

Peachtree City Airport Authority (PCAA)
Thursday, August 14, 2025
Meeting Minutes
APPROVED

Members Present: Ken Fleming – Chairman, Gary Zarlengo – Secretary/Treasurer, Bill Beckwith - Member, Elizabeth Pfingsten – Member, Steve Hanes – Alternate, Denver Garrett – Assistant Director of Operations and Maintenance, and Hope Macaluso, A.A.E. – Aviation Director

Members Not Present: Max Braun – Vice Chairman and Mark Oldenburg – Attorney

I. CALL THE MEETING TO ORDER

Ken Fleming called the meeting to order at 6:59PM.

II. PLEDGE OF ALLEGIANCE

III. OPENING REMARKS

- Ken Fleming gave the opening remarks.
- Progress is being made on the FBO renovations.
- There is a very large turnout at tonight's meeting.
- The expiration of the D hangar's leases is not on tonight's agenda.
 - If we need to make an agenda item for next month's meeting, the Authority will be happy to add it.
 - The Authority is looking to change hangar D1 through D14 from 5-year to 1-year leases.
- The ALP does show that area as potentially a larger hangar area.
 - There is no discussion of making any changes right now.
 - Changing the leases allows the Authority some flexibility so if there is an opportunity we do not have to wait for 5-year leases to come to an end.
- The other issue that the Authority will be discussing tonight is the hangar inspections that Denver and Ken completed a few weeks ago.
 - It was a positive experience.
 - They learned a lot and still have a lot to learn.
 - Denver will discuss those specifics in his report.

IV. PUBLIC COMMENT

- There were several comments made by the public.
- Jay Herrin made the first public comment.
 - He encouraged everyone to take advantage of the public comment.
 - He started by saying he had a question for the Authority and Ms. Macaluso but then turned to the audience.
 - He asked who knows what an ALP is?
 - He advised that it is very common for the Authority to talk about the ALP.
 - The ALP is the Airport Layout Plan.
 - The ALP is required by the FAA from every airport that receives public funding and grant assurance money. It is required to submit an ALP every 7 to 10 years.

- It is a huge document that explains everything from historical wind direction to the future plans of the airport. The FAA looks at the ALP to decide how they are going to allocate money for future funding.
 - At this point Jay asked Hope if he was so far so good with his explanation. Hope asked Ken if this was public comment or discussion. Ken clarified this was public comment.
 - The ALP is a wish list. On the current ALP there is a wash rack, self-serve fuel, and many other things.
 - On the current ALP the D hangars 1 through 14 don't exist.
 - If we questioned airport management or the Authority, they would advise that the ALP is just for future planning.
 - As a tenant, future planning is a big deal when spending \$75,000 to \$300,000. Jay would like to see something a little more definitive than what the ALP is now.
 - What assurance do the other tenants have when their leases terminate. Will they change those leases to a one-year lease? All the financial planning that has been made will need to be changed.
 - If the Authority is planning on changing leases, Jay asks the Authority to have a plan and tell the tenants what the plan is for their planning purposes.
- Mark Strahler made the second public comment.
 - He piggybacked off Jay's comments. The leases will be changed to 1-year because the ALP does not show the hangars anymore.
 - He question was there ever a discussion or does the ALP happen in a back room? He stated this is a big deal.
- Ken commented that he will be very transparent and have open communication and conversation.
 - Ken joined the Authority over 4 years ago.
 - At that time the Authority was in the process of renewing the ALP. It was coordinated with the city planners to understand what the ALP is.
 - There were many conversations at Authority meetings, and the Authority had public meetings to specifically address the ALP.
 - Jay and a couple of other tenants reached out to Ken about the ALP. Ken is willing to have another meeting if needed to discuss the ALP to understand it and explain why the airport has it. It is not a binding document.
 - The ALP showing hangars D1 through D14 not there doesn't mean they're not going to be there. It means it is a possibility. The ALP is about growth at the airport.
 - If you do not understand something, please reach out to the Authority.
 - Ken advised having a good tenant, authority, and leadership relationship is very important to him.
- Rick Escarra asked the Authority if GDOT has anything to do with the expansion or replacements in the ALP?
 - Hope answered that GDOT reviews the plan but has no input.
 - Ken advised that GDOT and the FAA look at airport's ALPs to prioritize capital expenditures, grants and loans. The last ALP was done in 2022.
- James Baker made the fourth public comment.
 - He reiterated that the Authority would like to change the leases to a 1-year lease for the flexibility to develop the property. Per his existing lease, paragraph 27,

