

Peachtree City Airport Authority (PCAA)
Thursday, April 13, 2023
Regular Meeting Minutes

Members Present: Greg Garmon – Chairman, Ken Fleming – Vice Chairman, Gary Zarlengo – Secretary/Treasurer, Bill Beckwith - Member, Miranda Shockley - Alternate, Mark Oldenburg – Attorney, and Hope Macaluso, A.A.E. – Airport Manager

Members Not Present: Max Braun - Member

I. CALL THE MEETING TO ORDER

Greg Garmon called the meeting to order at 7:02 PM.

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT

None

IV. APPROVAL OF MINUTES

Ken Fleming made a motion to approve the March meeting minutes, seconded by Gary Zarlengo.

Motion carried 4/0

V. REPORTS

Gary Zarlengo gave a finance and capital budgeting report.

- March net income: -\$51,000
- Year to date net income: \$49,000
- March free cash flow: \$78,000
- Year to date free cash flow: \$260,000
- One of the biggest drivers of the free cash flow year to date is a grant reimbursement of \$66,000.
- The reason we generate cash is for capital expenses.
- Year to date spent on capital: \$181,000
- Cash balance for the year has increased by \$78,000
- There will be upcoming capital expenses throughout the year

Mike Melton gave an operations report.

- JetA budget: 28,000 ; Actual sold: 32,732
- AvGas budget: 19,000 ; Actual sold: 33,741

- Fuel tickets: 1,766
- Average fuel tickets per day: 57
- We hit a new daily fuel ticket record of 115
- Jet operations: 129
- Total operations: 10,884
- Average operations per day: 351
- Multiple days with over 500 operations
- Total based aircraft: 247
- USDA removed 3 deer and 2 armadillos
- T-Hangar inspections and lease compliance inspections will be happening next month
- Blimp hangar door is in-operative - parts have been ordered
- There have been multiple runway incursions - aircraft not communicating with each other properly. Transients and tenants are involved.
- Tie-down spots are 80% full

VI. FINANCIAL REVIEW

Hope Macaluso gave a finance review.

- Accounting has transferred from desktop QuickBooks to online QuickBooks. It has caused a few learning curves and provides reports in a different format than we are used to..
- Revenues were better than expected
- Expenses were right on budget
- Employees are arriving 15 minutes early for each shift to prepare for the day and for turnover.
- There is a potential to extend FBO hours.
- We are researching what it will take to install self-serve fuel.
- Capital Expenses / Grants
 - Purchased a new crew car - Toyota Highlander. It came in below budget.
 - The crack seal and remark project begins on May 30th. The runway will be closed for 10 days. We fronted the expense to design it and have been reimbursed for 90% of it.
 - We were reimbursed 100% for our Disadvantaged Business Entity plan. That was \$11,425.
 - GDOT asked us if we are able to take a state grant (state covers 75% of the cost and we cover 25% of the cost). Hope suggested expanding the transient apron. The initial cost for this project was very expensive and we cannot afford to pay 25% of that. Scott Callahan (airfield maintenance) suggested that we phase the project. Hope has passed that along to Michael Baker. Hope got the numbers back on this, but it was still

expensive, even with phasing it. She wants to look into this a bit more before coming to the airport authority with a number.

- We received information from the FAA that the sighting study for the tower will not begin until March 2024.

Greg Garmon said that it is his goal to have the F16 repainted by the end of his chairmanship.

VII. AGENDA ITEMS FOR DISCUSSION

None

VIII. AGENDA ITEMS FOR ACTION

23-04-01 Consider Right of First Refusal for Hangar D5

- Port-a-port building - 5 year lease
- This tenant has occupied it for a long time.
- PCAA would gain very little from the building.
- Hope does not recommend that PCAA purchase it.

Ken Fleming made a motion to reject the right of first refusal for Hangar D5, seconded by Bill Beckwith.

