

PEACHTREE CITY AIRPORT AUTHORITY MINUTES OF MEETING

August 13, 2003

The August meeting of the Peachtree City Airport Authority was held at the Aviation Center, Peachtree City-Falcon Field Airport, on August 13, 2003, at 7:00 p.m.

Those present were Chairman Catherine M. Nelmes; Members Jerry R. Cobb, Matt M. Davis, and James E. Toombs; Airport Manager James H. Savage; Assistant Manager Andrew Bolton; and Authority Attorney Stacey S. Collins.

Member Douglas A. Fisher was absent due to a business trip.

I. ANNOUNCEMENTS

Mr. Savage requested that the Authority consider moving the date for the September Regular Meeting of the Authority so that it would not interfere with either the airshow or the Ford Air Tour planned for September 17th. Several dates were discussed, with Monday the 15th selected as the target date, subject to all members verifying their availability to attend.

Mr. Cobb gave a brief report on the airshow activities, stating that the program was proceeding well and noting that tickets to the event will be available at the Service Desk in the FBO at an advance sale price of \$10 for adults, and \$5 for children.

Mr. Davis advised that Mr. Ben DeCosta, General Manager of Atlanta Hartsfield International Airport, is working with civic groups in the City of Atlanta to bring a number of children to view the antique aircraft that will be participating in the Ford Air Tour.

II. APPROVAL OF MINUTES

A motion was made by Mr. Cobb and seconded by Mr. Toombs to approve the minutes of the July 16, 2003, Regular Meeting, and the July 31, 2003, Special Called Workshop, as presented.

The motion passed unanimously.

III. REPORTS

AIRPORT MANAGER'S REPORT

August 13, 2003

1. FBO Hangar Office area landscaping and parking lot seal coating. Except for some minor touch-up with the landscaping, and the concealment of the air conditioning compressor units, the projects to improve the appearance of the parking lot to the FBO Hangar Office area have been completed. We have added two handicap parking spaces, where we had none before, and two regular parking spaces where we had "no parking" areas before. Awnings, sidewalk, landscaping, asphalt repairs and picket fencing around the a/c units will cost less than \$4,800. We budgeted \$5,000 for those efforts. The seal coating and re-stripping of the parking lot was accomplished for the original budget amount of \$1,900.

We will be calculating the tenant's share of these projects and presenting them with the option to pay their share off as a single payment, or finance it over a five year period at 7% interest, to be paid with their current monthly rent.

2. Hangar Area "B" construction. Mr. Russ Solsvig's hangar (B1) is up and completed on the outside. He is working on the inside and will be starting his apron soon. We are working to get Georgia Power to start placing the permanent power cables for Hangar Area "B" as soon as possible.

Mr. Gardner's contractor has been issued a building permit from the City and began site preparations on B5 this morning. I spoke with his contractor and they are aware of the changes that they must complete as outlined in the "task list" that we recently provided to the tenants of B3, B4 and B5.

Mr. Stan Smith has indicated that he will present documents for the Authority's consideration at tonight's meeting regarding Lots B2 and B4.

3. Relocation of utilities on Stallings Road. Jerry Cobb, Mike Thomas and I met with Georgia Power engineer Jerry Wylie this week to discuss the cost of re-locating the service lines along Stallings Road. Mr. Wylie has revisited the estimates presented by another engineer and has identified some \$5,000 in savings. Mike Thomas will be contacting Troy Besseche, City Engineer, to see if additional savings are possible. We should have answers by Friday of this week so we can start this portion of the project as soon as possible. We do not want the power line relocation to delay the paving of Stallings Road.

4. "RV" Squadron fly-in. On Saturday, August 9th, approximately 75 "RV" pilots, spouses, friends and others joined Vern Darley and the tenants at the Falcon RV Hangar (D30) for hamburgers, drinks, hangar flying, tall tales and more. Some 20 aircraft flew in for the event, most of which were RV's of the many models offered by Van's Aircraft as home-built kits. Falcon Field is home to six flying RV's with several more under construction. Another fun-filled weekend at FFC.

