

# PEACHTREE CITY AIRPORT AUTHORITY MINUTES OF MEETING

October 15, 2003

The October meeting of the Peachtree City Airport Authority was held at the Aviation Center, Peachtree City-Falcon Field Airport, on October 15, 2003, at 7:00 p.m.

Those present were Chairman Catherine M. Nelmes; Members Jerry R. Cobb, Douglas A. Fisher, Matt M. Davis, and James E. Toombs; Airport Manager James H. Savage; Assistant Manager Andrew Bolton; and Authority Attorney Douglas B. Warner.

## I. ANNOUNCEMENTS

Mr. Savage reported on a minor incident with an aircraft that had occurred that afternoon. A highly modified Piper PA -18 used for sky writing and banner towing nosed over on landing damaging the propeller and leaving the aircraft resting on its nose and main landing gear. There were no injuries to the pilot. The aircraft was lowered back onto its tail wheel and main gear and then towed to its hangar. The runway was closed for about 20 minutes.

Mr. Fisher took the opportunity to thank Mr. Cobb for his efforts during the Great Georgia Air Show and the National Air Tour. Mr. Cobb spent many hours coordinating both events and without his efforts, the shows would not have been as successful nor as enjoyable.

Mr. Savage added that during the National Air Tour, Ann Cobb, Jerry's wife, and Stacey Collins of Mr. Warner's office, plus many other volunteers, answered a very short call-up to assist the public and the tour participants with the event. Because the tour had to stay an additional day due to weather up-line, a spur-of-the-moment pizza and beer party on the Aviation Center's patio for participants and volunteers coordinated by these two ladies was a tremendous hit with the group and made for a really fun night. Various members of the tour provide live musical entertainment, including some stand-up comedy by one of the pilots.

Because the tour spent two days at FFC with several bi-planes and a Ford Tri-motor hopping rides, the tour participants got to make a little extra money or spend the day relaxing. Crowd estimates for the first day ranged from 5,000 to 7,000, and for the second day 2,000 to 3,000.

## II. APPROVAL OF MINUTES

A motion was made by Mr. Cobb and seconded by Mr. Fisher to approve the minutes of the September 14, 2003, Special Called Meeting as presented.

The motion passed unanimously.

A motion was made by Mr. Fisher and seconded by Mr. Cobb to approve the minutes of the September 15, 2003, Regular Meeting as presented.

The motion passed unanimously.

A motion was made by Mr. Fisher and seconded by Mr. Cobb to approve the minutes of the October 6, 2003, Special Called Meeting as presented.

The motion passed unanimously.

### III. REPORTS

#### AIRPORT MANAGER'S REPORT October 15, 2003

**1. Hangar Area "B" construction.** Mr. Gardner's structural steel is going up at B5 and the siding will be going up soon.

Mr. Gess has ordered his steel for Lot B3 which should be available in 6 to 8 weeks. We are awaiting a copy of his survey so we can recalculate his rental rates and prepare an addendum to his lease that addresses the changes that have been approved.

We have requested new surveys from Stan Smith for B4 and from Mr. Gardner for B5 as well.

**2. Relocation of utilities on Stallings Road.** Although we have signed an agreement with Atlanta Gas Light to place the gas lines from Dividend Drive to Hangar Area "B", the lines along Stallings Road have not yet been placed. The lines within the airport boundary are in place.

Progress on the relocation of the power lines along Stallings Road has stopped pending the loan from the bank.

Southern Bell has indicated that they can place the new telephone cable in the same trench as the new power cables and is being coordinated between the two companies.

The placement of telephone cable within the boundaries of the airport will require boring under the taxilanes and placing new duct banks. I will be meeting this week with representatives from Wilbur Smith and Associates to discuss the errors in the "as-built" drawings that led to the waterline damage during placement of the power cables, and the lack of sufficient duct banks to allow for telephone cabling.

**3. The Georgia Airports Association Conference.** The conference was held this last week at Brasstown Valley Resort in Young-Harris, Georgia. We had over 150 attendees, that included representatives from 40 airports, FAA staff, Georgia DOT staff, many airport consultants and equipment vendors.

