

Peachtree City Airport Authority (PCAA)
Retreat Meeting Minutes
Thursday, March 5, 2026
Fox Hall, 8000 Capps Ferry Rd, Douglasville, GA 30135
APPROVED

Members Present: Ken Fleming – Chairman, Elizabeth Pfingsten – Vice Chairman, Gary Zarlengo – Secretary/Treasurer, Bill Beckwith - Member, Margaret Amalfitano – Member, Denver Garrett – Assistant Director of Operations and Maintenance, and Hope Macaluso, A.A.E. – Aviation Director

Not Present: Kevin Brady – Alternate and Mark Oldenburg – Attorney

I. CALL THE MEETING TO ORDER

Ken Fleming called the meeting to order at 8:37 AM.

II. AGENDA ITEMS FOR DISCUSSION

26-03-01

Airport Layout Plan Overview

Hope Macaluso reviewed the requirement for the ALP, what it consists of, and what the current version depicts. She stated that it is a required Federal Aviation Administration document that had a shelf life of usually 10 years, depending on the growth of the airport. She noted that our airport is not required to have a full blown Airport Master Plan, of which the ALP is a part of, due to the type of airport we are. The ALP depicts both the current buildout and future developments. The developments are in three development areas- Area A, Area B, and Area C. Hope reviewed each area with the authority. The ALP also depicts the protected airspace around the airport (FAR Part 77). The last time the plan was updated was 2022.

26-03-02

GDOT Surface Inspection Report Review

Hope Macaluso presented the findings of the most recent Georgia Department of Transportation’s pavement inspection for the entire airfield. The report breaks down every pavement on the airport by section. It includes their Pavement Condition Index (PCI), the level of repair needed, and the estimated costs to address each area.

26-03-03

Fixed Base Operation Structure

Hope Macaluso presented the different management structures for the FBO. One is a direct ownership and the other is a management contract. She presented the pro and cons of each FBO structure.

At 11:51 a.m., Ken made a motion to pause for lunch, seconded by Bill.

Motion passed 5-0.

At 1:10 p.m., Ken made the motion to resume the meeting, seconded by Margaret.

Motion passed 5-0

26-03-04 Accounting Overview

Gary Zarlengo presented the basics of airport accounting. He spoke in generalities. He went over the different financial statements (Balance Sheet, Income Statement, and Cash Flow). He covered some notes on grant accounting and how it is tracked on the financial statements. He also noted that he would be presenting the monthly financial reports at a high level and that Hope would account for the day-to-day financials.

26-03-05 PCAA Owned T-Hangars

Hope Macaluso presented the age and economic impact of airport owned t-hangars. The first set of t-hangars which is designated as "T-hangar A" on the ALP is over 41 years old and was part of the purchase of the original airfield. It has 10 units, 1,150 square feet each. She reviewed the annual costs and the annual revenue for the building. She then went through the same for "T-hangar B" which was built in 1996 (30 years ago) and has 12 bays at 1,250 square feet each. Both buildings are fully depreciated. Even after expenses, we have positive cash flow for the two buildings.

III. AGENDA ITEMS FOR ACTION

26-03-06 Consider Resolution for Cash Policy

Beth made a motion to table this item, seconded by Bill.

Motion passed 5-0.

IV. ADJOURNMENT

Margaret made the motion to adjourn at 2:22 p.m., seconded by Beth.

Motion passed 5-0.