Peachtree City Airport Authority (PCAA)
Thursday, September 11, 2025
Meeting Minutes
APPROVED

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

Members Not Present: Elizabeth Pfingsten – Member

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.

- The Air Show is approaching quickly. The Authority is trying to work through some shenanigans so there will be no interruptions, and the Air Show will go off as planned. We understand the Air Show is an interruption to our tenants and appreciate all of our tenants' support.

IV. PUBLIC COMMENT

Ken Fleming reminded everyone to keep each comment to a minimum of 10 minutes. Each comment is directed at the Authority, and it is not a debate.

- Jack Campbell from hangar D-26 made a public comment.
  - Jack requested clarification from the Authority if they are making changes to leases.
  - He is concerned the Authority may be trying to do an end around to move people out of their hangars without compensation.
- Ken commented that this subject is an item on the agenda this evening.
  - He clarified that it is not an end around to boot tenants out of their hangar.
  - This is a business decision.

V. APPROVAL OF MINUTES

August 21, 2025 Rescheduled Regular PCAA Meeting

Gary Zarlengo made a motion to approve the August 2025 meeting minutes, seconded by Bill Beckwith.

Motion carried (3/0) Max Braun abstained, for being absent at the August 2025 meeting.

VI. REPORTS

Development

- Max Braun did not have any updates on development.
- Hope updated that they had just received the 7460 approval from the FAA for hangar C7.

Finance and Oversight

Gary Zarlengo gave the finance and oversight update.

- We have a balance of about $1.6 million in cash.
- We are down about $100,000 due to capital projects.
- We will be approving both the capital and operating budgets for next year.

Tenant Roundtable

Bill Beckwith gave the tenant roundtable update.

- Bill is working on putting an agenda together for a quarterly meeting.
- He would like to focus on safety.
- The last presentation from the FAA, was not what he had expected. He would like to make it more appropriate to the Atlanta Regional Airport.
- Ken asked once the meeting is scheduled, how it will be communicated to the tenants?
- Bill advised it will be scheduled after business hours and held in the FBO conference room or lobby.
- Gary added that they would also accept topical inputs from tenants. If the tenants would like to have a discussion on a particular topic that would also be included. That would give an opportunity for a back-and-forth conversation, instead of one side speaking.
- Ken said when it is communicated to the tenants about the scheduled meeting, they should also provide an avenue to have feedback on what topics are of interest to the tenants.
- Bill provided his email bill@kffc.org for any tenants to communicate with him.
- Hope advised there is a FAAST Team meeting scheduled about drones at the Atlanta Regional Airport on September 23rd from 2-4 PM. We will send a notification out via email.

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

Denver gave an operations and maintenance update.

- Key Performance Indicators
  - Zero animals were lethally mitigated.
  - Zero reported bird strikes.
  - Two reported aircraft incidents.
    - N744DD: Piper PA-28
      - KFFC customer service representative heard over UNICOM a pilot stating he had a hard time breathing. The pilot promptly and safely landed taxied to the ramp. Airport management interviewed the pilot where he stated that there may have been an oxygen sensor malfunction. Airport management then asked if he required emergency services which he denied. The pilot advised that he would have the aircraft looked over for any mechanical faults leading to this issue. The pilot's supervisor was on site and was also made aware of the situation.
      - The incident occurred on 8/29/25 at approximately 8:05 AM.
      - The incident resolved and normal operations proceeded at 8:07 AM the same day.

