

Peachtree City Airport Authority (PCAA)
Wednesday, August 23, 2023
Rescheduled Regular Meeting Minutes

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

Members Not Present: Gary Zarlengo – Secretary/Treasurer, Max Braun - Member

I. CALL THE MEETING TO ORDER

Greg Garmon called the meeting to order at 7:00 PM.

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT

None

IV. APPROVAL OF MINUTES

Bill Beckwith made a motion to approve the July meeting minutes, seconded by Ken Fleming.

Motion carried 3/0

V. REPORTS

Hope Macaluso gave an operations report.

- Sold 30,355 gallons of JetA on a budget of 33,000 gallons
- Sold 34,000 gallons of AvGas on a budget of 22,000 gallons
- 1,878 fuel tickets
- 288 jet operations
- 12,544 total operations
- 265 based aircraft
- USDA is working with Dobbins Air Force Base and will likely be visiting our airport more in the future. Right now, they visit once per month. We have an annual not to exceed budget of \$5,000 with the USDA.
- An incident occurred this past Tuesday involving a transient passenger who urinated on the ramp in front of our female line technician. The police department was contacted, and the event was documented.
- Three runway incursions were reported last Thursday. The FAA was contacted.

VI. FINANCIAL REVIEW

Hope Macaluso gave a finance review and capital budgeting report.

- July was a good month.
- A lot more AvGas was sold than expected.
- Jet fuel sales were down for the month.

- Expenses were over a bit. Some of it was due to professional fees for Michael Baker International who assisted us with the analysis of the proposed building on the hill in the approach to Runway 13. The analysis for this was \$3,865. We have also added termite treatment to some of our buildings, which cost more than budgeted.
- Overall income from operations was up for the month.
- Capital expenses for the month:
 - \$910 for a part for our fire alarm in the FBO Hangar
 - \$1,155 for a new vehicle loop for the Area C gate
 - \$866 for the concrete parking stops for Academy of Aviation's ramp expansion
- Grant update:
 - The crack seal and remark of the runway and taxiway F is complete. There were quantities left in the contract. We were able to get our transient ramp, taxiway A, and taxiway G done as well.
 - We are expecting a second tentative allocation for our federal dollars this year. It will be for the design of the runway safety area improvements.
 - We had a meeting with Michael Baker International to review this year's capital improvement plan applications which are due in November to the Georgia Department of Transportation.

VII. AGENDA ITEMS FOR DISCUSSION

None

VIII. AGENDA ITEMS FOR ACTION

23-07-03 Consider Funding Engineering for Hangar Expansion at 1130 Echo Court

- This is for expansion of the actual hangar building, in addition to finishing off the tie-down area that we have already poured a portion of. The tenant has requested that we work with them to expand their facilities there.
- We have received pricing from Michael Baker International for the design phase and coordination. It is \$63,351.

Ken Fleming made a motion to approve \$63,351 to fund the engineering for hangar expansion at 1130 Echo Court, seconded by Bill Beckwith.

Motion carried 3/0

23-08-01 Consider Contract for T-Hangar B Hangar Door Mechanical Work

- The bifold doors need to be repaired.
- Estimate: \$18,887
- Hope would like a not to exceed of \$20,000

Bill Beckwith made a motion to approve a not to exceed \$20,000 for T-Hangar B hangar door mechanical work, seconded by Ken Fleming.

Motion carried 3/0

23-08-02 Consider Purchasing New Mower

- One of our zero turn mowers has had a lot of mechanical problems and needs to be replaced.
- Price: \$13,229 for a 72" Bobcat zero turn. (That includes a \$1,000 trade in of our current mower.)

Bill Beckwith made a motion to approve \$13,229 for the purchase of a new mower, seconded by Ken Fleming.

Motion carried 3/0

23-08-03 Consider General Task Order with Michael Baker International

- Michael Baker International approached Hope to ask that we have a general task order of \$25,000 to cover pop-up projects throughout the term of the Master Contract. This will save time on these types of requests.
- Greg felt more comfortable with the amount being higher so that more things could be accomplished within the general task order.

Ken Fleming made a motion to approve a general task order with Michael Baker International, with the general task order not to exceed \$35,000 and the contract should be changed to read that the airport authority or designee can approve a task, seconded by Bill Beckwith.

Motion carried 3/0

23-08-04 Consider Right of First Refusal for Hangar B2.

- B2 has a purchase agreement in place.
- Hope has done an analysis to see what it would look like for us to purchase the hangar with a loan and without a loan.
- Hope did not recommend that we purchase the hangar.
- Hope noted that the hangar is built within the build restrict line.

Ken Fleming made a motion to refuse the right of first refusal for Hangar B2, seconded by Bill Beckwith.

Motion carried 3/0

IX. EXECUTIVE SESSION

Max Braun made a motion to enter executive session for real estate matters, seconded by Ken Fleming.

Motion carried 3/0

X. ADJOURNMENT

Ken Fleming made a motion to adjourn the meeting at 7:49 PM, seconded by Bill Beckwith.

Motion carried 3/0

Witness

Chairman, Greg Garmon