

Peachtree City Airport Authority (PCAA)
Thursday, November 14, 2024
Scheduled Meeting Minutes

Members Present: Ken Fleming – Acting Chairman/Vice Chairman, Gary Zarlengo – Member, Bill Beckwith - Member, Max Braun - Member, Miranda Shockley – Member, Mark Oldenburg – Attorney, and Hope Macaluso, A.A.E. – Aviation Director

I. CALL THE MEETING TO ORDER

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

II. PLEDGE OF ALLEGIANCE

III. OPENING REMARKS

Ken Fleming gave the opening remarks. He commented that the Air Show was a success and thanked the airport staff for a successful event.

IV. PUBLIC COMMENT

Jay Herrin asked for the sale of Flyt Aviation to US Aviation to be addressed in the meeting.

V. APPROVAL OF MINUTES

October 17, 2024, Rescheduled PCAA Regular Meeting

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

Motion carried (4/0)

VI. REPORTS

Development Committee

- Max Braun advised there were no updates to report.

Finance and Oversight Committee

- Gary Zarlengo gave the finance update and advised there was nothing to update for oversight committee.
- We will have about \$1.6 to \$1.7 million in cash after we make the final payments to the apron expansion project.
- We received the bill in October, and the reimbursement from the state was received in November. The state covered 75% and we are responsible for 25%.

Tenant Roundtable

- Bill Beckwith gave an update.
- They had a meeting on Wednesday, November 13th.

- The concerns brought up from tenants were refueling procedures and clarity of communication between tenants and management.

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

- Mike reported fuel sales were up last month.
- We had several jets from the Caterpillar company come in unexpectedly. They filled our ramp and contributed to our Jet fuel sales.
- We ran 1,886 fuel tickets.
- We had a total of 10,716 operations, and 281 were jet operations. That averages 346 operations per day in October.
- We have a total of 283 based aircraft.
- The USDA removed 3 large deer and some smaller wildlife.
- The Apron Expansion project is completed. There are just some punch list items left to complete.
- The air show was a success.

VII. FINANCIAL REVIEW

Aviation Director, Hope Macaluso, A.A.E.

- October was a good month. Expenses were held down.
- The air show was a benefit to the community and a financial benefit to the airport.
- No capital expenses this month, only those expenses related to our current grant.
- Our audit is still ongoing with Fulton and Kozak.
- There has been a utility locate, and survey work done for the auto parking lot expansion design project this week. Next, they will be doing the drilling to get the geo tech information.
- At the end of October, US Aviation did purchase Flyt. US Aviation did assume their leases. That has been the extent of the airport's involvement. They are still in the changeover process.
- US Aviation does not have the Propel program with Delta, but both AOA and ATP do have that program.

VIII. AGENDA ITEMS FOR DISCUSSION

24-11-01. Academy of Aviation Presentation

- Aaron Hollewell from AOA gave a presentation.
- AOA would like to communicate on their growth and development.
- They have acquired the Propel program with Delta.
- To be a Propel student, they first interview with Delta. Once accepted, they become a flight student, a flight instructor with the school, a pilot with Endeavor and then a pilot with Delta.
- AOA will have about 8 students starting with Propel this fall, and the next group will start in February.

- AOA currently has a total of 120 students.
- With continued growth they are reviewing what the future looks like for them in Peachtree City.
- First, they would like to complete the current ramp expansion. Then, they would like to add on additional space and parking to the current facility.
- The current space can comfortably hold 60 students of their 120 students. They are planning on growing 10 to 20%.
- They would like to come up with a solution and a plan of action at the Peachtree City airport to continue their growth and decide what direction they need to go.
- Max brought up the concern of this being a large capital investment for the airport with the possibility of AOA breaking the lease early. The airport would then be left with a space built specifically for one customer. This should be a discussion for the board where is it best to allocate the airport's capital.
- Hope explained if you disturb more than an acre of land, you must pull a disturbance permit in Peachtree City. We paved what we could to keep it under an acre. There is also a significant amount of storm water infrastructure requirements from the city that will also drive the cost up.
- Gary commented that AOA is asking us to build this building to their specs as a tenant, and the PCAA will be taking an investment risk. This will be a paradigm shift for the airport. The current buildings being built over in area C are being paid for by the new owners, not the airport. Does the airport want to be a commercial landlord for a large company?
- Hope advised we have an estimate from our engineer that this will cost approximately \$2 million dollars. This is for both the shell of the hangar and the shell of the office space. The interior design will be completed at AOA's own expense.
- Max commented that we will need a funding strategy. Will AOA come to the table with some money, and we build the cost in the lease rate? He thinks if AOA can come up with some funding, we will be able to make an agreement on lease terms. We have box hangar owners that built their hangar, and they know they do not own anything underneath it. There are ways to structure this, so the airport does not have to tie up all their borrowing capacity to support a commercial development.
- Hope suggested that another option would be for AOA to pay for the expansion, set up a longer-term lease and their investment would go as a lease payment. The best way to move forward would be for AOA and a couple of members from the authority to discuss AOA funding the project and having a long-term lease to recoup the costs of the project.

