

**PEACHTREE CITY AIRPORT AUTHORITY
MINUTES OF MEETING**

September 1, 1998

The regular meeting of the Peachtree City Airport Authority, was held in the Aviation Center at Peachtree City-Falcon Field Airport, Peachtree City, on September 1, 1998, at 7:00 p.m. Those present were: Chairman Robert B. Patterson; Members: David M. Good, H.E. Buffington, Susan M. Cates; Airport Manager James H. Savage; Recording Secretary Shirley R. Comer; and Authority Attorney Douglas B. Warner.

Member Daniel E. Carr was absent due to illness.

I. ANNOUNCEMENTS

The Chairman announced that Authority Member Daniel E. Carr was recuperating from recent surgery and wished him well.

II. ADDITIONAL AGENDA ITEMS

Mr. Good requested that a review of the FBO and Airport Operations budgets for August be conducted prior to consideration of the Old Agenda Items. It was agreed by a consensus of the members that a monthly review of the operating budget and cash flow summary be conducted during the Airport Manager's report until further notice.

III. APPROVAL OF MINUTES

Chairman Patterson asked that his comments regarding bidding for Audit services on Agenda Item 98-08-01 be corrected.

A motion was made by Mr. Good and seconded by Mr. Buffington to approve the minutes of the July 5, 1998, Authority meeting as corrected.

The motion passed unanimously.

IV. REPORTS

A. Airport Manager - Jim Savage

Mr. Savage distributed the following report to the members:

AIRPORT MANAGER'S REPORT - SEPTEMBER 1, 1998

1. As you may have noticed, we now carry a reasonable selection of pilot supplies, plus World Aeronautical Charts for the entire United States, Sectional Navigation Charts and Facility Directories for the eastern half of the nation. On our initial order, NOAA back-ordered nearly all of the charts for the Atlanta area which will be supplied "soon."

Initially we will carry only VFR charts, but as it becomes known that we are a chart dealer and if the demand is present, we may begin to handle IFR enroute charts and approach charts as well.

NOAA will provide full credit for obsolete charts returned during the first year of business, afterwards however, they will only credit 20% of your total purchases.

2. The crack sealing and re-striping project with the Georgia Department of Transportation has been completed. It was necessary to close the runway last week for most of one day to allow the re-striping of the runway surface, which appeared to have caused only a minor amount of disruption to airport operations. We did allow a limited number of operations to occur from the taxiway, which helped keep aircraft moving. Either myself or Bob Gray was on hand to monitor operations and to provide radio advisories to aircraft the entire time the runway was closed.
3. I have samples of several "chunks" of the runway that were found approximately 700 feet southeast of taxiway "D". These are representative of approximately 18 holes that were found at this location.

Upon further inspection, we could find no stress marks or cracks, no tire marks, no indications of any kind of strike or blow to the surface. After discussions with one of the airport engineers with the FAA, we have concluded that the runway was probably struck by lightning during a recent electrical storm. Repairs to the larger holes will be made with hot mix.

4. We have been in contact with most of the businesses along Dividend Drive, south of TDK Boulevard, to advise them of the pending airshow and how they may wish to control traffic trying to park on their property. Several may actually charge for parking, with one company, Lawson Mardon, agreeing to donate any proceeds to

the Fayette Youth Protection Home. Attempts to contact the Bethlehem Baptist Church have been unsuccessful.

Needless to say we have held several meetings with the CAF, City staff and various other organizations regarding the airshow. We are issuing parking passes and I.D. badges to airport staff, airport business and Authority members, as well as parking passes and free tickets to airport tenants. I think this is going to be a very busy weekend.

5. And finally on a very sad note, Mr. George Miler, our long time airport navigational equipment technician died last week. We do not have many details yet, but we had noticed that in recent months, Mr. Miler had seemed to be in rather poor health.

