

Habersham County Airport Commission

Meeting Minutes

June 6, 2022 at 9:00 a.m., following Work Session
Commissioners Conference Room
Habersham County Administration Building
130 Jacob's Way, Clarkesville, GA 30523

The Habersham County Airport Commission held a public work session and regular meeting on Monday, June 6, 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, Andy Anderson, D. Higgins, Chris Limbach, Justin Schapansky

Members Absent: none

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

Call to Order: Ken Schubring called the meeting to order at 10:02 a.m., following the 9am work session.

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

Adoption of Agenda: Motion by Andy Anderson, seconded by Chris Limbach and voted unanimously to adopt the agenda.

Approval of Minutes (May 9, 2022, Regular Meeting): Motion by D. Higgins, seconded by Chris Limbach, and voted unanimously to approve the minutes of May 9, 2022.

Financials: Habersham County Airport Financials dated May 31, 2022, were presented by County Manager Alicia Vaughn. Year to date represented 91.7% of the fiscal year, therefore expenditures should be less than or equal to 91.7% and revenue should be at 91.7% minimum. The actual revenues that were collected were 90% of what was budgeted, and the actual expenses were 94.2% of what was budgeted. The bank account balance is \$181,053. Total revenues, less total expenses, is -\$27,793. Budgeted revenues were overestimated based on having a new T-hangar in place which has not yet happened. Expenses are up based on fuel costs.

Approval of Financials: Motion by Chris Limbach, seconded by Andy Anderson, and voted unanimously to approve the May 31, 2022 financials.

Reports:

Fuel Sales and Issues: In the month of May 2022, the airport sold 3,322 gallons of Low Lead fuel and 4,348 gallons of Jet Fuel, for a total of 7,670 gallons of fuel sold.

Airport Manager Update: Will Regan gave the manager's update. He has gotten a quote of \$600 to have the pilot-controlled lighting antenna raised. The single serve Coke machine is ready to be installed. Will found out that our current runway light system is not compatible with LED bulbs so for now he will be replacing the bulbs with halogen lights which will cost \$880. The new bulbs will be 45 watt vs. 30 watt, which will help nighttime visibility. Our PAPI is at 3 ½% now, the max is 4%. Will is not sure that 4% will clear the obstacles and will need to test it. Regardless of the outcome of the test, an FAA safety flight check is about a year out. He will get with Phil to schedule the FAA safety flight as soon as possible. The PAPI issue is due to tree growth. If we want to attract larger aircraft, we need to fix the issue. Will shared the good news that the fuel tanks have been calibrated and checked by the Dept. of Agriculture Will is also looking into more food items for the FBO such as an Otis Spunkmeyer and other ideas to make our airport more comfortable and appealing for pilots.

Airport Update: Lead Edge Design Group – Update on hangar projects given at work session.

Airport Business Park Update: Mike Beecham gave a brief business park update. Streetlights for the business park being installed and should be done by the end of June. The Higgins spec building is under construction.

Old Business:

Consider/Adopt Public Comment Policy (tabled from May 9, 2022 meeting) – Motion by D. Higgins, seconded by Andy Anderson, and voted unanimously to table vote until the July meeting.

New Business:

- 1- Consider/Approve bid package(s) for new T-hangar and box hangar projects – Motion by Chris Limbach, seconded by Andy Anderson and voted unanimously to approve the bid package for the new T-hangar project and the bid package for the new box hangar, with a base bid consisting of 4 60x60 units, and an optional bid to remove the wall between 2 of the boxes making two 60x60 units and one 60x120 unit.
- 2- Consider/approve changing the August 1, 2022 meeting to August 8, 2022 – Motion by Chris Limbach, seconded by D. Higgins and voted unanimously to approve moving the August 1, 2022 meeting to August 8, 2022.

Other Reports:

Update on new leases for county owned hangars – Will Regan met with Alicia Vaughn and Ralph Taylor regarding the new hangar leases: what verbiage needs to be changed, who has authority to sign the leases, etc. At this time the Airport Manager does not have the authority to sign leases and therefore they would need to go through the County Manager and BOC. Will also asked what is the procedure to be able to open leased hangars to see what is going on in the hangars? Ralph Taylor said it within the county's rights to perform safety checks on our property for electrical, water, structure, etc. We need to make sure the people who rent the hangars own the planes in the hangars

and have the proper insurance. The county will send letters to all the tenants in the county owned hangars and give them the option to sign a new lease or give up their hangar.

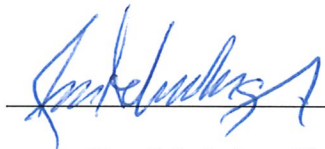
Discuss fall fly-in event - Will Regan would like to plan a fly-in for the weekend of October 15, 2022, with October 22 as a rainout date. The plan is to close the FBO pad as well as the taxiway between D&E. The fuel trucks will be moved so that they will be accessible to fuel aircraft. He would like to invite flight instructors, military recruiters, food trucks, activities for children, etc. It was discussed among the commission that we need to adopt an event policy for airport events. Will and Alicia will work together to come up with a policy.

Public Comments (limited to 3 minutes)

Adjournment

The next meeting is Monday, July 11, 2022, at 9am, in the Commissioners Conference Room in the Habersham County Administration Building located at 130 Jacob's Way, Clarkesville, GA.

Motion by Ken Schubring, seconded by Chris Limbach, and voted unanimously to adjourn the meeting at 11:11 a.m.



Ken Schubring, Chairman



Chris Limbach, Secretary