



Newnan-Coweta County Airport Authority

115 Airport Road
Newnan, GA 30263
www.coweta.ga.us

Regular Session

Agenda

Shannon Zerangue
Fran Collins
770.254.2601

August 16, 2024

9:00 AM

Commission Chambers

Newnan-Coweta County Airport Authority

Roll Call

Meeting Called to Order

Notification of Location of Rules

Regular Session

Approval of Minutes

1. Request Approval of the Minutes from the Regular Meeting Session Held on July 19, 2024

Supplemental Agenda

Public Comment (Items on the Agenda)

New Business

Updates for the Authority

2. Update from the Airport Manager
3. Update from the Airport Sponsor
4. Update from the Airport Engineer

Supplemental Items

Public Comment (Items Not on the Agenda)

Executive Session - In accordance with O.C.G.A. 50-14-4

Regular Session

Affidavit

Adjournment

As set forth in the Americans with Disabilities Act of 1992, the Coweta County government does not discriminate on the basis of disability, and will assist citizens with special needs given proper notice (48 hours). For more information, please contact ADA Coordinator Chuck Lee at 770.254.2608.



To: Newnan-Coweta County Airport Authority
From: Fran Collins, Deputy County Clerk
Date: August 16, 2024
RE: Minutes from the Regular Meeting Session Held on July 19, 2024

Issue:

Minutes from the Regular Meeting Session Held on July 19, 2024

Discussion:

Staff has prepared the minutes from the Regular Meeting Session held on July 19, 2024.

Fiscal Impact:

N/A

Recommendation:

Staff recommends that the Authority approve the minutes from the Regular Meeting Session held on Friday, July 19, 2024.



Newnan-Coweta County Airport Authority

115 Airport Road
Newnan, GA 30263
www.coweta.ga.us

Regular Session

Minutes

Shannon Zerangue
Fran Collins
770.254.2601

July 19, 2024

9:00 AM

Commission Chambers

Newnan-Coweta County Airport Authority

Call to Order

Attendee Name	Title	Status
Joe Rutkiewicz	Chairman	Present
Hank Moody	Vice Chairman	Present
Lee Moody	Secretary	Present
Edward Davidson	Authority Member	Present
James Amey	Authority Member	Present
Calvin Walker	Airport Manager	Present
Nate Schattner	Assistant Airport Manager	Present
Nathan Lee	Attorney	Present
Carlene Blount	Office Manager	Present
Fran Collins	Deputy County Clerk	Present

The Newnan-Coweta County Airport Authority met in Regular Meeting Session on Friday, July 19, 2024.

Meeting Called to Order

Chairman Rutkiewicz called the meeting to order at 9:00 a.m. and welcomed Chairman John Reidelbach from the Coweta County Board of Commissioners and Mayor Elizabeth Good from the Town of Sharpsburg.

Notification of Location of Rules

Chairman Rutkiewicz explained that the rules governing the meeting could be found on the County's website as well as on the table located in the lobby outside the meeting room.

Regular Session

Approval of Minutes

1. Request Approval of the Minutes from the Regular Meeting Session held on June 21, 2024

Motion to: **Approve**

The Authority voted to approve the minutes from the Regular Meeting Session held on Friday, June 21, 2024.

RESULT: Passed (UNANIMOUS)

MOVER: Edward Davidson

SECONDER: Hank Moody

AYES: Joe Rutkiewicz, Hank Moody, Lee Moody, Edward Davidson, James Amey

Consent Agenda

2. Confirm Execution of a Memorandum of Understanding Associated with Certification Procedures for Disadvantaged Business Enterprises

Chairman Rutkiewicz explained that a Memorandum of Understanding (MOU) with the Georgia Department of Transportation (GDOT) associated with Certification Procedures ensures compliance and adherence to the Disadvantaged Business Enterprises (DBE) programs that are in place.

In response to a question from Chairman Rutkiewicz, Assistant Airport Manager Nate Schattner explained that the MOU is executed every three (3) years.

Motion to: **Confirm**

The Authority voted to confirm execution of a Memorandum of Understanding (MOU) with the Georgia Department of Transportation (GDOT) associated with Certification Procedures for Disadvantaged Business Enterprises (DBE).