The annual inspection performed on the equipment in late July was completed by George's son Wyatt, in conjunction with an FAA inspector who also certified Wyatt to maintain the equipment.

At this time we do not know if Wyatt intends to continue with the business, but we will look at requesting bids for the maintenance contract and report next month.

B. Air Show Committee - Jim Friday

Mr. Friday was not present for a briefing on the airshow preparations, so Mr. Savage gave a brief summary of activities to date and plans for the event.

C. Review of Budget and Projected Cash Flow for the Month of August.

Mr. Savage began an item by item review of the Budget and Cash Flow Summary for the month of August. Mr. Good and other members of the Authority requested explanations of the apparent large variances from the original budget of some items listed.

Following the review, it was agreed by consensus of the members that most of the items in question were normal start-up cost and were of a non-reoccurring nature. No further actions were deemed necessary nor taken.

V. OLD AGENDA ITEMS

98-08-02 Consider additional capital equipment purchases for the FBO and airport operations.

The capital equipment list below was considered on an item by item basis, with the appropriate action taken as indicated:

1. Ramp Lighting

Mr. Savage gave a brief description of his conversations with Mr. Fred Greene of Georgia Power Company regarding the installation of lights along the edge of the main transient aircraft parking area. The Authority's contribution for the installation would be \$3,584.00. A copy of the proposal is attached and made a part of these minutes.

A motion was made by Mr. Buffington and seconded by Ms. Cates to approve the installation as requested. The motion passed unanimously.

2. Computer system

Mr. Good explained that he and Mr. Buffington had met earlier this day to discuss the computer needs of the Authority and would be providing a recommended set of specifications that could be used for soliciting bids.

It was generally agreed that the system should allow all of the stations within the FBO and future maintenance operation communicate through a local area network.

A motion was made by Mr. Good and seconded by Mr. Buffington to authorize the purchase of the necessary computer equipment to establish the network discussed, at a price not to exceed \$4,500.00.

The motion passed unanimously.

3. "FBO Manager" software & training

Mr. Savage discussed the need to have a software package that was tailored to FBO operations and that in his research he had found only two versions available, one of which was an MS-DOS version that did not work easily on "Windows" type operating systems. He recommended that the software be purchased for \$2,000.00 and that an additional amount of \$1,000.00 be authorized for training.

A motion was made by Mr. Good and seconded by Mr. Buffington to approve the purchase and training as requested, subjected to some type of

performance guarantee by the software supplier. It was also suggested that a list of current users of the system be provided so that the Authority could verify the software's performance.

The motion passed unanimously.

4. Golf Cart

Mr. Savage reviewed the two proposals that had been received from the seven requested from suppliers and dealers in the Peachtree City area.

The lowest bid price was submitted by Golf Cart Sales & Supply, Inc. for \$5,480.00.

By consensus of the Authority, it was agreed that Mr. Savage should write a complete set of specifications for the cart and mail requests to not only the local dealers, but the golf cart manufacturers within the region to see if a unit was available for their advertising purposes that could be obtained at a discounted price.

No further action was taken.

5. Lavatory and potable water service units.

Mr. Savage indicated that he had not had time to research multiple bids for this equipment and that he hoped that because of her background in aircraft parts sales, Ms. Cates might be able to assist in locating additional suppliers. He recommended that no action be taken on this item at this time.

No further action was taken.

VI. NEW AGENDA ITEMS

98-09-01 Elect Secretary/Treasurer and determine members and staff authorized to sign checks.

Chairman Patterson nominated Mr. H.E. Buffington as Secretary/Treasurer, which was seconded by Mr. Good. Chairman Patterson then called for additional nominations and hearing none called for a vote on Mr. Buffington's nomination.

Mr. Buffington's election was approved unanimously.

A motion was made by Chairman Patterson and seconded by Mr. Good to authorize any two of the following individuals to sign checks on all bank accounts at Peachtree National Bank: Chairman Patterson, Mr. Buffington, Mr. Good and Mr. Savage.

