

Peachtree City Airport Authority (PCAA)
Regular Meeting Minutes
Tuesday, July 21, 2026
APPROVED

Members Present: 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

Members Not Present: Ken Fleming – Chairman, Kevin Brady – Alternate, Mark Oldenburg – Attorney

I. CALL THE MEETING TO ORDER

Elizabeth Pfingsten called the meeting to order at 6:00 PM.

II. PLEDGE OF ALLEGIANCE

III. OPENING REMARKS

Elizabeth Pfingsten gave the opening remarks. Ken was out of town.

IV. PUBLIC COMMENT

There were no public comments.

V. APPROVAL OF MINUTES

May 19, 2026 PCAA Regular Meeting

Bill Beckwith made a motion to approve the May 2026 meeting minutes, seconded by Margaret Amalfitano.

Motion carried (4/0)

VI. REPORTS

Finance and Oversight

- Gary Zarlengo gave the finance and oversight report.
- Our cash is down about \$239,000.
- Our working capital is down about \$266,000.
- Both are down due to some final payments of bills.

Operations - Denver Garrett, Assistant Aviation Director, Operations and Maintenance

- Denver reported on Key Performance Indicators for June.
 - No wildlife was lethally mitigated from the airfield.
 - There were no reported bird strikes.
 - Four reported aircraft incidents.
 - 6/4/2026: N220FL (Piper PA-44).
 - 6/11/2026: N43685 (Piper PA-28).
 - 6/13/2026: N537V (Cirrus SR22).
 - 6/29/2026: N527JG (Gulfstream G500).

- Three separate aircraft sustained flat tires, and one jet aircraft became partially stuck in the grass adjacent to the FBO ramp throat while taxiing from Taxiway A to the ramp. None of the pilots declared an emergency in connection with these incidents.
- Three of the incidents occurred during normal business hours, while the remaining incident occurred at approximately 0100L. Each flat tire incident resulted in these aircraft becoming disabled on the runway upon landing. Airport staff promptly responded to recover and remove these aircraft from the runway, while ensuring the runway was inspected and reopened within minutes of the aircraft's removal.
- The jet aircraft that became partially disabled in the grass was ultimately able to power out after we attempted to pull it out with our own equipment with no luck. The runway was briefly closed prior to the jet powering out as a precaution to mitigate the effects of jet blast on aircraft that may utilize the runway.
- No fire hazard incidents.
- No security incursions.
- Total aircraft operations were 13,004.
- Total turbine operations were 253.
- Total Av Gas Sold MTD: 21,583 Gallons out of the forecast of 32,000: At the current daily sales rate we are **~0.4% behind (essentially on track)** for the month.
- Total Jet A Sold MTD: 14,283 Gallons out of the forecast of 40,000: At the current daily sales rate we are **~47% behind** for the month.

VII. FINANCIAL REVIEW

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

- May revenues were right on target. Expenses were just over, leaving us a bit behind for the month. June's revenues were way behind. That's because of jet fuel being budgeted high. We budgeted for what we thought would be FIFA traffic in June and July. We did not get FIFA traffic as expected. There are only two aircraft that we could really contribute directly to the FIFA events, and they didn't pump fuel. They only paid the ramp fees.
- We are still ahead year to date.
- Grant update, the air traffic control tower design bids were opened last week; they were in our favor, and there are two agenda items related to that tonight.
- The EMAS project is moving forward with the environmental process. Hope has received Michael Baker's contract for that. That will be on the August meeting agenda for approval for the National Environmental Policy Act (NEPA) CATEX. That that will be reimbursable. That's going to be about \$120,000.
- Ken and Hope attended the U.S. Contract Tower Association and American Association of Airport Executives annual conference, July 16th through 17th in Washington, D.C. There were a lot of airport executives and FAA leadership in attendance. They met all the right people that they needed to meet with regarding the tower. There were other operators there, aviation technology providers and insurance companies. They got some perspective on liability, and contacts about property insurance.
- The theme of the conference was the importance of the FAA's contract tower program to the national airspace system. The program currently provides air traffic control service to 266 airports in 46 states. They will be bringing on 30 more airports. There will still be less than 300 contract towers in the United States. There was a lot of emphasis on how cost effective it is to run a contract tower as opposed to an FAA staff tower.
- There were some legislative things that were discussed. There are two competing bills right now: one from the House, one from the Senate. One of the things that both bills do include is not letting airports use ADS-B for billing purposes.

- Ken and Hope went over to visit Congressman Brian Jack's office. He wasn't available; they were voting that day. They did meet at length with one of his staffers and reminded them about the Peachtree City Airport.
- Some of the emerging technologies were talked about. These towers typically don't have radar in them.
- There are four companies that provide staffing to contract towers in the United States, and they're divided by region. We are in CI Squared's region. They will be the company that provides staffing to our tower. That contract will be directly between the FAA and CI Squared.