- page 17 the lease gives the Authority the right to relocate the property prior to the expiration of the lease.
 - He questioned what the Authority would gain by going to a 1-year lease.
 - He stated by going to a 1-year lease he has no incentive to maintain the hangar, and there is a possibility that he will not be able to sell the hangar.
 - Ken answered that the Authority would prefer not to tell the tenants they are going to move their hangar. They would rather give the tenants an option of a 1-year lease.
 - Hope explained that the way the lease reads the Authority has the right to relocate the hangar at the Authority's expense. Opposed to waiting until the end of the lease, then it will be at the tenant's expense.
 - Hope also explained that the leases for D1 through D14 were previously month-to-month leases, and tenants were able to sell the hangars when they were month-to-month leases.
- David Hays made the fifth public comment.
 - He questioned if the ALP is the same as a 25-year master plan?
 - Hope advised they are not the same and the airport is not required to have a 25-year master plan as a general aviation airport.
 - He encouraged the Authority to give the tenants some things.
 - The tenants would like to wash their aircraft at the airport.
 - The tenants would like self-serve fuel. Having self-serve would make the airport more competitive.
 - He would like to purchase fuel at KFFC, but it is not to his advantage to do that.
- Randy Sage made the sixth public comment.
 - He went back to Jim Baker's point. If the tenant has a 5-year lease the Authority could kick the tenant out at any time and would have a requirement to provide a similar hangar. He proceeded that his question is if the Authority goes to a 1-year lease the authority is gaining 4 or 5 years.
 - Ken clarified that as each lease terminates they will be renewed to 1-year leases.
 - Randy advised Ken that he missed his point. Randy stated that in a 5-year lease the Authority will have to replace that space and hangar the tenant's airplane in a similar hangar until the expiration of the tenant's lease term. He explained if you go from a 5-year lease and the Authority kicks the tenant out of his hangar; the Authority must provide him a place to park his airplane for 5 years. If it is a 1-year lease, and you kick him out, he's lost the 5-year lease, and you only must provide him a place to park his airplane for 1 year.
 - Randy stated that he thinks it is total abrogation of the Authority's responsibility as an airport Authority to take care of the tenants.
- Ken said good comments and there will be more ALP discussions.

V. APPROVAL OF MINUTES

July 10, 2025 Regular PCAA Meeting

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

Motion carried (4/0)

VI. REPORTS

Development

There was not a development update. Max Braun was not present.

Finance and Oversight

Gary Zarlengo gave the finance and oversight update.

- We started the year with \$2.1 million in cash.
- We've generated just under \$500,000 of cash flow.
- We've spent around \$900,000.
- Our current balance is between \$1.6 and \$1.7 million.
- We have spent down our cash on capital improvements.
 - The 2 biggest capital improvements have been the additional ramp space and the FBO renovation.
 - Next, we will have our share of the tower expense which will be substantial.

Tenant Roundtable

Bill Beckwith gave the tenant roundtable update.

- Bill advised several subjects at tonight's meeting will be discussed at the next tenant roundtable.
- Elizabeth Pfingsten asked about meeting on a quarterly basis and inviting all the tenants to attend.
 - They need to discuss self-serve fuel and aircraft wash area.
- Ken added that he is happy to help with the tenant roundtable if needed.

Operations - Denver Garrett, Assistant Aviation Director, Operations and Maintenance

Denver gave an operations and maintenance update.

