



**AIRPORT AUTHORITY MEETING
TUESDAY, JULY 8, 2025
3:00 PM
DALTON MUNICIPAL AIRPORT**

MEETING NOTICE

The Airport Authority will hold its July meeting on Tuesday, July 8, 2025 at 3:00 PM at the Airport.

MEETING AGENDA

1. Welcome and Call to Order
2. Approval of Meeting Agenda
3. Approval of May 13, 2025 Minutes
4. Public Commentary (must register, 3 min limit)
5. Review Financial Reports
6. Ground Lease Update
7. Current Projects Update – Airport Manager
8. Report on Operations - Airport Manager
9. Chairman's Update
10. Miscellaneous Business
11. Adjournment

ANNOUNCEMENTS

The next Airport Authority meeting will be held Tuesday, September 9, 2025 at 3:00pm at the Airport.



AIRPORT AUTHORITY
MEETING MINUTES
MAY 13, 2025 – 3:00 P.M.
DALTON MUNICIPAL AIRPORT

Ground Breaking Ceremony:

Prior to the meeting, a ground breaking ceremony was held for the new hangar development project.



Welcome and Call to Order:

Chairman Morgan called the meeting to order at 3:23PM following the groundbreaking ceremony. A quorum was present.

Present were: Airport Authority members Danny Morgan, Luis Prieto, Benny Dunn, and Chester Clark (Chester arrived at 4:25PM). Also present were Airport Manager Andrew Wiersma, Airport Liaison Nicky Lama with his Intern James, City Administrator Andrew Parker, Finance Director Cindy Jackson via Microsoft Teams, and Airport Secretary Kimberley Witherow.

Approval of Agenda:

On motion by Benny Dunn, second by Luis Prieto, the agenda was approved. All were in favor.

Minutes:

On motion by Luis Prieto, second by Benny Dunn, the January 24, 2025 minutes were approved. All were in favor.

Public Commentary:

There were no public comments.

Financial Reports:

Cindy Jackson (attending via Teams) presented the airport financial reports ending March 31, 2025. Cindy stated year end 2024 has been closed, but the audit is still in process until the end of June and she will email the December 31, 2024 financials then. On motion by Luis Prieto, second by Benny Dunn, the Authority accepted the financial reports into the minutes. Chairman Morgan reported the airport is a \$21 million asset.

Ground Lease Updates:

Andrew Wiersma reported a developer is interested in ground leases for development of 3 hangars consisting of (1) 2-bay 80x80 hangar, (1) 120x80 hangar, and (1) 60x60 hangar with feasibility clauses. Andrew Parker gave an update on the Charter Home Rule Amendment for leases at the airport for up to 35 years approved by City Council on May 5, 2025. The city attorney recommends we have policies and procedures for lease requests and Airport Layout Plan (ALP). Andrew Wiersma will prepare the policy and procedures and email to the authority for their review and approval before sending to mayor and council for final approval. Dalton Aircraft/TRCC meeting next week regarding lease and reversion clause for building after lease expiration.

Current Projects Update:

Andrew Wiersma reported on the following projects. The report is a part of these minutes.

RUNWAY REHAB:

- Final pay application for retainage received 5/9/25
- GDOT drone photos of runway presented

ELECTRICAL REHAB DESIGN

- Bid alternate to fix light spacing
- Kimley-Horn to design a bid alternate to correct spacing issues and bring lighting up to current design standards. Croy designed a simple swap over of existing fixtures to LEDs with no changes in layout.
- Bid alternate to add fillets
- Fillets will widen the taxiway turns at either end which will prevent taxiway excursions by large aircraft. The lighting plan will need to be altered to accommodate the addition of fillets during the taxiway rehab project.
- Bids opened 4/23/2025
- TCA Electrical - low bidder at \$1,272,175.00

TAXIWAY REHAB DESIGN:

- Bid alternate to add fillets
- This was not in Croy's original design scope. GDOT wants to see pricing to determine if we can fit this into the existing budget. Kimley-Horn will design the bid alternate.
- Bid alternate to move DAC connector
- Dalton Aircraft taxiway connector needs to be relocated per FAA. This was not in Croy's original design scope. GDOT wants to see pricing to determine if we can fit this into the existing budget. Kimley-Horn will design the bid alternate.
- Bids opened 5/12/2025
- C.W. Matthews - low bidder at \$1,737,574.63

MALSR REHAB:

- GDOT approved for AFY25 funding
- New LED Lighting System
- Project Funding:
- Original local match funding approved by the Mayor and Council \$906,944.55
- Actual project match \$684,278.21
- MALSR Funding: \$900,000 State \$300,000 local max (-77,333.66)
- Motion by Chester Clark to approve, second by Luis Prieto, all were in favor.

