

## **Peachtree City Airport Authority (PCAA)**

**Thursday, February 8, 2024**

### **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 7:00 PM.

#### **II. PLEDGE OF ALLEGIANCE**

#### **III. OPENING REMARKS**

- No comments were made from the public.
- Greg Garmon commented they are committed to improving customer service.
- Hope Macaluso’s new title will be Aviation Director. She will be working with GDOT and the FAA, focusing on grants, and executive functions.
- Mike Melton’s new title will be Assistant Airport Manager of Operations/Maintenance. He will be taking care of the line and maintenance.
- Meridith Allen’s new title will be Assistant Airport Manager of Customer Experience/Human Resources. Her number one focus is to provide amazing customer service. She will be rolling out a survey to our tenants to let us know how we are doing.
- All board members’ KFFC.org emails have been set up.
- We will have a new meeting format with new committees. We will have a development committee, safety committee, finance committee, and an oversight committee. We have also set up a tenant roundtable with tenant representatives.

#### **IV. PUBLIC COMMENT**

Audience member Jack Campbell asked out the hole in front the Leo Giles Drive gate keypad. Mike mentioned that Leo Giles Drive asphalt portion of the project has been

completed. The next step will be to have the concrete poured in conjunction with another project.

## **V. APPROVAL OF MINUTES**

January 10, 2024, PCAA Regular Meeting

Max Braun made a motion to approve the January 2024 meeting minutes, seconded by Ken Fleming.

Motion carried (5/0)

## **VI. REPORTS**

- Development Committee
  - Max Braun gave the development committee report stating there's a proposal to build a hangar in Area B. It was proposed to sit on top of the future wash rack. Max and Bill recommend not moving forward with the proposal because of the proposed location.
  - We have multiple proposals for Area C. The development committee is waiting for additional information. This is the last easily developable land that the airport has to build on. They want to make sure we are moving intentionally and have a full understanding of what the interested parties will be putting there.
  - Lastly, he mentioned the land to the west of the airport. There is an agenda item for action 24-02-01 set for discussion.
- Safety Committee
  - Ken Fleming will be leading this committee but had nothing to report at this time.
- Finance and Oversight Committee
  - Gary Zarlengo gave the finance and capital budgeting report for January.
  - The financials were not completed for January.
  - Meridith Allen is transitioning from one job to another.
  - We do have job postings out for a part-time bookkeeper and a full-time accounting manager.
  - We have \$2.1 million of free cash available for capital.
  - We have a budget this year of about \$1.7 million.

- Our first project coming up is the apron expansion. GDOT has offered us some early grant money to move the project forward from 2025 to 2024. If we move the project timeline up, we could save between \$200,000 to \$300,000.
- The audit is not complete. The auditor has requested additional time.
- Greg Garmon advised they will be putting together some numbers to do some renovations in the FBO to use the FBO space more wisely.
- Tenant Roundtable
  - Greg Garmon advised the January meeting was cancelled due to conflicts.
- Operations - Mike Melton, Assistant Airport Manager- Operations and Maintenance
  - Mike gave the operations report for January.
  - JetA was budgeted 30,000 gallons and we sold 24,900 gallons.
  - We have seen an increase in jet traffic related to both Trilith and the new data center. We will also start seeing an increase with the new soccer center.
  - Avgas was budgeted 23,000 gallons and we exceeded it by 200 gallons.
  - We ran 1,197 fuel tickets.
  - We had 199 jet operations.
  - We set an operations record for a single day. We had 617 operations in a single day, 97.3% of the operations were during the day. This exceeded our previous highest operations by 112.
  - Hope and Mike attended a meeting near PDK put on by the FAA relating to runway safety and towers.
  - We had a few minor incursions. At this time nothing had been reported to the FAA.
  - Our total based aircraft is 263. Tie-down spots are almost full. Per the airport compliance manual, we have been able to give the Civil Air Patrol their tie-down spots at no charge. We have reached out to the Civil Air Patrol to advise them they may need to start paying for their tie-down spots.
  - The USDA has removed 3 small animals, and we have noticed some deer activity. They will be back out next week.
  - We received a determination letter from the FAA on February 5, 2024, regarding CertainTeed. CertainTeed is going to be expanding their facility, which will include a silo they need to build. They neglected to include the need for a 365-foot crane for 5 to 6 months to build the silo. The 7460 study (Notice of Proposed

