Peachtree City Airport Authority (PCAA)
Regular Abbreviated Meeting Minutes
Tuesday, September 15, 2026
APPROVED

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

Members Not Present: Kevin Brady – Alternate

I. CALL THE MEETING TO ORDER

Ken Fleming called the meeting to order at 6:01 PM.

II. PLEDGE OF ALLEGIANCE

III. OPENING REMARKS

- Ken Fleming gave the opening remarks. Ken mentioned the new development of Area D, and that they have begun taking reservations.
- Due to all the development at the airport including the tower, the EMAS, Area D, and the construction in Area C the airport will be working with the state on the ALP. They requested a full ALP review and revision. The last one was done in 2022. That will be around an 18-month project. There will be public meetings throughout the process.
- The construction in Area C for both C6 and C7 have had some delays with the city and the county.

IV. PUBLIC COMMENT

There were no public comments.

V. APPROVAL OF MINUTES

August 18, 2026, PCAA Regular Meeting

Elizabeth Pfingsten made a motion to approve the August 2026 meeting minutes, seconded by Gary Zarlengo.

Motion carried (5/0)

VI. REPORTS

Finance and Oversight

- Gary Zarlengo gave the finance and oversight report.
- Cash is up about $100,000 this month to about 2.3 million.
- Working capital is up to about 2.7 million.
- Our current ratio is about 10 to1, which is a very healthy conservative balance sheet.
- We added 1.6 million dollars of fixed assets to our balance sheet this month with the acquisition of the Area D land.

- One of Gary's personal objectives on the board, is for the Authority to control the airport's boundaries and make sure that we've got additional space for hangar expansion.
- The land acquisition is currently financed with a loan through the Fayette County Development Authority for 1.6 million dollars. That's a long-term liability we have and it's an interest-bearing note on our books.
- Gary verified that all the conflict-of-interest statements have been completed.

Operations – Denver Garrett, Assistant Director, Operations and Maintenance

- Denver reported on Key Performance Indicators for August.
    - No wildlife was lethally mitigated from the airfield.
    - No reported bird strikes.
    - Three reported aircraft incidents.
        - 8/7/2026: N25PP (Cessna Citation 560XL)
        - At ~1650L upon making a left turn from TWY A onto the approach end of Runway 13, N25PP made the turn too sharp and ran the left main gear onto the grass which caused the wheel to sink and making the aircraft become stuck. Soon after the runway was closed and the FAA TRACON & FAA ROC were notified of this incident. At 1800L the aircraft was able to be removed from the runway. The runway was inspected and reopened at 1805L. No emergency was declared corresponding to this event.
        - 8/15/2026: N46556 (Cessna 172)
        - At ~1215L and upon landing RWY 31, the nosewheel tire of this aircraft became flat. Soon after the runway was closed with notification sent to the NOTAM office and FAA TRACON. FFC line staff were able to remove this aircraft from the runway using the FBO's Lektro. The runway was inspected by FFC staff and reopened at ~1234L. No emergency was declared corresponding to this event.
        - 8/29/2026: N787AM (Diamond DA-42)
        - At ~1137L and upon landing RWY 31, the left main gear tire of this aircraft became flat. Soon after the runway was closed with notification sent to the NOTAM office and FAA TRACON. Academy of Aviation staff were able to remove the aircraft from the runway. The runway was inspected by FFC staff and reopened at ~1135L. No emergency was declared corresponding to this event.
    - No fire hazard incidents.
    - No security incursions.
    - Total aircraft operations were 12,886.
    - Total turbine operations were 246.
    - Av Gas Sold MTD: ~17,609 Gallons out of the forecast of 32,000: At the current daily sales rate we are **~40% ahead** for the month.
    - Jet A Sold MTD: 14,016 Gallons out of the forecast of 26,000: At the current daily sales rate we are **~7% ahead** for the month.

VII. FINANCIAL REVIEW

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

- August remained profitable and cash balances increased, although weaker fuel margins held operating performance below budget.
- Year-to-date results remain ahead of plan.
- Fuel margins were the main operating pressure. Jet gallons were 3.4% below budget, while AvGas gallons were 1.8% above budget.

