

Habersham County Airport Commission

Meeting Minutes

April 14, 2026 at 9:00 a.m.

Executive Conference Room

Habersham County Administration Building

130 Jacob's Way, Clarkesville, GA 30523

The Habersham County Airport Commission held a regular meeting on Tuesday, April 14, 2026, at 9:00 a.m. in the Executive conference room in the Habersham County Administration Building located at 130 Jacob's Way, Clarkesville, GA, 30523.

Members Present: D. Higgins, Lawrence Bridges, Spencer Carr, Andy Anderson, Justin Schapansky

Members Absent: None

Others Present: Tim Sims, Patti McLarty, Bill Harden, Kiani Holden, Lead Edge Design Group, Jeff Strickland, members of the public

Call to Order: D. Higgins called the meeting to order at 9:00 am.

Invocation and Pledge: Spencer Carr gave the invocation and D Higgins led the Pledge of Allegiance.

Adoption of Agenda: The agenda was amended to add "Discussion of Airport Fee Schedule" to New Business. Motion by Lawrence Bridges, seconded by Andy Anderson, and voted 5-0 to approve the agenda as amended.

Public Comment:

Approval of Minutes: Motion by Justin Schapansky, seconded by Spencer Carr, and voted 5-0 to approve the minutes of the February 10, 2026 regular meeting.

Financials: Kiani Holden presented the current financials dated March 31, 2026. March 2026 represents 75% of the fiscal year. Therefore, expenditures should be less than or equal to 75% of the FY2026 budget, while revenues should be at 75% at a minimum. Actual revenues collected were 48% of the total budgeted revenues, while operating expenditures were 53%. The bank balance as of March 31, 2026, was \$313,226. However, Kiani noted that reimbursements to the general fund have not yet been processed, which temporarily inflates that balance. Revenues are currently lower than expected, primarily due to decreased fuel sales during the lighting project.

Approval of Financials: Motion by Andy Anderson, seconded by Justin Schapansky, and voted 5-0 to approve the current financials dated March 31, 2026.

Reports:

Fuel Sales and Airport Revenues: In the month of March 2026, the airport sold 6,407 gallons of Low Lead fuel and 8,067 gallons of Jet Fuel. Bill informed the board of a jet fuel sale of \$19,000, and the board discussed the importance of attracting more jet traffic.

Additional revenues for the month of March were \$475 in call out fees, \$150 in overnight fees, and \$200 in facility fees, for a total of \$825. \$153.92 of oil was sold. Fuel prices were raised, and current self-serve fuel prices for low lead are \$5.77 per gallon, and full-serve Low Lead is \$6.80 per gallon. Full-Serve Jet A is \$6.80 per gallon.

Airport Manager Update: Airport Manager Bill Harden gave the update. The directional signs for Horizon Dreams have been installed. Atlanta Industrial worked on the fuel hose and removed the extra weight from the nozzle. It has also been repainted. The Swanson Field marker was moved from the old FBO to the area in front of the terminal building parking lot. Mr. Swanson has been out to see it and is very happy and appreciative. The Jet A tank had a leak and will be replaced. Staff walked the airport grounds and fence line to pick up trash. Hangar C-1 has been filled from the wait list. E-3 has opened up, and Bill will be working to fill that one as well. A large delivery truck damaged the gate, and Bill is working with Tori Williams on the claim to have it repaired. Staff will be spraying and mowing this week. The handicap parking sign at Air Methods was replaced. The FBO building has been re-mulched. Mulch was also installed around the new sign, and solar lights were added. Bill was asked about an APU. Bill said he has been trying to get one, and it would be between \$15,000 and \$30,000. D said he had seen them on the surplus market. Bill explained that we would need a diesel powered one, rather than dealing with a 100-foot cord across the ramp. Many jets will run an APU for hours just to keep their plane cool, and we could charge \$50-\$60 per hour for that service to help recoup the cost of the unit.