HANGARS:

- 7460-1 FAA tech ops objection
- Wind sensor disruption
- FAA rejected raising height of antenna
- Submitted plan to move antenna 120' toward runway
- Awaiting FAA response
- GDOT will not participate in move
- Contract with Integrated Builds, LLC approved on 3/27/25
- \$500K from State Legislature came through for 60'x60'
- Notice to Proceed given on 4/14/25
- T-hangar manufacturer changed to Fulfab Aircraft Hangars from Erect A Tube
- Saved \$105,235 and 6 mos. lead time on materials
- Change to 55' door opening on 60x60 to 60x62 hangar \$7800 (Andrew Wiersma will proceed with door change)
- Builder's Risk Insurance Policy quote: \$5540 (Amend contract change for change order for insurance thru contractor)

NAVAGATIONAL AID MAINTENANCE:

- Since 2019: Service Contract with Charles M. Angley (AERONAV Maintenance) for equipment maintenance, but Charles recently passed away.
- Maintained GS/LOC/MALSR/AWOS
- Andrew is getting quotes from DBT Transportation Services, LLC for NAVAIDS
- Localizer repair: \$6141 (Aeronav Maint. Quoted \$48,580)

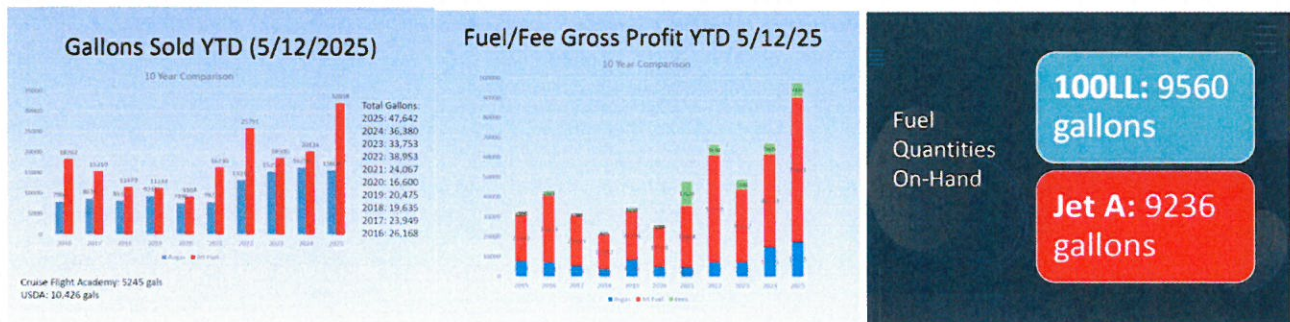
LOGO CHANGE:

- Andrew said the city recently changed the city logo which was an opportune time for the airport to have a logo that complemented the city logo. Andrew presented the below new logo and merchandise for the airport.



Report on Operations:

Andrew presented the report on operations as well as the fuel sales charts. The full report is part of these minutes. The report also included photos of the USDA visit, military choppers, and school field trips.



Miscellaneous Business:

Andrew Parker mentioned that the statewide Republican GOP convention will be held at the Dalton Convention Center June 6-7, 2025 and to expect many fly-ins to the airport with dignitaries, government officials, etc.

Announcements:

The next Airport Authority Meeting is scheduled for July 8, 2025 at the airport.

Adjournment:

There being no other business, the Airport Authority meeting was adjourned at 5:250 PM.