- Expense savings substantially offset the gross-profit shortfall. Operating expenses were below budget, primarily from employee compensation and benefits. Compared with July, operating expenses declined, helping net operating income improve despite lower gross profit.
- Year-to-date performance:
    - For October 2025–August 2026, revenue totaled approximately 19.6% above budget. Net operating income is ahead of budget.
- Cash and debt:
    - Cash is up $69,046 from July.
    - Land and long-term notes payable each increased $1.57 million, consistent with a debt-financed land acquisition.
- Grant Update:
    - ATCT- Bid opening for the equipment is this Thursday, September 17, at 2:00. That is the last piece we need in for the grant to be written.
    - EMAS- GDOT has requested that we add MALSR lighting, new edge lights, and signage to the project. They would also like us to update our Airport Layout Plan for the project. We will also need to expand easements for this project.
    - Tie-down and taxi lane repaving – Still in design.
        - That won't happen until March. During that time, we'll phase the project. We're repaving all the north ramp, the lower ramp, and the the taxi lane that goes in front of D-24, 5, 6, and 7, the beacon, and the taxi lane. The repaving will happen at the same time the tower is also being constructed. With the tower construction, we're going to lose the taxi lane entrance to the upper ramp. When they repave in front of the beacon and that row of hangars, there'll be no way in and out of the upper ramp. We will coordinate so the repaving can happen in one night, and there'll only be one night where you can't get in and out.

- Gary asked if we knew how many bids have been received on the ATC tower equipment bid. Hope said the bids will go through Michael Baker. She also advised that Canadian tariffs and there may be a lot of lead time on some of the equipment that needs to be ordered. Ken added that a lot of the providers of ATC tower equipment are in Canada and the price of oil will also impact the cost.
- Ken also mentioned the Air Show is the last weekend of October and scheduled for three full days.

VIII. AGENDA ITEMS FOR DISCUSSION

26-09-01 Presentation by Air Base Georgia- Mark Richards and Chris Madrid

- Agenda item was cancelled and will be rescheduled to the October meeting.

IX. AGENDA ITEMS FOR ACTION

26-09-02 Consider Right of First Refusal for Hangar D18

- Agenda item was cancelled due to the purchaser withdrawing their purchase offer.

26-09-03 Consider Right of First Refusal for Hangar D7

- Hope recommended the Authority pass on the purchase of hangar D7.

Gary Zarlengo made a motion to decline the right of first refusal for hangar D7, seconded by Bill Beckwith.

Motion carried (5/0)
(For: Margaret, Beth, Ken, Gary, Bill)

26-09-04 Consider FY 2027 Operating Budget

- The operating budget was also reviewed by Susan and Gary. They all agree with what is being proposed. The proposal projects 6.57 million in operating revenue and $968,711 in net operating income, with a loss of $224,289 after depreciation and other below-the-line items.
- Hope is projecting our revenue to be just over 6.5 million. The cost of goods sold to be $3,309,000, and operating expenses of under $2.3 million.
- A net operating income of $968,711. There's other income in there that's interest income. We have a depreciation of 1.2 million, and some other underlying line expenses. The air show expenses and bad debt of $23,000, putting us at a negative 224.
- Normally, we have not looked closely at depreciation because a lot of what we're depreciating are things that were paid for by the federal government. We anticipate in the future they'll continue to pay for those items. There's a lot of items on our depreciation schedule that are on us. We've discussed creating a set aside fund to fund depreciation that is directly tied to the items that we're going to need to replace. A net income of $968,000. However, there's funding depreciation, and when we get to the capital budget, you'll see that that money gets put directly back into the airport.
- The revenue assumptions that were made were fuel sales being about 80% of our operating revenue. We are heavily reliant on fuel sales. Hope projected 303,000 gallons of jet fuel and 377,000 gallons of avgas. Leasing contributes to just over a million dollars. For tie-down revenue, there are a couple of reductions in there. One for paving and another for the air show.
- Our spending priorities are salaries, payroll, taxes, and benefits that come up to 1.3 million. That is about 59% of our operating expense. Major allocations include over $200,000 for facility maintenance, $150,000 for utilities, and $123,000 for insurance.
- Bill asked if the forecasted budget includes a fuel price increase. Hope answered that the fuel price is based on what it has been over the past 12 months.
- Ken asked what assets we are depreciating. Hope answered that would include our land, land improvements, any work that is done on the FBO building, the new apron, hangars we own, the fuel farm and any large capital items that have a lifespan.
    - Gary added that they have not come up with a number yet. They are going to look at the assets and what will need to be replaced and come up with a schedule to put away money each month.

