



**AIRPORT AUTHORITY MEETING
TUESDAY, JULY 23, 2024
3:00 PM
DALTON MUNICIPAL AIRPORT**

MEETING NOTICE

The Airport Authority will hold its January meeting on Tuesday, July 23, 2024 at 3:00 PM at the Airport.

MEETING AGENDA

1. Welcome and Call to Order
2. Approval of Meeting Agenda
3. Approval of May 14, 2024 Minutes
4. Public Commentary (must register, 3 min limit)
5. Review Financial Reports
6. Current Projects Update – Airport Manager
7. Report on Operations - Airport Manager
8. Chairman's Update
9. Miscellaneous Business
10. Adjournment

ANNOUNCEMENTS

The next airport authority meeting will be held on Tuesday, September 10, 2024 at 3:00pm at the Airport.



DALTON AIRPORT AUTHORITY
MEETING MINUTES
MAY 14, 2024 AT 3:00 P.M.
DALTON MUNICIPAL AIRPORT

Welcome and Call to Order:

Chairman Morgan called the meeting to order at 3:00 PM. A quorum was present.

Present were: Authority members Dany Morgan, Benny Dunn, Chester Clark, Luis Prieto and Earl Boyd. Also present were Andrew Wiersma, Nicky Lama, Cindy Jackson and Kimberley Witherow.

Approval of Agenda:

The agenda was approved. All were in favor.

Minutes:

On motion by Benny Dunn, second by Earl Boyd, the March 26, 2024 minutes were approved. All were in favor.

Public Commentary:

There were no public comments.

Financial Reports:

Cindy Jackson presented the airport financial reports ending March 31, 2024. The financial report is a part of these minutes. Cindy reported that general liability insurance rates are anticipated to increase approximately 30% in 2025.

Current Projects Update:

Andrew Wiersma reported on the following projects. The report is a part of these minutes.

RAMP REHAB PHASE 2

- NWGP completed items noted on GDOT walkthrough
- Pay app 5 approved (reduced by \$10,790)
- Retainage left for payment

OBSTRUCTION CLEARING DESIGN RW32

- All bids rejected
- Re-advertisement for bids April 19 –May 20
- Funding will push to July
- NTP late July

HANGARS

- Meeting with acting Fire Marshall Donnie Blankenship today on revised hydrant layout
- Submit finalized site plans to GDOT
- Site work out for bids June 1
- Break ground July-Aug depending on contractor schedule
- Building design underway
- Advertise for bids July-Aug
- Per Chris Hester, stormwater management, Dry Enhanced Swale may be needed

RUNWAY REHAB DESIGN

- P-401 use approved
- FAA discretionary approved at \$2.4M
- State funding approved at \$2.63M
- Local funding approved by M&C \$966K on 5/6/24
- Advertised for bids starting 5/7/24
- Bids close June 6, 2024
- Pre-bid meeting May 22, 2024 at 2PM at Airport

ELECTRICAL REHAB DESIGN

- Design is ongoing and looking to have 90% plans to GDOT in a few weeks
- Advertise for bids this summer pending GDOT approval.

LANGLEY PROPERTY PARCEL 09-291-014-000

- Appraisal is due back Friday 5/17/24

GDOT HANGAR STUDY

- GDOT Hangar Study Released 4/30/24
- GDOT Advanced Air Mobility Study released 5/8/24

5-YEAR CONSULTANT SELECTION

- Committee chose CMT, Kimley-Horn and Croy as top 3 firms –interviews scheduled
- Interviews conducted with these 3 firms 5/13/24 at City Hall
- Committee ranked firms in this order: 1-Kimley-Horn, 2-CMT, 3-Croy
- Motion made by Benny Dunn, second by Earl Boyd, to proceed with negotiations for Kimley-Horn for contract to include Planning and Engineering. All were in favor.
- Will begin contract negotiation with #1 choice firm Kimley-Horn

Report on Operations:

Andrew presented the report on operations as well as the fuel sales charts. The report is part of these minutes. Andrew stated he will be out of the country on vacation May 17 - June 17, 2024 in the Philippines and to please contact Kelvin, Corey or Grant in his absence. He will be checking emails remotely, but there will be a delay with the time difference.