        - N267AA: Piper PA-44
            - Upon landing, the aircraft brakes locked up causing one tire to become flat.
            - Runway 13/31 was closed because of this issue.
            - The incident occurred on 8/30/2025 at 1:21 PM.
            - The incident resolved and normal operations proceeded at 1:42 PM on the same day.
    - No fire hazard incidents.
    - No security incursions.
    - Total aircraft operations were 10,541.
    - Total jet operations were 149.
- Av Gas Sold MTD: 15,715 gallons out of the forecast of 32,550: At the current daily sales rate we are **~32% above** for the month.
- Jet A Sold MTD: 6,045 gallons out of the forecast of 24,650: At the current daily sales rate we are **~33% behind** for the month.
- Our neighbor, Gerresheimer has committed to the removal of runway13 tree obstructions on their property by no later than Spring 2026.
- Firearms for wildlife mitigation have been ordered and should be ready for pickup in a few weeks. A firearms safe has been ordered and received. A wildlife mitigation SOP has been written. The airports insurance company has been made aware and acknowledges our use of firearms for wildlife mitigation.
- The airport has received the new golf cart shuttle that was ordered. This golf cart will be parked under the patio. We will need to install a swing gate onto the fence that leads towards the Air Operations Area. Pricing for this gate is ~$1,700. Once the swing gate is installed, we will implement the use of the new golf cart.
- The airport has acquired a 2006 Ford Ranger 4x4 truck from the Peachtree City government. This truck will be primarily used for conducting daily inspections of the airfield, as well as for responding to incidents/accidents that occur on the field. It is to be parked next to the fuel trucks on the Air Operations Area to be ready for rapid response.
- A new advertisement management system has been added to the FBO advertisement screen. Corresponding to this new system, the airport will be charging $20 per slide, per month starting in October. If anyone is interested in having advertisement space on our screen, please contact Denver directly at denver@kffc.org.
- Ken asked Denver to speak about the fuel training that was held this week at KFFC.
    - Yesterday, Perry Brothers and Phillips 66 held a training session at Airbase Georgia on proper fueling procedures.
    - The talked about what are red flag and what are green flags.
    - Other corresponding airports in the region were at the training, as well as Auburn University's FBO employees.
    - Ken spoke about the fuelers getting training and insight on fuel placards.
- Max asked for clarification what could be driving the airport to be approximately 20% below budget on AV gas sales. He also wanted to understand with the later discussion of the upcoming budget, has the forecast of AV Gas sales been adjusted.
  Hope answered that we budgeted for the upcoming year what we sold this year.
  Ken added that we are hoping for more traffic coming in with FIFA.

VII. FINANCIAL REVIEW

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

Hope gave the financial report.

- August Revenue and Expense Highlights
    - Jet fuel gallons were above target. Avgas gallons were just a little below. Overall revenues less cost of goods sold were ahead for the month.
    - Expenses were over by $5,000 mainly due to employee compensations.
    - Our net income was just over $14,000 above plan.
- Capital Expenses
    - We had several expenses in the month. Those were:
        - $33,100 toward the FBO renovation.
        - $3,304 to entirely replace the primary windsock.
        - $8,446 for the remainder of the new golf cart purchase.
        - $26,000 toward the Stormwater Master Plan.
        - We received $5,000 for the sale of the Dodge Durango.
    - Our cash position dropped by $109,000.
- Grant Update
    - Terminal Apron Expansion Update- The contractor had to come back again this week to work on the detention pond.
    - Runway Safety Area Study- GDOT met today to discuss the alternatives. Hope was told we will get an update soon.
    - The FAA got the ATCT Design grant to GDOT on July 31. GDOT is putting the final touches on the contract. We should get the contract in the next week or so. The FAA reached out today to schedule discussions, but we need the contract executed first. Since the contract has already been approved by PCAA, Hope will be able to sign it as soon as she gets it.

VIII. AGENDA ITEMS FOR DISCUSSION

25-07-01 Review Through the Fence Access Agreement

- Hope advised that after last month's meeting she sent the agreement to GDOT for their review.
- She also met with the buyers of the property and forwarded their comments to the authority members.
    - In addition of the 20-year agreement they asked for an extension of 10 years or two 5 years to get them up to 30 years.
    - They would like to change the minimum fuel delivery from being effective for a 12-month period to a 36-month period after their certificate of occupancy is issued. They will have to market the hangar, to get tenants. That should not be a problem because the minimum fuel order is 50,000 gallons annually.
    - The agreement also stated they can only fuel the owner's aircraft. They are intending to lease out the facility. They asked if the wording could be changed to adjacent owner and their tenants.
    - There were 2 paragraphs that conflicted about the sale of the hangar. Hope is going to have Mark look at that part of the agreement.
    - It also stated that they were to pay us on the fuel oils and lubricants that they purchased. They asked us to remove that and only pay for the fuel.
    - If the authority is okay with the requested changes, Hope will have Mark look at it. Send it off the GDOT and have it on the October agenda for a vote.
- There is another separate item. There is some property adjacent to the airport that is under a Letter of Intent (LOI) to be developed.
    - They will most likely ask for a through the fence agreement. That property would be under the aerobatic box.

- The Air Show has requested when we put together a through the fence agreement for that parcel, we add in the language that they need to vacate the property during the air show.
- Hope will need to clarify if the airport has the right to request that in the agreement.
- Gary stated that if the airport is unable to impose that, we could make that a consideration of that agreement.