Motion carried 4/0

23-04-02 Consider Awarding Bid for 1130 Echo Court Roof Project

- The “Toybox” was built in 1992 and this is the original roof that needs to be addressed.
- Received 4 bids for project
- Hope and Scott Callahan reviewed the bids and got clarification from the three lowest bidders.
- For bids based on comparable products, Hope recommended the lowest bidder, which was Roof Technology Partners.

Bill Beckwith made a motion to approve \$145,205.50 with Roof Technology Partners for the 1130 Echo Court roof project, seconded by Ken Fleming.

Motion carried 4/0

23-04-03 Consider Awarding Contract for Paving Additional Auto Parking and Tie-down Space at 1130 Echo Court

- We received 3 bids.
- 90'x90' concrete paving for aircraft parking
- 125'x22' concrete paving with curb for auto parking
- All of the bids came back with the same specifications, but with large differences between the quotes.
- The bid that Mike Melton is recommending is Coweta Concrete Service, who is the lowest bidder and with whom we have experience.
- The tenant will sign an addendum to their lease and they will pay for this over time.

Ken Fleming made a motion to approve \$51,719.80 for Coweta Concrete Service to provide paving for additional auto parking and tie-down space at 1130 Echo Court, seconded by Gary Zarlengo.

Motion carried 4/0

23-04-04 Consider Adding Gutters on the Back Side of the FBO Hangar

- The backside of the FBO hangar has been slowly “sinking/sloping”. The rails that the doors go on need to be repaired, but before that happens, the gutter system needs to be replaced so that the water can be controlled.
- We received 2 bids.
- Greg asked questions to clarify what the drainage issues were.

Ken Fleming made a motion to approve \$14,000 to add gutters on the back side of the FBO hangar, seconded by Bill Beckwith.

Motion carried 4/0

23-04-05 Consider Commemorative Air Force Request for Discounted Access Fee

Joel Perkins from the Commemorative Air Force (CAF) spoke about the CAF.

- CAF does a lot for the community that they do not charge for. They make ends meet by the generosity of others who make donations to the CAF.
- Greg asked Hope and Mark what the FAA stance was on this. They both replied that this is allowed, but Mark stipulated that he did not recommend it be waived completely.

Greg Garmon made a motion to offer a 95% access fee reduction to the CAF with reviews in 5 year increments, seconded by Bill Beckwith.

Motion carried 4/0

23-04-06 Consider First Right of Refusal for Hangar C6 Location

- There is a tenant who would like to have a right of first refusal for that spot. They are long-time tenants. They are aware that they need to pay the first year's lease for this right, which would expire after one year.

Greg Garmon made a motion to enter into a contract with Home Grown Music Incorporated under mutually agreed upon terms to be negotiated by Hope Macaluso, seconded by Ken Fleming.

Motion carried 4/0

23-04-07 Consider Revising Approved Lease for Hangar C7

Greg Garmon made a motion to table agenda item 23-04-07, seconded by Ken Fleming.

Motion carried 4/0

After this item, Jay Herrin (hangar tenant) made a comment.

- It seems like every month in the meetings, safety issues are talked about. He thinks there is value in letting everyone know what is going on so that everyone can learn. Greg took this opportunity to mention that there would be a tenant group formed and that Miranda Shockley would be heading up that effort.

Jim Savage (former Airport Manager) commented.

- This airport is busy every morning that he is here. He sees a lot of flight training aircraft flying with instructors and students. He thinks that the problem lies with transients who come into the pattern with all of the flight school aircraft that do not know what is going on. He is not sure how to address this with transients.

IX. EXECUTIVE SESSION

Ken Fleming made a motion to enter into Executive Session for real estate matters, seconded by Bill Beckwith.

Motion carried 4/0

X. ADJOURNMENT

Gary Zarlengo made a motion to adjourn the meeting at 8:51 PM, seconded by Ken Fleming.

Motion carried 4/0

Witness

Chairman, Greg Garmon