Chairman's Update:

Chairman Morgan thanked the committee members for their efforts reviewing the proposals and interviewing the consulting firms.

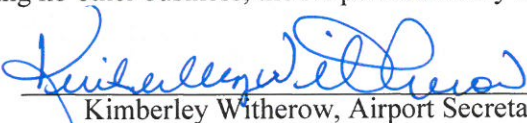
Announcements:

The next Airport Authority Meeting is scheduled for July 9, 2024 at the airport.

Adjournment:

There being no other business, the Airport Authority meeting was adjourned at 4:30 PM.

Signed:



Kimberley Witherow, Airport Secretary

CITY OF DALTON MUNICIPAL AIRPORT

FINANCIAL REPORT

AS OF MAY 31, 2024

City of Dalton
Statement of Net Position
Enterprise Fund - Dalton Municipal Airport
May 31, 2024 and 2023

	2024	2023
Assets		
Cash	\$ 49,364	\$ 21,352
Accounts receivable	274	268
Inventory	46,927	76,438
Prepaid expenses	31,818	26,683
Total Current Assets	<u>128,383</u>	<u>124,741</u>
Capital Assets		
Land	4,475,793	4,475,793
Depreciable capital assets, net of depreciation	6,618,149	4,710,946
Total Capital Assets	<u>11,093,942</u>	<u>9,186,739</u>
Total Assets	<u>11,222,325</u>	<u>9,311,480</u>
Liabilities		
Accounts payable and accrued expenses	26,487	39,484
Unearned revenue	120	120
Total Liabilities	<u>26,607</u>	<u>39,604</u>
Net Position		
Invested in capital assets	11,093,942	9,186,739
Unrestricted net position (deficit)	101,776	85,137
Total Net Position	<u>\$ 11,195,718</u>	<u>\$ 9,271,876</u>

City of Dalton
Comparative Statement of Revenues and Expenses
Enterprise Fund - Dalton Municipal Airport
For the Five Months Ended May 31, 2024 and 2023