- Gary asked how much the fuel flow would be?
    - Hope answered it would start at 20 cents per gallon.
    - Max asked that if they changed the agreement to fuel adjacent owners, would it also be appropriate for us to stipulate the N numbers that are eligible.
    - Hope said that each of their tenants would have to have a lease agreement with the owner for them to be eligible, and we would require a copy of that document.
    - The definition of adjacent owner is the name of the company that owns the property, and their lessees would be eligible for fuel.
    - Gary said he is not happy with the 20 cents a gallon fuel flow. He is concerned that may not be enough 10 years down the road.
    - Ken and Hope explained that there is a price escalation in the agreement. The agreement we have with Chick fil A does not have an escalation.
    - Gary asked if that is comparable to what PDK or Fulton County charges.
    - Denver said Fulton County is 10 cents with no escalations.
    - Gary asked if we would be better off charging a percentage.
    - Hope explained that it is much easier for both the parcel owner and us to budget if we do a cent per gallon instead of a percent. It fluctuates a lot if you do it on a percent.
- Jay Herrin asked for clarification on what piece of property they are referring to.
    - Hope said the piece of property between the airport and ATP, it is located behind the strip mall.
- Gary asked when the owner builds, will they have to pay for the connection to the taxiway.
    - Hope answered yes, and they will most likely want to improve part of the taxi lane and improve our stormwater inlet at their expense.

25-09-01 Discuss New Terms for Hangars D1-14 Leases

- Ken spoke that his item has come up because all but one of the leases from D1 through D14 will expire at the end of October. The one exception did not convert to the five-year lease from a month-to-month lease.
- The reason offered at the previous PCAA meeting was on the Airport Layout Plan (ALP) those hangars are shown as box hangars.
- The airport is not looking to make a change now, not to move the hangars, but to have the flexibility and not wait for those leases to end in another five-years. This is purely a business decision.
- A tenant (no name stated) asked, what is the compensation for the hangars?
- Ken stated when the lease is up, the lease is up.
- Max advised that this came up about three years ago. The PCAA had a very long discussion about box hangars in that area. Because this is a ground lease, you own the metal above the ground. The ground is obligated to the federal government. At the end of the lease, that hangar is the owners to take. The land reverts to the airport.
- The same tenant asked if there is a clause in the current lease that the authority approved where they must compensate the hangar owners and provide them a place to move their hangars?
- Ken explained that he would refer to that as a nuclear option. That would be a terrible business option for the airport to exercise. It would not be a decision that the city would be in favor of, or that the airport can support financially.

- The same tenant stated again that the PCAA needs to provide compensation to the hangar owners.
- Gary stated no, it's just when the lease expires, the land reverts to the PCAA.
- The tenant said no, in the interim. The Authority does not want to have to compensate the hangar owners, that is why the Authority is waiting until the end of the lease period.
- Max said he understands what the tenant is saying loud and clear. He stated that if during the five-year lease period that if the PCAA decided they needed the land, we would have to move the hangar owners to another part of the airport.
- The tenant agreed with Max, and asked if the PCAA would be changing that clause in the new proposed lease?
- Gary spoke that the PCAA is not going to take any hangars. That is the hangar owners to take away. The PCAA would want the pad back. The PCAA has no interest in the hangars. If the PCAA, did it in the middle of a lease term, then they would have to go through the relocation process.
- The tenant asked if that clause will still be in the new lease.
- Gary answered that yes, the clause will still be in the new lease.
- Ken asked Mark for some clarity.
- Mark stated that the clause has been in the leases at the PCAA for years, and it applies during the term. If during the term of the lease, they need to move the tenants, they have a right to do that as a business decision. The PCAA would then need to compensate the tenants. If the lease expires, and that is why we are lining all of these up at the same time, then there is no compensation. The PCAA will not move the hangars, because we are not terminating the lease. The lease will expire, not be terminated in the middle of the lease. The PCAA can use that land for other business purposes. Gary is right, the hangar is still yours, and you can move it to wherever you wish.
- Ken shared the other perspective in his opinion to exercise the nuclear option is very underhanded. He does not feel it would be a good business decision for the PCAA to say to the tenants you have 30 days to move your hangar to some dirt over there. He would rather negotiate and work upfront to everyone is aware that a change may be coming. To be clear, there has been no discussion about any hangars moving. There are no plans. It is just that the ALP does not depict those hangars there, and box hangars may be a better fit down the road. He does not know if or when that would happen but wants to work through the process with the tenants.
- A tenant (no name stated) asked if the PCAA would entertain if current tenants would be able to build a box hangar in that location?
- Gary stated that there is a theoretical and practical question there. On the theoretical side, the answer is yes. Because when we get ready to develop that, the PCAA, will not be spending our money to build the hangars. We would want pilots or anyone else to build, like the other larger hangars at the airport. On a practical side, I do not know the square footage of those pads and whether you can do the construction you would need on that site.
- A tenant (no name stated) commented that the Authority should not be able to take the property or land that someone built with their own money.
- Max said that the PCAA tried to make a couple of things clear to the tenants a couple of years ago. These hangars are being treated as real property, and they're being valued as such. When he has recently seen some of the current prices of these hangars, it implies that the land comes with the hangar. That is not the case. He understands that there have been plans and dealings by hangar owners with values associated with that land. As an airport, when we evaluate the future, we are looking at the improvements on top of the land. This is the outcome the Authority is looking for. The airport needs the flexibility over the next 10 to 15 years to develop however the demand comes to the airport. He wants this point to come through in his 7 years on the Authority. The PCAA needs to make it clear to the tenants that we cannot promise that the hangars are going to be treated like real estate. We need to make it clear when tenants do business at the airport there are provisions in the lease that make it clear the land belongs to the PCAA.

