



Newnan-Coweta County Airport Authority

Regular Meeting Session

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

Fran Collins
770.254.2601

Thursday, May 27, 2021

9:00 AM

Commission Chambers

~ Minutes ~

Call to Order

Attendee Name	Title	Status	Arrived
Joe Rutkiewicz	Chairman	Present	
Hank Moody	Vice-Chairman	Present	
Lee Moody	Secretary	Present	
Alan Starr	Authority Member	Absent	
Janice Laws	Authority Member	Present	
Calvin Walker	Airport Manager	Present	
Nate Schattner	Assistant Airport Manager	Present	
Phil Eberly	Airport Engineer	Present	
Michael Fouts	County Administrator	Present	
Eddie Whitlock	Associate Administrator	Present	
Nathan Lee	Assistant County Attorney	Present	
Fran Collins	Clerk	Present	

The Newnan-Coweta County Airport Authority of Coweta County, Georgia met in Regular Meeting Session on Thursday, May 27, 2021.

Meeting Called to Order

Chairman Rutkiewicz called the meeting to order at 9:00 a.m.

Notification of Location of Rules

Chairman Rutkiewicz indicated the location of the rules governing the meeting.

Chairman Rutkiewicz introduced Ms. Carlene Blount as the new Airport Office Manager and welcomed her to the team.

APPROVAL OF THE MINUTES

1. Minutes of Thursday, April 22, 2021

The Authority voted to approve the minutes from the Regular Meeting Session held on April 22, 2021.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Lee Moody, Secretary
SECONDER:	Janice Laws, Authority Member
AYES:	Joe Rutkiewicz, Hank Moody, Lee Moody, Janice Laws
ABSENT:	Alan Starr

SUPPLEMENTAL AGENDA

Supplemental Agenda

There were no items to be added to the Supplemental Agenda for discussion.

PUBLIC COMENTS-ITEMS ON THE AGENDA**Public Comments Regarding Items On the Agenda**

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

NEW BUSINESS

2. 8276 Request Approval/Execution of an Engagement Letter With Stifel, Nicolaus & Company, Incorporated Associated with Bond Issuance for Airport Improvements

Authority Attorney Lee explained that Coweta County and Stifel have entered into an engagement letter to confirm that they are in discussions related to a potential issue of (or series of issuances) municipal securities related to various airport improvement projects and the refinancing of two (2) current outstanding airport promissory notes in the amount of \$412,593, as well as to formalize Stifel's role as underwriter or placement agent to the issue. As the issuer of bonds, the Airport Authority also needs to confirm and execute the engagement letter with Stifel.

The Authority voted to execute an engagement letter with Stifel associated with potential issuances of municipal securities and to formalize Stifel's role as underwriter or placement agent to the issue.

RESULT:	EXECUTED [UNANIMOUS]
MOVER:	Lee Moody, Secretary
SECONDER:	Hank Moody, Vice-Chairman
AYES:	Joe Rutkiewicz, Hank Moody, Lee Moody, Janice Laws
ABSENT:	Alan Starr

3. 8273 Request Approval/Execution of a Resolution Authorizing Staff and Professionals to Proceed with the Issuance of a Revenue Bond

The Authority voted to execute a resolution authorizing staff and professionals to proceed with the issuance of a revenue bond.

RESULT:	EXECUTED [UNANIMOUS]
MOVER:	Lee Moody, Secretary
SECONDER:	Hank Moody, Vice-Chairman
AYES:	Joe Rutkiewicz, Hank Moody, Lee Moody, Janice Laws
ABSENT:	Alan Starr

4. 8275 Recommend Approval of Task Order No. 9 Associated with the Hangar Prep and Paving Project

Airport Engineer Eberly presented Task Order No. 9 associated with the design and construction phases of the first two (2) hangars that will be built along the existing taxiway. He further explained that County forces will perform the necessary site work through an Intergovernmental Agreement with the County.

The Authority voted to execute Task Order No. 9 with Lead Edge Design Group, Inc in the amount of \$68,900 associated with the design and construction phases for the hangar site preparation and paving project (reimbursed through the revenue bond).

RESULT: EXECUTED [UNANIMOUS]
MOVER: Lee Moody, Secretary
SECONDER: Hank Moody, Vice-Chairman
AYES: Joe Rutkiewicz, Hank Moody, Lee Moody, Janice Laws
ABSENT: Alan Starr

5. 8274 Recommend Approval of Task Order No. 8 Associated with the 3-Year Disadvantaged Business Enterprise Plan

Airport Engineer Eberly explained that the Three-Year Disadvantaged Business Enterprise Plan (DBE) is a Federal Aviation Administration (FAA) requirement for minority or female-owned businesses (on an FAA approved list) to be utilized on FAA funded projects over \$250,000. He explained that the Three-Year DBE Plan is now due for the next three (3) year period. He presented Task Order No. 8 in the amount of \$8,522 associated with preparation of the DBE Plan and explained that the Airport will be reimbursed for the associated costs from FAA grant funds within approximately six (6) months.

