

**PEACHTREE CITY AIRPORT AUTHORITY  
MINUTES OF MEETING**

**October 7, 1998**

The regular meeting of the Peachtree City Airport Authority, was held at in the City Hall Council Chambers, Peachtree City, on October 7, 1998, at 7:00 p.m. Those present were: Chairman Robert B. Patterson; Members: David M. Good, H.E. Buffington, Daniel E. Carr; Airport Manager James H. Savage; Recording Secretary Clair I. Ford; and Authority Attorney Douglas B. Warner.

Member Susan M. Cates was absent due to illness.

**I. ANNOUNCEMENTS**

None.

**II. ADDITIONAL AGENDA ITEMS**

None.

**III. APPROVAL OF MINUTES**

A motion was made by Mr. Good and seconded by Mr. Buffington to approve the minutes of the September 1, 1998, Authority meeting as presented.

The motion passed unanimously.

A motion was made by Mr. Good and seconded by Mr. Buffington to approve the minutes of the September 22, 1998, Authority meeting as presented.

The motion passed unanimously.

**IV. REPORTS**

**A. Airport Manager - Jim Savage**

Mr. Savage distributed the following report to the members:

## AIRPORT MANAGER'S REPORT - OCTOBER 7, 1998

1. I would like to introduce Ms. Clair Ford, our new Bookkeeper and Office Manager who will be working on a full time basis. Clair has recently moved back to the Fayette County area from Florida, with husband John and four children.

Her background includes operating her own retail business, property management, bookkeeping, human resources and as an executive assistant to the CEO of Federal Trust Bank in Winter Park, Florida.

Shirley Comer our former part-time bookkeeper, who is taking a three week vacation, has indicated that she is interested in continuing with the Authority and has expressed interest in working as a part-time receptionist in the FBO.

2. Monthly Budget review. See attached budget information.
3. On September 24, we installed a new pilot weather briefing system from WSI. While similar in many regards to the previous system that Stevens Aviation had installed, this new system is far more intuitive to the first time user, provides more weather information on a near real-time basis, will allow you to file flight plans via three different DUAT systems, provides on-screen help menus, color prints of weather charts, all for the same cost as the old system.
4. While we have not yet seen a printed version of the "Wings Over Dixie 98" airshow's financial statement, it appears that 15,000 to 16,000 people attended the two day event and the show generated some \$25,000 for the Dixie Wing and the Fayette County Youth Protection Home.

Most comments regarding the show, that I have received from the public, were most favorable. Many stating that it was one of the best that they have ever attended and are looking forward to next year's.

All in all, the show went surprisingly well, with some rough edges. Traffic and auto parking were problems on Saturday, but by making Dividend Drive one-way on Sunday, we eliminated most of the delays seen on Saturday.

Because of the heat, it became very obvious that we need free water sources for the public, additional trash cans, as well as multiple pay phones and an ATM.

During our debriefing, we discussed the price of food and beverages and concluded that instead of using a commercial vendor, we should explore the idea of a civic club such as the Kiwanis becoming the "Master Vendor" and working with the other civic clubs as a source for products. This would allow all of the clubs to generate a greater income, at lower prices, than what was offered by the commercial vendor.

5. I would like to remind everyone that we are hosting the Georgia Airports Association Annual Conference, November 4 - 6, at the Wyndham Peachtree Conference Center. All Authority members are invited to attend the reception Wednesday night, at 6:00 P.M. and the Bar B Q cookout on Thursday night, also at 6:00 P.M.

We are expecting some 100 to 150 conferees, including opening remarks on Wednesday afternoon by Governor Zell Miller.

Because this is the same night of our regular scheduled Authority meeting, you may wish to consider another night for the meeting. I will not be available during the conference.

6. Finally, Mr. R. Dale Donegan, our new Director of Aircraft Maintenance, is planning to start operations on or about October 15. We issued a press release on Monday outlining his operational plans.

I am requesting to spend up to \$5,000 for incidental start-up costs, such as telephones to hook up to our existing system, a new computer and printer to work with our new network, signage for the building, uniforms for the maintenance personnel, work order/invoice forms, advertising in the form of mailers to aircraft owners and other similar expenses.

Following Item 5 during the verbal presentation of the above report, a discussion was held by the Authority regarding the date for the November meeting and whether or not the Authority should move its monthly meetings to the Aviation Center. It was agreed that the members would check their schedules for November and advise Mr. Savage what alternate dates were acceptable.

