

**Peachtree City Airport Authority (PCAA)**  
**Thursday, January 9, 2025**  
**Scheduled Meeting Minutes**

**Members Present:** Ken Fleming – Chairman, Max Braun – Vice Chairman, Gary Zarlengo – Secretary/Treasurer, Bill Beckwith - Member, Elizabeth Pflingsten – Member, Steve Hanes – Alternate, Mark Oldenburg – Attorney, and Hope Macaluso, A.A.E. – Aviation Director

**I. CALL THE MEETING TO ORDER**

Ken Fleming called the meeting to order at 7:01PM.

**II. PLEDGE OF ALLEGIANCE**

**III. OPENING REMARKS AND WELCOME NEW AUTHORITY MEMBERS**

Ken Fleming gave the opening remarks and welcomed the new authority members. The first new authority member is Elizabeth Pflingsten. Elizabeth shared that she and her husband moved here 2 years ago. Her daughter works for Delta in their corporate offices and her son-in-law flies for Alaska Airlines. Elizabeth’s husband is the retired chief pilot of the Minnesota DNR. She served on 2 airport commissions in Minnesota.

The other new authority member, Steve Hanes is the new alternate, He is a long time Peachtree City resident and was in the Air Force for 4 years. He flew the F16 on static display in front of the airport. He had a career with American Airlines and taught at Falcon Aviation Academy. He also does volunteer work around Peachtree City. Ken welcomed and thanked Mayor Kim for joining us.

**IV. PUBLIC COMMENT**

There were no comments made from the public.

**V. APPROVAL OF MINUTES**

November 14, 2024 Rescheduled PCAA Regular Meeting and December 19, 2024 Special Called PCAA Meeting

Gary Zarlengo made a motion to approve the November and December 2024 meeting minutes, seconded by Bill Beckwith.

Motion carried (5/0)

**VI. REPORTS**

**Development**

- Max advised there were no updates to report.

**Finance and Oversight**

Gary reported:

- The cash balance is down about \$100,000.00.

- We are paying off the apron expansion.

### **Tenant Roundtable**

- Bill advised there were no updates to report.

### **Operations - Hope Macaluso, Aviation Director**

- We had around 6,000 operations in November and 7,000 operations in December.
- Jet operations were at 177 operations in November and 139 in December.
- We have 290 based aircraft. That may be changing due to the sale of Flyt Aviation to US Aviation. They are moving some of their aircraft to other bases.
- We had one aircraft incident. Everyone was fine and the runway was cleared in record time.
- There were no animals removed.
- Ken asked how long after an incident does the airport have to wait for the FAA to reopen the runway. Hope advised it depends on the severity of the incident. The airport does not always have to wait for the FAA to reopen the runway. We contact the FAA, and they come out to interview the pilot. We take pictures of the incident, and if it is not an egregious incident, we will open the runway once it has been cleared and ready.

## **VII. FINANCIAL REVIEW**

Aviation Director, Hope Macaluso, A.A.E.

- In November sales were above plan in jet fuel but slightly below in AvGas. Overall revenues were high, and expenses were low.
- In December we were under in jet fuel sales but made up the difference in AvGas sales.
- One large expense we had in December was the vegetation survey provided by Michael Baker International. This project had been previously approved. The information has been uploaded into the FAA system and many obstructions have been digitally removed.
- The audit is substantially complete.
- There were no capital expenses, except those related to the current grant.
- There are still a couple of punch list items to be completed on the Terminal Apron Expansion. There were invoices in December that we are awaiting reimbursement from GDOT. We received invoices in January that include some of the retainage, but not all. We also received an invoice for our Runway Safety Area Determination, which is included in this grant.
- The Air Traffic Control Tower Design fees are undergoing an Independent Fee Analysis by a 3<sup>rd</sup> party.
- Ken acknowledged that Hope has been doing a lot of extra work over the past month and thanked her on behalf of the Authority.
- Hope advised that she has a new employee starting Monday, January 13<sup>th</sup>. This person will be an administrative assistant to the operations manager. He is a new graduate of Auburn and is working on the Certified Member program with AAAE..

