

**Peachtree City Airport Authority (PCAA)**  
**Thursday, February 10, 2022**  
**Regular Meeting Minutes**

**Members Present:** Max Braun – Chairman, Greg Garmon – Vice Chairman, Gary Zarlengo – Secretary/Treasurer, Allen Morrison – Member, Ken Fleming - Member, Matt Garrett - Alternate Mark Oldenburg – Attorney, and Hope Macaluso, A.A.E. – Airport Manager.

**I. CALL THE MEETING TO ORDER**

Max Braun called the meeting to order at 7:00 PM.

Max Braun opened the floor to public comment. No comments were made.

**II. APPROVAL OF MINUTES**

Greg Garmon made a motion to approve the January 2021 meeting minutes, seconded by Ken Fleming.

Motion carried 5/0.

**III. REPORTS**

Gary Zarlengo gave a finance and capital budgeting report.

- The audit was completed. It was a clean audit report and no internal control issues.
- Gary mentioned two things to the board that he would like to do moving forward:
  - Yearly formal presentation before approving the capital and operating budget
  - Monthly key points of interest (KPI) / metrics to be reported at each PCAA meeting

Mike Melton gave an operations report.

- Today the aircraft in the pattern had completed 400 operations so far. Yesterday was 420 operations. Tuesday we did 375 operations.
- On an average day, the linemen do 30-40 fuel calls. They did close to 70 fuel calls yesterday. Overall the airport continues to get busier.
- The USDA is working to get rid of 4 deer that have been trapped in our fence. The USDA is also looking to assist in more geese mitigation.
- The T-Hangar floor coating is almost complete. It should be finished by mid March.

- The integrator has one security camera up and running and the rest of the security cameras and access control will be up by mid April.
- JetA sales are behind a bit, but we hope to catch up by the end of the month.

#### **IV. FINANCIAL REVIEW**

Hope Macaluso gave a finance review.

- Our auditors told us that there would be changes in reporting this year, having to do with GASBY 87. This would have taken us hundreds of man hours to implement. Mike did his research and discovered that aeronautical leases are exempt. We ran this by our auditors and they agreed that we are in fact exempt. Mike saved us hundreds of man hours. Hope gave kudos to Mike for finding this crucial information.
- Overall a good month financially. We were ahead on both JetA and AvGas.

#### **V. OLD AGENDA ITEMS**

**21-01-05** Consider Acceptance of Tentative Allocation from GDOT for Obstruction Removal and Security Fencing

- The first part of the tentative allocation is the removal of obstructions. The second part is installing the fence. The designs that W.K. Dickson put together include items that are not eligible for funding. The fence installation is no longer happening, but we would still like to accept a reimbursement for obstruction removal.

Greg Garmon made a motion to accept the tentative allocation funding from GDOT for obstruction removal and the reimbursable fencing expenses, seconded by Ken Fleming.

Motion carried 5/0.

#### **VI. NEW AGENDA ITEMS**

**22-02-01** Consider Work Authorization with W.K. Dickson for Obstruction Removal and Fencing Projects

- Hope said that since the fencing has been cut, there will not be a work authorization, but there will still be obstruction clearing.

Ken Fleming made a motion to approve the work authorization with W.K. Dickson for obstruction removal with a not to exceed of GDOTs approval, seconded by Greg Garmon.

Motion carried 5/0.

**22-02-02** Consider Ending Master Agreement with W.K. Dickson

- Our Master Agreement with W.K. Dickson goes until December 2022. Hope does not intend to enter into any further agreements with W.K. Dickson. Because of this, she would like to end the master agreement with them.

Ken Fleming made a motion to cancel the master agreement with W.K. Dickson, seconded by Gary Zarlengo.

Motion carried 4/0 - Greg Garmon abstained.

**22-02-03** Consider Master Agreement with Michael Baker International for Consulting Engineering Services

- Hope sent out a Request for Qualifications (RFQ) for engineering services. We received nine submissions. There were four firms that submitted for all areas that we are looking for. We interviewed three different engineering firms. Max, Allen, Hope, and Mike interviewed them. Hope recommend that we select with Michael Baker International for our engineering services moving forward and enter into a master agreement with them.

Gary Zarlengo made a motion to enter into a master agreement with Michael Baker for consulting engineering services, seconded by Ken Fleming.

Motion carried 3/0 - Greg Garmon and Max Braun abstained.

**22-02-04** Consider Paving FBO and FBO Hangar Parking Lots

- Peachtree City had a meeting last week and approved their paving project for the year. As a part of that, there is some paving that will happen near the airport. The city is also going to assist us by paying for Leo Giles to be paved. Hope would like for us to have the FBO and Flight School parking lot paved during this time, as well. There is a cost savings if we piggyback off of the work that the city is already having done with their contractor.

Gary Zarlengo made a motion to pave the FBO and FBO Hangar parking lots for \$155,258.26, seconded by Greg Garmon.

Motion carried 4/1 - Allen Morrison opposed.

**VII. EXECUTIVE SESSION**

Gary Zarlengo made a motion to invite Matt Garrett, Hope Macaluso, and Mike Melton into all of the Executive Sessions for the remainder of the calendar year, seconded by Ken Fleming.

Motion carried 5/0.

Gary Zarlengo made a motion to move into Executive Session for real-estate matters, seconded by Ken Fleming.

Motion carried 5/0.

**VIII. ADJOURNMENT**

Allen Morrison made a motion to adjourn the regular meeting at 7:59 PM, seconded by Greg Garmon.

Motion carried 5/0.