- Key Performance Indicators
 - Seven deer and one grey fox were lethally mitigated from the airfield.
 - Zero reported bird strikes.
 - One reported aircraft incident.
 - N744DD: Piper PA-46 (Mirage/Malibu)
Upon landing a blown tire occurred to the aircraft.
Incident occurred on 7/19/25 at 6:57 PM.
Incident resolved and normal operations proceeded at 7:13 PM the same day.
 - No fire hazard incidents.
 - No security incursions.
 - Total aircraft operations were 11,944.
 - Total jet operations were 182.
- Av Gas Sold MTD: 16,228 gallons out of the forecast of 32,550: At the current daily sales rate we are **~26% behind** for the month.
- Jet A Sold MTD: 15,852 gallons out of the forecast of 23,800: At the current daily sales rate we are **~2% behind** for the month.
- Brent Scarbrough and Company is giving Gerresheimer pricing for tree removal for the obstructions we had marked on their property. We are awaiting Gerresheimer to advise when the trees will be removed.
- Hangar inspections were conducted between July 28th and August 1st. Below are the common items that were found.
 - 11 hangars had waste oil stored in unapproved means.

- 13 hangars are storing smoke oil. The airport is seeking guidance and clarification regarding the regulations of storing smoke oil.
- 55 hangars had fire extinguisher related discrepancies.
 - NFPA (National Fire Protection Agency) states that only aircraft rated fire extinguishers are permissible to be stored and used in hangars.
 - 12 hangars were storing automotive vehicles in various states of operation.
 - 2 hangars had bedrooms.
 - 7 Hangars had derelict aircraft. A period of grace will be given to tenants with derelict aircraft to get these aircraft in airworthy condition.
 - 2 hangars had copious amounts of clutter.
- The airport should be receiving the gas golf cart we ordered as soon as next week.
- The airport has sold the 2006 Dodge Durango that was in a state of disrepair on GovDeals.com. The airport is looking to replace this Durango with a 2005 Ford Ranger 4x4 that the Peachtree City Government has surplus.
 - Denver test drove this Ranger yesterday and mechanically it is in good shape and should serve the airport well for the purposes it will be used for.
- Ken reiterated that Denver will be communicating the results of the hangar inspections and be using the NFPA (National Fire Protection Act) as a reference.
 - NFPA talks about aircraft quality or graded A and B.
 - They saw a lot of ABC extinguishers in the hangars. ABC is very corrosive to aluminum. You do not want to spray that on an aircraft.
 - The fire extinguishers need to be inspected every year. That is an NFPA and ASTM requirement.
 - Mr. Cheek (tenant) found a place on Dividend Drive that for \$20 will inspect your fire extinguisher. They weigh them, look at the hydrostatic or the manufacturer test date to verify it's within its life.
 - The inspections are all about safety. We are obligated by both the FAA and GDOT to do inspections.
 - Some of the derelict aircraft were being worked on and some were not. We will be giving grace, but the hangar is not a storage facility for unflyable aircraft.
 - The FAA frowns upon hangars being used as nonaeronautical storage. That affects our ability to secure grants and loans. The inspections are done for both safety and financial security of the airport.
- Denver advised that Logan Walters has been certified to conduct daily airfield inspections.
 - Logan will touch every piece of pavement daily.
 - Verify that the lights are working.
 - Verify that there is not FOD.
 - Verify no lightning strikes occurred overnight on the runway.
 - He will be looking for any discrepancies.
- Denver reached out to two companies to receive pricing for SWPPP sampling and monitoring.
 - River 2 Tap (R2T): \$20,700/year
 - Aulick Engineering: \$23,388/year

VII. FINANCIAL REVIEW

Aviation Director, Hope Macaluso, A.A.E.
 Hope gave the financial report.