	ACTUAL TO BUDGET			2024 TO 2023		2024 Amended Annual Budget
	Actual 5/31/2024	Budget 5/31/2024	Favorable (Unfavorable)	Actual 5/31/2023	Favorable (Unfavorable)	
Revenue						
Rental Revenue hangars	\$ 72,122	\$ 72,000	\$ 122	\$ 71,581	\$ 541	\$ 171,000
Fuel Revenue - net of discount	244,108	222,000	22,108	212,284	31,824	621,000
Non-Fuel Revenue	6,510	4,600	1,910	6,141	369	13,500
Miscellaneous Revenue	818	400	418	537	281	700
Total Revenue	\$ 323,558	\$ 299,000	\$ 24,558	\$ 290,543	\$ 33,015	\$ 806,200
Operating Expenses:						
Personal Services & Benefits						
Full Time Wages	\$ 63,840	\$ 64,000	\$ 160	\$ 51,300	\$ (12,540)	\$ 157,500
Part Time Wages	7,078	4,000	(3,078)	3,728	(3,350)	9,500
Over Time Wages	2,205	2,000	(205)	3,879	1,674	4,500
Employee Benefits	21,266	28,000	6,734	19,907	(1,359)	67,500
Purchased - Contracted Services						
Legal Contracted	4,588	4,000	(588)	1,783	(2,805)	6,000
Technical Contracted	8,328	10,000	1,672	9,675	1,347	21,000
Garbage Disposal	695	800	105	684	(11)	2,000
Lawn Care	13,611	12,000	(1,611)	12,081	(1,530)	41,000
Building Repairs & Maintenance	240	3,000	2,760	4,535	4,295	7,000
Equipment Repairs & Maintenance	1,681	9,000	7,319	9,149	7,468	26,000
Vehicle Repairs & Maintenance	241	400	159	145	(96)	1,000
Site Repairs & Maintenance	-	800	800	3,602	3,602	2,000
Rental - Building Rebate	-	-	-	2,255	2,255	-
Commercial Insurance	13,577	8,000	(5,577)	9,924	(3,653)	20,000
Communications	5,185	4,800	(385)	4,220	(965)	11,000
Advertising and Promotion	758	600	(158)	60	(698)	1,500
Travel	344	800	456	365	21	2,000
Dues & Fees	-	-	-	-	-	600
Credit Card & Bank Fees	7,628	6,000	(1,628)	6,353	(1,275)	14,000
Training & Education	-	-	-	-	-	1,000
Other Purchased Services	513	700	187	580	67	1,900
Purchased - Contracted Services						
Supplies- General	456	700	244	663	207	2,200
Supplies- Office	172	500	328	238	66	1,000
Uniforms	562	300	(262)	244	(318)	600
Supplies - Grounds	732	600	(132)	655	(77)	1,000
Supplies - Buildings	1,374	2,000	626	2,510	1,136	5,000
Utilities	12,346	12,000	(346)	11,081	(1,265)	25,000
Gasoline - Diesel	802	700	(102)	625	(177)	1,600
Meals	-	-	-	85	85	-
Purchases For Resale	168,232	160,000	(8,232)	161,479	(6,753)	460,600
Other Supplies	133	300	167	150	17	-
Total Operation Expenses Before Depreciation	\$ 336,587	\$ 336,000	\$ (587)	\$ 321,955	\$ (14,632)	\$ 894,000
Net Income (Loss) Before Depreciation	\$ (13,029)	\$ (37,000)	\$ 23,971	\$ (31,412)	\$ 18,383	\$ (87,800)
Depreciation Expense	\$ 178,750	\$ 192,000	\$ 13,250	\$ 190,975	\$ 12,225	\$ 460,000
Net Operating Income (Loss)	\$ (191,779)	\$ (229,000)	\$ 37,221	\$ (222,387)	\$ 30,608	\$ (547,800)
Non-Operating Revenues (Expenses)						
Reimbursement for Damages	\$ 10,757	\$ 10,800	43	\$ -	(10,757)	\$ 10,800
Interest income	772	400	372	571	201	1,000
Total Non-Operating Revenues (Expenses)	\$ 11,529	\$ 11,200	\$ 415	\$ 571	\$ (10,556)	\$ 11,800
Income (Loss) Before Other Revenues & Transfers	\$ (180,250)	\$ (217,800)	\$ 37,636	\$ (221,816)	\$ (41,566)	\$ (536,000)
Other Revenues (Expenses) Transfers						
Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 76,000
Total Other Revenues (Expenses) Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 76,000
Change in Net Position	\$ (180,250)	\$ (217,800)	\$ 37,636	\$ (221,816)	\$ (41,566)	\$ (460,000)
Beginning Net Position	\$ 11,375,968			\$ 9,493,692		
Ending Net Position	\$ 11,195,718			\$ 9,271,876		

Footnotes:

(1) Statements are prepared on the accrual basis.

City of Dalton
Airport Rental Revenue
FYE 2024

<u>Report Month</u>	<u>Dalton Aircraft</u>	<u>Herndon</u>	<u>Hangar Rental</u>	<u>Cole Aviation</u>	<u>Total Revenue</u>
January	\$ 3,714.00	\$ 262.00	\$ 8,736.00	\$ 1,500.00	\$ 14,212.00
February	3,851.00	262.00	8,733.00	1,575.00	14,421.00
March	3,851.00	262.00	8,805.00	1,575.00	14,493.00
April	3,851.00	262.00	8,805.00	1,575.00	14,493.00
May	3,851.00	272.00	8,805.00	1,575.00	14,503.00
June	-	-	-	-	-
July	-	-	-	-	-
August	-	-	-	-	-
September	-	-	-	-	-
October	-	-	-	-	-
November	-	-	-	-	-
December	-	-	-	-	-
Total Revenue	\$ 19,118.00	\$ 1,320.00	\$ 43,884.00	\$ 7,800.00	\$ 72,122.00