- Gary stated that these requirements are driven by FAA rules and regulations. The PCAA needs to adhere to those rules and regulations to get grants for capital improvements.
- Tommy Turner suggested that maybe they could consider allowing the current hangar owners the option to build a suitable option on that site. Or if the lease ends, have the airport guarantee that the tenants have a place on the airport. This would be an option instead of taking the tenants investment and throwing it away.
- Max answered that the PCAA could not guarantee a place on the airport. The first statement is something the Authority should take to heart when it comes time to develop. We should look at our tenants first, and as the first opportunity to do business at the airport. He thinks that should be a high priority of the PCAA.
- Ken agreed that if the tenants would like to get together and look at building a consolidated box hangar and co-lease that area and it meets the needs of the airport the PCAA would be willing to consider that proposal.
- A tenant stated that one problem he sees with development is that there may not be enough room behind the D hangars to develop.
- Gary reiterated that was his point about the practical and theoretical question for development.
    - The PCAA has not done an assessment of what is feasible.
    - The ALP is a planning document. It is a vision but doesn't mean it's practical.
- A tenant (name not stated) said that the PCAA is making decisions based off that plan not even knowing if box hangars could be put on that land. The PCAA wants to go to one-year leases not even knowing if there is opportunity there to build.
- Gary explained that it is not in our interest to have vacant land. To have 14 sites vacant generates no revenue for the airport. The PCAA is trying to give ourselves some flexibility as we move forward. If everyone remembers these leases were all originally month-to-month leases. We were trying to be helpful back then, maybe we should have just kept the leases month-to-month.
- Hope asked each tenant to please say who they are so Nichole can put that in the minutes.
- Chick Winship stated that for the PCAA to please keep in mind, these are investments that have been made. At some point they may want to sell the hangar and then there's no longevity.
    - Ken asked Chick if he purchased the hangar on a month-to-month or 5-year lease. Chick answered on a month-to-month lease. Ken said thank you.
    - Chick told the PCAA there is a lot of land around the airport.
    - Gary said there is not as much as you may think. There is a whole site that is swamp. We are very limited in real estate at the airport. We tried to acquire more property over there and that is a nonstarter for us.
- Gary stated that before the PCAA makes any decision we should have something a little less formal with the 14 affected hangars. We have not made any decisions. This is still a discussion item.
- Brian Metzger commented that if someone is interested in purchasing a hangar and they do not have capital, how do they get a loan with only a one-year lease on the hangar? Some people have the cash to make a purchase like that, but not a lot of people do. So, how is Chick supposed to sell his hangar for $100,000. And say the airport could take it away from you next year.
- Max commented that it is an unhappy answer. The values are over inflated, because the people are treating the land that they sit on as real property. The values of these hangars are unaligned with reality.
- A tenant (no name stated) made the comment that with the cost to build or rent a hangar, they do not want to move or demolish their hangars. That is why they would like to have another five-year lease. At the end of that five-year lease we would work with you on some options.
- Gary stated that when the end of the next five-year lease the same argument is going to apply.
- Ken added that the PCAA will look at the feasibility on the ALP and see what it shows there as far as a footprint and what the box hangars would look like if they were built there.

- A tenant (no name stated) asked if the ALP is written in stone or if it can be changed.
- Gary said that yes, the ALP can be changed.
- Hope said that for an airport our size it would need to be updated every 7 to 10 years. It is a planning document. Nothing is set in stone.
- Gary advised this would be less of an issue if we had more real estate. The airport is landlocked.
- Ken thanked everyone for their comments and stated there is much to consider.