The "good news - bad news" seemed to center around the bill that is before Congress that will re-authorize the Airport Improvement Program. The bill as it is currently written includes a four year authorization at levels at or above FY 2003. The major issue seems to be the President's statement that he would not sign the bill unless it provided for an additional 69 privately operated air traffic control towers. Other provisions include less emphasis on spending for airport security (since the Transportation Security Administration (TSA) has funding of its own now) and the possibility that the FAA will be able to provide 95% of the funding for a project rather than the current limit of 90%.

The bill will be going to a House-Senate Conference Committee for resolution and hopefully the final document will be in a form that the President can support. The FAA is hopeful that the bill will be signed in November.

The work sessions at the conference included such topics as: Aviation's Role in Georgia Economic Development; Bidding Processes and Contractor Qualifying; Aviation Insurance and Liability Issues; Aviation and the Evolution of Labor Law; and Airport Security.

On the last subject, Lee Remmel, Airport Manager at PDK, gave a brief overview of efforts that are occurring at the national level with many aviation organizations, including the TSA, to address security at General Aviation airports. While TSA does not currently have a legal right to dictate security at airports such as ours, the general opinion is that at some point Congress may grant TSA that power. The efforts to date by the many GA type organizations represented has been to insist that any such requirements not be in the form of un-funded federal mandates; that they be reasonable in nature, practical and cost effective; and that they do not divert AIP funds that would normally be used for airport improvement and construction.

We are very fortunate that Lee has been able to represent both PDK Airport and the GAA in these discussions. He indicated that he and one airport manager from Colorado were the only airport managers to attend the meetings, which at times included over 30 attendees.

**4. Re-naming of Stallings Road.** David Rast, City Planner, has advised that the Fayette County EMS has approved the list of names we submitted for the re-naming of Stallings Road. He has requested that we let them know which name we prefer. I believe our original request stated that "Aviation Way" was our first choice, but I will follow up with a letter to restate that choice. The next step is to take the request to the Planning Commission for approval.

**5. FAA Engineering changes.** In what seems at times to be an annual reorganization, the FAA's Atlanta Airport District Office has announced that Mr. Daniel Gaetan will become the staff engineer assigned to Peachtree City - Falcon Field. He will replace Mr. Rusty Nealis who is being reassigned to another area of the Southern Region. We worked with Mr. Gaetan some years back during the construction of the runway. Mr. Gaetan will become our

engineering representative effective today. Mr. Phil Cannon, the FAA Planner assigned to our airport, is not affected by this change.

**6. "Community Service" help.** Mr. Charlie Milton, our Airport Maintenance Technician, has been getting a fairly steady stream of individuals performing "community service" as part of court imposed sentences for misdemeanor infractions. Charlie has been putting them to various maintenance tasks around the Aviation Center, FBO Hangar office area and the T-hangar area. These individuals come from City Court and from the State Court systems, and cannot be guilty of any offence greater than a non-violent misdemeanor. They can only work under the direct supervision of Mr. Milton, Andrew Bolton or myself, which limits the hours they can work to Monday through Thursday. We do not permit them behind the desk in the FBO nor generally near the runway or taxiways. So far the program seems to be working well.

**7. Runway and taxiway markings.** A recent complaint about the inability of a pilot to see the taxiway centerline while exiting the runway one rainy night prompted me to inquire of the State DOT if any funding was available to re-stripe the runway, taxiways and aprons. It has been over 5 years since we last accomplished this type of maintenance on the runway.

The DOT is checking to see if they have sufficient funds left in the FY 04 budget for such a project, but they have indicated that it is not likely this year. We must submit a CIP request for both FAA and DOT projects by the end of November, which this type of project could be included and would most likely be approved for FY 05. DOT projects are usually split on a 75% DOT - 25% Local basis, which would put the Authority's cost of this project at approximately \$4,000 to \$5,000.