RESULT: Passed (UNANIMOUS)

MOVER: Edward Davidson

SECONDER: Hank Moody

AYES: Joe Rutkiewicz, Hank Moody, Lee Moody, Edward Davidson, James Amey

3. Confirm Execution of an Amendment to a Lease Agreement Associated with The Prop Stop Hangar, LLC

Chairman Rutkiewicz explained that at the meeting held on June 21, 2024, the Authority

voted to approve the assumption of an existing lease held by The Prop Stop Hangar, LLC for a box hangar located on the west side of the Airport by The Prop Stop Hangar 108, LLC. Staff is in receipt of the associated amendment to the Lease Agreement.

Motion to: **Confirm**

The Authority voted to confirm execution of an amendment to a Lease Agreement associated with assumption of an existing lease held by The Prop Stop Hangar, LLC to The Prop Stop Hangar 108, LLC.

RESULT: Passed (UNANIMOUS)

MOVER: Edward Davidson

SECONDER: Hank Moody

AYES: Joe Rutkiewicz, Hank Moody, Lee Moody, Edward Davidson, James Amey

Supplemental Agenda

There were no Supplemental or Non-Agenda items to be added for discussion.

Public Comments Regarding Items On the Agenda

Chairman Rutkiewicz called for comments regarding any items on the agenda. There were none.

New Business

Updates for the Authority

4. Update from the Airport Manager

Chairman Rutkiewicz expressed appreciation to the Assistant Airport Manager Schattner for taking on extra responsibility during this time.

Assistant Airport Manager Schattner provided updates regarding the following:

- Fuel sales
- Ongoing projects
- Receipt of Letters of Intent (LOIs)

Mr. Schattner expressed appreciation to the Coweta County Public Works staff for their assistance with the terminal ramp project.

In response to questions from the Authority, Mr. Schattner explained that the Airport is prepared for the fuel tank replacement project and will continue to sell fuel during the project. In addition, Taxiway C will reopen when Phase 2 of the ramp project begins.

5. Update from the Airport Sponsor

There were no updates provided from the Airport Sponsor.

6. Update from the Airport Engineer

Airport Engineer Phil Eberly provided updates regarding the following:

- Projects
- Tentative Allocation (TA) letters
- Land acquisition

Supplemental Items

There were no Supplemental or Non-Agenda items to be discussed.

Public Comments Regarding Items Not on the Agenda

Chairman Rutkiewicz called for comments regarding any items not on the agenda. There were none.

Executive Session - In accordance with O.C.G.A. § 50-14-4

Motion to: **Enter Into Executive Session**

The Authority voted to enter into Executive Session for the purposes of discussing real estate and litigation issues.

Members in attendance included Chairman Joe Rutkiewicz, Vice-Chairman Hank Moody, Authority Member Lee Moody, Authority Member Edward Davidson, and Authority Member James Amey. Staff members in attendance included County Administrator Michael Fouts, Assistant County Administrator Sandy Wisenbaker, Attorney Nathan Lee, Airport Manager Calvin Walker, Assistant Airport Manager Nate Schattner, Airport Consultant Dale Pepper, and Deputy County Clerk Fran Collins.

Chairman John Reidelbach from the Coweta County Board of Commissioners was also in attendance.

RESULT: Passed (UNANIMOUS)

MOVER: Edward Davidson

SECONDER: Hank Moody

AYES: Joe Rutkiewicz, Hank Moody, Lee Moody, Edward Davidson, James Amey

Regular Session

Motion to: **Return to Regular Session**

The Authority discussed real estate and litigation issues during Executive Session and voted to return to Regular Session.

RESULT: Passed (UNANIMOUS)

MOVER: Edward Davidson

SECONDER: Hank Moody

AYES: Joe Rutkiewicz, Hank Moody, Lee Moody, Edward Davidson, James Amey

Affidavit

Motion to: **Execute**

The Authority voted to execute an Affidavit and Resolution for Executive Session.

RESULT: (UNANIMOUS)

MOVER: Edward Davidson

SECONDER: Hank Moody

AYES: Joe Rutkiewicz, Hank Moody, Lee Moody, Edward Davidson, James Amey

Adjournment

Motion to: **Adjourn**

The Authority voted to adjourn the meeting.

RESULT: Passed (UNANIMOUS)

MOVER: Joe Rutkiewicz

SECONDER: Hank Moody

AYES: Joe Rutkiewicz, Hank Moody, Lee Moody, Edward Davidson, James Amey



Airport

To: Newnan-Coweta County Airport Authority
From: Fran Collins, Deputy County Clerk
Date: August 16, 2024
RE: Update from the Airport Manager

Issue:

Update from the Airport Manager

Discussion:

Airport Manager Calvin Walker will provide a brief update to the Authority.

