

Peachtree City Airport Authority (PCAA)
Thursday, February 13, 2025
Scheduled Meeting Minutes

Members Present: Ken Fleming – Chairman, Max Braun – Vice Chairman, Gary Zarlengo – Secretary/Treasurer, Elizabeth Pfingsten – Member, Steve Hanes – Alternate, Mark Oldenburg – Attorney, and Hope Macaluso, A.A.E. – Aviation Director

Members Not Present: Bill Beckwith - 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.

IV. PUBLIC COMMENT

There were no comments made from the public.

V. APPROVAL OF MINUTES

January 9, 2025 Regular PCAA Meeting

Max Braun made a motion to approve the January 2025 meeting minutes, seconded by Elizabeth Pfingsten.

Motion carried (4/0)

VI. REPORTS

Development

- Max Braun advised there were no updates about development.

Finance and Oversight

- Gary Zarlengo reported our cash balance is down to about \$1.7 million. That is due to the funding we have been outlaying for the apron expansion.
- Once the contractor completes the punch list for the apron expansion, we will be able to bill GDOT for a 75% reimbursement.

Tenant Roundtable

- Bill Beckwith was not present. Gary Zarlengo gave the tenant roundtable update.
- One of the items that was discussed was the issue of self-serve fuel. They have looked at the airport layout plan, and the self-serve fuel is not located in a practical location due to the traffic congestion in that area.

It had previously been brought up that 97% of GA airports have self-service fuel. GDOT's data was examined, and around 60% of GA airports have self-service fuel. The PCAA is going to take another look at the facility and landscape of the airport to see if they can figure something out. They will then present their conclusions.

- Another item that was discussed was a wash-rack and where the wash-rack was previously located. We are going to have Michael Baker look more into location options.

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

- There was no wildlife or aviary strikes.
- The USDA did not come out in the month of January, so no wildlife was removed.
- We did have a break-in in January. We sent an email to all our tenants to check their hangars. The break-in was isolated to the first row of T hangars. At least four hangars were broken into, and headsets were obtained. They did not use a gate code to get in. They cut through our fence and used bolt cutters to get into the hangars. Some people did have their stolen property's serial numbers. The chief detective thinks they'll be able to recover some of the stolen property. Hope worked very closely with the Peachtree City Police, and viewing the camera footage of the incident. There is a warrant for the person's arrest. The person broke into PDK three times, Gwinnett, Peachtree City, and PDK one more time.
- We had 8,092 operations, and 139 were jet operations.
- We have 290 based aircraft.
- Gary advised there were some deer out front this evening. The USDA has been notified.
- Elizabeth asked if Hope saw the bald eagle today. Hope advised she was aware of the bald eagle living near Lake McIntosh. They are a protected species, so unless he is endangering human life nothing can be done.

VII. FINANCIAL REVIEW

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

- We had strong jet fuel sales despite the snow days in the month. Avgas, however, was just a little behind plan.
- Expenses were down overall, but specifically in payroll since there are still open positions.
- The audit is final and was sent to the City of Peachtree City last week. We had an operating income of \$742,000.00. The auditors were very happy with Susan Blair's work.
- The only capital expenses in the month were to replace a runway end light identifier which was a previously approved expense for around \$24,000.00 and for the deposit to the construction company that is renovating the FBO for \$93,000.00.
- Terminal Apron Expansion Update- The contractor will need to return to regrade the detention pond and plant vegetation to stabilize the pond. We are also looking into adding lighting to the apron within this grant.

- The Independent Fee Analysis by a 3rd party for the Air Traffic Control Tower Design fees is complete. They were 1.2% higher than Michael Baker International's fees. Hope has submitted this to GDOT. We will have the environmental Categorical Exclusion done soon and are filling out the full FAA application for the design grant, in which we will be reimbursed for what we have spent so far which is \$146,000.00.
- Ken asked if the FAA mandates the design or have any restrictions or limitations. Hope advised the FAA will select the site for the building. They also decide the height of the tower. Everything needs to be visible for the controllers in the tower cab design. There will be an elevator, an equipment room, and telecom. The design will be up to us aesthetically. Overall, it is a simple building.

VIII. AGENDA ITEMS FOR DISCUSSION

None

IX. AGENDA ITEMS FOR ACTION

25-02-01 Consider Right of First Refusal for Hangar C3

- The seller is C3 LLC, which are Vic and Carolyn Syracuse. The Buyer is Base Leg Aviation Maintenance LLC, which is Andrew Anderson.
- If we purchased the hangar, our down payment would need to be \$123,600.00 cash.
- Hope advised that we need to protect the airport's capital at this time, and she does not see that we would be able to rent it out enough to justify the payment.
- She does not recommend the purchase of Hangar C3.
- Gary asked Hope if she recommends transferring the lease. Hope does recommend transfer of the lease with some stipulations.
- Max agreed with the transfer of the lease but recalled that there was an issue with the sewage on Hangar C3. He confirmed that there is an outstanding bill owed to Scarbrough. He wanted to make sure both buyer and seller were aware of the outstanding bill and had discussed the bill.
- Hope said that as long as both the buyer and seller are aware of how the bill will be handled, she has no issue with the transfer of the lease.

Max Braun made a motion to decline the PCAA's right of first refusal for hangar C3 seconded by Gary Zarlengo.

Motion carried (4/0)

Gary Zarlengo made a motion to approve the transfer of the lease to the new buyer of C3 as specified in the purchase contract, seconded by Elizabeth Pflingsten.

Motion carried (4/0)

25-02-02 Consider Modification to Cash Management Policy

- Gary advised the PCAA set up a cash management policy in July 2023.
- The Authority previously set up a cash management committee. The committee has never met. We have decided to go away from the committee structure.
- Last month we improved our bylaws and deleted any standing committees.
- It is management's responsibility to execute the policy. The PCAA is responsible in overseeing the policy. The primary role of the treasurer is to protect the assets.
- Gary re-worded the concept to get rid of the committee and replace the responsibility for managing the cash with Hope the Aviation Director and Susan the soon to be Assistant Director of Finance.
- The treasurer's role is to protect the assets of the authority, and the day-to-day responsibility for adhering and maintaining the policy will be on Hope and Susan.
- Gary wanted to be clear on how the responsibility is shared between the authority and the staff.
- We keep our funds in different buckets. One is working capital. Second is money market funds, CD's, or anything that is federally insured. The primary purpose is to reduce the risk of loss. Third is the funds for grants are kept in FDIC insured banks or institutions. These institutions must be a member of the Georgia State Deposit Accounts. When we receive grant funds they go into that account and remain there until it's time to spend the funds for the purpose of the grant.

Gary Zarlengo made a motion to approve the revisions to the PCAA Cash Management Policy as modified, seconded by Max Braun.

Motion carried (4/0)

X. EXECUTIVE SESSION

Max Braun made a motion to enter into Executive Session to discuss legal matters, real estate, personnel issues, and attorney client matters, seconded by Elizabeth Pflingsten.

Motion carried (4/0)

XI. ADJOURNMENT

Max Braun made a motion to adjourn, seconded by Gary Zarlengo at 8:03PM.

Motion carried (4/0)