

Peachtree City Airport Authority (PCAA)
Thursday, March 14, 2024
Regular Meeting Minutes

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

Not Present: Max Braun

I. CALL THE MEETING TO ORDER

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

II. PLEDGE OF ALLEGIANCE

III. OPENING REMARKS

There were no opening remarks.

IV. PUBLIC COMMENT

Question from a tenant regarding completion of the pothole project on Leo Giles near the keypad. Mike Melton responded that the project will be completed in conjunction with another project on the airfield. They are waiting on the city for final approval of that larger project, which is holding up the concrete fix for the pothole.

V. APPROVAL OF MINUTES

Ken Fleming made a motion to approve the February 8, 2024 PCAA Regular meeting minutes, seconded by Bill Beckwith.

Motion carried (4/0)

VI. REPORTS

Bill Beckwith gave the development committee report.

- There has been additional interest shown in the development on the C hangar area.
- There is a meeting scheduled Tuesday, February 13th to discuss recommendations to be presented at the April meeting.
- Jay Herrin asked for clarification on what is currently going on over at area C.
- Hope Macaluso addressed the question. Brent Scarbrough has offered the airport some free dirt. He is bringing dirt into that area to build it up so it will be level and site ready when hangars are built. He is also building a road around the

backside of hangars for the dump trucks to bring in the dirt. She noted that all of this work is free of charge to the airport.

Ken Fleming gave the safety committee report.

- No update for the month of February.
- He is planning to meet with Mike Melton the month of March and have an update for the April meeting.

Gary Zarlengo gave the finance and capital budgeting report and Greg Garmon gave the oversight committee report.

- The airport currently has about \$2.1 million in cash in the bank.
- GDOT has approved for us to move the terminal apron expansion project to be completed this year. We will need to put down our portion of 25%, GDOT will cover the remaining 75% of the project.
- We have an RFP out to get bids for the apron expansion project and are planning on having the bids back in time to vote on at the April meeting.
- The audit is almost completed. It will be a clean audit. They have made some recommendations about strengthening our accounting process. We will be hiring a full-time certified public accountant.
- Greg Garmon stated the airport authority is committed to giving everyone the best customer service experience in the country and make this the best airport in the country to fly into.
- Greg Garmon noted that Meridith Allen our former accountant, has taken the position assistant manager of customer experience and human resources. Her role will be to interact with our tenants and the outward facing portions of the airport to make sure everyone is having the best experience possible. She will be sending out a survey for some tenant feedback.
- Mike Melton will be focusing on the operational side, the fuel trucks, maintenance, and line staff.
- The FBO will be getting a facelift.

Greg Garmon gave the tenant round table report.

- Greg commented that the tenant round table is a collection of tenant representatives, chaired by Miranda Shockley. They gather to speak about current things that are happening around the airport that are tenant related topics not necessarily safety.

Operations - Mike Melton, Assistant Airport Manager- Operations and Maintenance gave the operations report for February.

- We were under budget on jet fuel. We sold 23,521 gallons on a budget of 28,000.
- We were over budget on avgas. We sold 28,000 gallons, on a budget of 23,000.
- We ran 1,542 fuel tickets/transactions in the month of February.
- We had 9,455 operation the month of February. That is an average of 326 operations a day.

- Our total based aircraft is up from 263 to 265 aircraft.
- We only have 5 open tie-down spots.
- We have the largest fleet of based aircraft in the state of Georgia.
- The USDA removed 2 deer in the month of February.
- Certaineed will be putting up a 365 foot tall crane. The FAA sent a letter deeming the crane to be no hazard to flight in a notice of proposed construction and determination. The latest construction date of the crane is April 1st. It will have lights, flags, and NOTAMs will be issued. The project will last approximately 4 to 5 months. Mike stated that the airport attorney sent a letter to the property owner from the airport authority, noting its concern with the crane regardless of the FAA's determination.
- We have hired a new airfield maintenance supervisor. We will be hiring more line service staff. We would like to have 3-line service staff on at any given time. We will be hiring 1 more customer service representative. We are also still looking for additional part-time help for airfield maintenance.

