

**Peachtree City Airport Authority (PCAA)**  
**Wednesday, September 13, 2023**  
**Regular Meeting Minutes**

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

**I. CALL THE MEETING TO ORDER**

Greg Garmon called the meeting to order at 7:00 PM.

**II. PLEDGE OF ALLEGIANCE**

**III. PUBLIC COMMENT**

Scott Quamme spoke during public comment and voiced his concerns regarding his notice to vacate.

**IV. APPROVAL OF MINUTES**

Bill Beckwith made a motion to approve the August meeting minutes, seconded by Ken Fleming.

Motion carried 3/0, with Gary Zarlengo and Max Braun abstaining.

**V. REPORTS**

Gary Zarlengo gave a finance and capital budgeting report.

- We generated \$161,000 of free cash flow for the capital budget.
  - \$122,000 was a grant reimbursement
  - \$39,000 was from operations
- \$820,000 of cash for capital income - year to date
  - \$200,000 of that was grant money
  - \$650,000 was from operations
- We spent \$400,000 of capital - year to date
- We have 2 million in our free cash balance

Mike Melton gave an operations report.

- AvGas: 30,326 gallons sold; 22,000 gallons budgeted
- Jet fuel sales are behind
- Fueled an average of 98 aircraft per day
- The FBO building was struck by lightning two weeks ago, which damaged some equipment.
- There were two different incidents this month involving transients and based aircraft.
- We are working with the police department on a possible break-in into an aircraft.

- USDA got a contract with Dobbins Air Force Base, which means that they are now much closer to us.

## **VI. FINANCIAL REVIEW**

Hope Macaluso gave a finance review.

- Sold more AvGas than anticipated
- Jet fuel sales were down for the month.
- Expenses were below budget.
- Monthly net income: \$9,500 below budget
- \$7,200 below budget year to date
- Capital Expenses: bobcat mower - \$18,041

## **VII. AGENDA ITEMS FOR DISCUSSION**

None

## **VIII. AGENDA ITEMS FOR ACTION**

**23-09-01** Consider Contract with Michael Baker International for Terminal Apron Expansion Design

Max Braun made a motion to table item 23-09-01, seconded by Bill Beckwith.

Motion carried 5/0

**23-09-02** Consider FY 2024 Operating Budget

- We are anticipating \$629,000 of net income for FY 2024.
- We are anticipating a decrease in jet fuel sold due to the writer strike.
- We anticipate an increase in AvGas sales.
- The jet fuel sales are budgeted to be lower this year due to the Blue Angels not being a part of this airshow.
- AvGas gross margin is up to 18%, except for tenant customers.
- Employee health insurance went up.
- The repairs and maintenance budget has increased.
- Payroll increased for part-time employees about 3%, with full time employees increasing a bit more than that.

Gary Zarlengo made a motion to approve the FY 2024 operating budget, seconded by Ken Fleming.

Motion carried 5/0

**23-09-03** Consider Resolution as to the Spending Authority of the Airport Manager

- This would allow the airport manager to make purchases up to \$25,000 without the board making a formal vote.

Greg Garmon made a motion to give the airport manager the authority to spend up to \$25,000 for normal day to day operations, seconded by Max Braun.

Motion carried 5/0

**23-09-04** Consider Resolution as to the Individuals Who May Attend the Executive Session Meetings of the Authority

Max Braun made a motion to approve the resolution of individuals who may attend the executive session meeting under the condition that the alternate is added to this motion, seconded by Greg Garmon.

Motion carried 5/0

**IX. EXECUTIVE SESSION**

Max Braun made a motion to enter into executive session for legal, employment, and real estate matters, seconded by Greg Garmon.

Motion carried 5/0

**X. ADJOURNMENT**

Ken Fleming made a motion to adjourn the meeting at 8:32 PM, seconded by Greg Garmon.

Motion carried 5/0

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Witness

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Chairman, Greg Garmon