

HABERSHAM COUNTY BOARD OF COMMISSION
EXECUTIVE SUMMARY

SUBJECT: New Tie-Down Requirements and Forms for Habersham County Airport

DATE: February 20, 2026

(X) RECOMMENDATION

() POLICY DISCUSSION

BUDGET INFORMATION:

() STATUS REPORT

ANNUAL-

() OTHER

CAPITAL-

COMMISSION ACTION REQUESTED ON: March 16, 2026

PURPOSE: To seek BOC approval of new tie-down requirements, forms, and fees,

BACKGROUND / HISTORY: Since the County assumed management of the Airport in 2022, there has not been a formal process in place to maintain official records of tie-down customer information or insurance documentation. These forms are intended to establish a standardized process moving forward.

FACTS AND ISSUES: The Airport currently charges a \$10 per night overnight fee, or a monthly fee of \$25 for tie-down tenants. At this time, very little personal information is collected for daily or short-term tie-down tenants. Moving forward, the Airport needs to collect additional information on both the pilot and the aircraft, including proof of liability insurance, for all tie-down tenants, whether short-term or long-term.

The proposed forms are designed to gather this information and ensure that required insurance documentation is provided. They also include important details for tenants regarding Airport policies and Minimum Standards. In addition, a new \$50 tie-down use application fee will be implemented effective July 1, 2026. This fee will be added to the FY2027 Fee Schedule.

OPTIONS:

- 1) Approve recommendation
 - 2) Deny recommendation
 - 3) Commission defined alternative
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RECOMMENDED SAMPLE MOTION: Motion to approve the new tie-down requirements, forms, and fees for the Habersham County Airport.

DEPARTMENT:

Prepared by:

Director _____

**ADMINISTRATIVE
COMMENTS:**_____

_____ **DATE:** _____

County Manager

HABERSHAM COUNTY AIRPORT

The Fiscal Year 2027 fee schedule is as follows:

\$50 – Hangar Waitlist Application Fee

\$30 – Gate Remote Rental Fee, refundable when remote is returned in good condition

\$50 – Tie-Down Use Application Fee

Based Aircraft:

- Tie-down: \$25.00/month rent
- Hangar B & C - \$100-\$200 depending on lease
- Hangar D & E: \$300/month rent
- New T-Hangars: \$4.75/sq foot monthly rent- approximately \$425 per unit per month (new hangars not yet built)

Overnight Parking Fees:

- Piston Single: \$10.00/ night (1 night waived with 20+ gallon fuel purchase from truck or 30+ gallon fuel purchase from self-serve)
- Piston Twin: \$25.00/ night (1 night waived with 40+ gallon fuel purchase from truck or 50+ gallon fuel purchase from self-serve)
- Turboprop: \$35.00/ night
- Small Jet: \$50.00/ night
- Large Jet: \$100.00/ night
- Use of county hangar for aircraft that fit: \$100.00/ night for less than 7 nights; \$50/night for 7-29 nights; \$25/night for 30+ nights

Long Term Vehicle Parking (only applicable to non-based aircraft owners):

- Covered Parking When Available: \$100 per vehicle per month

Facility Fees (Waived with 100+ gallon fuel purchase):

- Turboprop: \$50.00 (Waived with 100 gallon fuel purchase)
- Small Jet: \$100.00 (Waived with 100 gallon fuel purchase)
- Large Jet: \$250.00 (Waived with 300 gallon fuel purchase)

After-hours Call-Out Fees (All fees half priced with minimum 200-gallon fuel purchase):

- 6-8am or 6-9pm: \$75.00/ first hour and \$50.00/ additional hours
- 9pm-6am: \$150/ first hour and \$75.00/ additional hours
- Holiday Fees: \$300.00/ first hour \$150.00/ additional hours
- Tug Fee: \$50 per jump off

**[Proposed new section amending the
Policies and Minimum Standards for Commercial Aeronautical Services]**

Section 21: Regulations for Use of Tie-Down Spaces

1. User Responsibilities

- a. **Proof of Insurance:** Users must maintain a minimum liability policy (minimum \$1,000,000) naming Habersham County as an additional insured.
- b. **Maintenance:** Preventive maintenance is allowed in tie-down areas; however, any activity involving hazardous materials, major airframe repairs, or "unsightly" dismantling is prohibited.
- c. **Equipment:** Users must provide and maintain their own tie-down straps or chains. The Airport is not liable for damage due to strap failure during weather events.

