

Peachtree City Airport Authority (PCAA)
Regular Minutes
Thursday, October 10th, 2013
Aviation Center, Peachtree City-Atlanta Regional Airport
7:00 p.m.

Members Present: Richard Whiteley, Chairman, Vice-Chairman & Secretary/Treasurer - Bill Flynn, George Harrison, Bill Rial and Alternate – Joe Woods. Aviation Director – Bryan LaBrecque, Airport Manager –Hope Macaluso, A.A.E., and Airport Attorney– Doug Warner.

I. CALL THE MEETING TO ORDER

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

II. APPROVAL OF MINUTES

Bill Rial made a motion to approve the September Minutes, seconded by Bill Flynn.
Motion Carries, 4/0.

III. REPORTS

Airport Safety & Operations - George Harrison

George Harrison mentioned he had been around the airport and was encouraged that the airport and the airshow seemed to be in order for the show the on the 11th.

Finance & Capital Budgeting - Bill Flynn

Bill Flynn noted that the financial statements were in good order and mentioned that audit prep was underway.

Tenant & Community Relations - Bill Rial

Bill Rial had spoken with several tenants about the airshow and that he was pleased with the safe and quick movement of all of the tiedown aircraft. He also commented that he was impressed with the whole team. Bill reiterated that he does not represent the tenants but the airport. He also mentioned that he had spoken with a few tenants about the playground and they were impressed.

Marketing – Skip Barnette (Not Present)

None to report

Operations – Airport Manager, Hope Macaluso

Hope reported on the funds for the Runway 13-31 Overlay Project have been released by the FAA. The contracts are being written by GDOT. The contracts are expected to be ready by next week and a notice to proceed about 3 weeks following that. Bryan commented the process had been difficult but that in the end the airport will get a lot more than originally thought. Bill Rial asked when the overlay project was planned to begin. Hope responded that the overlay would happen next year in spring.

Hope reminded the board of the 4 separate grants being written:

- a. The runway and apron overlay.
- b. Design for clearing and grubbing the trees on the south side of the runway that lie within the runway object free zone and the design to completely fence in the airport
- c. The 18B survey for our threshold siting and runway length update
- d. Update to the Property Map- also known as the Exhibit "A" Sheet of the Airport Layout Plan

Hope reported on the preparation for the upcoming airshow and stated that a lot of time and effort from the airport staff had gone in to planning and preparing for the event.

Mike Melton reported that the FBO hangar had been used for a recent filming bringing additional revenue to the airport. He also mentioned that the hangar the week before had been used for a wedding. Both events were successful and contributed to the profits for the airport in September.

IV. FINANCIAL REVIEW - Aviation Director - Bryan LaBrecque

Bryan began by mentioning Revenue Highlights and noted that the fiscal year had ended strong.

September Revenue Highlights:

Revenue for the month of September exceeded plan by 22.6% - at \$87,311. The primary drivers were:

- Hangar lease revenues were better than budget by approximately \$7,000, resulting from little to no vacancy and CPI adjustment.
- AvGas Sales resulted in approximately \$500 of contribution better than plan
- Miscellaneous Income resulting from filming and other activities resulted in exceeding revenue forecast by nearly \$8,000.

September Expense Highlights:

For the month of September, overall expenses exceeded budget by 6.8%.

- The primary driver for this miss, resulted from higher than anticipated payroll costs resulting from 1) call outs and overtime associated with the additional miscellaneous income, and 2) extra duty hours associated with the transformation of the playground.

September Net Operating Income Highlights:

Net Operating Income for the month was \$ 24,409, exceeding forecast by nearly 85%.

Cash Position:

Bryan reported that the cash position remains strong.

Bryan also noted that the airport had exceeded the yearly forecasted Net Operating Income by nearly 26%, but noted that this number was unaudited and that he expected even stronger results once the audit was finalized.

Forward look:

With the impending Airshow in October, Bryan noted that the airport had an opportunity to start the new fiscal year off on positive financial footing.

V. OLD AGENDA ITEMS

None

VI. NEW AGENDA ITEMS

03-10-01 Consideration of Capital Improvement Plan (CIP)

Hope and Bryan reported that the extension of the runway was moved up to accommodate the opening of the studio and potential traffic beginning in January of 2014. Hope reported that the airport brought down key individuals from the Georgia Department of Transportation to take a look at the studio and how it would impact the airport. Hope continued on noting that removal of trees from various places around the airport would be included in Fiscal Year 2016. Lighting and parallel taxiway would be included during the 2016 Fiscal Year. George Harrison asked what the current usable runway length will be after the extension. Hope responded that it is slated to be at 6019' when completed. George asked if the airport would be okay waiting a year for the extension, to which Hope responded that a year would be okay to wait. Bill Rial also noted the importance of reliable lighting and the board may want to consider moving this up as well. Bryan responded that this is something the airport would certainly look into doing and would put the request in for the additional funds during the respective fiscal year. Bill Flynn asked about the line item in Fiscal Year 2016 concerning easements.

Hope reported that this was for moving the runway threshold. Hope also reminded the board that the applications for the CIP are due at the end of each calendar year and that the FAA and GDOT would certainly take into consideration the airport's requests but that safety is priority in their final decision. Richard asked about the moving the Instrument Landing System (ILS) to which Bryan responded the movement of the ILS would not be a factor but that the extension of the runway would net the airport more usable take off distance. George asked when the runway extension happened would the survey be included, to which Bryan responded that it would be included. Hope also noted the survey would be good for 3 years.

Bill Flynn made a motion to approve the Capital Improvement Plan as written, seconded by Bill Rial. Motion carried 4/0.

03-10-02 Consideration of FY 2013 Employee Incentive Plan Payout

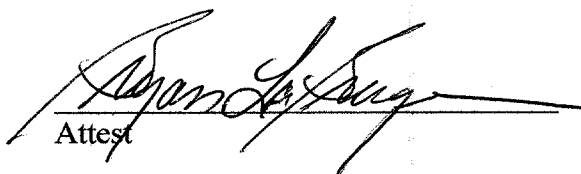
Bryan began by requesting a change to the original plan and shortening the amount of time required for an employee to be employed before receive an incentive. The change was from six months to three months. George asked if an employee left before November would they receive payout, to which Bryan responded if they were on payroll as of September 30, then they were entitled and would receive their earned payout. Bill Rial asked if the payments were made after evaluations to which Bryan answered in the affirmative.


Bill Flynn moved to accept changes and approve the plan for FY 2013, seconded by Bill Rial. Motion carried 4/0

VII. Adjournment

Prior to adjournment Bill Rial wanted the authority to consider a member of the airport authority represent the airport at the next airshow. Richard asked to hear more about the why behind the suggestion. Bill Rial stated there could be better coordination between the two parties. Bill Flynn agreed but also stated he would like to wait to consider until after the airshow debrief. Bill Rial stated he would just like to put the subject on the table for consideration. Richard asked if there were issues to which Bryan responded not major issues just coordination and communication confusion. George stated he is not sure that the authority should be a part of that and commented that if an individual from the board wanted to participate on their own, that may be an option.

Bill Rial made a motion to adjourn the meeting which was seconded by Bill Flynn. Motion Carried 4/0. Time 7:50pm (local)


Attest


Bill Flynn, Vice-Chairman &
Secretary/Treasurer