A motion was made by Chairman Patterson and seconded by Mr. Good that the all future meetings of the Authority would be held in the Aviation Center at 7 Falcon Drive.

The motion passed unanimously.

Following item 6 of the report, Mr. Savage and the Authority discussed the need for various start-up items for the Aircraft Maintenance Operation.

A motion was made by Chairman Patterson and seconded by Mr. Buffington that up to \$5,000 be approved for incidental start-up costs as requested.

The motion passed unanimously.

**V. OLD AGENDA ITEMS**

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

Mr. Savage explained that after the last Authority meeting, at which the Authority approved \$2,800 for a three year contract, he had contacted Atlantic Coast Fire Protection, Inc. to make that offer.

Atlantic Coast had responded with a counter offer of \$4,200 for a three year contract, but had remained firm on their price of \$1,550 for a single year contract.

Mr. Savage reminded the members that an inspection by the Peachtree City Fire Department in August gave the Authority until mid-October to have the system tested and certified. He recommended that they accept the one year contract.

Chairman Patterson requested that Mr. Savage investigate the possibility of having Maintenance Technician Bob Gray certified to do the testing in future years.

A motion was made by Mr. Carr and seconded by Mr. Buffington to approve the one year contract as submitted, for a price of \$1,550.

The motion passed unanimously.

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

Mr. Savage briefed the Authority regarding his recent meetings with both Thrifty Car Rental and Enterprise Car Rental to seek proposals for the FBO to act as an agent or operator for customer car rentals. Mr. Good had attended the meeting with Thrifty and offered his insight.

Both companies are to have proposals to Mr. Savage prior to the next meeting of the Authority.

Hearing that, Chairman Patterson called for the item to remain tabled until the next meeting.

No further action was taken.

**VI. NEW AGENDA ITEMS**

**98-10-01 Consider proposal from Windsock's Limited to build restaurant at the Aviation Center.**

Mr. Savage briefed the Authority on his efforts to date to determine a cost estimate of the project and to determine a lease rate range for such space.

Mr. Jim Clark of Windsock's gave a brief description of the restaurant that he and partner Ed DeGross wish to operate.

Mr. Savage recommended that the Authority advertise for proposals from building contractors for a design/build project to construct the basic design requested by Windsock's, and that following a successful selection of a builder, that a similar request be offered for a restaurant lessee/operator.

By consensus, Mr. Savage was directed to proceed per his recommendations.

No further actions were taken.

**98-10-02 Consider proposal from Walker Whiteside, Inc. to rewire six taxiway lights on Taxiway "D" near new hangars.**

Mr. Savage gave a brief description of the need to replace or remove up to six taxiway lights on Taxiway "D" due to pending construction of four new hangars on that taxiway.

Based on the price of \$12,968 submitted from Walker Whiteside, it was Mr. Savage's recommendation that the lights be removed in that area, with the necessary wiring to operate adjacent lights be placed in an appropriate sized PVC conduit. The cost of the rewiring to be borne by the hangar tenants as replaced.

By consensus, the Authority agreed to let Mr. Savage handle this item administratively.

No further action was taken

Hearing no other business to consider in open session, Chairman Patterson called for a 10 minute recess with the intent to reconvene in Executive Session to consider personnel matters and to confer with the Authority Attorney.

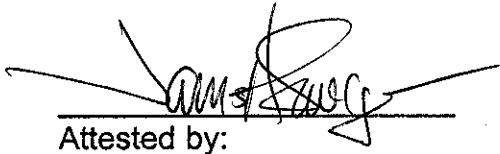
**VII. EXECUTIVE SESSION**

Mr. Savage briefed the Authority on recent employee issues, however no official actions were taken.

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

At 8:25 p.m., a motion to adjourn was made by Mr. Carr and seconded by Mr. Buffington.

The motion passed unanimously.