- Jet fuel gallons were on target, but avgas gallons were low. They evened each other out profit wise. Overall revenues less cost of goods sold were a little ahead for the month.
- Expenses were over.
 - Utilities were high because a water leak next to the Leo Giles gate. Susan Blair is requesting some credit with Fayette County Water for that. Also, it was an exceptionally hot month.
 - We also had several high maintenance items.
 - \$6,749 to replace the screen on one of the meters on a jet fuel truck.
 - \$4,125 to repair the hangar door on the Toy Box.
 - \$3,694 to repair the hangar door on A2.
 - We also had to purchase 2 motors for the fuel farm.
 - \$6,022 on airfield lighting.
 - \$3,890 on mulch in front of the FBO.
 - \$3,978 to install a new firewall for the FBO.
 - Our net income was \$16,000 below plan and we are well below year to date. Hope does not expect to make up much of that prior to fiscal year end.
 - We will have a grant receivable that will be on the books prior to year end. That will offset about \$100,000, but it is not operating income.
- Capital Expenses
 - We had several expenses in the month. Some were grant related.
 - Those that weren't were:
 - \$9,826 toward the FBO renovation.
 - \$18,761 for the previously approved boom mower.
 - \$47,390 toward the previously approved Stormwater Master Plan. We were at 50% review, and our next step is 90% review.
 - Our cash remained steady.
- Grant Update
 - Terminal Apron Expansion Update - The contractor had to come back again. They did not grade the detention pond to the design. They must add dirt back and regrade. They started this week.
 - Hope resubmitted the CATEx for the ATCT. GDOT did not realize that the FAA had updated the form. The FAA came back with some questions; the answers were submitted back to the FAA yesterday.
- Elizabeth asked the expected completion date of the FBO renovation.
 - Hope advised the front desk counter tops will be installed and then there will just be punch list items remaining.
- Gary asked if Hope expects that the tower will be funded before September 30, 2025, the end of the fiscal year?
 - Hope advised that she expects to get the design grant prior to September 30th. That pays for the design and reimburses roughly \$100,000 worth of funds already spent on the project.

VIII. AGENDA ITEMS FOR DISCUSSION

25-07-01 Review Through the Fence Access Agreement

- The Authority briefly discussed the update for the Through the Fence Access Agreement last month.

- Michael Baker International provided a first draft last month, and Hope sent the Authority the second draft yesterday.
- The second draft includes the changes and incorporates the comments from the Authority.
- Hope is not asking for anyone to vote on the agreement tonight, she would like to know if this is the general direction that the Authority would like to go with the agreement.
 - The next step will be to send it to GDOT for their review.
 - It will then be brought back to the authority for approval.
- Ken verified that the Authority had a chance to review the document and asked if anyone had any questions or comments.
- Gary asked if the potential tenant has any feedback about the access agreement.
 - Hope advised that they have not seen the new agreement. She did meet with the buyer's representative and gave them an idea of the changes, and they were very understanding of the changes.
 - Gary asked if this agreement would plug the gaps we have in fencing.
 - Hope explained no, it would not. What the agreement would do is get us fair market value for what we're receiving for access to the airport. It does address the fencing requirements.
 - The only property that doesn't have a written agreement, besides this one, is Triangle H. They currently do not access our property. We have had some pushback in the past from the owners. The easement does require that they put fencing up.
 - Gary suggested due to the criminal intrusions we may want to consider enforcing the easement.
 - Hope advised that it is more of a wildlife issue and Denver will discuss later regarding the wildlife mitigation plan. The wildlife enters in the gaps and then cannot get out on the other side because it is fenced.

IX. AGENDA ITEMS FOR ACTION

25-08-01 Approve Wildlife Mitigation Material and Training

- Denver reported on the Wildlife Mitigation Program:
 - Currently there is no formal Wildlife Mitigation Program at KFFC.
 - This leaves wildlife mitigation and management to be conducted by designated staff members who are on the airport's wildlife permits but using their own personal firearms and munitions.
- The airport is seeking approval from the Airport Authority to institute a wildlife mitigation program which includes firearm safety training, acquisition of firearms & munitions, as well as access control measures for the safe storage of these firearms & munitions.
- Staff to be authorized in this program will be limited to supervisor level and above, and only if they are comfortable with firearms and lethally mitigating wildlife.
 - All program members will need to take an NRA firearms safety course conducted by the US Department of Agriculture.
- Firearms & Munitions will be monitored and rationed by Airport Management.
- Lethal wildlife mitigation will only be done by airport staff when there is a clear and present danger on the airfield, or when there has been a notable uptick in wildlife presence on the field.
 - The key items necessary for this program are listed below:
 - One (1) digital combination gun safe/cabinet with lockable ammunition compartment to be stored in the archive room.
 - One (1) RFID card reader for the archive room so only those who have access can get into said room where the munitions are to be stored.