Bill provided follow-up on the following items:

- Hangar Inspections – Bill has inspected 29 out of the 42 hangars, and 4 more are currently scheduled. Bill has not found anything of concern in the hangars so far. The biggest maintenance issue Bill is seeing across all hangars is with the hangar doors and door tracks. Bill said he would like to work on the lighting around the hangars. Some tenants have updated their lighting to LED, and they look great. The ones without LED are barely visible at night. D Higgins said, speaking of lighting, he would like to see some new lighting installed at the fuel tanks. He said it is impossible to see out there at night without a flashlight, even though the FBO is well-lit and only 100 feet away.
- CAA Application – Bill explained that CAA is waiting to approve our application after we approve the FY27 fee schedule, since we will be “locked in” on our fees for three years for CAA members. Bill was asked which fees would be impacted by CAA? Bill said it would be facility fees, overnight parking fees, call out fees, etc. The BOC will not be approving the budget and fee schedule until late June, but once the new fees are determined and submitted to Finance, they can be sent to CAA to begin the approval process.
- T-hangar inquiry results – Bill sent out a letter to the wait list patrons to gauge their interest in leasing a new T-Hangar based on an estimated cost of \$700 per month. 19 responded, with 10 “no” and 9 “yes” responses, which is a positive result. D Higgins suggested sending out a survey with more questions, possibly to people on other airports’ wait lists.
- Online video access for airport environment – Bill did a comparison between WeatherSTEM and AviationWX, secondary aviation weather systems. WeatherSTEM’s pricing is higher, but it is also more pilot-focused. The board discussed the pros and cons of each system. The main thing the board is looking for is a live camera feed at the airport for current weather conditions. A camera could be linked to the AWOS, or we could possibly install a camera and link it to another service like ForeFlight. Spencer asked Bill to look into those options.

Airport Update: Lead Edge Design Group – The lighting project is complete except for punch list items, which include back-filling the trenches and establishing grass. A few of the transformers have been replaced because of some inconsistencies in brightness. The runway and identifier lights will be installed soon, and the PAPIs will need to be flight-checked by the FAA. There is a warranty on the lights and other products, but there is not a maintenance contract. Lead Edge will arrange safety training on the electrical vault with the contractor. The staff will be able to replace damaged or burnt-out lights.

Old Business:

- Discuss Horizon Dreams 2021 Application for Commercial Use of Hangar (tabled from February 10, 2026 meeting) – Motion by Spencer Carr, seconded by Andy Anderson, and voted 5-0 to un-table this item. Tim Sims explained that he spoke with Michelle Curcio yesterday to ask a few questions about preparing an amended lease agreement for commercial use in H-1 and H-2. After speaking with her, Tim has asked Jeff

to create an amendment to her existing lease agreements rather than creating new lease agreements. Jeff should have it completed soon. Motion by Spencer Carr, seconded by Andy Anderson, and voted 5-0 to recommend the amendment to Michelle Curcio's lease agreement once she has signed it.

- Consider/Approve application for Brenton Ellis to provide flight instruction services at the Habersham County Airport (tabled from February 10, 2026 meeting) – Motion by Andy Anderson, seconded by Spencer Carr, and voted 5-0 to un-table item. Andy Anderson gave a lengthy explanation about how our minimum standards require certain approvals and standards that may not be enforceable, especially for transient instructors who are not based at our airport. This would be unfair to enforce rules on our based pilots but not enforce the rules across the board. The board expressed that they are in full support of independent flight instructors and do not want to create or enforce barriers which would discourage them. Motion by Andy Anderson, seconded by Spencer Carr, and voted 5-0 to approve Brenton Ellis' application as presented to be an independent flight instructor, single service provider, acknowledging that we, as a commission, have the intent to propose an amendment to the minimum standards at the next meeting.

New Business:

- Discuss full-service fuel pricing – D Higgins said it has been brought to his attention that the airport has recently increased full-serve pricing over a dollar, as well as charging a delivery fee for using the fuel truck. Some members felt this increase may be causing frustration among based tenants who rely on the service and may not have access to self-serve fueling. Bill presented a list of fuel prices from local airports, and our pricing is competitive, and in some cases, much lower. Bill also explained the reasons why charging more for full service is necessary, including high maintenance costs for the fuel truck and staff labor to provide the service. There was also discussion about how fuel prices fluctuate based on when fuel inventory is purchased, which can create temporary inconsistencies compared to nearby airports. Several ideas were discussed, including offering a discount for based tenants and keeping pricing competitive but improving communication when increases occur.
- Review/discuss proposed FY2027 Airport budget – Kiani Holden presented the FY2027 proposed budget. Based on current projections, the airport is expected to have a deficit, even after cutting several capital projects. The only capital project retained in the proposed budget is the AWOS system, since it has been identified as a priority. Other projects, including land acquisition and apron repairs, were removed due to lack of available matching grant funds.
- Review/discuss proposed FY2027 Fee Schedule – Kiani recommended increasing hangar rents by at least 25% and taking a close look at our fees and increasing those accordingly. Kiani also recommended we focus on generating more revenue to rebuild our fund balance, rather than trying to minimize expenses, which are already cut to a minimum.
- Consider/approve Aviation Explorers fly-in pancake breakfast event for April 25, 2026 – Motion by Andy Anderson, seconded by Spencer Carr, and voted 5-0 to approve the Aviation Explorers fly-in event for April 25, 2026.

Other Reports:

- Discuss permanent placement of old rotating beacon – Several ideas were shared, including installing it near the airport entrance, or outside the terminal. Bill asked about placing it in the center of the lobby, but there isn't sufficient room. There was agreement that the beacon should be kept and displayed, but no decisions were made. D Higgins offered to help move the beacon to the storage hangar until a decision was made.
- Review of RFP scoring procedures for Airport Consulting Services - Kiani Holden informed D Higgins that the review committee would include herself, Tim Sims, Bill Harden, and two Airport Commissioners. D appointed himself and Lawrence Bridges. They were given a package which included the RFP submissions and scoring instructions.

- Review of RFP results for 60x60 box hangars – Lead Edge presented the results. There was one on-time submission by Roland Manarin. The total score was 50 points, but there was little detail on fuel sales or qualifications and experience listed. There are no jobs created with this prospect. Motion by Spencer Carr, seconded by Andy Anderson, and voted 5-0 to award one box hangar to Roland Manarin. There was a late submission due to emergency by Cook Construction and Real Estate. Their proposal was very detailed and received a score of 95 points. This prospect would bring in a minimum of \$30,000 in ad valorem, and \$75,000 in fuel sales. Phil stated that they are not aware of anyone else who is interested in building one of the hangars at this time. Motion by Lawrence Bridges, seconded by Spencer Carr, and voted 5-0 for Lead Edge to move forward to award both proposals for 60x60 box hangars.
- Discussion of Grounds Maintenance – Bill explained that the airport currently does not have enough staff or the proper equipment to properly maintain the airport grounds. Due to budget restrictions, he has not been able to purchase the equipment he needs. Therefore, Bill said doing the best they can with what they have. He said that the entire staff, including himself, spends hours each week mowing the grass and weed-eating. Tim Sims suggested to Bill that rather than tying up his limited staff, to assign someone to spend the majority of their time doing the maintenance every day. It was also suggested that Public Works could help out at times, at no charge to the airport's budget.

Motion by Spencer Carr, seconded by Lawrence Bridges, and voted 5-0 to enter Executive Session at 11:17 a.m.

Executive Session - Property Acquisition & Disposal, pursuant to O.C.G.A §50-14-3 (b)(1)

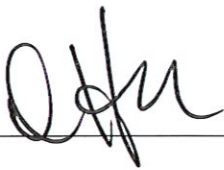
Motion by Justin Schapansky, seconded by Spencer Carr, and voted 5-0 to exit Executive Session. Motion by Spencer Carr, seconded by Andy Anderson, and voted 5-0 to reconvene the regular meeting at 11:57 a.m.

Next Meeting:

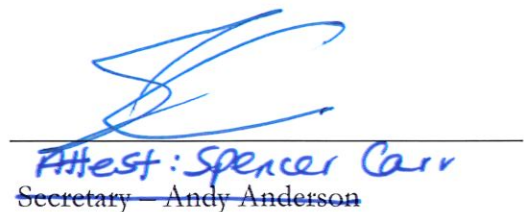
The next meeting is Tuesday, May 12, 2026, 2026, at 9 a.m. in the Executive Conference Room at the Habersham County Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523.

Adjournment:

Motion by Andy Anderson, seconded by Spencer Carr, and voted 5-0 to adjourn the meeting at 11:58 a.m.



Chairman – D. Higgins



Attest: Spencer Carr
Secretary – Andy Anderson