  
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Attested by:

  
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Robert B. Patterson, Chairman

OPS BUD Sept 98

BUDGET AND PROJECTED CASH FLOW - AIRPORT OPERATIONS - FY98 (Revised 10/1/98)									
BUDGET	JUN	JUL	AUG	SEP	SEP	OCT	NOV	TOTALS	TOTALS
	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Actual/Date	Orig Bud
<b>REVENUES:</b>									
<b>Airport Operations</b>									
Tie-downs	1,254	954	835	1,174	1,350	1,350	1,350	4,217	8,100
Flight school rent	0	2,858	0	1,414	1,414	1,414	1,250	4,272	7,500
Private Hangars	2,785	1,695	1,525	1,535	2,415	2,415	2,415	7,540	14,490
T-Hangars	6,532	6,349	5,598	5,638	6,507	6,507	6,507	24,117	39,042
Thru-the-fence	0	0	0	0	0	0	0	0	175
FAA reimbursement	0	0	0	0	0	0	0	0	0
Hotel/Motel Tax	16,145	15,154	14,669	14,172	16,000	16,000	16,000	60,140	96,000
Miscellaneous	186,808	875	24,745	50	0	0	0	212,478	0
Sub-total	213,524	27,885	47,372	23,983	27,686	27,686	27,522	312,764	165,307
<b>OPERATING EXPENSES:</b>									
<b>Airport Operations</b>									
Professional fees	0	(920)	(8,202)	(3,171)	(1,500)	(1,500)	(1,500)	(12,293)	(9,000)
Insurance	(1,049)	(983)	(1,982)	(2,936)	(2,000)	(2,000)	(2,000)	(6,950)	(12,000)
Utilities	(753)	(1,284)	(620)	(1,712)	(1,750)	(1,750)	(1,750)	(4,369)	(10,500)
Airport maintenance	(21,880)	(5,733)	(16,327)	(2,284)	(1,500)	(1,500)	(1,500)	(46,224)	(9,000)
Cash pickup	0	0	(168)	(218)	(300)	(300)	(300)	(386)	(1,800)
Office expense	(340)	(218)	(1,774)	(971)	(350)	(350)	(350)	(3,303)	(2,100)
Dues & publications	0	(34)	0	0	(100)	(100)	(100)	(34)	(600)
Advertising	(175)	(87)	0	(578)	(500)	(500)	(500)	(840)	(3,000)
Telephone	(171)	(250)	(1,770)	(1,230)	(350)	(350)	(350)	(3,421)	(2,100)
Employee Expenses	(281)	(175)	(408)	(460)	(400)	(400)	(400)	(1,324)	(2,400)
Payroll	(8,937)	(8,633)	(11,325)	(11,485)	(11,348)	(11,719)	(11,719)	(40,380)	(73,848)
Navaid Maintenance	(719)	(719)	(949)	(719)	(750)	(750)	(750)	(3,106)	(4,500)
Misc. expenses	0	0	0	(3,698)	0	0	0	(3,698)	0
Sub-total	(34,305)	(19,036)	(43,525)	(29,462)	(20,848)	(21,219)	(21,219)	(122,630)	(130,848)
<b>DEBT SERVICE:</b>									
Note '92: #9004 - (15yr) Mnt Hgr	(3,086)	(3,086)	(3,086)	(3,086)	(3,086)	(3,086)	(3,086)	(12,344)	(18,516)
Note '95: #9003 - (7yr) Capt Eq	(2,005)	(2,005)	(2,005)	(2,005)	(2,005)	(2,005)	(2,005)	(8,018)	(12,028)
Note '96: #9001 - (7yr) Capt Eq	(1,064)	(1,064)	(1,064)	(1,064)	(1,064)	(1,064)	(1,064)	(4,255)	(6,383)
Note '96: #9005 - (15yr) T-Hgr B	(2,934)	(2,934)	(2,934)	(2,934)	(2,934)	(2,934)	(2,934)	(11,736)	(17,604)
Note '96: #9006 - (15yr) AvCentr	(7,369)	(7,369)	(7,369)	(7,369)	(7,369)	(7,369)	(7,369)	(29,476)	(44,213)
Credit Line	0	0	0	0	0	0	0	0	0
Sub-total	(16,457)	(16,457)	(16,457)	(16,457)	(16,457)	(16,457)	(16,457)	(16,457)	(98,744)
<b>MONTHLY CASH FLOW:</b>	162,762	(7,608)	(12,610)	(21,936)	(9,619)	(9,990)	(10,154)	173,677	(64,285)