24-11-02 Planterra Tree Replacement Request

- Max Braun gave an explanation regarding the request.
- In 2020 the PCAA came to an agreement with Planterra for us to root some trees that were penetrating our approach surfaces in accordance with our easement.
- The PCAA offered to replant. Planterra gave us a quote of \$200,000 for some trees that would grow back to a height that would penetrate our approach. We

advised that would not be congruent with our use. We never had a reply from them.

- In 2023 the PCAA still had not had a reply and decided to not pursue it any further.
- Two weeks ago, we received a letter from their attorney. After speaking with our attorney Mark, we agreed that we had committed to doing something. We need to bring in a landscaper to see how we can get it back to what it was before, without the massive growth. Then bring the plan back to the board to discuss.

24-11-03 PCAA Bylaws

- Gary gave an overview of the need for bylaws.
- It was brought to Gary's attention a year ago that the PCAA did not have any bylaws.
- Greg Garmon was working on the bylaws, until he resigned.
- Gary has begun working on the bylaws again. He made some edits and gave his comments to our attorney Mark.
- He wants to encapsulate the minimalist requirements that are set forth in the organizational chart, as well as the practices that we currently follow.
- He wants to make sure that everyone can review the bylaws, including the concept of committees. The bylaws will be posted on our website. The goal is to put this on the December agenda.

24-11-04 Finance and Audit Committee Charter

This item was tabled.

24-11-05 Governance Committee Charter

This item was tabled.

24-11-06 Whistleblower Complaint Policy

- Gary gave an overview of the Whistleblower Complaint Policy.
- The policy is for someone that sees malfeasance at the airport, by a vendor, customer, or employee so they have a way to confidentially contact the authority. There would be no retribution back to the individuals.
- The PCAA will have a special email account for someone to send in their concern.
- The PCAA will ask that the whistleblower provide substantiation of facts, and the authority and our attorney will look at things carefully and decide.
- This includes any kind of financial or unethical business dealings, self-dealings, or potential harassment to personal by senior staff.
- These complaints will not be discussed publicly.
- This draft will be posted to our website for review. We want to be transparent to the public about our day-to-day operations.

IX. AGENDA ITEMS FOR ACTION

24-11-07 Consider Capital Improvement Budget for PCAA Spending

- This is a review of our five-year plan for our spending for the PCAA.
- This plan is not grant related, unless we must pay a portion of the grant.
- There are some items that are dragging on from previous years that are reimbursable.
- One is the navigation easement.
- We will be reimbursed for the million-dollar grant for the air traffic control site study. It will include the \$123,000 for the site study and the \$800,000 for the design of the tower. The \$1,000 Cat X environmental study will also be included.
- The blimp hangar needs new insulation for about \$150,000.
- To replace the roof on the FBO hangar office is about \$50,000.
- The FBO hangar doors is \$400,000. If we add ceiling fans to both the blimp hangar and FBO hangar for bird control that is \$70,000.
- The FBO roof membrane replacement is \$125,000.
- We are still owed \$50,000 back in the past grant for the Apron Expansion Project.
- Replacing the maintenance truck is \$25,000.
- The Toy Box expansion is estimated at \$2,000,000.
- A new maintenance shed for both maintenance and tractor storage is \$200,000. We are potentially considering Area C but need to identify a location that power can be run to.
- When we did the apron ramp expansion, we did not include apron lights. If GDOT does not fund it, the cost \$15,000 for 4 lights.
- A 6-passenger golf cart to accommodate more customers with the ramp expansion is \$10,000.
- Renovations to the FBO building will be about \$300,000. That includes a cushion for the price of supplies going up and some furniture replacement.
- The auto parking lot expansion would be a 75/25 project with the state. Our portion would be \$190,500.
- The city asked us to investigate a stormwater master plan. Michael Baker would put that plan together for us for \$152,000. Once that plan is put into place, it will be grandfathered in with the city.
- Maintenance has asked for a bush hog mower for the tractor to mow the steep ditches for \$30,000.
- Minus the \$2,000,000 estimate for the Toy Box expansion, the total is about \$1,600,000 for this year in spending.
- Gary explained that this is a capital budget plan. Things may come and go from this list. Financially, we're not obligating the PCAA to anything. He also advised that both the wash rack and self-serve fuel items are on the list. He expressed that PCAA needs to decide for the tenants on both items this year.
- Max commented he thinks the budget plan is comprehensive and reflects the needs of the airport.

Max Braun made a motion to approve the Capital Improvement Budget for PCAA Spending seconded by Bill Beckwith.

Motion carried (4/0)

Gary Zarlengo asked for a talking point. He has been thinking about starting a nonprofit. This would allow him to solicit money to provide general education for the aviation community in the area. He is willing to start this with his own money. It would be for nonprofit activities, not to the benefit of the airport, but for the community. He is currently looking for feedback if others think that would be a viable way to take care of the aviation community and benefit Peachtree City and Fayette County.

X. EXECUTIVE SESSION

No executive session was needed.

XI. ADJOURNMENT

Bill Beckwith made a motion to adjourn at 8:08PM, seconded by Gary Zarlengo.

Motion carried (4/0)