Annual Budget	\$ 46,075.00	\$ 3,200.00	\$ 102,900.00	\$ 18,825.00	\$ 171,000.00
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Accounts Receivable:
Rent

5/31/2024

Dalton Aircraft	\$ 137.00
Dalton Aircraft	137.00
	<u>\$ 274.00</u>

Unearned	Vision Hospitality	<u>\$ (120.00)</u>
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FUEL PROFIT MARGIN YTD

	5/31/2024	5/31/2023	12/31/2023	12/31/2022	12/31/2021	12/31/2020	12/31/2019
Fuel Revenue	\$ 244,108	\$ 212,284	\$ 593,764	\$ 707,459	\$ 389,602	\$ 272,320	\$ 350,771
Fuel Purchases	\$ 150,132	\$ 200,776	\$ 426,879	\$ 515,811	\$ 283,471	\$ 164,329	\$ 194,679
Beginning Inventory	64,515	36,603	36,603	36,204	15,642	13,363	47,379
Ending Inventory	(46,505)	(75,901)	(64,515)	(36,603)	(36,204)	(15,642)	(13,363)
Cost of Sales	\$ 168,142	\$ 161,478	\$ 398,967	\$ 515,412	\$ 262,909	\$ 162,050	\$ 228,695
Profit From Fuel Sales	\$ 75,966	\$ 50,806	\$ 194,797	\$ 192,047	\$ 126,693	\$ 110,270	\$ 122,076
Profit Margin	31.1%	23.9%	32.8%	27.1%	32.5%	40.5%	34.8%
Gallons Sold:							
AVGAS	18,702	18,136	42,677	41,048	28,823	27,037	29,405
Jet	26,595	21,331	65,732	78,987	62,641	44,289	49,750
	45,297	39,467	108,409	120,035	91,464	71,326	79,155
Sales per gallon	\$ 5.39	\$ 5.38	\$ 5.48	\$ 5.89	\$ 4.26	\$ 3.82	\$ 4.43
Cost per gallon	\$ 3.71	\$ 4.09	\$ 3.68	\$ 4.29	\$ 2.87	\$ 2.27	\$ 2.89

Excludes other direct and indirect costs such as storage, labor, credit card fees.

**PREPAID INSURANCE
FY24**

	<u>Term</u>	<u>Amount</u>	<u>Monthly</u>	<u>Prepaid 12/31/2023</u>	<u>Expensed 5 months</u>	<u>Prepaid 5/30/2024</u>
McGriff						
Various - see breakdown	5/1/23 - 5/1/24	\$ 17,264.00	\$ 1,438.66	\$ 5,755.74	\$ 5,755.74	\$ -
McGriff Fuel Tanks	1/1/24 - 12/31/24	\$ 6,690.00	\$ 557.50	\$ -	\$ 2,787.50	\$ 3,902.50
Various - see breakdown	5/1/24 - 5/1/25	\$ 22,380.00	\$ 1,865.00	\$ -	\$ 1,865.00	\$ 20,515.00
EBCO						
GL-CGL	3/28/23 - 3/28/24	\$ 7,457.00	\$ 621.42	\$ 1,864.22	\$ 1,864.22	\$ -
GL-CGL	4/1/24 - 3/31/25	\$ 7,830.00	\$ 652.50	\$ -	\$ 1,305.00	\$ 6,525.00
Workers Comp	01/01/24 - 12/31/24	\$ 1,500.00	\$ 125.00	\$ -	\$ 625.00	\$ 875.00
				<u>\$ 7,619.96</u>	<u>\$ 14,202.46</u>	<u>\$ 31,817.50</u>
				Comm	\$ 13,577.46	
				WC	\$ 625.00	