

**Peachtree City Airport Authority (PCAA)**  
**Special Called Meeting Minutes**  
**Tuesday, May 6, 2025**  
**Roam at Trilith**  
**210 Trilith Parkway, Suite 100, Fayetteville, GA 30214**  
**8:00 a.m.**

**Members Present:** Ken Fleming – Chairman, Max Braun – Vice Chairman (departed at 1:30), Gary Zarlengo – Secretary/Treasurer (arrived at 10:30), Bill Beckwith - Member, Elizabeth Pfingsten – Member, Steve Hanes – Alternate, Mark Oldenburg – Attorney (arrived at 1:00), and Hope Macaluso, A.A.E. – Aviation Director

**Also Present:** Denver Garrett, Assistant Aviation Director, Operations and Maintenance and Logan Walters, Administrative Assistant, Operations and Maintenance

**I. CALL THE MEETING TO ORDER**

Ken Fleming called the meeting to order at 8:05.

**II. OPENING REMARKS**

**III. AGENDA ITEMS FOR DISCUSSION**

25-05-01 Airport Layout Plan Review

Hope reviewed the 2022 Airport Layout Plan.

25-05-02 Prioritization of Projects

The authority discussed near term projects. The primary federal projects are the control tower and the runway safety area improvements. The primary state projects are the auto parking lot expansion and the FBO ramp repave.

25-05-03 Tenant Roundtable Expectations

Several ongoing issues were covered that tenants have shown concerns about including piston aircraft handling, self-serve fuel, an aircraft wash rack, and delays in fueling. Some suggestions were to have a minimum time for notice to pull aircraft of the FBO hangar, additional hands on training, minimum number of hours for part-time line personnel, and having a FAAST Team meeting. Gary requested Hope send him a list of FBO services that we currently provide, could provide, and would not likely provide. It was discussed to go to a quarterly tenant meeting and an open forum with all tenants invited.

**IV. REPORTS**

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

Hope did not have a specific report.

Assistant Aviation Director Operations and Maintenance, Denver Garrett

Denver reported on projects he had been working on in the month.

## **V. AGENDA ITEMS FOR ACTION**

### **25-05-04 Consider New Employee Handbook**

Bill Beckwith made a motion to table the item until Mark had reviewed the document, seconded by Elizabeth Pfingsten.

Motion carried (5/0)

### **25-05-05 Consider Employee Incentive Plan and Bonuses**

Gary presented two resolutions for consideration: one for non-exempt employees and one for the exempt employees.

Gary made a motion to adopt the first resolution, seconded by Beth Pfingsten.

Motion carried (5/0)

Gary made a motion to adopt the second resolution, seconded by Beth Pfingsten.

Motion carried (5/0)

### **25-05-06 Consider Purchasing Golf Cart**

Denver presented to the authority the need for a golf cart to transfer passengers and bags to and from the expanded FBO apron. He described a 6 passenger golf cart with a luggage bed as the preferred option.

Gary Zarlengo made a motion to purchase the golf cart with a Not to Exceed amount of \$17,000 using the leftover amount in the budget for the boom mower purchase, seconded by Ken Fleming.

Motion carried (4/0)

## **VI. EXECUTIVE SESSION**

Ken Fleming made a motion to allow the Assistant Director, Operations and Maintenance to stay for this session and to enter into executive session, seconded by Elizabeth Pfingsten.

Motion carried (4/0)

## **VII. ADJOURNMENT**

Ken Fleming made a motion to adjourn, seconded by Elizabeth Pfingsten. The authority adjourned at 3:45.

Motion carried (5/0)