Margaret Amalfitano made a motion to approve the FY 2027 operating budget, seconded by Elizabeth Pfingsten.

Motion carried (5/0)
(For: Margaret, Beth, Ken, Gary, Bill)

26-09-05 Consider FY 2027 Capital Budget

- One caveat to this budget will be the depreciation schedule. After they go through everything those items will be added. This is just a heads that these items will be coming
- We have the land acquisition accounted for in the budget.
- The CADX for area D. That will be a future reimbursement. Until it is reimbursed, we'll be out of pocket $63,269.
- The letter of map revision for the other side of the airfield is around $121,000.
- The tie-down and taxi lane paving. Our portion is 25%, which will be just under $400,000.
- The fuel on the other side of the airfield. We will likely have to install a fuel farm. Hope estimates a minimum of 1 million.
- For the new area D development, we must build in and out taxi lane structure to access ingress and egress. That will be a future reimbursement, and FCDA has offered that they will loan us the funds for that in the meantime. The cost will be around $203 million.
- Everything else is out the next three years.
- For the air traffic control tower, Denver picked up on the fact that we have markings that we're going to have to change for movement, non-movement, and some signage to update. GDOT has asked us to get three quotes, make the changes, and then we'll be reimbursed. We're estimating $50,000 for that project. We'll get about $45,000 of that reimbursed.
- Designing a new building for airport administrative offices and a maintenance facility for FY 28.
- In FY 28, there's a certain amount of equipment that we must furnish for the tower. They have an entire list of things that we must provide. Hope has estimated $25,000 to cover those items.
- The construction of the building for airport administration and maintenance. Hope is starting at a low estimate of 1 million.
- The repaving of Leo Giles inside the fence all the way down to the CAP and repaving the area B access road. Neither will be grant related.
- We've designed our expansion of the parking lot in front of the FBO. The estimate for that project is 1.3 million.
- The last item on here is self-serve avgas for Area C. We're trying to limit crossing the runway with fuel trucks.
- Gary asked what the finished product of the LOMR will be. Hope said that's the letter of map revision. FEMA will update the floodplain. We need it updated before building hangars on the other side of the runway.
- Gary advised a small portion of the taxi lane will be paid for by developers. He also mentioned that he is not convinced leasing out the FBO is the best business decision for the airport.
- Bill asked if the self-service avgas in area C will require a fuel farm. Hope answered that it will require a standalone tank with a self-serve head. We will fill the tank and QC the tank.

Bill Beckwith made a motion to approve the FY 2027 capital budget of $3,789,935, seconded by Margaret Amalfitano.

Motion carried (5/0)
(For: Margaret, Beth, Ken, Gary, Bill)

26-09-06 Consider Second Lease Extension Addendum for Hangars C6 and C7

- The start of the lease has already started on hangars C6 and C7 on their 30-year lease. An extension was approved last January giving them until September 30, 2026. They have encountered several delays, the design was incorrect, city permitting delays, and manufacturer

delays with the hangar. The developers have already invested a substantial amount, and they are continuing to move forward.

Gary Zarlengo made a motion to approve the second lease extension addendum through March 31, 2027, for hangars C6 and C7, seconded by Margaret Amalfitano

Motion carried (5/0)
(For: Margaret, Beth, Ken, Gary, Bill)

- John Sciera made a public comment.
  - He confirmed that in the new ramp area there are no tie-downs.
  - Ken agreed.
  - John asked what the liability of the airport moving the tie-down aircraft to the new ramp, especially if there was bad weather. How will they be protected against a storm and the wind.
  - Ken confirmed there will not be any tie-downs on the new ramp, and the airport will not be moving any of our current tie-down tenants to that area.

X. EXECUTIVE SESSION

Ken Fleming made a motion to enter executive session to discuss legal issues, seconded by Bill Beckwith at 6:51 PM.

Motion carried (5/0)

XI. ADJOURNMENT

Gary Zarlengo made a motion to adjourn, seconded by Margaret Amalfitano at 7:04 PM.

Motion carried (5/0)