Fiscal Impact:

N/A

Recommendation:

N/A

Coweta County Airport Authority
July 30, 2024

	<u>Budget</u>	<u>Current</u>	<u>Year-To-Date</u>	<u>Balance</u>	<u>July 2023</u>
Operating Revenues:					
Appropriation					
Fuel Sales	\$ 1,661,000	\$ 132,874	\$ 1,207,377	\$ 453,623	\$ 101,077
Rent/Lease Income	\$ 793,811	\$ 45,698	\$ 362,820	\$ 430,991	\$ 34,484
Other	\$ 11,270	\$ 1,099	\$ 9,473	\$ 1,797	\$ 725
Total Operating Revenues	\$ 2,466,081	\$ 179,671	\$ 1,579,669	\$ 886,412	\$ 136,286
Operating Expenses:					
Cost of Sales:					
Fuel	\$ 1,343,000	\$ 94,425	\$ 961,462	\$ 381,538	\$ 42,348
Other	\$ 2,500	\$ -	\$ 1,072	\$ 1,428	\$ 116
Credit Card Discounts	\$ 40,250	\$ 2,950	\$ 35,258	\$ 4,992	\$ 2,963
Salaries & Benefits	\$ 377,499	\$ 32,613	\$ 346,035	\$ 31,464	\$ 33,621
Lease Expense	\$ 28,000	\$ -	\$ -	\$ 28,000	\$ -
Insurance	\$ 8,500	\$ -	\$ 100	\$ 8,400	\$ -
Maintenance	\$ 100,280	\$ 8,990	\$ 87,073	\$ 13,207	\$ 12,650
Utilities	\$ 46,360	\$ 5,767	\$ 47,001	\$ (641)	\$ 4,235
Contracted Services	\$ 25,000	\$ -	\$ 11,425	\$ 13,575	\$ 350
Other	\$ 34,150	\$ 400	\$ 20,280	\$ 13,870	\$ 1,295
Legal Fees	\$ 5,000	\$ -	\$ 3,453	\$ 1,547	\$ 713
Engineering/Soft Costs			\$ -		\$ -
Small Office Equipment	\$ 750	\$ -	\$ 47	\$ 703	\$ 25
R&M Small Equipment		\$ -	\$ 407	\$ (407)	
Small Hand Tools			\$ 192	\$ (192)	\$ -
**Capital under \$5,000		\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ 2,011,289	\$ 145,145	\$ 1,513,805	\$ 497,484	\$ 98,316
Operating Income (Loss)		\$ 34,526	\$ 65,864		
Net Income Before Depreciation		\$ 34,526	\$ 65,864		