#### **IV. FINANCIAL REVIEW**

Mr. Savage gave a brief review of the financial information for September. Jet -A sales and AvGas sales were more than twice the amount budgeted, with total income for the period ending at \$144,617 versus the expected \$81,529. Gross profit was calculated as \$63,400, or \$17,419 better than planned. The jump in sales were attributed to having both the Great Georgia Airshow and the National Air Tour during September.

Expenses for the period were \$50,929, an increase of \$4,203, all of which (and perhaps more) can be attributed to the airshow and air tour activities. Net Income for the month of September ended with a positive \$20,064, versus an estimated income of \$9,505. Cash flow for the period was estimated to be a positive \$164 versus a budgeted positive cash flow of \$2,005.

Net income for FY 2003 ended at \$96,432 versus the original estimate of \$92,562.

The Capital/Reserve ending fund balance for September was \$138,172 after the normal fund transfer of \$7,500, from receipts of Hotel/Motel tax from the City in the amount of \$9,656.

The Grant Fund account balance increased to \$11,072, after the receipt of \$2 in interest.

## V. OLD AGENDA ITEMS

None.

## VI. NEW AGENDA ITEMS

### **03-10-02 Consider Letter of Engagement from Geeslin, Cordle, Johnson and Weatherington to perform annual audit of the Authority's financial records ending September 30, 2003.**

Mr. Savage explained that a "single audit" would be needed this year. The reason being that one is necessary when receiving over \$200,000 in Federal grants. Generally these audits are more expensive, however the accounting firm had quoted the same amount as last year's audit.

Mr. Fisher opened comments with a question on the definition of the Authority being a "component unit" of Peachtree City. He expressed concern that the statement was misleading since the Authority is a separate legal entity.

Mr. Warner clarified that the Authority was indeed an autonomous entity by state charter and that the use of "component unit" was simply descriptive language which did not bind the Authority to the City Council.

Chairman Nelmes stated that she would like to see the term removed from the audit unless it was clearly defined.

A motion was made by Mr. Cobb and seconded by Mr. Davis, to engage Geeslin, Cordele, Johnson and Wetherington to perform the annual audit of the Peachtree City Airport Authority's financial records ending September 30, 2003. The motion passed unanimously.

### **03-10-03 Hear presentation from members of the Civil Air Patrol on their operation.**

Lt. Colonel David Shelby of the Civil Air Patrol rose and gave a briefing of the operation and different missions of the Civil Air Patrol. In addition to the search for missing aircraft, the CAP has assisted in numerous airshows and events by assisting in crowd control and the marshalling of aircraft. He also explained the squadron's near term activities at FFC, including monthly cadet flights, general emergency training, basic cadet training, and a "small unit exercise" which simulates a downed aircraft in the vicinity.

Additionally, he asked for support from the Authority to display in the terminal building, an award honoring the squadron as a "Squadron of Distinction". He also asked if the Authority would allow the CAP to mount an antenna to the existing array next to the Aviation Center? He gave assurances that it would in no way affect the reception of the current equipment.

Chairman Nelmes eagerly agreed to allow the squadron to display the plaque in the terminal building. She also asked that Col. Shelby coordinate with Mr. Savage on the mounting of the antenna.

There were no actions needed or taken by the Authority and the item is considered satisfied.

**03-10-04 Discuss management transition plan to provide for pending departure of current Airport Manager**

Chairman Nelmes opened the discussion on the topic and offered the concept that with the departure of Mr. Savage, the individual members of the Authority might need to oversee major projects to their completion in the coming months. She envisioned the assignments as follows: Mr. Davis – Hangar Area "B"; Mr. Toombs – Press releases and media contact; Mr. Bolton and Mr. Savage – FBO transition.

She also expressed the idea that a selection committee should be made up of two members of the Authority, one person from the City, perhaps the City Manager, one person from the County government, and one from the public, perhaps from the airport community. She also felt that the process might take five or six months to complete.

Mr. Fisher expressed the belief that the new manager should be on board as soon as possible so that he or she could work alongside Mr. Savage during the transition. Mr. Cobb concurred and recommended that the search for a new manager start immediately, to take advantage of the time Mr. Savage had left.