2. County Rights and Rules

- a. **Termination:** Agreements are **month-to-month**. Either party can terminate with **30 days' written notice**.
- b. **Holdover:** Monthly Users of tie-down spaces that fail to vacate such space at the expiration of the rental period for which payment has been made will be subject to the Overnight/Daily rate applicable to such space.
- c. **Relocation:** The Airport Manager reserves the right to move an aircraft to a different tie-down spot for construction, maintenance, or special events.
- d. **Default:** If fees are not paid within **10 days** of the due date, the county may place a lien on the aircraft or move it to a restricted area at the owner's expense.

3. Standard Prohibitions

- a. **No Subleasing:** Users cannot "rent out" or assign or transfer their rented tie-down space to another user.
- b. **Non-Aeronautical Storage:** Users cannot store boats, trailers, or commercial equipment in the tie-down areas.
- c. **Vehicle Access:** Private vehicles are restricted to designated parking areas and are not allowed to park in the tie-down spots themselves.

Habersham County Airport (KAJR)

Tie-Down Use Application

INSTRUCTIONS: Please complete this application in its entirety. Submission of this form initiates a request for a tie-down space assignment. Approval is subject to the Habersham County Airport Rules and Regulations.

I. Applicant Personal Information

- **Full Name:** _____
 - **Mailing Address:** _____
 - **City/State/Zip:** _____
 - **Primary Phone (Cell):** _____ **Secondary Phone:** _____
 - **Email Address:** _____
 - **Driver's License Number:** _____ **State:** _____
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II. Aircraft Information

- **Make/Model:** _____ **Year:** _____
 - **FAA Registration (N-Number):** N_____
 - **Wingspan (Feet):** _____ **Length (Feet):** _____
 - **Gross Weight (lbs):** _____
 - **Owner of Record (if different from applicant):** _____
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III. Insurance & Compliance

Proof of Liability Insurance: All based aircraft must maintain a minimum of \$1,000,000.00 in liability coverage, naming Habersham County as an "Additional Insured."

- **Insurance Carrier:** _____ **Policy #:** _____

- **Effective Dates:** From _____ To _____
 - **I have attached a Certificate of Insurance (COI):** [☐] Yes [☐] No
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IV. Terms and Agreement

1. **Lease Type:** This application is for a month-to-month tie-down agreement at the current rate of **\$25.00/month** (subject to adjustment by the Board of Commissioners).
2. **Maintenance:** I understand that only preventive maintenance (per 14 CFR Part 43) is permitted in the tie-down area.
3. **Security:** I agree to provide and maintain my own aircraft tie-down straps/chains. The County is not responsible for damage caused by weather or equipment failure.
4. **Taxes:** I acknowledge that based aircraft are subject to Habersham County personal property taxes.

Applicant Signature: _____ **Date:** _____

V. Administrative Use Only

- **Date Received:** _____ **Administrative Fee Paid (\$50):** [☐] Yes?
 - **Assigned Space Number:** _____ **Start Date:** _____
 - **Approved By (Airport Manager):** _____
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Next Steps for Your Application

- **Physical Submission:** You should print and bring this completed form, along with your **Certificate of Insurance**, to the Airport Terminal building or the Habersham County Manager's office at **130 Jacob's Way, Clarkesville, GA**.
- **Verification:** Call the Airport Manager at **(706) 839-0247** to verify current space availability before paying the \$50 administrative fee.