FBO BUD Sept 98

**BUDGET AND PROJECTED CASH FLOW - FBO OPERATIONS - FY98 (Revised 10/1/98)**

BUDGET	JUN	JUL	AUG	SEP	SEP	OCT	NOV	TOTALS	TOTALS
	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Actual/Date	Orig Bud
<b>REVENUES:</b>									
<b>Fuel Sales</b>									
Jet A - sales	17,068	20,115	15,294	12,987	26,513	26,513	26,513	65,464	150,000
AvGas - sales	17,210	20,672	40,006	31,835	17,855	17,855	17,855	109,723	82,950
Sub-total	34,278	40,787	55,300	44,822	44,368	44,368	44,368	175,187	232,950
<b>Other Income</b>									
Overnight parking	0	215	777	163	100	100	100	1,155	600
Aircraft oil sales	274	161	148	88	75	75	75	671	450
Vending, pilot supplies & misc	109	47	340	526	100	100	100	1,022	600
FBO hangar rent	0	9,249	2,655	1,797	3,000	3,000	3,000	13,701	18,000
Sub-total	383	9,672	3,920	2,574	3,275	3,275	3,275	16,549	19,650
<b>OPERATING EXPENSES:</b>									
Fuel expense	(22,405)	(10,337)	(35,323)	(19,971)	(21,390)	(21,390)	(21,390)	(88,036)	(132,750)
Truck rental	0	0	(950)	(1,900)	(1,675)	(1,675)	(1,675)	(2,850)	(10,050)
farm debt service	(1,575)	(1,575)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(6,150)	(9,450)
farm maintenance	0	0	0	0	(200)	(200)	(200)	0	(1,200)
Credit card fees	0	(806)	(539)	(550)	(887)	(887)	(887)	(1,895)	(4,659)
Sales tax disbursements	0	0	(3,804)	(1,520)	(2,049)	(2,049)	(2,049)	(5,324)	(11,088)
Aircraft oil expense	0	(423)	(2,739)	(419)	(50)	(50)	(50)	(3,581)	(300)
Insurance	(1,049)	0	(3,125)	(4,948)	(1,000)	(1,000)	(1,000)	(9,122)	(6,000)
Utilities	(752)	(1,284)	(3,795)	(1,712)	(1,600)	(1,600)	(1,600)	(7,543)	(9,600)
Office expense	(340)	(5,307)	(1,525)	(374)	(150)	(150)	(150)	(7,546)	(900)
Dues and publications	0	0	(105)	0	(100)	(100)	(100)	(105)	(600)
Advertising	(175)	0	(888)	0	(100)	(100)	(100)	(1,063)	(600)
Telephone	(171)	(248)	(862)	(274)	(250)	(250)	(250)	(1,555)	(1,500)
Employee uniforms	0	(2,687)	(338)	0	(200)	(200)	(200)	(3,025)	(1,200)
Payroll	0	(8,915)	(9,296)	(14,355)	(15,870)	(15,870)	(15,870)	(32,567)	(67,392)
Coffee supplies	0	(73)	(104)	(89)	(150)	(150)	(150)	(266)	(900)
Weather computer	0	0	(450)	0	(150)	(150)	(150)	(450)	(900)
FBO facility maintenance	(433)	(365)	(2,537)	(1,623)	(250)	(250)	(250)	(4,958)	(1,500)
FBO equipment fuel & maint	0	(365)	0	(173)	(200)	(200)	(200)	(538)	(1,200)
Pilot Supplies	0	0	0	(183)	0	0	0	(183)	0
Misc. Expense	0	0	0	(3,044)	0	0	0	(3,044)	0
Sub-total	(26,900)	(32,385)	(67,880)	(52,636)	(47,771)	(47,771)	(47,771)	(176,574)	(261,789)
<b>MONTHLY CASH FLOW:</b>	7,761	18,074	(8,660)	(5,240)	(129)	(129)	(129)	15,162	(9,189)



CASH FLOW SUM Sept 98

PROJECTED CASH FLOW & BANK ACCOUNT SUMMARIES - FY98 (REV 10/1/98)