The motion passed unanimously.

98-09-02 Consider proposals for annual inspection and service of FBO Hangar and Aviation Center fire protection systems.

Mr. Savage reviewed the two proposals received for conducting annual inspections and service of the fire protection systems mentioned above. It was Mr. Savage's recommendation, based on research conducted by Mr. Bob Gray, the Authority's Maintenance Technician, that in spite of the higher bid of some \$240.00, the Authority should accept the proposal of Atlantic Coast Fire Protection, Inc. for \$1,550.00.

Atlantic Coast installed the system and had been maintaining it for Stevens Aviation during their lease of the facilities.

After some discussion, a motion was made by Mr. Good and seconded by Ms. Cates to approve the contract with Atlantic Coast, provided they would sign a three year contract for a total cost of \$2,800.00. Failing that, Mr. Savage should come back to the Authority next month for additional consideration.

The motion passed unanimously.

98-09-03 Consider proposal from James E. Toombs and Clark W. Schadle to build private hangar on lot D27

Mr. Savage described his efforts to get the lot surveyed to determine its square footage and exact location. It is necessary to maintain a distance of 75 feet from the centerline of taxiway "D" and a minimum of 100 feet from the back side of the hangars located on the T-hangar taxiway. The survey will be completed soon.

Mr. Toombs presented his plan for the hangar which is very similar to all of the existing hangars in the area in size, materials and color.

Following a comment regarding the very professional look of the presentation, a motion was made by Mr. Good and seconded by Mr. Buffington to approve the lease of lot D27 as requested, using the standard lease agreement at the standard lease rate.

The motion passed unanimously.

98-09-04 Authorize Airport Manager to negotiate service agreement with LaGrange Aero, Inc., dba Thrifty Car Rental.

After discussion by several Authority members, it was agreed that the Authority would like to have some control over the price of rental cars provided through the FBO and that the recommended language changes suggested by Mr. Warner should be included in the final document.

By consensus, Mr. Savage was directed to meet with the principals of Thrifty Car Rental to make the necessary changes or seek alternative rental car services.

Mr. Savage indicated that another alternative might be to lease space to Thrifty and let them run their own operation.

No further actions were taken.

98-09-05 Consider proposal from Glendae F. Mitchell of BeneFX Corp. to solicit bids for employee health insurance.

Ms. Mitchell gave a lengthy presentation on health insurance that included summary descriptions of health coverage provided by the City of Peachtree City, the Water and Sewerage Authority, the Development Authority of Peachtree City and the former airport tenant Stevens Aviation.

She offered two insurance alternatives based on the above summaries and direction from Mr. Savage on the budgeted cost limits and anticipated employee participation.

After considerable discussion by the members, it was agreed by consensus that further discussion was needed and that the Authority would schedule a workshop/meeting to discuss this one subject, with the intent of having coverage in place by November 1, 1998. The meeting will be scheduled in September, subject to member availability.

No further action was taken

98-09-06 Consider request from Peach State Aviation, Inc. to lease space in the FBO hangar for flight school and aircraft rental.

Mr. Savage reviewed the request from Peach State Aviation to lease the 500 SF of office space currently occupied temporarily by the Confederate Air Force. Mr. Savage stated that it was his desire to increase the income flow to the Authority and that he did not believe the space would be needed by the Authority on an immediate basis.

He also explained his belief that an additional 320 SF could be made available to Falcon Flight Services, Inc. for use in their flight school as well.

Chairman Patterson expressed his concern that until the Authority has determined the space required to run its own aircraft maintenance operation, he could not support leasing either space to either company. Mr. Good agreed with Chairman Patterson's opinion stating that when AIM Aviation Atlanta, Inc. vacates the some 1500 SF of office space it currently occupies, that the authority should revisit this request.

Mr. John Landstedt offered to lease the space on a temporary basis for a minimum of six months, with the intent to move if the space was needed by the Authority or until he could build or find other commercial space.