Construction) indicates the silo is fine. According to the FAA's aeronautical study regarding the crane: "Preliminary FAA study indicates that all the above structure would: have no physical or electromagnetic effect on the operation of air navigation and communications facilities and have no effect on any airspace and routes used by the military. Based on this aeronautical study, the structure would not constitute a substantial adverse effect on aeronautical operations or procedures because it will be temporary. The temporary structure would not be considered a hazard to air navigation provided all of the conditions specified in this determination are strictly met."

This will increase our minimum decision height for the runway 31 approach from 50 to 200 feet from the time the crane is up. Once the crane is fully assembled it cannot be moved or lowered. It will be flagged and lit the entire time it is up.

There will be a NOTAM (Notice to Airmen) issued.

Mark Oldenburg stated to protect the airport he recommends we send a letter stating we are concerned about the potential liability of the crane and request they address our concerns.

- We currently have several open staff positions. We are hiring a maintenance supervisor, a maintenance assistant, an account, and a bookkeeper.

## **VII. FINANCIAL REVIEW**

Hope Macaluso gave the financial report for January.

- Revenue and Expense Highlights
  - We were under-budgeted gallons in jet fuel but right on target for avgas.
  - Overall revenues had us right on target overall for the month. Expenses were held down, helping to give us a net income of about \$25,000 over budget. We are still under budget year to date.
- Project Update
  - The FBO Hangar Door Project has been put out to bid for repairs to the back door tracks. Bids are due back on March 7.
- Grant Update
  - Terminal Apron Expansion Project- Still in the design phase. We are awaiting final comments from GDOT. GDOT has requested that we pave the entire area from our existing apron to Taxiway Bravo in the same construction project. We'll

have more details in our next meeting, but this will mean less disruption for tenants if we pave it all at once. It also means we will have to pay our 25% all at once. We will not know the actual number until the bids come back.

- ATCT Project- The Model Validation Meeting is still scheduled for February 22. This will tell us where the recommended location for the tower will be.
- Runway Safety Area
  - The FAA has asked us to update this section of our Airport Layout Plan Narrative which was done a couple of years ago. The update will be eligible for FAA funding. Michael Baker International is working on a Scope and Fee for GDOT and the FAA to review.

## **VIII. AGENDA ITEMS FOR DISCUSSION**

None

## **IX. AGENDA ITEMS FOR ACTION**

24-02-01 Consider Contract with Michael Baker International for Phase 1 Environmental Assessment for Land Acquisition

- Environmental Assessment requested for \$8,543 not to exceed \$10,000.
- This is for the 36 acres on the West side of the airfield. The landowners have 36 acres and 70 acres for sale. Max noted that the landowner representative indicated that if we purchase the 36 acres, they are willing to include the 70 acres that are not useable due to wetland issues.
- We need to get an appraisal of what the 36 acres are worth so the FAA will reimburse us for what the land is appraised.
- The landowners had surveys done and we have provided them to Michael Baker International.

Ken Fleming made a motion to approve the environmental assessment requested for potential land acquisition of \$8,543 not to exceed \$10,000, seconded by Gary Zarlengo.

Motion carried (5/0)

## **X. EXECUTIVE SESSION**

There were no items for executive session.

## **XI. ADJOURNMENT**

Max Braun made a motion to adjourn the meeting at 8:06 PM, seconded by Greg Garmon.

Motion carried (5/0)