5. Annex Hangar Repairs. Mr. Tom Strauch, of Strauch Contracting, made several repairs to the drainage system between the Annex Hangar and the Main FBO Hangar to help stop leakage in both hangars. These leaks have been a problem for some time and Mr. Dan Waters of Peachtree Flight Center had asked us to correct them when he leased the Annex Hangar. Mr. Strauch also made several repairs to the roof on the Annex Hangar and replaced both exhaust fan shutters for a total cost of \$1,250. We had originally budgeted \$6,500 in the Capital Budget for this project. We were able to cover these repairs under our maintenance and repair budget, so no action by the Authority is necessary.

6. Computer virus/worm. Late Monday evening, and more so yesterday, we began to experience computer glitches that were associated with the computer worm named "W32.blaster.worm.html". I was reluctant to distribute this message until we corrected the virus/worm, to prevent further transmission of the bug. We used the services of Mr. Jim Helman of PC Haven, Fayetteville, GA, to help us restore our system. The worm had infected all of our computers and it was necessary to isolate them from each other, and the internet, prior to loading the worm removal software and adding the patch provided by Microsoft to prevent further infestation. All systems were returned to normal operation by 6:00 p.m., Tuesday.

7. New employees. With the return to Auburn of Erin Brady, and with the departure of Justin Gossett to seek a position as a flight instructor, I have hired two new Line Service Technicians.

Mr. Richard Epton holds a commercial pilot certificate, with an instrument rating, and can be seen frequently flying his father's red Ercoupe, or training in their Twin-Navion. He is an aviation management student at Georgia State University.

Mr. Ryan Greer is a student pilot at Peachtree Flight Center and an aviation management student at Clayton College and State University.

Both will be working part-time, usually in the evenings and weekends. Please welcome them aboard.

8. New Computer. As part of the upgrades necessary to add the new software "FBO Manager" to our computer network, which will help automate many accounting functions and speed up our point-of-sale process, we must add a new CPU to the computer at the front desk. This unit must host the new software, plus existing software, and it does not have the capacity to do so. During the recent battle with the computer virus we verified that the current computer is running at over 90% of its capacity.

The new computer will be supplied and installed by Jim Helman of PC Haven, at a cost of \$1,049.95. Eastern Aviation Fuels has agreed to pick up the cost of this new unit as part of the installation and training costs associated with the FBO Manager software. The new unit should be installed early next week.

9. The Great Georgia Airshow and the Ford Air Tour. As you are aware, the airshow is drawing near and we will be issuing tickets and parking passes to the tenants starting next week. We will, for the first time, be handling some ticket sales for the airshow committee.

They were not successful this year in contracting with a grocery chain to handle advanced sales. We have agreed to handle advanced sales at our front desk, for a 3% handling fee. We will run the sales through our books, and we will allow buyers to use their credit cards if they choose. The 3% handling fee will cover the credit card processing fees that we will incur as a result.

If the Authority plans to provide an Information Desk during the event this year, please let staff know as soon as possible what you will need in the way of support.

The Ford Air Tour has been getting a lot of publicity of late and depending on local coverage, the one-day event now scheduled for September 17th, may be quite busy. Jerry Cobb has agreed to help coordinate the support groups needed to help with the event, but I'm sure he will need additional volunteers. Please give him a call if you can help. We plan to ask Eastern to allow us to keep the second AvGas truck we will have during the airshow, through the 17th to help fuel the approximate 30 aircraft expected for the tour.

IV. FINANCIAL REVIEW

Mr. Savage gave a brief review of the financial information for July. Jet -A sales and AvGas sales were significantly better than expected, with total income for the period ending at \$105,419, some \$24,321 better than budget. Gross profit was calculated as \$57,616, or \$11,612 better than planned.

Expenses for the period were \$67,737, for an actual increase of \$7,791, but the total includes \$9,950, in Capital Improvements that were added to Repairs and Maintenance.