After additional discussion, a motion to table consideration of this item until the January, 1999, meeting was made by Chairman Patterson and seconded by Mr. Buffington.

The motion passed unanimously.

Hearing no other business to consider in open session, Chairman Patterson called for a 5 minute recess with the intent to reconvene in Executive Session to consider personnel matters.

VII. EXECUTIVE SESSION

Chairman Patterson opened discussion of the various meetings that he, Mr. Good and Mr. Savage had held with Mr. Dale Donegan discussing Mr. Donegan's employment as Maintenance Director for the Authority.

Mr. Warner presented an employment contract for Mr. Donegan which was reviewed by the Authority with minor changes suggested by Mr. Good.

Following further discussions regarding the purchase of Mr. Donegan's maintenance equipment and other assets, a motion was made by Mr. Good and seconded by Chairman Patterson to offer Mr. Donegan the position of Director of Maintenance, per the amended employment contract, to begin October 1, 1998; and to purchase the assets listed on Exhibit C of that contract, excluding the aircraft tug, for a purchase price of \$24,000.

The motion passed unanimously.

Mr. Donegan was invited into the Executive Session to discuss the offer. During the discussion, it was discovered that Mr. Donegan has an outstanding loan on the equipment of some \$32,000, and that he believes he could not accept the offer unless that debt was totally retired.

Chairman Patterson offered an amendment to the original motion to have Mr. Savage determine the exact payoff of the loan and to create the documents necessary to release the assets free of any and all liens or encumbrances, and conduct a telephone pole of the members to determine if they would accept the payoff amount as the price for the assets. Mr. Good seconded the amendment.

The motion passed unanimously.

There were no other actions taken.

Hearing no other business to be considered by the Authority, the Chairman called for a motion to adjourn.

At 9:59 p.m., a motion to adjourn was made by Mr. Good and seconded by Chairman Patterson.

The motion passed unanimously.

Attested by:


Robert B. Patterson, Chairman

6155 Old National Highway
College Park, Georgia 30349



August 27, 1998

Mr. Jim Savage
Manager
Falcon Field
Peachtree City Airport Authority
Peachtree City, Ga. 30269

Re: Lighting for airplane parking area

Mr. Savage,

I appreciate the opportunity to provide you with a proposal for lighting the parking area for planes. As we discussed on the phone, I will get you another proposal based on utilizing the transformer that feeds your runway lights, to feed these same lights. This proposal is based on using the transformer that feeds your facility on the right hand side of the building. I would have to make a 250' bore from the first pole across the back of your facility to get to the other side of the driveway to feed the second pole. Based on this information, I can break out the Contribution to Construction as follows:

250' bore (\$7.10 per foot)	\$1,775.00
340' trenching (\$1.75 / foot)	\$ 595.00
(2) 40' Bronze Fiberglass Poles	\$1,340.00

Therefore, the Contribution to Construction for this proposal to be paid by Peachtree City would be \$3,710.00. The monthly cost for (4) 1000 watt High Pressure Sodium floods which includes energy and maintenance would be \$164.20.

If you should have questions please call me at (770) 969-6661.

Sincerely,

Fred J. Greene
Lighting Services

HIGH PRESSURE SODIUM

Lamp HPS:	150 watt	400 watt	1,000 watt
Lumens:	14,500	45,000	126,000
Mounting Height	20'-30'	30'-40'	35'-50'
Pole:	Fiberglass Wood Steel	Fiberglass Wood Steel	Fiberglass Wood Steel

Note: Can be applied to both O.H. and U.G. Applications

METAL HALIDE

Lamp MH:	400 watt	1,000 watt
Lumens:	35,000	88,000
Mounting Height	30'-40'	35'-50'
Pole:	Fiberglass Wood Steel	Fiberglass Wood Steel

Note: Can be applied to both O.H. and U.G. Applications