Signed: 
Kimberley Witherow, Airport Secretary

CITY OF DALTON MUNICIPAL AIRPORT

FINANCIAL REPORT

AS OF MAY 31, 2025

City of Dalton
Statement of Net Position
Enterprise Fund - Dalton Municipal Airport
May 31, 2025 and 2024

	<u>2025</u>	<u>2024</u>
Assets		
Cash	\$ -	\$ 49,364
Accounts Receivable	14	274
Inventory	57,456	46,927
Prepaid expenses	28,555	31,818
Total Current Assets	<u>86,025</u>	<u>128,383</u>
Capital Assets		
Land	4,475,793	4,475,793
Construction in progress	3,925,218	-
Depreciable capital assets, net of depreciation	6,556,391	6,618,149
Total Capital Assets	<u>14,957,402</u>	<u>11,093,942</u>
Total Assets	<u>15,043,427</u>	<u>11,222,325</u>
Liabilities		
Accounts payable and accrued expenses	34,488	26,487
Due to general fund	10,328	-
Unearned revenue	-	120
Total Liabilities	<u>44,816</u>	<u>26,607</u>
Net Position		
Invested in capital assets	14,957,402	11,093,942
Unrestricted net position (deficit)	41,208	101,776
Total Net Position	<u>\$ 14,998,610</u>	<u>\$ 11,195,718</u>

City of Dalton
Comparative Statement of Revenues and Expenses
Enterprise Fund - Dalton Municipal Airport
For the Five Months Ended May 31, 2025 and 2024

	ACTUAL TO BUDGET			2025 TO 2024		2025 Amended Annual Budget
	Actual 5/31/2025	Budget 5/31/2025	Favorable (Unfavorable)	Actual 5/31/2024	Favorable (Unfavorable)	
Revenue						
Rental Revenue hangars	\$ 74,953	\$ 75,000	\$ (47)	\$ 72,122	\$ 2,831	\$ 251,000
Fuel Revenue - net of discount	257,080	300,000	(42,920)	244,108	12,972	705,000
Non-Fuel Revenue	7,727	7,000	727	6,510	1,217	17,500
Miscellaneous Revenue	905	1,000	(95)	818	87	2,500
Total Revenue	\$ 340,665	\$ 383,000	\$ (42,335)	\$ 323,558	\$ 17,107	\$ 976,000
Operating Expenses:						
Personal Services & Benefits						
Full Time Wages	\$ 69,498	\$ 70,000	\$ 502	\$ 63,840	\$ (5,658)	\$ 177,000
Part Time Wages	10,127	9,000	(1,127)	7,078	(3,049)	21,500
Over Time Wages	1,192	2,000	808	2,205	1,013	6,500
Employee Benefits	27,538	30,000	2,462	21,266	(6,272)	72,000
Purchased - Contracted Services						
Legal Contracted	5,825	3,000	(2,825)	4,588	(1,237)	6,000
Technical Contracted	9,282	10,000	718	8,328	(954)	25,000
Garbage Disposal	695	1,000	305	695	-	2,000
Lawn Care	8,000	14,000	6,000	13,611	5,611	45,000
Building Repairs & Maintenance	240	2,000	1,760	240	-	7,000
Equipment Repairs & Maintenance	759	3,000	2,241	1,681	922	17,000
Vehicle Repairs & Maintenance	38	200	162	241	203	1,000
Site Repairs & Maintenance	-	800	800	-	-	2,000
Commercial Insurance	20,479	17,500	(2,979)	13,577	(6,902)	42,000
Communications	301	3,000	2,699	5,185	4,884	11,000
Advertising and Promotion	947	1,000	53	758	(189)	1,500
Travel	380	1,000	620	344	(36)	2,000
Dues & Fees	-	-	-	-	-	1,000
Credit Card & Bank Fees	7,287	8,000	713	7,628	341	22,000
Training & Education	677	1,000	323	-	(677)	3,000
Other Purchased Services	774	1,000	226	818	44	1,500
Purchased - Contracted Services						
Supplies- General & Office	494	1,000	506	456	(38)	2,500
Uniforms	250	500	250	562	312	1,000
Supplies - Grounds & Grounds	732	2,000	1,268	2,106	1,374	6,000
Utilities	10,911	11,000	89	12,346	1,435	28,000
Gasoline & Diesel	466	500	34	802	336	2,000
Meals	-	-	-	-	-	500
Purchases For Resale	165,822	200,000	34,178	168,232	2,410	494,000
Total Operation Expenses Before Depreciation	\$ 342,714	\$ 392,500	\$ 49,786	\$ 336,587	\$ (6,127)	\$ 1,000,000
Net Income (Loss) Before Depreciation	\$ (2,049)	\$ (9,500)	\$ 7,451	\$ (13,029)	\$ 10,980	\$ (24,000)
Depreciation Expense	\$ 217,492	\$ 213,000	\$ (4,492)	\$ 178,750	\$ (38,742)	\$ 510,000
Net Operating Income (Loss)	\$ (219,541)	\$ (222,500)	\$ 2,959	\$ (191,779)	\$ (27,762)	\$ (534,000)
Non-Operating Revenues (Expenses)						
Reimbursement for Damages	\$ -	\$ -	\$ -	\$ 10,757	\$ 10,757	\$ -
Interest Income	484	500	(16)	772	(288)	1,000
Total Non-Operating Revenues (Expenses)	\$ 484	\$ 500	\$ (16)	\$ 11,529	\$ (288)	\$ 1,000
Income (Loss) Before Other Revenues & Transfers	\$ (219,057)	\$ (222,000)	\$ 2,943	\$ (180,250)	\$ (28,050)	\$ (533,000)
Other Revenues (Expenses) Transfers						
Capital Contributions	\$ 20,541	\$ -	\$ 20,541	\$ -	\$ 20,541	\$ -
Total Other Revenues (Expenses) Transfers	\$ 20,541	\$ -	\$ 20,541	\$ -	\$ 20,541	\$ -
Change in Net Position	\$ (198,516)	\$ (222,000)	\$ 23,484	\$ (180,250)	\$ (7,509)	\$ (533,000)
Beginning Net Position	\$ 15,197,126			\$ 11,375,968		
Ending Net Position	\$ 14,998,610			\$ 11,195,718		

