

**Peachtree City Airport Authority (PCAA)**  
**Thursday, June 13, 2024**  
**Regular Meeting Minutes**

**Members Present:** Greg Garmon – 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

**Members Not Present:** Ken Fleming – Vice Chairman

**I. CALL THE MEETING TO ORDER**

Greg Garmon called the meeting to order at 7:04 PM.

**II. PLEDGE OF ALLEGIANCE**

**III. OPENING REMARKS**

- Greg Garmon gave the opening remarks.
- The authority is still trying to improve the customer experience.
- Please send any comments how we can improve.
- Susan Blair is our new accountant.

**IV. PUBLIC COMMENT**

There were no comments made from the public.

**V. APPROVAL OF MINUTES**

Max Braun made a motion to approve the April 17, 2024, PCAA Rescheduled Regular Meeting Minutes, seconded by Gary Zarlengo.

Motion carried (4/0)

**VI. REPORTS**

**Development Committee**

- Max Braun advised that the Development Committee items will be discussed in the agenda items.

**Safety Committee**

- Ken Fleming was absent. No safety committee report was presented.

**Finance and Oversight Committee**

- Gary Zarlengo gave the finance and capital budgeting report for April and May.
- Our cash balance is currently \$2,268,000.
- In a month or two the Authority will be discussing and voting on refurbishing the FBO. This is an unplanned capital item.

- Susan Blair, our accountant, has been challenged with make many adjustments that our auditor has identified needs to be changed in the current fiscal year. This is keeping her very busy.

### **Tenant Roundtable**

- There was not a tenant roundtable report for the month of April and May.

### **Operations - Mike Melton, Assistant Airport Manager – Operations and Maintenance**

- Mike gave the operations report for April and May.
- We were over budget on avgas in April and May. In April we sold 31,320 gallons on a budget of 20,000 gallons. In May we sold 31,000 gallons on a budget of 29,000.
- We were under budget on jet fuel in April and May. In April we sold 30,364 gallons on a budget of 31,000 gallons. In May we sold 30,841 gallons on a budget of 32,000 gallons.
- In April we did 1,778 transactions. In May we did 1,757 transactions.
- In April we had 287 jet operations and 10,963 total operations. This makes our average 365 operations per day for the month of April.
- In May we had 261 jet operations and 11,427 total operations. This makes our average 368 operations per day for the month of May.
- We set a record on Tuesday, June 11<sup>th</sup> with 636 operations. Only to be broken on Wednesday, June 12<sup>th</sup> with 692 operations.
- We have 282 based aircraft.
- We have 57 individuals on our T hangar waitlist and 25 individuals on our FBO community hangar waitlist. We have also started a waitlist for our tie-down spaces.
- We continue to work with the USDA to remove animals. We have had an increase in bird strike reports.
- The digital meters have been installed on all the fuel trucks. The meters are now communicating with the front desk. That piece has been implemented, but not fully integrated. We are in the process of eliminating some of the processes that will alleviate the mathematical errors and paperwork. We want to make sure Susan, our accountant, has what she needs so everything can be reconciled appropriately.
- We have submitted our quarterly net DMRs, the monitoring reports for stormwater. We recently have had several questions regarding stormwater. One issue that came up was washing aircrafts. As a public reminder that is not allowed because of our industrial stormwater permit. Andy, our maintenance supervisor and Mike completed a stormwater course. They are now both qualified individuals to take stormwater samples. We have been paying close attention to the stormwater with the construction and industry building that is being done.
- We have had four cranes go up within one mile of the runway this week. Only two of the four cranes had legitimate FAA Determination letters. We sent out educational emails to help introduce each of them to the proper process of what is

needed to have a crane. Today, we reached out to the city regarding the ordinance they have in place for that process.

## VII. FINANCIAL REVIEW

- Airport Manager, Hope Macaluso, A.A.E. gave the April and May financial review.
- **Revenue and Expense Highlights**
  - We were right on plan for both avgas and jet fuel. Payroll is up due to the staffing changes we have made. Expenses are in line with projections except for Worker's Comp Insurance, which is a function of Payroll, and Audit expenses being higher than anticipated this year.
- **Capital Expenses**
  - \$25,131 was spent to bring the Toy Box sprinkler system up to code.
- **Grant Update**
  - We have sent our first pay request to GDOT for our current grant.
  - The total project cost is \$3,426,533. This consists of:
    - Reimbursables for previous outlays and a Runway Safety Area Analysis (Total \$166,667)
      - \$150,000 federal
      - \$4,343 state
      - \$12,324 local
  
    - Terminal Apron Expansion (Total \$3,259,866)
      - \$2,444,900 state
      - \$814,966 local
  - Our total outlay will be \$814,699 less \$166,667 reimbursable - for a net cash out now of \$648,032.
  - We had a pre-construction meeting. We're currently not going to issue the notice for contractor to start the project. Once we issue the notice the clock starts ticking. It is a 90-day project. The contractor must order some materials and is expecting a four-week lead time. We are looking at a July 8<sup>th</sup> start date to begin the terminal apron expansion project.
- We have been working with someone to put together a drawing for the FBO renovation. We will also have someone help us with design guidance.
- This will need to go on the Georgia Procurement website for a four-week advertisement.
- We will have a pre bid conference so contractors can come into the FBO, look around, and ask questions.

## VIII. AGENDA ITEMS FOR DISCUSSION

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

- Max Braun gave an overview of the 3 hangar proposals.

- There are currently 3 letters of intent that were submitted in November 2023 for 2 hangar spots. Each hangar will be a minimum of 14,000 square feet.
- The airport authority currently has decided to take no action. They will decide at the July 2024 meeting.
- The airport authority requested that each of the 3 candidates meet with Hope to clearly define and update exactly what they are each proposing.

**IX. AGENDA ITEMS FOR ACTION**

**24-06-01** Consider Purchasing New Runway End Identifier Lights for Runway 13

- Mike explained that the reels are a set of flashing lights at the 13 side on the non-precision side of the airport. They are in disrepair, and they no longer make the parts for them.
- We received 2 quotes to replace the 2-light system on the 13 side of the runway.
- The first quote was for \$24,975. The quote includes the reels, the wiring at the pads and the installation.
- The second quote was for \$78,888.30.

Max Braun made a motion to approve purchasing new runway end identifier lights for Runway 13 not to exceed \$26,000, seconded by Gary Zarlego.

Motion carried (4/0)

**24-06-02** Consider Agreement with Michael Baker International for FBO Hangar Site Re-Development Concepts

Max Braun made a motion to table considering the agreement with Michael Baker International for FBO Hangar Site Re-Development Concepts, seconded by Bill Beckwith.

Motion carried (4/0)

**X. EXECUTIVE SESSION**

No executive session was needed.

**XI. ADJOURNMENT**

Bill Beckwith made a motion to adjourn the meeting at 8:01 PM, seconded by Greg Garmon.

Motion carried (4/0)