

**Peachtree City Airport Authority (PCAA)**  
**Thursday, July 18, 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:** Miranda Shockley - Alternate

**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 gave the opening remarks.
- Greg Garmon has resigned as chairman of the PCAA. Ken Fleming is taking over the role of chairman.

**IV. PUBLIC COMMENT**

There were no comments made from the public.

**V. APPROVAL OF MINUTES**

Bill Beckwith made a motion to approve the June 13, 2024, PCAA Regular Meeting Minutes, seconded by Max Braun.

Motion carried (4/0)

**VI. REPORTS**

**Development Committee**

- Max Braun advised the June development committee items are all agenda items for action.

**Safety Committee**

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

**Finance and Oversight Committee**

- Gary Zarlengo gave the finance and capital budgeting report for June.

- Gary gave a summary of the first three quarters of the Fiscal year through June 30<sup>th</sup>.
  - The cash balance as of June 30<sup>th</sup> was \$2,392,000. This is an increase of \$340,000 from the start of our fiscal year on October 1, 2023.
  - Our assets have increased \$87,000 on a net basis.
  - Our liabilities have been reduced by \$75,000.
  - Our net assets are up about \$167,000.
  - We have an operating revenue of almost \$4 million, plus \$167,000 of grant funds and \$571,000 of yielding an operating income which is net of depreciation and grants. This also includes \$34,000 of interest that we have earned in our money market account.
  - We have paid off the 10-year loan we had with the city and we are now debt free.

### **Tenant Roundtable**

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

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

- Mike gave the operations report for the month of June.
- We were under budget on jet fuel in June. We sold 26,000 gallons on a budget of 33,000.
- We were over budget on avgas in June. We sold 34,794 gallons on a budget of 30,000.
- We ran 1,935 fuel tickets.
- We had a total of 13,107 operations, 275 were jet operations. This is an average of 436 operations per day.
- We have 283 base aircraft.
- We have a waiting list for our tie-downs, T hangars, and the FBO community hangar.
- We met with Phillips66 and Perry Brothers to go over contract fuel and the digital meters.
- We have been going through our leases, making sure we have up to date insurance, and that the PCAA is listed as additionally insured. We are also verifying that each aircraft on the field is airworthy.
- We had three aircraft incidents in the month of June with no serious injuries.
  - The first incident, the aircraft left the runway and had a gear collapse because of exiting the runway.
  - The second incident, the aircraft landed, did a ground loop and ended up on its nose.
  - The third incident was something with their cowling and the gear caught on fire.
- The potholes have been repaired on Leo Giles Dr.

## **VII. FINANCIAL REVIEW**

- Aviation Director, Hope Macaluso, A.A.E. gave the financial review for June.

- **Revenue and Expense Highlights**
  - We are about 10% ahead of plan on revenues and about 13% over in expenses. With other income outside of regular operating revenue, we are ahead of plan and are on target to meet expected income for the year.
- **Capital Expenses**
  - The only capital expenses in the month were related to future grants in the amount of \$8,543 for future land acquisition.
- **Grant Update**
  - Michael Baker International arranged for a meeting today with the city to work through the final permitting concerns. The contractor will begin on the Terminal Apron Expansion this coming Monday. The contractor will start erosion and control mobilization.

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

None

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

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

- All three proposals were updated and reviewed.
- The development committee and aviation director are recommending that we enter into a ground lease for C7 with Base Leg Maintenance and for C8 with Lammes Construction.

Max Braun made a motion to approve the airport entering into a ground lease for the hangar site C7 with Base Leg Maintenance and hangar site C8 with Lammes Construction. With a stipulation they have 60 days to execute their contract, seconded by Bill Beckwith.

Motion carried (4/0)

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

- Michael Baker International offered 3 conceptual designs of the FBO community hangar, independent of a developer or interested party.
- We have had interest from different types of builders wanting different types of developments.
- The PCAA suggested implementing a 2-step process. The first step is an RFI, with a non-disclosure agreement. The second step will be the RFP, and final proposals from interested parties.
- The PCAA will set up an NDA for any interested proprietors.
- Michael Baker will assist in making sure the basic requirements and the parameters in which they are able to build are met.