The Authority voted to execute Task Order No. 8 with Lead Edge Design Group, Inc in the amount of \$8,522 associated with preparation of the Three-Year Disadvantaged Business Enterprise Plan (reimbursed by a grant from the State).

RESULT: EXECUTED [UNANIMOUS]
MOVER: Hank Moody, Vice-Chairman
SECONDER: Lee Moody, Secretary
AYES: Joe Rutkiewicz, Hank Moody, Lee Moody, Janice Laws
ABSENT: Alan Starr

6. 8270 Request to Change the Date and Location of the June Quarterly Tenant Meeting

The Authority voted to set the next tenant's meeting on June 11, 2021 at 6:00 p.m. at the Newnan-Coweta County Airport.

RESULT: APPROVED [UNANIMOUS]
MOVER: Hank Moody, Vice-Chairman
SECONDER: Lee Moody, Secretary
AYES: Joe Rutkiewicz, Hank Moody, Lee Moody, Janice Laws
ABSENT: Alan Starr

UPDATES FOR THE AUTHORITY

7. 8221 Update from the Airport Manager

Airport Manager Walker provided a brief update regarding Airport operations. He explained that the budget should be finalized within the upcoming week to be forwarded to the Authority members. He also explained that the contractor has finished trimming trees in the Runway Protection Zone (RPZ), and County forces will complete the remainder of the project. He provided a comparison to the same time frame in 2020 explaining that jet traffic has increased, jet fuel sales have increased to over 9,400 gallons, sales of AV gas has decreased, and overall numbers look good. In closing, he explained that the Airport has recently received a donation of a 1200.aero antenna that can be utilized to analyze and record data such as who flew in, what time, their altitude, as well as other information from

low-altitude air traffic flying into the airport.

In response to a question from Chairman Rutkiewicz, Mr. Walker explained that the antenna was donated by the Peachtree City Flight School after utilizing a tie-down at the Newnan-Coweta County Airport during the recent air show at Falcon Field in Peachtree City.

RESULT: PRESENTED

8. 8222 Update from the Airport Engineer

Airport Engineer Eberly explained that the two-year mandatory FAA inspection was conducted by the Georgia Department of Transportation (GDOT) in April 2021. A letter from GDOT highlighting areas of concern was recently received, and a draft response letter has been completed and sent to Airport Manager Walker and Chairman Rutkiewicz for review. The deadline for submission of the response letter to GDOT is June 4, 2021.

RESULT: PRESENTED

PUBLIC COMMENTS-ITEMS NOT ON THE AGENDA

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 a real estate issue.

Members in attendance included Chairman Rutkiewicz, Authority Member H. Moody, Authority Member L. Moody, and Authority Member Laws. Authority Member Starr was absent.

Staff members in attendance included Airport Manager Walker, Assistant Airport Manager Schattner, Authority Attorney Lee, Airport Office Manager Blount, and Airport Authority Clerk Collins.

Administrator Michael Fouts, Associate Administrator Edward Whitlock and Lead Edge Design Group Engineers Phil Eberly and Whitney Eberly were also in attendance.

RESULT: APPROVED [UNANIMOUS]
MOVER: Lee Moody, Secretary
SECONDER: Janice Laws, Authority Member
AYES: Joe Rutkiewicz, Hank Moody, Lee Moody, Janice Laws
ABSENT: Alan Starr

REGULAR SESSION

Motion To: **Return to Regular Session**

The Authority discussed a real estate issue during Executive Session and voted to return to Regular Session.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Hank Moody, Vice-Chairman
SECONDER:	Lee Moody, Secretary
AYES:	Joe Rutkiewicz, Hank Moody, Lee Moody, Janice Laws
ABSENT:	Alan Starr

AFFIDAVIT

Motion To: **Execute Affidavit and Resolution for Executive**

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

RESULT:	EXECUTED [UNANIMOUS]
MOVER:	Lee Moody, Secretary
SECONDER:	Hank Moody, Vice-Chairman
AYES:	Joe Rutkiewicz, Hank Moody, Lee Moody, Janice Laws
ABSENT:	Alan Starr

ADJOURNMENT

Motion To: **Adjourn**

The Authority voted to adjourn the meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Lee Moody, Secretary
SECONDER:	Hank Moody, Vice-Chairman
AYES:	Joe Rutkiewicz, Hank Moody, Lee Moody, Janice Laws
ABSENT:	Alan Starr