

Peachtree City Airport Authority (PCAA)

Wednesday, January 10, 2024

Rescheduled Regular Meeting Minutes

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

I. CALL THE MEETING TO ORDER

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

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENT

- No comments were made from the public. Greg Garmon spoke about the accomplishments of 2023.
- Miranda Shockley set up the roundtable meetings for everyone to have a local contact to voice frustrations, and concerns, and help find solutions.
- The PCAA will be establishing KFFC.org email addresses for all the PCAA Authority members.
- The PCAA had a workshop in December at Serenbe going over plans for the year and how they can make the Atlanta Regional Airport a better place.

IV. APPROVAL OF MINUTES

Max Braun made a motion to approve the November and December meeting minutes, seconded by Ken Fleming.

Motion carried 5/0

V. REPORTS

Gary Zarlengo gave a finance and capital budgeting report.

- The first fiscal quarter generated \$186,000 of cash versus a budgeted plan of \$190,000.
- The primary reason we were under was due to the fuel sales problem we had back in October. That has been sorted out. We are in good shape in terms of our cash flow for the year based on our first-quarter performance.
- The annual year-end audit is ongoing. It is due to the city by the end of January.
- In parallel to our year-end audit, we're going to do an internal control audit on our processes that deal with handling cash, revenue, fuel sales, and rent. This will make sure we have a clean documented internal control process.
- There's also going to be some changes to the income statement. These will be cases where we're cleaning up all items on the balance sheet. We're also having an outside auditor come in once a month to help us clean up these items.
- The audit of the internal control processes will be done by our annual auditors Fulton and Kozak.

Mike Melton gave an operations report.

- We sold 34,008 gallons of jet fuel in November.
- We sold 29,000 gallons of avgas in November.
- We did 1,539 fuel tickets in November.
- We had 178 jet operations, and the total operations were 8,751 in November.
- There were no bird strikes, aircraft incidents, fire hazards, security, or law enforcement reports in November or December.
- USDA removed 3 wildlife in November.
- We were under budget by 300 gallons of jet fuel in December.
- For avgas, we were above budget by 1,076 gallons in December.
- We had 1,375 fuel tickets in December.
- We now have 259 based aircraft.
- USDA removed 4 wildlife in December.
- Operations- we have had a lot of roof leaks- the Academy of Aviation, our conference room, and the FBO hangar.

- Capital improvement projects that were not budgeted- we had to solve an issue with our backflow system and the fire extinguishers with our fire protection services for \$9,200. That is keeping compliant with what the city and fire department require of us. On Leo Giles Drive, we had a \$2,000 resolution for the water vault on the left. To replace the entire water vault infrastructure, we received an estimate of \$50,000 quote from one company.
- We are continuing to do a lot of customer service-based items. We are hiring additional staff. We've looked at how we can better serve our customers. We are coming up with standard operating procedures, how to handle specific fuel calls, and prioritization of fuel calls.
- We have met with Perry Brothers about having digital meters installed in the fuel trucks.
- Leo Giles Drive will be repaired by March or April. A concrete company will saw cut out the portions of the road that need to be repaired.

VI. FINANCIAL REVIEW

Hope Macaluso gave the financial report.

- We were over budget for both avgas and jet fuel for the month of November.
- We were right at budget for jet fuel and over for avgas for the month of December.
- There was an overage in maintenance due to repairs to our backflow system and replacements of fire extinguishers. These cost us \$9,242.
- There was a hydraulic leak on our skid steer. Bobcat repaired it for \$2,188.
- There were some adjustments recommended by our outside CPA in the amount of \$2,100 that went against maintenance.
- Capital Expenses:
 - The Toy Box fire system and HVAC system will need to be replaced. Should that building be expanded, the new fire system will be able to tie into the expansion.

- Grant update:
 - The Terminal Apron Expansion Project is still in the design phase. Michael Baker International is working with the City of Peachtree City engineers regarding water runoff issues. This is a state project so we will have to come up with 25% of the cost.
 - We had a call on January 9th with the FAA Airports District office regarding the ATCT Project. They are recommending that the upfront and design costs be given to us in a BIL Grant. It is now up to the FAA in Washington on whether we are selected for the grant. The FAA Reimbursable Agreement for the ATCT that we have already entered into can be paid out of regular entitlement funds.
 - We reached out to the FAA about the site visit for the drone flights. They do not have an update on the postponement of the drone operations. As soon as they do, they will contact us for scheduling. Meetings will continue to move forward, as the developers can capture data from other resources.
 - The Model Validation for the ATCT is still scheduled for February 24th. The Siting/Safety Assessment is scheduled for March 12th and 13th.

VII. AGENDA ITEMS FOR DISCUSSION

24-01-01 Discuss Requests for Hangar Proposals on the Airfield

- Max Braun gave an overview of the hangar proposals and gave a recommendation to the Authority.
 - The first proposal is to build out on area C6. Lammes Construction is proposing to build two 14,000-square-foot hangars. Their primary target will be jet owners. The second proposal is led by Base Leg Aviation. They will be focused on piston aircraft maintenance, their flying club, and charter operations.
 - The last proposal is to build a hangar in area B by Jim Flock. It is a 2,200-square-foot hangar at the corner of the taxiway next to hangar B1.

- There is a right of first refusal for that lower hangar C6 that expires in April. The current company is not prepared to build anything at this time.
- The development committee will come back with a formal recommendation for the board.

VIII. AGENDA ITEMS FOR ACTION

24-01-02 Election of Officers

- Greg Garmon nominated Gary Zarlengo as treasurer/secretary, seconded by Max Braun.
Motion carried 4/0, 1 (Gary Zarlengo) abstained.
- Max Braun nominated Greg Garmon for chairman, seconded by Ken Fleming.
Motion carried 5/0.
- Greg Garmon appointed Ken Fleming as the Vice-Chairman.
- Greg Garmon appointed Max Braun as the Fayette County Development Authority representative for the Airport Authority.

IX. EXECUTIVE SESSION

- There were no items for executive session.

X. ADJOURNMENT

At 7:47 PM Bill Beckwith made a motion to adjourn the meeting, seconded by Ken Fleming.

Moton carried 5/0

Attest

Greg Garmon, Chairman