Mr. Toombs expressed the idea that a five member selection committee might be very cumbersome and could not do much in the overlap time remaining.

Mr. Davis questioned whether the other organizations would have the expertise to help in the selection process. It was generally agreed that if the Selection Committee felt that that the City or County could offer expertise in some areas, they would call on them as needed.

Mr. Savage offered the opinion that besides two members of the Authority, Mr. Warner, because of his long term service to the Authority, could offer significant history of the Authority's efforts to date and he might be a choice for a third member.

Chairman Nelmes requested the members to come up with a feasible time frame for the search for the new Airport Manger and for the makeup of the search committee.

After considerable discussion, including comments that past differences should be put behind them and that "two camps" within the Authority no longer existed, it was agreed by consensus that Mr. Fisher and Mr. Davis would meet to compose a plan, setting a time frame and the makeup of the search committee, and report back to the full Authority by the November meeting with a recommendation.

There were no other actions taken by the Authority and this item remains open.

**03-10-05 Consider rate on \$350,000 loan for Aviation Center roof repairs and paving of Stallings Road.**

Chairman Nelmes briefed the members on the loan requests for the projects and of the bank's general need for the City to offer some form of assurance that funds from the Hotel/Motel Tax would be available for the length of the loan to cover the debt service. She indicated that the item will be on the agenda for the next City Council meeting.

City Staff has requested the Authority to get three loan proposals from separate banks in an effort to find the best rates available. Chairman Nelmes requested that she and Mr. Cobb be given the authority to act on any loan proposal at a rate of 85% of prime, or better.

A motion was made by Mr. Toombs and seconded by Mr. Fisher to authorize Chairman Nelmes and Mr. Cobb to negotiate the best loan package possible in an attempt to proceed with the Aviation Center roof repairs and the paving of Stallings Road as soon as possible.

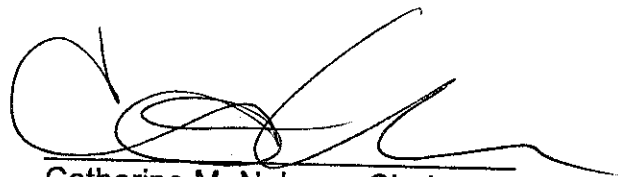
The motion passed unanimously.

**VII. EXECUTIVE SESSION**

There were no items for consideration in Executive Session, therefore at 8:35 p.m., a motion to adjourn was made by Mr. Cobb and seconded by Mr. Toombs.

The motion passed unanimously.

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Attested by:

  
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Catherine M. Nelmes, Chairman

PEACHTREE CITY AIRPORT AUTHORITY

RECORD OF ATTENDANCE AS OF:

October 31, 2003

Members	Regular Meetings Last 12 Months	Meetings Attended	Regular Attendance %	Special Called Meetings Last 12 Months	Special Called Meetings Attended	Total Attendance %
Jerry R. Cobb	12	12	100%	5	5	100%
Matt M. Davis *	10	10	100%	5	5	100%
Douglas A. Fisher	12	11	92%	5	5	94%
Catherine M. Nelmes	12	12	100%	5	5	100%
James E. Toombs *	10	10	100%	5	5	100%

\* Members Matt M. Davis and James E. Toombs were appointed to the Authority effective January 1, 2003.

Members	Dates Absent	Type
Jerry R. Cobb		
Matt M. Davis		
Douglas A. Fisher	11/13/02	Regular
Catherine M. Nelmes		
James E. Toombs		

Meeting Dates	Type
1/08/03	Workshop
1/08/03	Regular
1/31/03	Special
2/12/03	Regular
2/26/03	Special
3/12/03	Regular
4/16/03	Regular
4/28/03	Workshop
5/05/03	Workshop
5/14/03	Regular
6/11/03	Regular
6/16/03	Special
7/16/03	Regular
7/31/03	Workshop
8/13/03	Regular
9/14/03	Special
9/15/03	Regular
10/06/03	Special
10/15/03	Regular
11/13/02	Regular
12/11/02	Regular