

Peachtree City Airport Authority (PCAA)
Wednesday, October 11, 2023
Rescheduled 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

IV. APPROVAL OF MINUTES

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

Motion carried 5/0

V. REPORTS

Gary Zarlengo gave a finance and capital budgeting report.

- Gary summarized the year end financials.

Hope Macaluso gave an operations report.

- An aircraft popped a tire last week on landing.
 - As part of the capital planning, we added a piece of equipment for removing aircraft from the runway safely.
- USDA went out on a hunt last night and removed several wildlife.
- There was a safety meeting that was facilitated by the tenants last week that both she and Mike Melton attended.

VI. FINANCIAL REVIEW

Hope Macaluso gave a finance review.

- We were overall below budget for the month.
- We sold more AvGas than budgeted, but less JetA than anticipated.
- Gas South has credited us for some items that were charged incorrectly for the summer months.
- Net income was below budget for the month.
- The year end was just barely below budget.

- Capital expenses:
 - We added power near the Civil Air Patrol for our camera equipment.
 - \$510 for a leak at the Toy Box that occurred in July
- Grant update:
 - We are waiting on the contractor to send the final closeout documents to close out the crack seal project.

VII. AGENDA ITEMS FOR DISCUSSION

23-10-01 Capital Improvement Plan for Grant Applications Presentation

- Hope reviewed the Capital Improvement Plan for grant applications.

VIII. AGENDA ITEMS FOR ACTION

Max Braun made a motion to discuss item 23-10-03 first, seconded by Gary Zarlengo.

Motion carried 5/0

23-10-03 Consider Capital Budget for PCAA Spending

- Hope reviewed the Capital Budget for PCAA spending. The individual items will need to be approved by the authority as we get to them.

Max Braun made a motion to approve the capital budget for PCAA spending, seconded by Gary Zarlengo.

Motion carried 5/0

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

- The contract amount with Michael Baker is \$95,942 and is 90% reimbursable when we enter into the construction grant.

Bill Beckwith made a motion to approve the contract with Michael Baker International for Terminal Apron Expansion Design not to exceed \$99,999, seconded by Ken Fleming.

Motion carried 5/0

23-10-02 Consider REVISED FY 2024 Operating Budget

- Hope reviewed a FY 2024 operating budget insurance line item that needs to be revised. She had budgeted much more than necessary for the line item. This will take the overall budgeted net income up for the year.

Greg Garmon made a motion to approve the REVISED FY 2024 operating budget, seconded by Max Braun.

Motion carried 5/0

23-10-04 Consider Application for FY 2024 Airport Terminal Program

- We were not selected last year with most of it going to commercial airports.
- Michael Baker is working on our application for a revised airport terminal program.

Ken Fleming made a motion to move forward with the application for FY 2024 airport terminal program, seconded by Gary Zarlengo.

Motion carried 5/0

IX. EXECUTIVE SESSION

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

Motion carried 5/0

X. ADJOURNMENT

Gary Zarlengo made a motion to adjourn the meeting at 8:30 PM, seconded by Ken Fleming.

Motion carried 5/0

Witness

Chairman, Greg Garmon