

Peachtree City Airport Authority (PCAA)
Regular Meeting Minutes
Thursday, July 8, 2010
Aviation Center, Peachtree City – Falcon Field
7:00 p.m.

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

Absent: Alternate Member – Brian LaBrecque, City Council Member – Eric Imker

I. CALL THE MEETING TO ORDER

Chairman Whiteley called the meeting to order at 7:04 p.m.

II. APPROVAL OF MINUTES

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Bill Flynn made a motion seconded by George Harrison to approve the minutes; motion carries 5/0.

III. REPORTS

Airport Safety & Operations – George Harrison reports that airport tenants and staff are welcome to provide suggestions on how to improve safety; that he has been impressed with the ground handling and refueling efforts by the linemen and commended Mr. Crosby and staff. Bill Flynn reported information about a water valve leak in the main FBO hangar and indicated that an emergency response plan which would provide crucial information about the hangar's fire suppression systems such as drawings, cut off values, etc. should be put in a binder in case this ever occurs again in the future.

Finance & Capital Budgeting – Bill Flynn reports that staff has begun to develop a better fuel inventory system and that this will allow air tight review down to the last gallon so that inventory can be reconciled for the fuel farm/trucks against sales. He complemented staff on their developing understanding of the management information systems which are in accord with Generally Accepted Accounting Principles (GAAP); that this will better prepare the auditors for comparison reports for the fiscal year end closeout.

Tenant & Community Relations – Bill Rial reports that he has meet with two (2) tenants on the airport and continues to promote community relations; he also visited some of the commercial operators to learn more about how the airport can assist them with their businesses.

Marketing – Zaheer Faruqi stated that he had hoped to have a website development completed for this meeting but that he would work with staff to finalize the content and make it a priority for the next meeting.

Business Development – Bryan LaBrecque

Aviation Director – John Crosby introduced Tera Bains and indicated how impressed he was on how she coordinated the participation of the various agencies within Peachtree City who attended and displayed a booth at the annual Dogwood Festival in Atlanta in May 2010. He stated his goal was to increase business by having Ms. Bains assist Mr. Faruqi and the Marketing focus committee develop the website and other marketing material including the use of the social media networks (i.e. Facebook, Twitter).

Mr. Crosby thanked Bill Flynn and Marla Curley for their assistance on the financial reports. He stated that this preparation will allow staff to be ready for the audit in September and that through the financial mechanisms now in place will allow for a more thorough audit which will be completed earlier than in past years.

Mr. Crosby noted that the Letter of Intent for the waterline relocation is now in the hands of Fayette County staff and that we are awaiting their decision. He thanked Airport attorneys Doug Warner and Matt Ramsey for spearheading this effort.

Mr. Crosby noted how well staff performed on responding the fire suppression valve leak in the FBO Hangar and recognized the need for better communication and emergency response procedures to be developed for these types of incidents. He indicated that there is a Spill Prevention Control and Countermeasure Plan (SPCC) in place for routine and emergency response to fuel leaks on the airport; that continuation of plans for the water system and electrical vault will need to be developed.

Chairman – Richard Whiteley reports that he has successfully arranged for SANY America to pull construction permits on their new facility; that the only item remaining is the final engineer's report on the paint shop exhaust flow columns; that he, Bill Flynn and John Crosby will meet with the SANY representatives next week to go over final details related to the construction and engineering reports.

IV. FINANCIAL REVIEW Aviation Director – John Crosby

V. OLD AGENDA ITEMS – none.

VI. NEW AGENDA ITEM

07-10-01 Authorize the PCAA Chairman or Aviation Director to award contract to Plateau Excavation who was selected as the lowest, qualified bidder for the Extend Runway 13 Airport Improvement Program (AIP) project contingent upon federal/state funding.

Motion made by Bill Flynn and seconded by George Harrison to approve agenda item 07-10-01; motion carries 5/0.

VII. EXECUTIVE SESSION

Motion made by Bill Rial and seconded by Bill Flynn to enter into executive session to confer with legal counsel at 7:35p.m.; motion carries 5/0.

Motion made Bill Flynn and seconded by Richard Whiteley to return regular session at 9:15p.m.; motion carries 5/0.

VIII. ADJOURNMENT

Motion made by George Harrison and seconded by Bill Flynn to adjourn the meeting at 9:16p.m.; motion carries 5/0.

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

Attested By: _____


PCAA Chairman