VII. FINANCIAL REVIEW

Airport Manager, Hope Macaluso, A.A.E. gave the financial report for February.

- Nichole McLachlan is Hope's administrative assistant. She is currently updating all the documentation that goes along with the leases and gathering updated insurance information.
- Meridith Allen is still doing the accounting, bookkeeping, HR and customer experience job.
- Hope will be making an offer to a new accountant on Friday, March 15th.
- Mike and Hope are looking into putting a radio stack in each of our fuel trucks and maintenance truck.
- **Revenue and Expense Highlights**
 - We were under-budgeted gallons in jet fuel but ahead for avgas. Overall revenues had us right on target overall for the month. Revenues were better than budget.
 - Everyday expenses were under budget. We had an insurance deductible of \$15,000 as a result of damage done last November. Even with that payment, we exceeded our target monthly income and are finally caught up to budget year-to-date.
- **Project Update**
 - We received only one bid for the **FBO Hangar Door Project** on March 7. The bid was for \$389,639. We are looking into other options for that project.
- **Grant Update**
 - **Terminal Apron Expansion Project-** The project has been advertised both in the local paper and on the Georgia Procurement website for 4 weeks. Bids are due on April 15. I would like to request that the authority either have a not-to-exceed vote in the April 11 meeting or postpone the meeting until the bid is back. GDOT

will need to write the contract as quickly as possible for the timing of the project to work out.

- **ATCT Project-** The FAA Siting Assessment was this past Tuesday. We were able to narrow down the tower location to two spots. The Assessment Report will not be completed until December 2, 2024. The environmental process is next. We will need a Phase 1 ESA for both spots. FAA Form 7460's have already been submitted on both locations and heights.
- **Runway Safety Area-** As a reminder, 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 has submitted a Scope and Fee for GDOT and the FAA to review. GDOT came back with some comments, which Michael Baker addressed. We are waiting on GDOT's final approval of the Scope and Fee.

VIII. AGENDA ITEMS FOR DISCUSSION

None

IX. AGENDA ITEMS FOR ACTION

24-03-01 Consider Contract with GREATER ATLANTA AIR SHOW, LLC, "ATLAS" for Years 2024 through 2026

- Air Dot Show has requested we sign a 3-year agreement with them for 2024 through 2026. We have increased our fees. The first year will be a \$15,000 fee to cover expenses, the second year will be \$17,000 fee, and the third year will also be \$17,000. We have the option to opt out after each air show.
- Gary Zarlengo made a motion to approve the Greater Atlanta Air Show, LLC contract, seconded by Ken Fleming.

Motion carried (4/0)

24-03-02 Consider Contract with Michael Baker International for Property Appraisal for Land Acquisition

- There are two parcels of land that are adjacent to the airport that we have been discussing the potential of purchasing. Hope state that she would like to move forward and get the properties appraised by an FAA approved appraiser to be reimbursed by the FAA at a later date. One parcel is 70 acres, and the other parcel is 32 acres. It is being sold by one property owner, but 2 different trusts. We are requesting a not to exceed amount of \$27,000 to move forward with the appraisal.

- Bill Beckwith made a motion to approve the contract with Michael Baker International for property appraisal for land acquisition not to exceed \$27,000, seconded by Ken Fleming.

Motion carried (4/0)

24-03-03 Consider Extending Contract with Perry Brothers Aviation Fuels

- We have asked Perry Brothers to install digital meters on the fuel trucks. This is a significant investment for Perry Brothers. They will be investing \$75,000 to have the meters installed. For Perry Brothers to invest that capital, they are asking us to extend our contract with them an additional 5 years and an additional \$500 per month to cover a portion of the cost. The full contract length would be 10 years, until 2031.
- Gary Zarlengo made a motion to extend the contract 5 years with Perry Brothers Aviation Fuel, seconded by Ken Fleming.

Motion carried (4/0)

X. EXECUTIVE SESSION

No executive session was needed.

XI. ADJOURNMENT

Gary Zarlengo made a motion to adjourn the meeting at 8:07 PM, seconded by Ken Fleming.

Motion carried (4/0)