

Peachtree City Airport Authority (PCAA)
Regular Minutes
Thursday, October 13, 2011
Aviation Center, Peachtree City-Atlanta Regional Airport
7:00 p.m.

Members Present: Richard Whiteley, Chairman, Vice-Chairman & Secretary/Treasurer - Bill Flynn, Zaheer Faruqi, Bill Rial, George Harrison. Aviation Director – Bryan LaBrecque, Airport Manager –Hope Macaluso, A.A.E., Airport Attorney – Doug Warner and City Council Members – Doug Sturbaum and Vanessa Fleisch.

I. CALL THE MEETING TO ORDER

Richard Whiteley called the meeting to order at 7:07 p.m.

II. APPROVAL OF MINUTES

Bill Rial made a motion to approve the September Minutes, seconded by Bill Flynn. Motion Carries, 5/0.

III. REPORTS

Airport Safety & Operations - George Harrison.

George Harrison reported that operations during the air show went well with no safety related items noted. He did note an apparent fire breakout in one of the D hangars during the month and expressed concern over the communication of the event as well as questioned whether the airport staff had adequate access to the hangars. Bryan LaBrecque replied that we have keys to each hangar and a set of bolt cutters, if necessary. Bryan agreed to: 1) follow up to determine that all linemen know where the bolt cutters are located, 2) would check the ground leases to see if there is a requirement for fire extinguishers and, 3) would share “lessons learned” with the tenants. Bill Flynn expressed concern about MoGas being stored in the hangars. George Harrison recommended the lessons learned be put into the newsletter. He also asked that the staff scrub the address list to ensure communications are getting out.

Finance & Capital Budgeting - Bill Flynn

Bill Flynn reported that the audit was beginning and that the auditors would be back in mid-November. For further reporting on the finances, he stated he would defer to Bryan LaBrecque.

Tenant & Community Relations - Bill Rial

Bill Rial stated that the majority of discussion among the tenants concerned the air show. He was impressed with how efficiently the staff had re-located aircraft, but noted that, in his opinion, more safety observers were needed during movement. He stated that three observers would be ideal, but that there should be a minimum of two.

Marketing - Zaheer Faruqi

Zaheer Faruqi had nothing new to report. Bryan LaBrecque reported that Jillian O'Connell was currently attending the National Business Aviation Association (NBAA) Convention this week and would be returning that evening. Bryan also reported that he and Hope Macaluso had been looking into the current airport website and that we were planning substantial changes. Zaheer offered to help with that process.

Operations – Airport Manager, Hope Macaluso

Hope began working with Atlanta Regional Airport this past Monday and thanked the board for the opportunity. Bryan LaBrecque publicly thanked Mr. Jim Savage for his service during his six-month contract period. Richard Whiteley stated he had shared several positive feedback emails, with Jim. Bryan reported that he and Hope have observed the customer service team accepting the recent challenges and were performing well. Bill Rial asked if there was to be an air show debrief with the Greater Georgia Air Show group. There was not one scheduled at that point.

Bryan reported that the airport has finally received the grant fund for the moving the waterline currently located under the runway at the 13 end; the line has physically been laid but during this process it was noted that the new line location crossed one corner of airport property. Doug Warner has committed to produce an agreement to document approval for this condition. There was one power line cut during the process, but there was no power loss to the airport.

Bryan reported that the airport's portion of the Toy Box refurbishment has been completed.

Bryan also reported on current problems with the PAPIs and also noted that the ODALS are currently inactive. Our landing minimums are not affected, due to the train track, but the airport recognized the importance of this system and is committed to repairing, refurbishing or replacing the system in the near-term. He reported that replacing the ODALS would be expensive and that the PAPIs may have been struck by lightning. He reminded everyone that the lighting system is 20 years old.

The airport's CIP (Capital Investment Program) applications are due to the FAA by December 31. Bryan and Hope will have the updated list to the board in November for approval in December. The overlay of the runway and apron is the number one priority.

