

Peachtree City Airport Authority (PCAA)
Thursday, August 22, 2024
Rescheduled Meeting Minutes

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

Members Not Present: Gary Zarlengo – Secretary/Treasurer,

I. CALL THE MEETING TO ORDER

Ken Fleming called the meeting to order at 7:01 PM.

II. PLEDGE OF ALLEGIANCE

III. OPENING REMARKS

Ken Fleming did not have any opening remarks.

IV. PUBLIC COMMENT

There were no comments made from the public.

V. APPROVAL OF MINUTES

Max Braun made a motion to approve the July 18, 2024 meeting minutes, seconded by Bill Beckwith.

Motion carried (3/0)

VI. REPORTS

Development Committee

- Max Braun did not have anything to update for the development committee.

Safety Committee

- Ken Fleming did not have anything to update for the safety committee.

Finance and Oversight Committee

- Gary Zarlengo was not present to give a finance and oversight committee update.

Tenant Roundtable

- There was not a tenant roundtable meeting for the month of July.

Operations - Mike Melton, Assistant Airport Manager- Operations and Maintenance

Mike reported:

- In July we had 19 inches of rain.

- We were under budget on jet fuel. We sold 29,516 gallons on a budget of 32,000.
- We were under budget on avgas. We sold 26,664 gallons on a budget of 28,000.
- We ran 1,393 fuel tickets.
- We had 175 jet operations, averaging a total of 325 operations per day.
- Our total based aircraft is 283.
- We've conducted a three lease compliance checks. We have a couple of tenants that are working on insurance and airworthiness. It is a lease obligation and a grant assurance obligation.
- We had an aircraft flown by a flight student upon landing hit the precision approach path indicators. The pilot did not report the occurrence, and we saw it on video the next day after airfield maintenance personnel caught it their morning check. The student does have \$250,000 in liability and \$40,000 in whole renter's insurance. The estimate to repair the light is about \$10,000. About \$5,000 of that cost will be for the FAA to do their flight check to make sure the light is working correctly.
- They will start paving the Terminal Apron Expansion this evening. The project is ahead of schedule.

Customer Experience - Meridith Allen, Assistant Manager Airport -HR and Customer Service
Meridith reported:

- We have a waiting list for our tie-downs, T hangars, and the FBO community hangar.
- Meridith conducted a customer survey in April with a customer satisfaction of 6.9 with 10 being the highest possible score. She conducted another survey in August with a customer satisfaction of 5.3 with 10 being the highest possible score. The customer's reported the average wait time for fuel was about 15 minutes.

VII. FINANCIAL REVIEW

- Aviation Director, Hope Macaluso, A.A.E. gave the financial review for July.
- **Revenue and Expense Highlights**
 - We had a good revenue month thanks to avgas gallons sold being up.
 - Jet still lags as reflected in the number of jet operations. Our fuel provider told us this was across the board and not isolated to our airport.
 - Expenses were held down except for those related to personnel and with repairs and maintenance. Repairs and maintenance were over because the repair to the road under the keypad on Leo Giles (\$2,970), issues with the fire alarm system at the Toy Box (\$1,100), and an unexpected need for a filter change on the avgas tank at the fuel farm (\$1,792). We normally only change the filters once a year, but due to increased volume we need to do it twice a year.
- **Capital Expenses**
 - The only capital expense in the month was the payment to Georgia Power for the 3-phase power to the fuel farm.
- **FBO Renovation RFP**
 - Meridith and Hope put together the RFP and it has been advertised in both the local paper and on the Georgia Procurement website.

- **Vegetation Survey by Michael Baker International**
 - The lidar has been flown.
- **Auto Parking Lot Expansion Design**
 - This is still under an Independent Fee Analysis with a third-party consultant.
- **New Hangars in Area C**
 - We do not have the signed leases yet. Hope received the Categorical Exclusion (CatEx) environmental approval from GDOT for the hangars.
- **Toy Box Paving**
 - Michael Baker International has completed the plans to complete the paving started last year. The city requires that we address storm water runoff. This will increase the price. We are waiting for pricing to come back from our concrete contractor.
- **Batwing Bushhog**
 - That batwing bushhog needs parts that are no longer manufactured. We are looking for parts, but no luck so far. This bushhog was purchased in 2006. We have the replacement on our Capital List. If we can't find parts, we will be asking to replace it soon.
- **ATCT Update**
 - With the assistance of Michael Baker International, Hope submitted this year's application for the Bipartisan Infrastructure Law funding. This is our third year out of five that we will be applying for this.
- **Consumer Price Index Increase**
 - The July numbers were out last week. The increase for the one-year adjustment is 2.89% and three-year adjustment is 15.21%. We will be sending out the price increase notifications next week. This price increase will be effective October 1.

VIII. AGENDA ITEMS FOR DISCUSSION

24-08-01 Employee Handbook Review - Meridith Allen

- Meridith gave an overview of the updates that have been made to the employee handbook. No action was taken.

IX. AGENDA ITEMS FOR ACTION

24-08-02 Consider Right of First Refusal for Port-a-Port Hangar D2

- Hangar D2 is a 5-year lease with 2 years left.
- Hope performed a cost/benefit analysis and recommended the PCAA pass on their right of first refusal to purchase this hangar.

Bill Beckwith made a motion for Peachtree City Airport Authority to forego purchasing the port-a-port D2, seconded by Max Braun.

Motion carried (3/0)

X. EXECUTIVE SESSION

Bill Beckwith made a motion to approve entering into an Executive Session to discuss real estate matters, seconded by Max Braun.

Motion carried (3/0)

XI. ADJOURNMENT

Max Braun made a motion to adjourn the meeting at 8:26 PM, seconded by Bill Beckwith.

Motion carried (3/0)