**These items do not meet the criteria for Capitalization

Coweta County Airport Authority
Statement of Net Assets
July 31, 2024

1005	CASH - PETTY	\$172	
1011	CASH - OPERATING	\$526,298	
1032	ESCROW FUNDING ACCOUNT	\$1	
1060	CASH-PAYROLL	\$0	
1099	CONTRA CASH	(\$9,422)	
TOTAL	CASH	\$517,049	
1110	ACCOUNTS RECEIVABLE	\$24,327	
TOTAL	RECEIVABLES	\$24,327	
1151	DUE FROM OTHER FUNDS	\$0	
TOTAL	DUE FROM OTHER FUNDS	\$0	
1168	DUE FROM AIRPORT BOND	\$0	
TOTAL	DUE FROM AIRPORT BOND	\$0	
1187	DUE FROM ARP FUNDS	\$0	
TOTAL	DUE FROM ARP FUNDS	\$0	
1401	INVENTORY GASOLINE	\$63,215	
1450	PREPAID INSURANCE	\$0	
TOTAL	DUE FROM OTHER GOVTS	\$63,215	
1474	CASH - RETAINAGE	\$0	
TOTAL	CASH	\$0	
1501	SITES	\$1,028,673	
1510	SITE IMPROVEMENTS	\$18,568,245	
1511	ACC DEPREC - SITE IMPR	(\$7,446,894)	
1530	BUILDINGS	\$105,907	
1540	MACHINERY & EQUIPMENT	\$230,855	
1550	VEHICLES	\$44,556	
1560	CONSTRUCTION IN PROGRESS	\$169,480	
TOTAL	CAPITAL ASSETS	\$12,700,823	
TOTAL	ASSETS	\$13,305,414	
	DEFERRED OUTFLOW	\$51,243	
2050	ACCOUNTS PAYABLE		\$39,197
TOTAL	ACCOUNTS PAYABLE		\$39,197
2115	FICA TAXES PAYABLE		\$0
2116	FMED TAXES PAYABLE		\$3
TOTAL	PAYROLL TAXES PAYABLE		\$3
2211	COUNTY PENSION PAYABLE		\$0
2212	DEFINED CONTRIBUTION PLAN		\$0
TOTAL	OTHER DEDUCTIONS PAYABLE		\$0
2474	RETAINAGE PAYABLE		\$0
2475	PREPAID FUEL LIABILITY		\$0
TOTAL	PAYABLE-RESTRICTED ASSETS		\$0
2708	NOTE PAYABLE-BB&T		\$0
TOTAL	BONDS PAYABLE		\$0
2901	DUE TO GENERAL FUND		\$237,825
TOTAL	DUE TO OTHER FUNDS		\$237,825
2951	ACCRUED PAYROLL		\$0
2952	DEPOSITS		\$10,876
2953	DUE TO OTHERS		\$175
2955	COMPENSATED ABSENCES		\$9,675
2956	WORKERS COMP PAYABLE		\$0
2960	SALES TAX PAYABLE		\$5,628
2961	COMPENSATED ABSENCES-ST		\$22,576
TOTAL	OTHER LIABILITIES		\$48,931
2970	DEFERRED REVENUE		\$90,423
TOTAL	DEFERRED REVENUE		\$90,423
TOTAL	LIABILITIES		\$416,378
	DEFERRED INFLOW		\$353,115
TOTAL	AIRPORT AUTHORITY NET ASSETS		\$12,587,163

Coweta County Airport Authority
June 30, 2024

	<u>Budget</u>	<u>Current</u>	<u>Year-To-Date</u>	<u>Balance</u>	<u>June 2023</u>
Operating Revenues:					
Appropriation					
Fuel Sales	\$ 1,661,000	\$ 120,123	\$ 1,074,503	\$ 586,497	\$ 151,178
Rent/Lease Income	\$ 793,811	\$ (5,751) *	\$ 316,620	\$ 477,191	\$ 33,270
Other	\$ 11,270	\$ 1,236	\$ 8,374	\$ 2,896	\$ 634
Total Operating Revenues	\$ 2,466,081	\$ 115,607	\$ 1,399,497	\$ 1,066,584	\$ 185,081
Operating Expenses:					
Cost of Sales:					
Fuel	\$ 1,343,000	\$ 98,021	\$ 867,036	\$ 475,964	\$ 91,069
Other	\$ 2,500	\$ 199	\$ 1,072	\$ 1,428	\$ 92
Credit Card Discounts	\$ 40,250	\$ 2,757	\$ 32,308	\$ 7,942	\$ 4,319
Salaries & Benefits	\$ 377,499	\$ 33,504	\$ 313,422	\$ 64,077	\$ 49,961
Lease Expense	\$ 28,000	\$ -	\$ -	\$ 28,000	\$ -
Insurance	\$ 8,500	\$ -	\$ 100	\$ 8,400	\$ -
Maintenance	\$ 107,780	\$ 2,745	\$ 78,083	\$ 22,197	\$ 4,520
Utilities	\$ 46,360	\$ 5,355	\$ 41,234	\$ 5,126	\$ 4,084
Contracted Services	\$ 25,000	\$ 600	\$ 11,425	\$ 13,575	\$ -
Other	\$ 34,150	\$ 4,623	\$ 19,880	\$ 14,270	\$ 2,976
Legal Fees	\$ 5,000	\$ 275	\$ 3,453	\$ 1,547	\$ 325
Engineering/Soft Costs			\$ -		\$ -
Small Office Equipment	\$ 750	\$ 47	\$ 47	\$ 703	\$ -
R&M Small Equipment		\$ -	\$ 407	\$ (407)	
Small Hand Tools			\$ 192	\$ (192)	\$ 299
**Capital under \$5,000		\$ -	\$ -	\$ -	\$ -
Total Operating Expenses	\$ 2,018,789	\$ 148,126	\$ 1,368,661	\$ 642,628	\$ 157,646
Operating Income (Loss)		<u>\$ (32,519)</u>	<u>\$ 30,837</u>		
Net Income Before Depreciation		<u>\$ (32,519)</u>	<u>\$ 30,837</u>		

* Airport Bond rents were included in May results & reversed in June.

