

Habersham County Airport Commission

Meeting Minutes

March 7, 2022 at 9:00 a.m.

Commissioners Conference Room

Habersham County Administration Building

130 Jacob's Way Clarkesville, GA 30523

The Habersham County Airport Commission held a public meeting on Monday, March 7, 2022, at 9:00 a.m. in the Commissioners conference room in the Habersham County Administration Building located at 130 Jacob's Way, Clarkesville, GA, 30523.

Members Present: Ken Schubring, Greg Caudell, D. Higgins, Chris Limbach (via teleconference)

Members Absent: none

Others Present: County Staff, Members of the Public and Media.

Call to Order: Ken Schubring called the meeting to order at 9:00 a.m.

Invocation and Pledge: Doug McDonald gave the invocation and Ken Schubring led the pledge of allegiance.

Adoption of Agenda: Motion by D. Higgins, seconded by Greg Caudell and voted unanimously to adopt the agenda.

Approval of Minutes (February 7, 2022, Regular Meeting): Motion by D. Higgins, seconded by Greg Caudell, and voted unanimously to approve the minutes of February 7, 2022.

Financials: Habersham County Airport Financials dated February 28, 2022, were presented by County Manager Alicia Vaughn. Year to date represented 66.7% of the fiscal year, therefore expenditures should be less than or equal to 66.7% and revenue should be at 66.7% minimum. The actual revenues that were collected were 75% of what was budgeted, and the actual expenses were 61% of what was budgeted. The bank account balance is \$236,483. Total revenues, less total expenses, is \$97,368.

Approval of Financials: Motion by D. Higgins, seconded by Greg Caudell, and voted unanimously to approve the February 28, 2022 financials.

Reports:

Fuel Sales and Issues: In the month of February 2022, the airport sold 2,943 gallons of Low Lead fuel and 4,808 gallons of Jet Fuel, for a total of 7,751 gallons of fuel sold. The finance department has calculated that the county is losing money on fuel because the price is too low. Romanair, our

temporary FBO, did a study on fuel prices in our region and prices will be increased this week to reflect current industry pricing.

Airport Update: Lead Edge Design Group. Phil Eberly reported that the Bipartisan Infrastructure Law will give the airport an additional \$159,000 per year for the next 5 years. It will be late spring before the FAA comes out with the definition for use of the money, but it most likely will function like entitlement money.

Airport Business Park Update: Mike Beecham gave a brief business park update. The City of Baldwin has issued a building permit for work to begin on Don Higgins' spec building. The streetlights for the business park are ordered and scheduled to be installed by HEMC when the lights are received.

Old Business:

- 1- Consideration and vote on scope of work for two new T-hangars and one new commercial box hangar – Motion by D. Higgins, seconded Greg Caudell, and voted unanimously to approve scope of work for two new T-hangars and one new commercial box hangar.
- 2- Consideration and vote on task order for design of two new T-hangars and one new commercial box hangar – Lead Edge Design Group – Motion by D. Higgins, seconded by Chris Limbach, and voted unanimously to approve task order in the amount of \$26,300 for design of two new T-hangars and one new commercial box hangar.
- 3- Consideration and vote to establish a commercial hangar wait list - Motion by D. Higgins, seconded by Chris Limbach, and voted unanimously to approve establishing a commercial hangar wait list.

New Business:

- 1- Election of Vice-Chair – Chairman Ken Schubring turned the meeting over to county attorney Ralph Taylor to conduct the election of Vice-Chair. Mr. Taylor opened the floor for nominations. Greg Caudell nominated D. Higgins. Chris Limbach seconded the nomination. With no further nominations, Mr. Taylor asked for a motion to close nominations. Motion by Greg Caudell, seconded by D. Higgins and voted unanimously to close nominations. Mr. Taylor called for the election of D. Higgins for Vice-Chair, and it was voted unanimously to elect D. Higgins as the Airport Commission Vice-Chair for the remainder of 2022.
- 2- Consideration and vote on Michelle Curcio's request to construct air-conditioned office space inside existing hangar H-2 – Motion was made by D. Higgins, seconded by Chris Limbach, and voted unanimously to approve Michelle Curcio's request to construct air-conditioned office space inside existing hangar H-2.
- 3- Presentation/discussion of temporary FBO contract and Airport Manager job description – Alicia Vaughn presented the temporary FBO contract and Airport Manager job description. The FBO contract will be ratified at the March 21, 2022 Board of Commissioners meeting. So far, there are 19 applicants for the Airport Manager position and interviews will begin this

week. Drew Mancini with Romanair announced that there is a company named Timberline Helicopters out of Idaho that has expressed interest in building a hangar at our airport for their local operations. Drew also suggested that we keep a hangar available for temporary rental of larger planes who need aircraft storage while in the area for short periods of time.

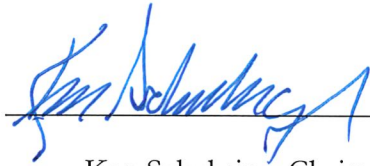
- 4- **Discussion of Public Comment Policy** – Alicia Vaughn shared the Board of Commissioners' policy on public comment. She suggested the Airport Commission vote next month to adopt a public comment policy.

Public Comments (limited to 3 minutes)

Adjournment

The next meeting is Monday, April 4th, 2022, at 9am, in the Commissioners Conference Room in the Habersham County Administration Building located at 130 Jacob's Way, Clarkesville, GA.

Motion by D. Higgins, seconded by Greg Caudell, and voted unanimously to adjourn the meeting at 9:49 a.m.



Ken Schubring, Chairman



D. Higgins, Vice-Chair