- Gary thanked Susan Blair for all her hard work handling the accounting of the airport.
- Hope has put out a statewide advertisement for an Assistant Airport Manager - Operations and Maintenance with a deadline of January 24<sup>th</sup>.

## **VIII. AGENDA ITEMS FOR DISCUSSION**

None

## **IX. AGENDA ITEMS FOR ACTION**

### **25-01-01 Election of Officers**

- Max Braun proposed that Ken Fleming be the Chairman and Gary Zarlengo be the Secretary/Treasurer of the Authority for 2025.

Max Braun made a motion to approve Ken Fleming as Chairman and Gary Zarlengo as Secretary/Treasurer for 2025, seconded by Bill Beckwith.

Motion carried (5/0)

### **25-01-02 Appointment of Vice-Chairman**

- Ken Fleming appointed Max Braun as Vice-Chairman for 2025. Max accepted the appointment.

### **25-01-03 Appointment to the Fayette County Development Authority**

- Ken Fleming appointed Max Braun to the Fayette County Development Authority for 2025. Max accepted the appointment.

### **24-11-03 PCAA Bylaws**

- Gary advised the Authority was chartered in 1984 and has been operating without bylaws.
- In 2024 Greg Garmon, the former Authority Chairman, Gary Zarlengo and Mark Oldenburg were working on creating bylaws for the Authority. It was interrupted for a brief period after Greg resigned.
- Gary pointed out the changes since the last version was circulated. The alternate authority member is a non-voting member consistent with the Peachtree City Council's guidance and direction. Proxy voting is not allowed. An executive staff at the airport has been created. One position will be the Aviation Director, who is currently Hope. The other two positions will be professionals in their field. The second position would be the Assistant Director for Finance and Administration. The third position will be the Assistant Director for Operations. The concept of corporate operation is to have a down and in function and up and out function. This will allow us to have the ability to have an effective succession plan in place.

- Gary pointed out that the airport is managing somewhere between \$40 - \$60 million in assets and cash accounts. It is very important to have a professional staff managing the airport.

Max Braun made a motion to approve the PCAA Bylaws with the editorial revisions as discussed, seconded by Elizabeth Pfungsten.

Motion carried (5/0)

#### **24-11-06 Whistleblower Complaint Policy**

- This will give the staff or public a way to report any illegal activity, material waste, fraud, abuse, discrimination, any concerning employee behavior anonymously to the Authority.
- The person would be able to send an email alerting the Authority with their concern. We would expect the complainant to identify themselves to whoever is investigating the complaint.
- Depending on the nature of the complaint either the Aviation Director or General Counsel will investigate.
- The email address will be [pcaa.whistleblower@gmail.com](mailto:pcaa.whistleblower@gmail.com). It will be monitored by an Authority member.
- Elizabeth Pfungsten volunteered to monitor the whistleblower email and Max Braun volunteered to be the back-up monitor of the email.

Bill Beckwith made a motion to approve the Whistleblower Complaint Policy with Elizabeth Pfungsten as the primary authority member and Max Braun as the backup authority member, seconded by Gary Zarlengo.

Motion carried (5/0)

#### **25-01-04 Consider Stormwater Master Plan**

- Hope explained that this master plan came about when they looked at expanding the Toy Box and the apron.
- She met with Michael Baker International, the city manager, and their engineering department. Collectively it was decided that we needed a stormwater master plan.
- The plan will address the development of the airport and our annual operating plan. It also helps us to grandfather into the current city ordinances. It will help to cut a lot of red tape and timing going into development projects.
- The cost of this document is \$151,147.00. This will engage Michael Baker to develop a storm water master plan for the airport to submit to Peachtree City.