Net Income for the month of July ended a positive \$1,574, versus the estimated loss of \$3,692. Cash flow for the period was estimated to be a negative \$3,492 versus a budgeted negative flow of \$11,192.

The Capital/Reserve ending fund balance for July was \$123,124, after a fund transfer of \$8,500 to pay Williamson and Associates for the Aviation Center re-roofing and water proofing engineering and bid package work.

The Grant Fund account balance increased to \$11,068, after the receipt of the final payment from the FAA for the AIP 12 project.

V. OLD AGENDA ITEMS

03-07-04 Consider requests from tenants of Hangar Lots B2, B3 and B4, to rotate hangars 90 degrees to face Taxiway "E", and other related issues.

Chairman Nelmes opened by reviewing the discussions held during the recent workshop on this subject, referring to a "task list" prepared as a result of that workshop and asking Mr. Jim Gess if he would like to address the Authority on his proposals to meet the requirements specified for Lot B3.

Mr. Savage asked to read an e-mail he received from Mr. Rusty Nealis of the FAA's Atlanta ADO, which would impact the discussions and which states in part:

"Jim, per our phone conversation this morning, the Atlanta ADO has no problem with reconfiguring the proposed hangars (Lots B3/B4) which will limit the Taxilane Object Free Area (OFA) to 40', from hangar to taxilane centerline, given the following action is taken:

Post signs at all entrances of the taxilane that:

- 1. Alerts pilots that the taxilane is designed for aircraft with wingspans of 50' or less.*
- 2. Instruct pilots to tow aircraft from this point or have wing walkers (whichever you prefer).*

With this provision, there will be no need for a deviation of standards."

The discussions focused on the need to widen the taxilane entrances, or not, and what impact the restrictive signage might have on normal operations; liability for any damages that might occur if the operator of too large of an aircraft were to ignore the signage; cost considerations; relocating existing taxilane markings without widening the taxilane; the need to tow into and out of these areas anyway; and several minor issues.

Mr. Gess agreed that he would answer all of the issues on the B3 task list by providing a detailed response that will include site plans, detail drawings of drainage changes and other changes as necessary. Wilbur Smith and Associates can then review the data and the Authority can approve the changes prior to submitting plans to the City for issuance of a building permit.

Mr. Stan Smith presented a written response to the task list for site B4 and indicated that he would provide a site plan and detailed drawings for review and approval as necessary.

Discussions continued for over an hour wherein Chairman Nelmes requested a short recess and asked the parties gathered for the next agenda item if they would like to present their item?

At 8:07 p.m., a motion to table discussions on Agenda Item 03-07-04 so the next agenda item could be considered, was made by Mr. Toombs and seconded by Mr. Davis.

The motion passed unanimously.

VI. NEW AGENDA ITEMS

03-08-01 Review and approve contract for re-roofing and waterproofing of Aviation Center and to authorize Chairman to borrow the funds necessary to complete the project.

Mr. Savage briefed the Authority on the issues and efforts to date, indicating that he and Mr. Gus Scheffer, of Williamson and Associates, held a bid opening for the re-roofing and water proofing project for the Aviation Center, on Monday, August 4th at 2:00 p.m. Three bids were received. He explained that originally, bids were sought from four contractors who had indicated that they were certified to install the "Sarnafil" roofing material. Subsequently, they learned that two of them had lost their factory certification and could not be re-qualified in time to bid.

The bid deadline was extended and an additional company was asked to bid. The bids received, including all options include:

Tip Top Roofers, Inc.	\$181,551.00
T.L. Gowin & Company, Inc.	\$186,645.00
Peach State Roofing, Inc.	\$197,105.00

The base bid from Tip Top was for \$178,251.00, plus a charge of \$3,300.00 for a Performance and Payment Bond should one be required, for a total of \$181,551.00.

An alternative option was to delete the Sarnafil roof over the upper roof above the atrium portion of the building, which would reduce the total price by \$11,050.00.