IV. FINANCIAL REVIEW - Aviation Director - Bryan LaBrecque

Bryan LaBrecque reported that the Cessna 140 fly-in customers at the beginning of the month were given a discount. This had a negative impact on margin but a positive one on volume sold. Financially, the month of September was not a stellar performing month primarily due to a spike in maintenance costs, in preparation of the air show. As noted above, the AvGas fuel margins were below our goal. He did note that our cash position is strong and that our grants are up to date. September represented the first month with an operating loss - after the hotel motel tax is removed - since early 2011. The 2011 fiscal year ended with a profit of \$11,946.72, after taking out the hotel motel tax, but it is clear that additional cost reductions are needed, going forward.

Richard Whiteley noted even with the airport selling 50% less jet fuel than in 2007 and 90% less avgas than in 2006, we are still profitable. He also stated that the Toy Box was a big win and it shows in the numbers. Our revenues for the last fiscal year were \$826,000. He noted that salaries and wages are right at budget and that the staff had received raises on October 1.

George Harrison stated he would like to attend Finances Meetings and asked that a note be sent to the board on when those meetings are to be held.

Bill Rial expressed that he would like the board to be involved with the CIP.

Richard Whiteley stated he would check with Sany on construction to see where they stand.

V. OLD AGENDA ITEMS

10-11-01 Consider options related to dedication of Veteran's Memorial in memory of Ted Mallory

Bill Rial reported that it has been a slow process communicating with the family. He presented them with an idea to honor Ted. One option is a bronze plaque. Mrs. Mallory said she is honored that the board is doing this. Bill stated he wants to make sure the family is happy and that the ball is in their court.

VI. NEW AGENDA ITEMS

10-11-01 Discuss plans for Jerry Cobb Memorial

Bryan is working with Ann Cobb on this project. She is 100% behind the process and has specific ideas, particularly in fencing the area for safety. They are looking at ways to increase the dedication funds. George Harrison is to assist with this process. For the proposed plan, funds of \$15,000 to \$17,000 are needed and there is only \$5,000 in the

fund now. Richard Whiteley asked to see a scaled down version or phasing of plan. George requested that the expanded area be defined.

10-11-02 Discussion of future hangar lease extensions/negotiations

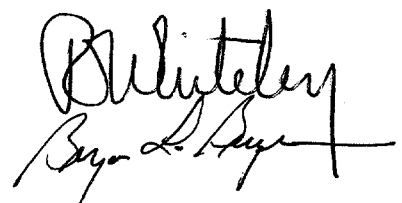
George Harrison noted that many of the airport's 20-year land leases will begin to expire and that, in his opinion, the Authority is not adequately prepared to address this occurrence. He stated that the approach in the past appears to have resulted in decisions on an *ad hoc* basis. He stated that the board would not likely be able to purchase any hangars any time soon and questioned why the board would put hangar owners and airport management through a difficult process, given that end. He stated that if the board's goal is to buy hangars as they come up, then there is a need to build capital or set a plan now since the airport has a slow rate of capital funding increase. He noted that the airport's cash reserves could be diminished by merely maintaining existing facilities and that accumulating enough funds to finance purchase opportunities would take a great deal of time. Bill Flynn countered this concern, stating that the airport currently has adequate financing avenues to address these opportunities in the short term. Bill Rial also noted his concern that the board does not have a strategy to move forward regarding this topic. Richard Whiteley stated the board looks at leases and purchases on a case by case basis. Bill Rial then questioned whether the current process involves the airport management team negotiating leases. Richard explained that while procedurally Bryan LaBrecque initiates and conducts negotiations, he, Richard Whiteley, as chairman, has to approve any agreement on behalf of the board. No motions were made regarding this Agenda Item and it therefore remains open for future discussion.

VII. EXECUTIVE SESSION

None.

VIII. ADJOURNMENT

Bill Flynn made a motion to adjourn the meeting, seconded by Bill Rial. Motion carries, 5/0. Time: 8:15



Richard Whiteley
Bryan LaBrecque