

Peachtree City Airport Authority (PCAA)
Thursday, July 10, 2025
Regular Meeting Minutes

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

Members not Present: Bill Beckwith – Member and Steve Hanes – Alternate

I. CALL THE MEETING TO ORDER

Ken Fleming called the meeting to order at 6:58 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

June 12, 2025 Regular PCAA Meeting

Elizabeth Pfingsten made a motion to approve the June 2025 meeting minutes, seconded by Gary Zarlengo.

Motion carried (3/0) - Max Braun abstained

VI. REPORTS

Development

Max Braun advised there was nothing to report on development.

Finance and Oversight

Gary Zarlengo gave the finance and oversight update.

- We are holding steady at about 1.7 million in cash.
- We are still at about three quarters of a million dollars in capital expenditures for the year.

Tenant Roundtable

There was not a tenant round table update. Bill Beckwith was not present.

Operations - Denver Garrett, Assistant Aviation Director, Operations and Maintenance
Denver gave an operations and maintenance update.

- Key Performance Indicators

- Two deer, two armadillo and thirty-four Canada geese were lethally mitigated in June.
- We had zero bird strikes.
- One reported aircraft incident.
 - N21SN
 - Upon landing a blown tire occurred.
 - Incident occurred on 6/24/25 at 4:45 PM.
 - Incident was resolved and normal operations proceeded at 5:10 the same day.
- No fire hazard incidents.
- No security incidents.
- We had a total of 11,846 aircraft operations.
 - 181 were jet operations.
- Av Gas Sold MTD: 9,725 Gallons out of the forecast of 27,975: At the current daily sales rate we are **~7.8% ahead** for the month.
- Jet A Sold MTD: 7,576 Gallons out of the forecast of 25,090: At the current daily sales rate we are **~6.4% behind** for the month.
- USDA will conduct a deer mitigation hunt potentially as soon as next week.
- The Area A water leak has been resolved.
- Creating and have partially implemented a mowing map for the airport to be used for scheduling sections of the airfield to be cut. The FBO, Area A Hangars, and Area C Hangars are currently on a bi-weekly mowing schedule.
- Will soon be reaching out to receive pricing for professional environmental monitoring services to provide pricing on SWPPP (Stormwater Pollution Prevention Plan) sampling and reporting management.
- We are looking into a few options for upgrading the staff radio system. These upgrades will allow the FBO Line and Airport Maintenance to be on the same system but have their own individual channels to communicate on. In addition to these two channels, we will have a few more channels for airshow and emergency communication purposes. Working with the Fayette County Communications office to potentially have the new system piggybacking on their radio network.
 - Gary asked if we need a special license for the radios.
 - Denver advised we would be under the Fayette County system and underneath their license.
 - Hope added there is a possibility that we would have a channel for Unicom. If that happens, we will get that cleared through the FCC (Federal Communications Commission), because we have a license for that frequency.
- We are working with a survey company to physically mark the trees identified as airspace obstructions for RWY 13 on the Gerresheimer & Golf Course property. Once marked, Gerresheimer has committed to top and/or remove said trees on their property.
- Hangar inspections are to be conducted by the end of the month. Tenant notifications will soon go out via email of what date and the timeframe of when these inspections will be taking place. Denver reminded tenants to please be sure

to read their lease as well as the airport rules and regulations corresponding to what is not allowed to be stored in hangars.

VII. FINANCIAL REVIEW

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

- June Revenue and Expense Highlights
 - 100LL fuel sales were just a little behind plan, but jet sales were above plan.
 - There were some unplanned maintenance expenses in the month. Those were due to a water leak behind the port-a-ports, tractor repairs, and a motor went out in out the fuel farm.
 - Susan is still reconciling some of the items in the month, so we expect Net Income to be closer to plan, but we are still behind year to date.
 - Ken asked why we are behind year to date. Hope advised we are looking at our fuel pricing model, to tighten that up. We budgeted for 36,000 gallons to be pumped. The previous June we pumped 34,000 gallons. June was a tough month.
- Capital Expenses
 - We had several expenses in June. Those were:
 - \$2,103 toward the security system upgrade. The planned upgrades have been made, and we are just still tweaking the system.
 - \$6,956 toward the FBO renovations. We have now paid for 85% of the project and work is continuing.
- Grant Update
 - Terminal Apron Expansion Update- The contractor must come back to stabilize the grass. The contractor did not grade the detention pond to the design. They must add dirt back and regrade. She didn't have a date for any of this work yet.

VIII. AGENDA ITEMS FOR DISCUSSION

25-07-01 Review Through the Fence Access Agreement

- Hope gave an overview of the current agreement and the suggested changes.
 - We currently have 3 through the fence agreements.
 - The two agreements along the taxi way next to the FBO have deeded access to the airport. Even with the deeded access per the FAA requirements they must have an access agreement with the airport.
 - Hope asked Michael Baker International to go through our current agreement and see what suggestions they may want to update in the agreement from an industry standpoint. Mark will make sure the agreement complies legally.
 - One thing that was updated is the verbiage. The fee is now higher than the original fee and has gone up with the CPI (consumer price index).
 - The biggest update is the fuel flow fee. Right now, only Chick fil A uses the fuel flow opportunity in their access agreement.
 - Once we feel comfortable with the new agreement, it will also be sent to GDOT for their review.
 - Phase one is looking at what updates Michael Baker has suggested.
 - We currently have a through the fence agreement with ATP. They pay us a user fee. We also have an agreement with Airbase Georgia. They receive a discount

because they are a 501(c)(3). Chick fil A's agreement has been in place since 2007.