The specifications require a 15 year warranty on all new roofing materials. Should the upper roof remain as is, the warranty would not include that section, nor would the colors of the three sections of the roof match, even though they will all be blue. Mr. Savage stated that since the Authority must finance the cost of these repairs anyway, he believes covering the upper roof surface, which is approximately 25% of the roof area, but only adds 6% to the total cost, would be money well spent.

It was his recommendation that the Authority accept the bid from Tip Top Roofers, Inc., to re-roof and water proof the entire building, including the payment and performance bonds, in the aggregate amount of \$181,551.00.

Several questions were directed to Mr. Scheffer and Mr. David Tanner of Tip Top Roofers, from the Authority regarding their experience levels and comparable repairs they completed. Tip Top has been in business since 1923 and has completed thousands of such roofs.

Following additional discussion among the members, Mr. Cobb moved to authorize the Chairman to execute all contracts and required documents with Tip Top Roofers, Inc., to perform the work described in the bid documents, and related specifications, as received by the Authority on August 4, 2003, in an amount not to exceed \$181,551.00, and

Be it further resolved that the Chairman and Secretary/Treasurer are hereby authorized to seek financing for this project, and the anticipated expenses to be incurred by the Authority for the construction and paving of the airport service road commonly known as Stallings Road, at the best rates, terms and conditions possible, with the aggregate amount of such loan not to exceed \$350,000.00, and that they be authorized to execute all agreements, contracts and related documents necessary to accomplish that financing.

The motion passed unanimously.

03-07-04 Consider requests from tenants of Hangar Lots B2, B3 and B4, to rotate hangars 90 degrees to face Taxiway "E", and other related issues.

At 8:45 p.m., a motion to reconsider Agenda Item 03-07-04 was made by Mr. Davis and seconded by Mr. Cobb. The motion passed unanimously.

Discussions continued on this agenda item with Mr. Jim Gess, Ms. Karen Gess, Mr. Stan Smith and Mr. Karl Gardner, the tenants for Lots B2, B3, B4 and B5, focusing on specifics for each lot, with each agreeing that they would work with the Authority and each other to resolve the issues outlined in the task list.

Discussions also centered on how the costs of engineering review by Wilbur Smith and Associates would be paid. By general consensus, it was agreed that the Authority would pay for 50% of the costs, with the tenants agreeing to pay the other 50%, on a pro rata share to be determined between themselves.

A motion was made by Mr. Toombs and seconded by Chairman Nelmes to permit the lessee's of Hangar Lots B3 and B4 to reorient their hangars to face Taxiway "E", and to amend their respective leases to reflect the increases in lot size and the tasks listed in the "Hangar Area "B" - Realignment Tasks" that are specified for each lot, with the understanding that such modifications or amendments will be reviewed by the Authority's Consulting Engineers, Wilbur Smith and Associates, and approved by the Authority prior to implementation.

The costs of such review will be shared with the Authority assuming 50% of the total cost and the tenants of B3 and B4 sharing the remaining 50% on a pro rata share to be decided between the themselves.

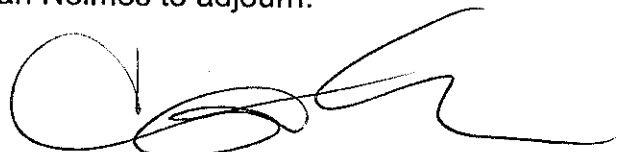
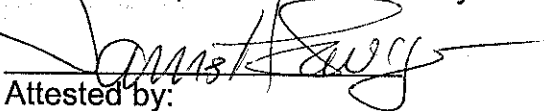
The motion passed unanimously.

VII. EXECUTIVE SESSION

There were no items for consideration in Executive Session, so at 10:15 p.m., a motion was made by Mr. Cobb and seconded by Chairman Nelmes to adjourn.

The motion passed unanimously.

Attested by:



Catherine M. Nelmes, Chairman