

Peachtree City Airport Authority (PCAA)

Monday, May 9, 2022

Regular Meeting Minutes

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

Members not Present: Matt Garrett - Alternate, Mark Oldenburg – Attorney

I. CALL THE MEETING TO ORDER

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

II. APPROVAL OF MINUTES

Greg Garmon made a motion to approve the March 2022 meeting minutes, seconded by Ken Fleming.

Motion carried 4/0; Allen Morrison abstained.

III. REPORTS

Gary Zarlengo gave a finance and capital budgeting report.

- May was a good month financially.
- Hope will present the Capital Budget.
- Gary noted that even after the Capital Budget is approved, every project will still come before the board for final approval.

Mike Melton gave an operations report.

- For April, on a budget of 35,000 gallons of JetA, just shy of 34,000 gallons were sold.
- On a budget of 20,000 gallons of Avgas, 21,000 gallons were sold.
- 1,099 fuel transactions were made in the month
- 9,102 total aircraft operations
- Current based aircraft: 227
- The security cameras are 75% installed.

IV. FINANCIAL REVIEW

Hope Macaluso gave a finance review.

- Expenses were up a bit in the month.
- There will be one more round of comments on the Airport Layout Plan to W.K. Dickson before it being submitted to GDOT for our current grant.

V. OLD AGENDA ITEMS

None

VI. NEW AGENDA ITEMS

22-05-01 Consider GDOT Contract for Obstruction Clearing Construction and Award Bid

- Hope requested that PCAA accept the grant and pay the local match of \$12,148.09.
- Hope explained that only one bid had been received and that it had been vetted through W.K. Dickson. The job had been properly advertised, placed on the state's procurement website, and several companies had shown interest and done site visits. It is W.K. Dickson's recommendation that PCAA award the bid to Brent Scarbrough and Co.
- Greg Garmon wanted to clarify that the bid process had been done correctly as to not give preference to the single bidder. Hope agreed that it has been done correctly.

Ken Fleming made a motion to accept the grant funding with a local match not to exceed \$12,148.09 for obstruction clearing and removal, seconded by Greg Garmon.

Motion carried 5/0.

Ken Flemming made a motion to award the contract to the bid from Brent Scarborough Incorporated, seconded by Gary Zarlengo.

Motion carried 5/0.

22-05-02 Airbase Georgia Presentation

This item was tabled.

22-05-03 Capital Budget Presentation

- Hope Macaluso summarized the capital budget needs of the airport through 2025. The total needs amounted to \$1,930,405, of which \$750,405 has been spent or obligated this current fiscal year.
- Of the current year's needs, exterior lights for the blimp hangar are needed. Hope requested approval to purchase the lights for \$5,000.

Greg Garmon made a motion to approve the blimp hangar lights not to exceed \$5,000, seconded by Gary Zarlengo.

Motion carried 5/0.

Gary Zarlengo made a motion to approve the fiscal year 2022 and remaining 2021 items on the capital budget, seconded by Greg Garmon.

Motion carried 5/0.

22-05-04 Consider Air Traffic Control Tower Feasibility Study and Application

- Hope Macaluso discussed the air traffic control tower feasibility study and its process. The process would be managed by Michael Baker International, the airport's new consulting firm.

Ken Fleming made a motion to approve a not to exceed \$14,342 for the feasibility study for the air traffic control tower, seconded by Max Braun.

Motion carried 4/0; Greg Garmon abstained.

22-05-05 Update on Staff Retirement Plan

- Gary Zarlengo spoke about his research regarding employee retirement plans, but does not have a recommendation at this time.

No action was taken.

VII. EXECUTIVE SESSION

Greg Garmon made a motion to enter into Executive Session for real estate matters, seconded by Gary Zarlengo.

Motion carried 5/0.

VIII. ADJOURNMENT

Allen Morrison made a motion to adjourn the regular meeting at 7:42 PM, seconded by Greg Garmon.

Motion carried 5/0.

Attest

Gary Zarlengo, Secretary/Treasurer