Gary suggested that they remove the 501(c)(3) language to prevent just anyone from being able to convert to a 501(c)(3). Airbase Georgia's agreement would continue to have that special language.

Max commented that a couple of years ago the authority made a very intentional and deliberate decision to grant different terms to Airbase Georgia. Max agreed with Gary that he would not want someone to interpret that they may also be eligible for the same terms. It needs to be on a case-by-case basis.

Gary brought up the concern of a fuel truck and fuel deliveries going back and forth. Currently a person can operate a vehicle if it pertains to aeronautical activity.

Mario Evans from Michael Baker advised that the access agreement language needs to be updated, and the rules and regulation will also need to be changed.

Hope will be providing the authority a fuel calculation work sheet from Michael Baker.

The new customer will be submitting their payment with a fuel invoice monthly. This is how it is currently done with Chick fil A.

Gary suggested having a set of default provisions. If you do a certain thing, you are in default and the agreement is voided immediately.

Mark commented this is like a commercial lease that has specific statutes that covers things such as default. Some things deserve immediate termination and some things deserve grace. We can insert whatever terms we would like in the agreement.

Max asked Mario to take the authority through the methodology for determining the specific fees.

Mario explained that they will want to do a market rent analysis of this area and your competitor's area. This will set your rate.

Max asked for clarification that these are based on benchmarks.

Hope said that with access agreements we do not have to match what they've given the customer's neighbor. We can be discriminatory.

Mario advised GDOT wants the airport to be successful. You want to look at your market and you do not want to run your customers away. You want to think of the money that the airport invests in the runway and taxiway to maintain annually. You want to make sure that everyone that's using your facility is paying their fair share.

Gary brought up if the fee is tied to the square footage of the hangar or should it be tied to the square footage of the area.

Mario said it is up to the authority to clarify how they want to do the square footage.

Gary said the authority will have to decide what the fair value of the access is.

Hope said historically with Chick fil A's access agreement, there are two buildings, and they also lease out space. It's a very complicated agreement based on what space is occupied.

Max spoke to Gary's point, there's a lot of flexibility how the two acres can be utilized. It's not on the authority to define how it is structurally designed. The Authority should come up with a flat rate for access to the airport.

Gary advised at the end of the day the authority does not want to be in the business of chasing down configuration changes. They would prefer to know this is the dollar amount without having to worry.

Beth asked if we approve this moving forward with this customer, could we also do this when it's time to renegotiate the existing customer's agreements?

Hope advised both ATP and Airbase Georgia are three years into a twenty-year agreement. Chick fil A signed a 40-year agreement.

IX. AGENDA ITEMS FOR ACTION

25-07-02 Consider Adoption of Employee Handbook

- Hope advised the authority was able to review the handbook in May.
- The changes that were suggested have been made.
- Mark has reviewed the changes and commented that it is a significant improvement of the last revision that they had looked at. He stated that it's very well done. From a legal standpoint there are no issues, and it is readable.
- Max and Ken agreed.
- Hope agreed that it protects our employees a lot better than the current employee handbook. She asked if it is approved to be effective the first pay period of August.

Max Braun made a motion to approve the adoption of the employee handbook effective the first pay period of August 2025, seconded by Elizabeth Pfingsten.

Motion Carried (4/0)

25-07-03 Consider Accepting Grant for Air Traffic Control Tower Design

- Hope explained that last October 2025, we received notification that the FAA selected our airport for the FY2025 Bipartisan Infrastructure Law Airport Terminal Program. We were awarded a million-dollar grant.
- The grant is for the design of the tower plus reimbursement for the expenses that we have incurred to date for the air traffic control tower.
- The way the announcement reads is that they wanted everything back to them by July 2025. They have received all the documentation.
- The FAA's fiscal year ends September 30th. Sometime between now and September Hope expects that grant to be given to the airport.
- This is a preemptive approval of accepting this million dollar grant from the FAA.
- Gary asked Mark if we can legally accept this, even though it has not been offered to us in a formal document.

- Hope clarified that it is not just a press release, it is a letter from the airport sponsor saying that we're being awarded the grant.
- Mark said that it is okay because there's documented evidence of the acceptance of the grant by the authority.
- Once the grant has been accepted, Hope will have the authority to sign it.

Elizabeth Pfingsten made a motion to approve accepting the grant for the air traffic control tower design, seconded by Max Braun.

Motion Carried (4/0)

X. ADJOURNMENT

Elizabeth Pfingsten made a motion to adjourn, seconded by Gary Zarlengo at 7:42 PM.

Motion carried (4/0)