Drop Dead Diva crew for a three day shoot. George Harrison asked if we were charging enough for the use of our facility, to which Hope responded that we were.

Hope reported the change of personnel with Alex Graham and Ryan Greer leaving.

IV. FINANCIAL REVIEW - Aviation Director - Bryan LaBrecque

Bryan noted that overall it was a satisfactory financial month.

Revenue Highlights:

Revenue for T Hangars was a bit short of budget but it appears that those may be filled in July or August. The FBO Hangar was at capacity resulting in nearly \$4,000 better than budgeted for the month. Jet A fuel sales were 1,500 gallons fewer than planned and margin was not enough to make up for the difference. AV gas volume did not reach budget but the difference was inconsequential. Miscellaneous income was up \$3,500 due to the filming of Drop Dead Diva and the sale of the old minivan.

Overall revenue was 6.2% better than planned.

Expense Highlights:

Both auto gas and diesel were up due to the amount of rain and grass cutting associated with the additional rain. Salaries and Wages were up, primarily due to the accrual of the employee incentive program. Richard asked a question regarding the overall incentive program as it pertained to the threshold for payout. Bryan responded that he would review the current incentive plan with Richard to be certain of the criteria. Bryan noted that storm water fees had been sorted out over the phone but still looking at resolving the actual bills to be reconciled. Bill Flynn commented the expense numbers after the storm water fee was backed out would improve dramatically.

Expenses were over budget by nearly 6% .

Net Operating Income Highlights:

Net Operating Income for the month was \$9,541.28 versus budgeted NOI of \$10,023.00 – a shortfall of \$481.72. Bryan noted that after the storm water fees were corrected and re-adjusted, the overall income for the airport would be improved, but only slightly.

Richard stated that after the \$8,500 was backed out from the city the airport would still not totally be independent.

Cash Position:

Cash position was reported by Bryan to be strong at approximately \$821,000 which would leave the airport with a year operating expenses.

Forward look:

Bryan noted that the fuel sales in July were slower than they had been in the past but overall felt good about the month so far. In addition, Bryan stated the year-to-date financial were right on target for the year. Finally, Bryan commented that next year's budgeting had begun and that a finished draft would be sent to board 2 weeks prior to the September board meeting.


V. OLD AGENDA ITEMS

George Harrison mentioned there still had not been a resolution on the ground lease policies and renewals and asked if at some point the subject could be discussed in the future. Bill Flynn stated that the board had discussed the subject several times and that the resolution resided in the current contracts. He continued on to note that the board had voted that each of the tenants would negotiate their contracts individually as their renewal dates came up. George reiterated that he did not wish to discuss the issue that evening but just requested that it be placed on the agenda. Bryan responded that it would be placed on the agenda next month. George asked Bryan if he could look into the renewal dates and how soon this would need to be addressed. Bryan said that he would look into it.

VI. Adjournment

George Harrison made a motion to adjourn the meeting which was seconded by Skip Barnette. Motion Carried 4/0. Time 7:40pm (local)


Attest


Richard Whiteley, Chairman