

Peachtree City Airport Authority (PCAA)
Thursday, September 12, 2024
Rescheduled Meeting Minutes

Members Present: Ken Fleming – Vice Chairman, Gary Zarlengo – Secretary/Treasurer, Bill Beckwith - Member, Mark Oldenburg – Attorney, and Hope Macaluso, A.A.E. – Aviation Director

Members Not Present: Max Braun – Member and Miranda Shockley - Member

I. CALL THE MEETING TO ORDER

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

II. PLEDGE OF ALLEGIANCE

III. OPENING REMARKS

Ken Fleming gave the opening remarks. Ken thanked councilwoman Suzanne Brown from Peachtree City for attending. He advised that both Max Braun and Miranda Shockley were not present, but enough members were present for a quorum.

IV. PUBLIC COMMENT

There were no comments made from the public.

V. APPROVAL OF MINUTES

Bill Beckwith made a motion to approve the August 22, 2024 meeting minutes, seconded by Gary Zarlengo.

Motion carried (3/0)

VI. REPORTS

Development Committee

Max Braun was not present. No development committee update was presented.

Finance and Oversight Committee

- Gary Zarlengo gave the finance and oversight committee update for the month of August.
- Our cash balance is about \$2,300,000.
- We have a lot of upcoming capital items on the agenda.
- He is working on an update of the bylaws that Mark Oldenburg sent out.
- He is working on a couple of charters for the standing committees.
- He is working on getting an OCI (Organizational Conflict of Interest) document in place for the authority members to sign annually.

Tenant Roundtable

Miranda Shockley was not present. No tenant roundtable update was presented.

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

- Mike reported we were under budget on jet fuel. We sold 21,681 gallons on a budget of 28,000.
- We were over budget on avgas. We sold 38,119 gallons on a budget of 31,000.
- We ran 2,131 fuel tickets.
- We had a total of 13,190 operations, 204 were jet operations. This is an average of 426 operations per day.
- We have 283 base aircraft.
- We have a waiting list for our tie-downs, t-hangars, and the FBO community hangar.
- USDA is continuing to monitor the wildlife and removed 2 animals in August.
- We are continuing to have aircraft incidents on and around the runway. We are considering having an aircraft recovery fee for closing the runway and for staff and lost revenue.
- The contractor is 75% complete with the paving of the Apron Project Expansion. They still have grading, touch-up and clean-up to complete.
- The air show is scheduled for October 26th and 27th.

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

- She has not had too many complaints and is continuing to work on standard operating procedures for the Customer Service Representatives.

VII. FINANCIAL REVIEW

- Aviation Director, Hope Macaluso, A.A.E. gave the financial report.
- **Revenue and Expense Highlights**
 - August was a good month overall. Jet still lags, but avgas has made up the difference. We are 12.3% over the entire year's budget with one more month to go.
- **Capital Expenses**
 - There were no capital expenses this month, except those related to the current grant.
- **Grant Update**
 - The current project is ahead of schedule but has been affected by the remnants of Hurricane Francine.

VIII. AGENDA ITEMS FOR DISCUSSION

24-09-01 Capital Improvement Plan for Grant Funding

- Hope gave an overview of the capital improvement plan for grant funding for the next 5 years.
- Hope and Mike met with Michael Baker International and our GDOT representative to go over our projects.

- There will be a development workshop to give a more detailed overview. The documents are due to GDOT at the beginning of November. We need to look globally how to further develop the airport, including local and grant funding.
- Our fiscal year for capital improvements is based on GDOT's fiscal year that started on July 1st.
- This week, we received the independent fee terminal parking area expansion design back. Hope received the independent fee estimate back and sent that to GDOT for their review. GDOT's plan is to fund that project with state funds if they have fallout money in 2025. If not, it will be funded in 2026. We will be responsible for 25% of the cost because it is not a safety project.

24-09-02 Toy Box Expansion

- Hope gave an overview of the Toy Box expansion plans.
- We needed a land disturbance permit to pave over an acre. We needed to go through Michael Baker to draw up plans for the remaining area to be paved and for the expansion of the building.
- Michael Baker had to work with the city to meet their stormwater requirements.
- We have a plan to finish paving the additional outside apron space at the Toy Box. We are waiting to hear back on pricing. This is phase one of the project.
- The tenant, Academy of Aviation, would like to expand the building for additional space.
- Last year, the PCAA agreed to move forward with a design element with Michael Baker. The design has been completed. The next step is to put the project out for bid.
- This is not grant reimbursable. The cost would come out of our pockets. We would recoup the cost through a long-term lease agreement with the tenant.
- This would be a commercial investment. We would have to go to the Fayette County Development Authority (FCDA) first. Our agreement with FCDA says anytime we have lending needs, they have the right of first refusal.
- No action was taken.

IX. AGENDA ITEMS FOR ACTION

24-09-03 Consider Employee Handbook Update

- Meridith provided each authority member with an updated revised version of the handbook.
- The authority would like additional time to understand the purpose, drive and motivation why the changes were made.
- The authority would like to have at least 2 members sit down and work through all the changes with Meridith.
- The employee handbook update was tabled.

24-09-04 Consider FY2025 Operating Budget

- Hope, Mike and Meridith did the initial development.
- Susan Blair, our in-house accountant, verified the budget in Quick Books. Both Hope and Susan went over the budget with Gary.
- The prediction is less income for next fiscal year.
- The jet fuel sales have been budgeted at a 15% decrease. We have seen a decrease in sales the past few months.
- The avgas fuel sales have been budgeted at a 5% increase. We have seen an increase in sales the past few months.
- The biggest change is for payroll. The plan is to increase the hourly employees starting pay to \$18.80 per hour.
- A 3.5% pay increase has been budgeted for exempt employees (expect for the Aviation Director).
- Health insurance costs have increased. We have added additional full-time employees, and we are also covering more employees.
- The cost of repairs and maintenance has increased. As things age, we also add more items to maintain.
- The operating income is budgeted at \$585,000 before any grants.

Gary Zarlengo made a motion to approve the FY2025 Operating Budget, seconded by Bill Beckwith.

Motion carried (3/0)

X. EXECUTIVE SESSION

No executive session was needed.

XI. ADJOURNMENT

Gary Zarlengo made a motion to adjourn at 7:41 PM, seconded by Bill Beckwith.

Motion carried (3/0)