IX. AGENDA ITEMS FOR ACTION

25-09-02 Consider FY2026 Operating Budget

- Hope, Gary, Susan and Denver went through the operating budget that was sent to the Authority.
- The anticipated cash flow for FY2026 is right at $650,000 which is a little bit above where we will be this year.
- We bumped up jet fuel sales in June and July, because of FIFA. We are anticipating a lot of jet traffic during those months.
- No increase in AvGas gallons is anticipated.
- For the cost per gallon, we use the average of what we have been paying over the past 12 months.
- As far as the expense side there are no anomalies.
- We do have a budget increase for the hourly wages on October 1.
- This is almost a flat budget over last year with revenues and expenses.
- There is a new chart of accounts, which added some challenge during the budget process to figure out what went where.
- Ken asked what the reasoning behind that change was.
- Gary explained in the new chart of accounts it is set up so we can begin to track the cost centers of the FBO operations, airfield maintenance, and general and administrative expenses. In the past a lot of the costs were lumped together. For the first time, he thinks we will be able to make an approximate assessment of what it costs to sell fuel, what it costs to run the FBO, what is costs to maintain the airfield. Gary pushed Susan to have this done for the new budget. That meant her getting it done early so Hope would have some time to work with it. This was a really important milestone.
- Gary summarized that our total revenue for the year will be about $4.7 million.
  - That will give us $650,000 of operating cash.
  - This is not an easy budget to make. Fuel is between 70 to 80 percent of our revenue. We do not have any control of fuel prices.
  - We only have one runway and no rental space.
  - In January and February, we had some bad weather.
  - Trilith and the movie studios have not been as busy.
- Max commented that he appreciates the conservatism around the jet fuel sales. He feels it is safe to assume that the revenue driven by the movie industry can be set aside.
- Gary wanted to give kudos to both Hope and Susan for getting this budget together before October 1st, the start of the fiscal year.

Max Braun made a motion to approve the 2026 operating budget, seconded by Gary Zarlengo.

Motion carried (4/0)

25-09-03 Consider FY2026 PCAA Capital Budget

- Hope reminded the Authority this is a general overview, and she will bring each individual line to the Authority for approval.
- The list is shorter than it has been in the past, mainly because all the money is going toward the tower.
- All the lines in blue are money we have already spent or coming up in a grant.
- The design grant is coming up. We will get around $150,000 back in money that we have already spent on that.
- The FBO hangar and blimp hangar are highlighted in yellow. The question is, what are we going to do with these facilities long term? If we decided to keep them running, then this is what we will have to spend. If we decided to something different with that area these expenses, go away.
    - Last year we contracted with Michael Baker to put together a request for proposal (RFP) to see what we could do with that area. She thinks that we will be ready to send that RFP out to see what we can do with those buildings.
    - Ken clarified either upgrade, demolish or rebuild.
    - Hope said we would want to be able to accommodate those tenants before anything was done.
- The auto parking lot design is currently on the shelf. It is waiting for GDOT to fund some of the project.
- The tractor shed and storage has been earmarked $200,000. If we must move maintenance out of that facility, we will need a new building. We have a small office and small shop in the corner of the FBO hangar.
- Landscape for our parking lot, lights for the apron expansion, repaving Leo Giles, repaving from the gate down to CAP, and repaving area B's access road are on the list for the fiscal year.
- It totals just over $836,000. A lot of that is related to the building complex.
- Gary added that amount is net of the $135,000 that we are getting back as part of the tower grant. Our planned outlays, we are looking at around a million-dollar capital budget for this year.
    - It also does not include the $50,000 three phase power from Dividend Dr into the fuel farm.
    - Hope received a ballpark figure for the fuel farm upgrades to swap out the motors, the skids, the piping, and add some gages for $475,000 to $525,000. We may be able to cut some of what is being proposed to get the price down. The fuel is 70% of our revenue, the fuel tanks need to be up to par. We don't need to worry about a motor going out.
    - That is not in this year's budget. We will plan on it being in the 2027 budget. If we don't do some of the other things we will repurpose the money and may move this project up.
- Gary said that if we add a project, we will have to take the money from somewhere else in the budget. He expects the cash balance to be down considerable next year.
- Hope mentioned that we also have to be prepared what are we going to do if we do not receive a grant for the tower construction and outfitting.
- Gary reminded everyone that in 2012 we received funding from the city to help bail us out. We repaid it back to the city over 10 years.

Gary Zarlengo made a motion to approve the $1 million gross capital budget for FY2026, seconded by Max Braun.

Motion carried (4/0)

X. EXECUTIVE SESSION

Max Braun made a motion to enter into executive session for legal matters seconded by Bill Beckwith to discuss legal issues.

Motion carried (4/0)

XI. ADJOURNMENT

Max Braun made a motion to adjourn, seconded by Gary Zarlengo at 8:15PM.

Motion carried (4/0)