Elizabeth Pfungsten made a motion to approve the Stormwater Master Plan not to exceed \$151,147.00, seconded by Bill Beckwith.

Motion carried (5/0)

**25-01-05**      Consider FBO Renovation Project

- Hope advised the FBO was built in 1996 and last had any updated renovations in 2006.
- The airport has increased its staff the past several years and the office space has become an issue.
- Justin with the Johnson Construction Group was present to answer any technical questions.
- We will be adding window coverings. The front desk will be expanded. The front desk will get a new countertop, and we will add a built-in pilot supply cabinet to the counter. The coffee station will move to the other side of the lobby, including plumbing and cabinetry. The break room and line waiting area will be updated with new flooring, cabinetry, and the appliances will be moved. The back administrative offices will have a wall added for a mini conference room. There is a shared office space that will get updated, and windows added. There will be a door added into what is now the financial controller's office to be able to access the back office space from the new door. The current storage room will have the wall straightened and a window added. The alcove in the hallway will be walled in for storage. The archive room will have a door added to access it from the hallway instead of the pilot's lounge. It will be used for archives but can be used as future office space.
- Including all the electrical and the moving around of the HVAC, the total contract price is \$270,652.28. This does not include furniture. The total ask is for \$300,000.00. The \$270,652.28 will go to Johnson Construction and the remaining balance will be for furniture replacement, any contingencies, and possibly new appliances.
- The customer service area will be temporarily relocated to another area of the lobby when that area is being renovated.
- Justin from the Johnson Construction Group explained that part of the process is working with Hope and the staff to move into temporary locations during the renovation. They build in extra time, so the staff has a space to continue to work and time for remobilization.
- The construction will take between 2 to 4 months. They plan on 2 months but add in a buffer so the staff can continue working during the renovation.
- Elizabeth got clarification that the \$270,652.28 price is not fluid. Justin advised it is only fluid if there are change orders. Hope advised that if a 10% contingency were added, it would bring the total up to around \$315,000.
- Gary explained if the \$300,000 asking amount is exceeded, Hope will need to come back to the Authority to ask for additional money.
- Ken asked if anyone would like to make a motion to enter into the agreement for \$320,000.
- Gary took the time to point out that Hope has the authority to spend \$25,000 to \$30,000 per her own discretion. He thinks there are probably still some places in the renovation if Hope wanted to increase something another thing could be decreased.

- Max agreed with Gary that \$300,000 is a good amount. If there is a need for any contingency costs due to construction Hope can bring it back to the Authority for additional funds.
- Mark advised it would also be wise to authorize Ken, as the chairman, also to enter into the contract with the Johnson Construction Group.

Max Braun made a motion to approve the FBO Renovation Project with the Johnson Construction Group not to exceed \$300,000.00 and authorize the chairman to enter into the contract with Johnson Construction Group, seconded by Bill Beckwith.

Motion carried (5/0)

Tenant Mark Strahler asked to make a public comment. He has been a tenant since 1996. For years the tenants have been asking for both a wash rack and self-service fuel. According to Mark the tenants are continually being told that it is part of the master plan, but nothing is moving forward. He is concerned that the Authority is moving forward with the renovation project and in his opinion not what is going to best benefit the tenants. He is wondering why these decisions are being made. He doesn't understand why the Authority is concerned with wallpaper in the nice, beautiful facility. If you go around to different airports, he doesn't know of any as nice as ours.

Gary spoke, and explained that he understands his concern, thanked him for his comment, and offered to speak with him outside of the PCAA Authority meeting.

#### **X. EXECUTIVE SESSION**

Max Braun made a motion to enter into executive session to discuss legal and personnel issues, seconded by Gary Zarlengo.

Motion carried (5/0)

#### **XI. ADJOURNMENT**

Max Braun made a motion to adjourn, seconded by Elizabeth Pfingsten at 8:35 PM.

Motion carried (5/0)