VIII. AGENDA ITEMS FOR DISCUSSION

None.

IX. AGENDA ITEMS FOR ACTION

26-07-01 Consider Right of First Refusal for Hangar D18

26-07-02 Consider Lease Assignment for Hangar D18

Elizabeth Pfingsten requested both items be removed from the meetings agenda. Both agenda items were asked to be removed by the broker one hour prior to the meeting.

26-07-03 Consider Adopting Code of Ethics Policy

- Gary advised document will be signed one-time by each authority member and senior management at the airport. Senior management is currently the aviation director and the assistant aviation directors.
- The document was prepared by our attorney Mark.
- Gary requested the document be published on our webpage for anyone to view.
- Gary read the resolution:
 - Be it Resolved, The PCAA hereby adopts the Code of Ethics of the Peachtree City Airport Authority that shall cover the Authority Members and Alternates and the Executive Officers of the PCAA as defined in the By-laws and it shall apply to all Covered Persons as defined therein effective August 1, 2026.

Further, a copy of this form shall be retained by the Secretary or its designee in the permanent records of the Authority for a period of five years after the termination of service by any Covered Person.

Gary Zarlengo made a motion to approve the Adopting Code of Ethics Policy, seconded by Bill Beckwith.

Motion carried (4/0)
(For: Margaret, Beth, Gary, Bill)

26-07-04 Consider Adopting the Annual Disclosure Form for the Code of Ethics Policy

- Gary explained that this document is to disclose a relationship or potential relationship that may be a conflict of interest. It does not mean anyone has done anything wrong, or they cannot vote on something.
- If there is a conflict of interest it will be resolved between the authority and our attorney.
- This document will need to be signed yearly or if during the year there was an event change.
- No monetary amount needs to be disclosed, just the potential relationship.

- Gary read the resolution:
 - Be it Resolved

The PCAA hereby adopts Conflict of Interest Disclosure Form of the Peachtree City Airport Authority and hereby requires that all Authority Members and Alternates and the Executive Officers of the PCAA as defined in the By-laws, shall be required to sign such form prior to August 1, 2026, at the beginning of each subsequent Calendar year, and at any time during a Calendar Year should there be any material change in a covered party's obligation to disclose under the form.

Further, a copy of this form shall be retained by the Secretary or its designee in the permanent records of the Authority for a period of five years after the termination of service by any Covered Person.

Gary Zarlengo made a motion to approve Adopting the Annual Disclosure Form for the Code of Ethics Policy, seconded by Margaret Amalfitano.

Motion carried (4/0)
(For: Margaret, Beth, Gary, Bill)

26-07-05 Consider Accepting Grant for Air Traffic Control Tower Construction

- Hope had to get some clarity on two different numbers of the grant amount we were awarded. The spreadsheet that was on the FAA website says that we were awarded \$8,925,000. When you go onto their interactive map, it says \$9,925,000. This amount includes the original million-dollar grant that we received for design. So, for construction, the grant is \$8,925,000. That grant will be written for signature before September 30th, the close of FAA's fiscal year. Hope wanted to get ahead of this and go ahead and accept the funds in that amount. When the grant is written, we will be ready to sign it.

Bill Beckwith made a motion to approve Grant for Air Traffic Control Tower Construction, seconded by Gary Zarlengo.

Motion carried (4/0)
(For: Margaret, Beth, Gary, Bill)

26-07-06 Consider Awarding Air Traffic Control Tower Construction Contract to Forza Group, Inc.

- We opened the bids last week. In the back of your package there is a recommendation letter from Michael Baker International, and on the back of that page it shows you the breakdown of the three bids that we received.
- We received three bids from Slone Associates, Tuggle Construction, and Forza Group. The low bidder is Forza Group. Forza is a local company. Their bid amount for construction is \$5,746,156. There will be additional amounts, but that was the ask for tonight. There will be Michael Baker's fees, which GDOT will review, and the equipment in addition to this amount.
- Hope explained there was a meeting in the FBO lobby, each company had a representative present. All the bids were unsealed and opened publicly. The numbers were read aloud.
- Elizabeth asked for clarification why GDOT reviews Michael Baker's fees. Hope explained that the money comes from the FAA, but it goes through the state. They have to agree for the scope and fee for every project that we do.

Gary Zarlengo made a motion to approve Awarding the Air Traffic Control Tower Construction Contract to Forza Group, Inc., seconded by Margaret Amalfitano.

Motion carried (4/0)
(For: Margaret, Beth, Gary, Bill)

X. EXECUTIVE SESSION

There was no executive session.

XI. ADJOURNMENT

Margaret Amalfitano made a motion to adjourn, seconded by Bill Beckwith at 6:37 PM.

Motion carried (4/0)