- Michael Baker will have a key role in helping us evaluate the RFI concepts.

Max Braun made a motion not to exceed \$18,200 to enter into an agreement with Michael Baker International for redevelopment of the FBO Hangar. Giving Hope the discretion to revise the statement of work as this board has described tonight, seconded by Bill Beckwith.

Motion carried (4/0)

**24-07-01** Consider Right of First Refusal for Port-a-Port Hangar D14

- Hangar D14 is located at the end of the portable row of hangars.
- The hangar has a 5-year lease and has 14 months left on the current lease.
- If the PCAA purchased the hangar we would have a loss of cash, and a loss of capital.
- Hope recommends the PCAA forgoes purchasing the hangar.
- Hope reviewed the terms of the current lease with the LLC that is planning on purchasing D14.

Gary Zarlengo made a motion for Peachtree City Airport Authority to forego purchasing the port-a-port D14, seconded by Max Braun.

Motion carried (4/0)

**24-07-02** Consider Georgia Power Agreement to Bring 3 Phase Power to the Fuel Farm.

- When the fuel farm was initially designed and put in, it was not designed to handle the volume that it is currently pumping.
- Both the jet A and avgas motors are being replaced at least twice a year.
- The motors are difficult to find, and cost around \$2,500 per motor.
- To upgrade the motors, the first thing needed is 3 phase power to the fuel farm.
- Georgia Power is the only company that can bring the power to the fuel farm.
- The price that Georgia Power quoted is \$50,640.90 to take the power from Dividend Dr. to Leo Giles Dr. to the fuel farm. That price is valid until September 25, 2024.
- The 3 phase power is the first step of the process. The second step will be upgrading the motors for an estimated \$300,000.

Max Braun made a motion to approve an agreement with Georgia Power to bring 3 phase power to the fuel farm not to exceed \$50,640.90, seconded by Gary Zarlengo.

Motion carried (4/0)

**24-07-03** Consider Agreement with Michael Baker International for Vegetation Survey

- Many trees have been removed on and off airport property over the years. Every time a tree is put into the FAA system, you must go back and advise them the tree is no longer there. This requires a LIDAR survey.
- We do have a local person that can do the LIDAR survey. The survey results would be done in conjunction with Michael Baker International. They would coordinate with the FAA to remove the trees from the Aviation Data Information Portal.
- This will help the airport maintain our approaches.
- The cost is \$12,000 for the physical survey and \$14,000 for the analysis and submission to the FAA.

Max Braun made a motion to approve an agreement with Michael Baker International for a Vegetation Survey not to exceed \$27,000, seconded by Gary Zarlengo.

Motion carried (4/0)

**24-07-04** Consider Agreement with Michael Baker International for Auto Parking Lot Expansion Design

- Daily the airport runs out of parking spaces for its customers.
- We do have an ALP plan to expand our auto parking in the grass area next to the FBO. This plan will include a couple of electric car chargers.
- Hope has spoken to GDOT and they advised we can probably get 75/25 state funding for this project. Michael Baker quoted between \$690,000 to \$910,000, making the median price \$762,000 for construction.
- The cost to have a design of the project done is \$123,070. Next year, we can get our entitlement funds in an FAA grant to cover the design at 90/10. We have \$150,000 per year in entitlement funds to be reimbursed.
- Max Braun spoke that he does not think the parking lot project is a keeping the lights on situation. He suggested that employees could park on Leo Giles Dr. and walk to the FBO to open up parking spots.
- Hope Macaluso commented that the airport continues to be a growing business, and it is important to provide our FBO and airfield customers adequate parking. This is a basic need for a business.

Bill Beckwith made a motion to approve an agreement with Michael Baker International for an auto parking lot design not to exceed \$123,070.00, seconded by Gary Zarlengo.

Motion carried (3/1) Max Braun opposed.

**X. EXECUTIVE SESSION**

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

Motion carried (4/0)

**XI. ADJOURNMENT**

Max Braun made a motion to adjourn the meeting at 8:23 PM, seconded by Bill Beckwith.

Motion carried (4/0)