

Peachtree City Airport Authority (PCAA)
Regular Meeting Minutes
Thursday, August 12, 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, Alternate Member – Brian LaBrecque, Aviation Director – John Crosby, Assistant Aviation Director – Barry Griffith, A.A.E., Airport Attorney – Matt Ramsey and City Council Member – Eric Imker

Absent: Doug Warner, Airport Attorney

I. CALL THE MEETING TO ORDER

Vice-Chairman & Secretary/Treasurer - Bill Flynn called the meeting to order at 7:03 p.m.

II. APPROVAL OF MINUTES

Motion made by to Zaheer Faruqi and seconded by George Harrison to approve the July 8, 2010 PCAA Regular Meeting Minutes; motion carries 4/0.

III. REPORTS

Airport Safety & Operations – George Harrison reports that he is awaiting the email distribution list from Assistant Director Barry Griffith and will forward an operations and safety survey to the tenants; Assistant Director Barry Griffith reports he will provide that information after the meeting.

Finance & Capital Budgeting – Bill Flynn reports that staff has redone the fuel inventory system that will be in affect September 1, 2010; that a meeting is planned to go to EPPS Aviation to review FBO Manager as a possible solution to fuel inventory and credit card authorization. He reports that there has been no changes to the capital budgeting.

Tenant & Community Relations – Bill Rial asked additional questions about fuel inventory software and AirNav posting of fuel prices; Barry Griffith reports that AirNav no longer post fuel prices for airports who do not have a subscription and that we are in the process of getting a membership.

Marketing – Zaheer Faruqi reports that NASCAR only has one race per year now in September; that an email blast advertisement may attract new customers and has given staff an example. Mr. Faruqi reiterated the need to provide a shuttle service to the crews. Mr. Faruqi stated that the website will be highlighted later in the meeting and that NBAA is scheduled October 19-21, 2010 and that we are gearing up for that event in cooperation with Shell Aviation.

Business Development – Bryan LaBrecque reports he has meet with representatives from Clayton State and that he is hopeful to setup a meeting with

the President and his staff to come down and visit the Airport in the near future. John Crosby reports that he has also received a call from the College of Education and that it may be possible to setup a joint meeting; that he will check on their availability and will inform Mr. LaBrecque.

Aviation Director – John Crosby reports that staff is actively working with the Cancer Society/Relay for Life and the Commemorative Air Force (CAF) WWII days along with the Blue Knights for the special event scheduled in April 25, 2011; that he is coordinating with Chris Madrid – CAF to ensure we do not have the mock graves of the WWII Days event in place during the Relay for Life event.

Mr. Crosby stated that we have been in contact with the NASCAR race teams in North Carolina; that he has heard that there has been some discontent at Tera Field and Atlanta Hartsfield that may bring more jet traffic to Atlanta Regional this year. Mr. Crosby reports that there needs to be a better transportation solution between the Airport and the race track other than rental cars; that rental of shuttle buses may be the answer and that he is working with Zaheer Faruqi and the marketing committee on this.

IV. FINANCIAL REVIEW

Assistant Aviation Director – Barry Griffith reports that the airport had a good month and made \$7,300 in profit; that year to date we are at \$18,500. He indicated that the fuel inventory spreadsheet is nearly complete and should encapsulate data from all tanks and trucks. Mr. Griffith reports that contract fuel sales are improving and that to date we have sold 8,563 gallons through Eastern and 1,870 gallons through Colt.

(Chairman Richard Whitely arrives at the meeting at 7:15 p.m. and assumed control of the meeting)

Mr. Griffith mentioned the review of the management software and reiterated the need to pursue this item. He indicated that utility costs are down and that there have been numerous air conditioning problems including the need to repair an evaporative coil on a 10-ton unit for the FBO.

Mr. Griffith reports that we are nearing the end of several airport grant projects and that this account information is reflected on the balance sheet.

V. OLD AGENDA ITEMS

VI. NEW AGENDA ITEM

08-10-01

Review of Marketing Item – Website Development

John Crosby made a visual presentation of the new proposed website and highlighted its features. The website is being produced under contract with airport associate Tera Bains who was the Tourism coordinator for the Dogwood Festival which occurred earlier in the year. Mr. Crosby indicated that the website is nearly complete and should be in place by the next PCAA meeting.

VII. EXECUTIVE SESSION

Motion made by Bill Flynn seconded by Richard Whiteley to enter into executive session at 7:32 p.m.; motion carries 4/0.

Motion made by Bill Flynn seconded by George Harrison to return to regular session at 8:45 p.m.; motion carries 4/0.

VIII. ADJOURNMENT

Motion made by George Harrison seconded by Bill Rial to adjourn the meeting at 8:50 p.m.; motion carries 4/0.

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

Attested By: _____


PCAA Chairman