**These items do not meet the criteria for Capitalization

Coweta County Airport Authority
Statement of Net Assets
June 30, 2024

1005	CASH - PETTY	\$172	
1011	CASH - OPERATING	\$509,815	
1032	ESCROW FUNDING ACCOUNT	\$1	
1060	CASH-PAYROLL	\$0	
1099	CONTRA CASH	(\$1,052)	
TOTAL	CASH	\$508,935	
1110	ACCOUNTS RECEIVABLE	\$22,419	
TOTAL	RECEIVABLES	\$22,419	
1151	DUE FROM OTHER FUNDS	\$0	
TOTAL	DUE FROM OTHER FUNDS	\$0	
1168	DUE FROM AIRPORT BOND	\$0	
TOTAL	DUE FROM AIRPORT BOND	\$0	
1187	DUE FROM ARP FUNDS	\$0	
TOTAL	DUE FROM ARP FUNDS	\$0	
1401	INVENTORY GASOLINE	\$35,862	
1450	PREPAID INSURANCE	\$0	
TOTAL	DUE FROM OTHER GOVTS	\$35,862	
1474	CASH - RETAINAGE	\$0	
TOTAL	CASH	\$0	
1501	SITES	\$1,028,673	
1510	SITE IMPROVEMENTS	\$18,568,245	
1511	ACC DEPREC - SITE IMPR	(\$7,446,894)	
1530	BUILDINGS	\$105,907	
1540	MACHINERY & EQUIPMENT	\$230,855	
1550	VEHICLES	\$44,556	
1560	CONSTRUCTION IN PROGRESS	\$169,480	
TOTAL	CAPITAL ASSETS	\$12,700,823	
TOTAL	ASSETS	\$13,268,039	
	DEFERRED OUTFLOW	\$51,243	
2050	ACCOUNTS PAYABLE		\$21,086
TOTAL	ACCOUNTS PAYABLE		\$21,086
2115	FICA TAXES PAYABLE		\$0
2116	FMED TAXES PAYABLE		\$3
TOTAL	PAYROLL TAXES PAYABLE		\$3
2211	COUNTY PENSION PAYABLE		\$0
2212	DEFINED CONTRIBUTION PLAN		\$0
TOTAL	OTHER DEDUCTIONS PAYABLE		\$0
2474	RETAINAGE PAYABLE		\$0
2475	PREPAID FUEL LIABILITY		\$10,760
TOTAL	PAYABLE-RESTRICTED ASSETS		\$10,760
2708	NOTE PAYABLE-BB&T		\$0
TOTAL	BONDS PAYABLE		\$0
2901	DUE TO GENERAL FUND		\$237,825
TOTAL	DUE TO OTHER FUNDS		\$237,825
2951	ACCRUED PAYROLL		\$0
2952	DEPOSITS		\$10,876
2953	DUE TO OTHERS		\$175
2955	COMPENSATED ABSENCES		\$9,675
2956	WORKERS COMP PAYABLE		\$0
2960	SALES TAX PAYABLE		\$5,648
2961	COMPENSATED ABSENCES-ST		\$22,576
TOTAL	OTHER LIABILITIES		\$48,950
2970	DEFERRED REVENUE		\$95,406
TOTAL	DEFERRED REVENUE		\$95,406
TOTAL	LIABILITIES		\$414,031
	DEFERRED INFLOW		\$353,115
TOTAL	AIRPORT AUTHORITY NET ASSETS		\$12,552,136



Administration

To: Newnan-Coweta County Airport Authority
From: Fran Collins, Deputy County Clerk
Date: August 16, 2024
RE: Update from the Airport Sponsor

Issue:

Update from the Airport Sponsor

Discussion:

The Airport Sponsor will provide a brief update.

Fiscal Impact:

N/A

Recommendation:

N/A



Airport

To: Newnan-Coweta County Airport Authority
From: Fran Collins, Deputy County Clerk
Date: August 16, 2024
RE: Update from the Airport Engineer

Issue:

Update from the Airport Engineer

Discussion:

Airport Engineer Phil Eberly will provide a brief update to the Authority.

Fiscal Impact:

N/A

Recommendation:

N/A