Footnotes:

(1) Statements are prepared on the accrual basis.

City of Dalton
Airport Rental Revenue
FY 2025

<u>Report Month</u>	<u>Dalton Aircraft</u>	<u>Herndon</u>	<u>Hangar Rental</u>	<u>Cole Aviation</u>	<u>Future Hangars & Land Lease</u>	<u>Total Revenue</u>
January	\$ 3,851.00	\$ 272.00	\$ 8,949.00	\$ 1,575.00	\$ -	\$ 14,647.00
February	3,959.00	272.00	9,271.00	1,575.00	-	15,077.00
March	3,959.00	272.00	9,271.00	1,575.00	-	15,077.00
April	3,959.00	272.00	9,271.00	1,575.00	-	15,077.00
May	3,959.00	280.00	9,261.00	1,575.00	-	15,075.00
June	-	-	-	-	-	-
July	-	-	-	-	-	-
August	-	-	-	-	-	-
September	-	-	-	-	-	-
October	-	-	-	-	-	-
November	-	-	-	-	-	-
December	-	-	-	-	-	-
Total Revenue	\$ 19,687.00	\$ 1,368.00	\$ 46,023.00	\$ 7,875.00	\$ -	\$ 74,953.00
Annual Budget	\$ 47,400.00	\$ 3,300.00	\$ 110,900.00	\$ 18,900.00	\$ 70,500.00	\$ 251,000.00

FUEL PROFIT MARGIN YTD

	5/31/2025	5/31/2024	12/31/2024	12/31/2023	12/31/2022	12/31/2021	12/31/2020
Fuel Revenue	\$ 257,080	\$ 244,108	\$ 523,463	\$ 593,764	\$ 707,459	\$ 389,602	\$ 272,320
Fuel Purchases	\$ 175,762	\$ 150,132	\$ 338,634	\$ 426,879	\$ 515,811	\$ 283,471	\$ 164,329
Beginning Inventory	46,066	64,515	64,515	36,603	36,204	15,642	13,363
Ending Inventory	(56,534)	(46,505)	(46,066)	(64,515)	(36,603)	(36,204)	(15,642)
Cost of Sales	\$ 165,294	\$ 168,142	\$ 357,083	\$ 398,967	\$ 515,412	\$ 262,909	\$ 162,050
Profit From Fuel Sales	\$ 91,786	\$ 75,966	\$ 166,380	\$ 194,797	\$ 192,047	\$ 126,693	\$ 110,270
Profit Margin	35.7%	31.1%	31.8%	32.8%	27.1%	32.5%	40.5%
Gallons Sold:							
AVGAS	16,914	18,702	41,949	42,677	41,048	28,823	27,037
Jet	34,420	26,595	57,099	65,732	78,987	62,641	44,289
	51,334	45,297	99,048	108,409	120,035	91,464	71,326
Sales per gallon	\$ 5.01	\$ 5.39	\$ 5.28	\$ 5.48	\$ 5.89	\$ 4.26	\$ 3.82
Cost per gallon	\$ 3.22	\$ 3.71	\$ 3.61	\$ 3.68	\$ 4.29	\$ 2.87	\$ 2.27

