

**Peachtree City Airport Authority (PCAA) Wednesday,  
April 17, 2024  
Rescheduled Meeting Minutes**

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

**Members Not Present:** Greg Garmon – Chairman and Miranda Shockley - Alternate

**I. CALL THE MEETING TO ORDER**

Ken Fleming called the meeting to order at 7:00 PM.

**II. PLEDGE OF ALLEGIANCE**

**III. OPENING REMARKS**

There were no opening remarks.

**IV. PUBLIC COMMENT**

There were no comments from the public.

**V. APPROVAL OF MINUTES**

Bill Beckwith made a motion to approve the March 14, 2024, PCAA Regular Meeting meeting minutes, seconded by Gary Zarlengo.

Motion carried (4/0)

**VI. REPORTS**

Max Braun gave the development committee report.

- The development committee has been discussing taking a more intentional approach on new development at the airport and how development may induce additional activity.
- The development committee will be working with our engineering firm Michael Baker to understand our future demand and what that means for safety and operations at the airport.

Ken Fleming gave the safety committee report.

- Ken spent some time with Mike Melton going over the daily morning routine and felt that was beneficial information.
- Ken is planning to have a safety meeting before the next PCAA meeting.

Gary Zarlengo gave the finance and capital budgeting report for March.

- The airport currently has about \$2.1 million in cash in the bank and we are up over \$100,000 from February.

There was no tenant roundtable report for the month of March.

Mike Melton, Assistant Airport Manager – Operations and Maintenance gave the operations report for March.

- We were over budget on jet fuel. We sold 40,874 gallons on a budget of 30,000 gallons.
- We were under budget on avgas. We sold just under 25,000 gallons on a budget of 31,000 gallons.
- In the month of March, we had 10 days that were not flyable due to the weather.
- We ran 1,473 fuel transactions in the month of March.
- We had a total of 8,929 total operations in the month of March. That averages out to 288 operation per day. Jet operations were a total of 265 for the month.
- Our total based aircraft is currently 266.
- We have one open tie-down spot.
- The USDA continues to come out monthly. This time of year, is molting season for geese.
- The digital meters on the fuel trucks have been ordered and are tentatively scheduled to be installed the first 2 weeks of May.
- We had our quarterly inspections on the fuel trucks and at the fuel farm completed for quality control and quality assurance. That coincided with our annual fuel truck inspections that Perry Brothers does on all our refuelers.
- We completed our quarterlies with our industrial stormwater permit. We have an industrial stormwater permit with the state. The permit restricts us on what we can and cannot do on airport property.
- Our maintenance supervisor, Andy Combs, will be getting stormwater certified.
- CertainTeed has begun erecting their crane. It will be 365 feet tall. We worked with the property owner to make sure they issued the appropriate NOTAMs. The Flight Data Center NOTAMs were issued for the different procedures approach and departure and prior to the actual obstruction NOTAM coming out.
- We had a record number of 120 fuel calls in one day in the month of April. That does not include any requests to have aircrafts pulled out of the community hangar, put back into the hangar, or any LAV services.

## **VII. FINANCIAL REVIEW**

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

- Revenues were better than planned, mainly due to jet fuel sales. We also underspent, making our overall income for the month more than double our expectations, putting us ahead year to date by \$82,000, which is very much needed with our upcoming capital projects.

## VIII. AGENDA ITEMS FOR DISCUSSION

None

## IX. AGENDA ITEMS FOR ACTION

### 24-04-01 - Consider Accepting Bid for Terminal Apron Expansion

- Monday, April 15, 2024, we had our bid opening. Chris Bachman from Michael Baker was here to open the bids.
- There were 5 bids for concrete and 5 bids for asphalt.
- For the concrete, the low bidder was Independence Excavating. Their bid was \$3,131,102. Michael Baker's fees on top of that for their construction, administration, and inspections brings the total to \$3,264,148. The state covers 75%. Michael Baker did reduce their cost by about \$4,000. The local share we will owe is about \$812,000 for concrete.
- For the asphalt, the low bidder was ER Snell. Their bid was \$2,022,545.55. Michael Baker's fees on top of that for their construction, administration, and inspections brings the total to \$2,136,916.55. The state covers 75%. The local share we will owe is \$534,229.14.
- As a part of this project, we will be reimbursed for some previous expenses that we've already spent funding on. Including the runway safety analysis, project formulation, a drawing for what our gained declared distances will be. We also did an obstruction clearing project and had to pay the adjacent property owner \$2,500 to cross their property. The final item is the design of the terminal apron expansion. We will not get all of that reimbursed at this time. They are using our \$150,000 entitlement funds that the FAA allocates to us each year. We will get that back in the following year with our \$150,000 entitlements.
- Michael Baker wrote us a recommendation letter for the project. They recommend that we go with the concrete.
- The general lifespan for concrete is 25 years and the general lifespan for concrete is 15 years.
  - Max Braun made a motion to approve the concrete bid by Independence Excavating as presented for the Terminal Apron Expansion seconded by Bill Beckwith.

Motion carried (4/0)

### 24-04-02 - Consider Accepting GDOT Grant for Terminal Apron Expansion

Max Braun made a motion to approve the GDOT Grant as presented for the Terminal Apron Expansion seconded by Gary Zarlengo.

Motion carried (4/0)

**24-04-03 - Consider Entering into Ground Lease for Hangar C Site**

Max Braun made a motion to table Entering into Ground Lease for Hangar C Site seconded by Bill Beckwith.

Motion carried (4/0)

**X. EXECUTIVE SESSION**

No executive session was needed.

**XI. ADJOURNMENT**

Gary Zarlengo made a motion to adjourn the meeting at 7:34 PM, seconded by Bill Beckwith.

Motion carried (4/0)