MONTH	JUN	JUL	AUG	SEP	SEP	OCT	NOV	TOTALS	TOTALS
	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Actual/Date	Orig Bud
<b>CASH FLOW SUMMARIES:</b>									
Airport Operations	162,762	(7,608)	(12,610)	(21,936)	(11,528)	(11,528)	(11,528)	120,607	(64,285)
FBO Operations	7,761	18,074	(8,660)	(5,240)	(129)	(129)	(129)	11,935	6,558
Capital Equipment Purchases	0	0	0	(16,008)	0	0	0	(16,008)	0
<b>TOTAL CASH FLOW:</b>	<b>170,523</b>	<b>10,466</b>	<b>(21,270)</b>	<b>(43,184)</b>	<b>(11,657)</b>	<b>(11,657)</b>	<b>(11,657)</b>	<b>132,542</b>	<b>(57,727)</b>
<b>BANK ACCOUNT SUMMARY:</b>									
Beginning Gen Fund Bal	47,841	218,468	54,153	33,272	20,457	16,352	12,236		
Accrued Interest	104	219	389	76	51	41	31		
Monthly Cash Flow	170,523	10,466	(21,270)	(43,184)	(11,657)	(11,657)	(11,657)		
Deposits - (Transfers)	0	(175,000)	0	17,500	7,500	7,500	5,000		
Ending Gen Fund Bal	218,468	54,153	33,272	7,664	16,352	12,236	5,610		
Beginning Capital Acct Bal	3,625	22,695	22,714	22,756	3,645	3,654	3,663		
Accrued Interest	6	19	42	60	9	9	9		
Deposits - (Transfers)	25,000	0	0	0	0	0	0		
Disbursements	(5,936)	0	0	(22,816)	0	0	0		
Ending Capital Acct Bal	22,695	22,714	22,756	0	3,654	3,663	3,672		
Beginning Grant Fund Bal	878	880	881	882	884	886	888		
Accrued Interest	2	1	1	2	2	2	2		
Deposits - (Transfers)	0	0	0	42,934	0	0	0		
Disbursements	0	0	0	(23,084)	0	0	0		
Ending Grant Fund Bal	880	881	882	20,734	886	888	891		
Beginning Reserve Fund Bal	174,709	175,336	351,052	351,771	371,485	364,914	358,326		
Accrued Interest	627	716	719	1,392	929	912	896		
Deposits - (Transfers)	0	175,000	0	22,816	(7,500)	(7,500)	(5,000)		
Disbursements	0	0	0	(40,500)	0	0	0		
Ending Reserve Fund Bal	175,336	351,052	351,771	335,479	364,914	358,326	354,222		
<b>Total - Bank Accounts:</b>	<b>417,379</b>	<b>428,800</b>	<b>408,681</b>	<b>363,877</b>	<b>385,806</b>	<b>375,113</b>	<b>364,394</b>		
Credit Line Balance	0	0	0	0	0	0	0		
Note: #9004 - Bal	296,944	296,944	295,623	294,354	294,704	293,504	292,304		
Note: #9003 - Bal	89,419	89,419	87,946	86,484	87,120	85,820	84,520		
Note: #9001 - Bal	52,422	52,422	51,673	50,930	51,196	50,521	49,846		
Note: #9005 - Bal	301,501	301,501	300,326	299,206	299,769	298,769	297,769		
Note: #9006 - Bal	757,227	757,227	754,278	751,464	752,924	750,424	747,924		
<b>Total - All Loan Balances:</b>	<b>1,497,513</b>	<b>1,497,513</b>	<b>1,489,846</b>	<b>1,482,438</b>	<b>1,485,713</b>	<b>1,479,038</b>	<b>1,472,363</b>		
Aircraft Oil Inventory	-	-	-	1,151					
Pilot Supply Inventory	-	-	-	2,117					
Fuel Inventory	18,129	20,781	12,688	22,229	20,000	20,000	20,000		
<b>Total Inventory @ Cost:</b>				<b>25,497</b>					

PEACHTREE CITY AIRPORT AUTHORITY

RECORD OF ATTENDANCE AS OF:

October 31, 1998

Members	Regular Meetings	Meetings	Regular	Special Called	Special Called	Total
	Last 12 Months	Attended	Attendance	Meetings Last	Meetings	Attendance
			%	12 Months	Attended	%
David M. Good	10	10	100%	6	6	100%
Susan M. Cates **	2	1	50%	1	1	67%
Robert B. Patterson	10	10	100%	6	6	100%
Daniel E. Carr	10	8	80%	6	5	81%
H.E. Buffington *	9	9	100%	6	6	100%

\* Note: New member as of 1/1/98 \*\* New member as of 8/6/98

Members	Dates Absent	Type
David M. Good		
Susan M. Cates	10/7/98	Regular
Robert B. Patterson		
Daniel E. Carr	2/4/98 4/28/98 9/1/98	Regular Special Regular
H.E. Buffington		

Meeting Dates	Type
1/7/98	Regular
2/4/98	Regular
2/21/98	Special
3/4/98	Regular
4/1/98	Regular
4/20/98	Special
4/28/98	Special
5/7/98	Regular
5/21/98	Special
6/3/98	Regular
6/8/98	Special
7/1/98	None
8/5/98	Regular
9/1/98	Regular
9/17/98	Special
10/7/98	Regular
11/12/97	Regular
12/3/97	None