Excludes other direct and indirect costs such as storage, labor, credit card fees.

PREPAID EXPENSES

FY 2025

	Term	Amount	Monthly	Prepaid 12/31/2024	Expensed	Prepaid 5/31/2025
INSURANCE						
McGriff						
Various - see breakdown	05/01/2024 - 05/01/2025	\$ 22,380.00	\$ 1,865.00	\$ 7,460.00	\$ 7,460.00	\$ -
Various - see breakdown	01/01/2025 - 01/01/2026	\$ 15,711.00	\$ 1,309.25	\$ -	\$ 6,546.25	\$ 9,164.75
McGriff Fuel Tanks	01/01/2025 - 12/31/2025	\$ 6,690.00	\$ 557.50	\$ -	\$ 2,787.50	\$ 3,902.50
McGriff Equipm Floater	05/01/2025 - 12/31/2026	\$ 8,024.00	\$ 422.32	\$ -	\$ 422.32	\$ 7,601.68
EBCO						
GL-CGL	04/01/2024 - 03/31/2025	\$ 7,830.00	\$ 652.50	\$ 1,957.50	\$ 1,957.50	\$ -
GL-CGL	04/01/2025 - 03/31/2026	\$ 7,830.00	\$ 652.50	\$ -	\$ 1,305.00	\$ 6,525.00
				\$ 9,417.50	\$ 20,478.57	\$ 27,193.93
Workers Comp						
	01/01/2025 - 12/31/2025	\$ 1,700.00	\$ 140.00	\$ -	\$ 720.00	\$ 980.00
COMMUNICATIONS						
Windstream						
		\$ 3,005.90		\$ -	\$ (2,624.87)	\$ 381.03
					PREPAID EXPENSES	\$ 28,554.96

	Windstream	Windstream	Verizon
Jan	\$ (1,869.55)	\$ 62.75	\$ 40.44
Feb	\$ 916.74	\$ 62.80	\$ 40.44
March	\$ 623.48	\$ 62.80	\$ 40.44
April	\$ 535.93	\$ 62.80	\$ 40.44
May	\$ (381.03)	\$ 62.83	\$ -
	\$ (174.43)	\$ 313.98	\$ 161.76
			\$ 301.31

AIRPORT WORK IN PROGRESS

<u>Project</u>	<u>Category</u>	<u>12/31/23</u>	<u>12/31/24</u>	<u>Spent in 2025</u>
Apron Rehab (AP23)	Airport Runway	\$ 2,267,725.12	\$ 358,218.76	\$ 20,540.85
Hangar Development (AP231)	Land Improvements	\$ 73,582.41	\$ 83,358.36	\$ -
Runway Paving (AP251)	Airport Runway	\$ -	\$ 3,768,276.93	\$ -
		<u>\$ 2,341,307.53</u>	<u>\$ 4,209,854.05</u>	<u>\$ 20,540.85</u>
			<u>\$ 6,551,161.58</u>	

AIRPORT COMPLETED PROJECTS

<u>Project</u>	<u>Category</u>	<u>12/31/25</u>
Apron Rehab (AP23)	Airport Runway	\$ 2,646,484.73
		<u>\$ 2,646,484.73</u>

Beginning Contributed Capital 2024	\$ 22,375,115.12
Contributed Capital FY25	\$ 20,540.85
	<u>\$ 22,395,655.97</u>