- Two (2) single shot break open rifles chambered in .300 Blackout.
- Two (2) rifle suppressors (silencers) in .30 Caliber.
- ~100 rounds of 300 Blackout hollow point and/or soft (lead) tipped hunting ammunition.
- Two (2) single shot break open shotguns chambered in 12 gauge.
- ~100 rounds of 12-gauge ammunition in various loadings (birdshot, turkey shot, buckshot).
- Four (4) slings & stock mounted pouches to store eye protection, hearing protection, wildlife management permit, as well as rationed ammunition on the firearms always.
- Four (4) gun bags for transportation from the safe, to the airfield, and back.
 - The expectation unless you're pulling the trigger on the rifle or shotgun that it will be inside the case.
- The Bureau of Alcohol, Tobacco, & Firearms (ATF) explained to Denver that the Airport Authority is Authorized to acquire firearms & suppressors.
- Smyrna Police Distributors has agreed to sell us firearms and suppressors and has given us corresponding pricing.
- Gary asked Denver what time of day we historically take out wildlife, to explain the process, and how are we not putting pilots at risk.
 - Denver explained if it is staff, it is usually done in the daytime. There will be designated shot areas, the risk will be lower, and they will be instructed to shoot into the woods only at certain angles. Part of the reason why the firearms are to be break open single shots is to force the shooter to be a marksman and plan their shot.
 - The USDA does night hunts. They use AR-15s that are suppressed in 300 Blackout and 30 round magazines.
 - Denver has started a way for the guys to log the wildlife as they are mitigated.
 - They have currently logged 10 animals.
- Gary asked Denver to explain what is different with this concept of operation.
 - Denver advised this will grant the airport administration more control of what is going on. We will have single shot rifles. Ammo will be rationed. Everything will be under lock and key with RFID access readers. It will deter staff from hunting all day.
- Elizabeth asked if they currently do a background check.
 - Denver said upon employment they go through a background check.
 - When anyone purchases a firearm, they file a 4473, which runs a background check called a NICS. They are checking for a conviction of domestic violence or a felony.
- Gary clarified that this will be formalizing and adding discipline to what has already been an ongoing procedure. This will shrink down the number of people who will be able to mitigate. They will no longer be allowed to bring their personal weapons and ammo.
- Denver said the reason he chose the 300 Blackout is because the USDA also uses it, but there are a various number of loadings.
- Hope added that we have reached out to our current insurance company. The insurance company asked several questions. It is now with their senior management, and we are waiting to hear if they can add this to our existing policy.
- Jim Savage (audience member) asked if we still use USDA out of Athens.
 - Hope answered yes. The USDA is scheduled to come out to the airport. What we are referring to is in an emergency when wildlife needs to be removed immediately.

- Jim explained that there used to be somebody in the truck with a radio that would ride along with the USDA. If they saw an aircraft, they would stop hunting until there was no aircraft movement. He also stated the city does not permit hunting within the city with guns. The reason the airport was able to hunt with the USDA was because we had a federal permit.
- Hope agreed that the USDA does a great job, but advised this is for during the day when the USDA are not at the airport and there is a safety issue.
- Both Gary and Hope advised there will be a SOP in place before this new procedure commences.
 - Denver added there is a universal rule that you never shoot across pavement.
 - Ken agreed we need a written procedure in place.
 - Elizabeth asked if the airport knows who will be authorized.
 - Denver advised it will be airport staff supervisor level or above only if they are interested, including himself, Hope and Logan.

Gary Zarlengo made a motion to approve the Wildlife Mitigation Material and Training purchase, including the establishment of SOPs (written procedure), and the verification of insurance coverage in an amount not to exceed \$3,500, seconded by Bill Beckwith.

Motion Carried (4/0)

25-08-02 Approve Tentative Allocation Acceptance

- The airport has not received the tentative allocation from GDOT.
- They are waiting for the RSA (Runway Safety Area) study from Michael Baker.
- Michael Baker will be submitting it to GDOT by tomorrow.
- GDOT needs to review the scenarios and decided what direction they will choose.
- GDOT did advise Hope that the tentative allocation should include the RSA environmental and most likely the design.

Gary Zarlengo made a motion to table, seconded by Bill Beckwith.

Motion Carried (4/0)

X. EXECUTIVE SESSION

Ken Fleming made a motion to enter executive session to discuss real estate and personnel issues, seconded by Elizabeth Pfingsten.

Motion carried 4/0

XI. ADJOURNMENT

Gary Zarlengo made a motion to adjourn, seconded by Elizabeth Pfingsten at 8:50 PM.

Motion carried (4/0)