

Habersham County Airport Commission

Meeting Minutes

July 11, 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 regular meeting on Monday, July 11, 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, Justin Schapansky, and 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: D. Higgins gave the invocation and led the pledge of allegiance.

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

Approval of Minutes (June 6, 2022, Regular Meeting): Motion by D. Higgins, seconded by Anderson, and voted unanimously to approve the minutes of June 6, 2022.

Approval of Minutes (June 6, 2022 Work Session): Motion by Andy Anderson, seconded by D. Higgins, and voted unanimously to approve the work session minutes of June 6, 2022.

Financials: Habersham County Airport Financials dated June 30, 2022, were presented by County Manager Alicia Vaughn. Year to date represented 100% of the fiscal year, therefore expenditures should be less than or equal to 100% and revenue should be at 100% minimum. The actual revenues that were collected were 108% of what was budgeted, and the actual expenses were 122% of what was budgeted. The bank account balance is \$194,392. Total revenues, less total expenses, is (\$53,241). All revenues for June have not been posted as of the date of the meeting.

Approval of Financials: Motion by D. Higgins, seconded by Justin Schapansky, and voted unanimously to approve the June 30, 2022 financials.

Reports:

Fuel Sales and Issues: In the month of June 2022, the airport sold 4,741 gallons of Low Lead fuel and 10,300 gallons of Jet Fuel, for a total of 15,041 gallons of fuel sold. Current inventory is 12,400 gallons of jet fuel and 8,800 gallons of low lead.

Airport Manager Update: Will Regan gave the manager's update. All the runway bulbs have been replaced with 45-watt bulbs, and all the globes have been disassembled and hand-washed. Will handed out copies of two local airports' fly-in policies, and he should have a sample policy for our airport ready for review in August. The electrician who gave the quote to move the pilot-controlled pole has passed away, so Will must get new quotes to move the pole. There are serious issues with the jet fuel truck. It is at least 30 years old. The inside of the fuel tank is painted and flaking so the tank needs to be replaced. The estimate to replace the tank is 40-60k. The truck needs additional work such as a pump system and a new rear end. The truck is not worth repairing given its age. Will is hunting a used fuel truck but there are very few available. A new fuel truck would cost approximately \$260k. We are out of contract with World Fuel and need to put out a bid for fuel services. Some companies offer fuel trucks for lease with a fuel contract. ACCG has a lease option as well. Will explained there is also a problem with planes parking at the Air Methods building, thinking it is the FBO terminal. He suggested a lighted sign to put on taxiway C to direct planes to park at the terminal building. Phil Eberly stated that FAA has strict guidelines for signs on runways and it could be costly. He suggested waiting a couple of years until we complete the runway overlay project. In the meantime, it was suggested that a fixed sign be put on the B hangar building. Will told the commission that there have been 2 based aircraft added in the past month.

Airport Update: Lead Edge Design Group – Phil has met with Will and the Finance Department and is preparing to start the bid process for the Hangar Site Preparation & Paving Project, and the Hangar Construction Project. Phil discussed the ideas that he and Will have regarding the two additional hangars being proposed. Those hangars will put our airport close to the 100 based aircraft required to get additional annual funding by the FAA. It will be time to work on the 5-year CIP soon. It is due in November.

Airport Business Park Update: Mike Beecham gave a brief business park update. Streetlights for the business park have been installed. There is also a prospect for pad 7.

Old Business:

Consider/Adopt Public Comment Policy (tabled from June 6, 2022 meeting) – Motion by D. Higgins, seconded by Andy Anderson, and voted unanimously to un-table the policy. Motion by D. Higgins, seconded by Chris Limbach, and voted unanimously to adopt the public comment policy as presented, with a change of agenda order, moving public comment to the beginning of the meeting.

New Business:

- Consider/Approve Horizon Dreams LLC Single Service Application, contingent on the Habersham County Board of Commissioners' approval to amend current lease agreement to allow for commercial use – Motion by D. Higgins, seconded by Chris Limbach, and voted unanimously to approve Horizon Dreams LLC Single Service Application, for aircraft rental, flight training and specialized commercial flying services, contingent on the Board of Commissioners' approval to amend current lease agreement to allow for commercial use.
- Consider/Approve making a formal recommendation to the Habersham County Board of Commissioners that they consider amending Michelle Curcio/Horizon Dreams LLC's current lease agreement for hangar H2 to allow for commercial use – Motion by D. Higgins, seconded by Justin Schapansky, and voted unanimously to make a formal recommendation to the Board of Commissioners to amend Michelle Curcio/Horizon Dreams LLC current lease agreement to allow for commercial use.
- Consider/Approve/Recommend FY 2023 Tentative Allocation of GDOT Funds – Motion by D. Higgins, seconded by Andy Anderson, and voted unanimously to recommend that the Board of Commissioners Approve the FY 2023 Tentative Allocation of GDOT Funds.
- Consider/Approve Lead Edge Design Group going to bid for Hangar Site Preparation & Paving – Motion by D. Higgins, seconded by Chris Limbach, and voted unanimously to approve Lead Edge Design Group going to bid for Hangar Site Preparation & Paving, after final review from Airport Commission.
- Consider/Approve Lead Edge Design Group going to bid for Hangar Construction Project - Motion by D. Higgins, seconded by Chris Limbach, and voted unanimously to approve Lead Edge Design Group going to bid for Hangar Construction Project, after final review from Airport Commission.
- Consider/Approve Lead Edge Design Group going to bid for ROFA Project - Motion by Andy Anderson, seconded by Justin Schapansky, and voted unanimously to table the vote on the ROFA Project until the August meeting.
- Consider/Approve Task Order to add two additional hangars – Motion by Andy Anderson, seconded by Justin Schapansky, and voted unanimously to approve task order to add two additional hangars, which will include hangar packages only and no site work.

Other Reports:

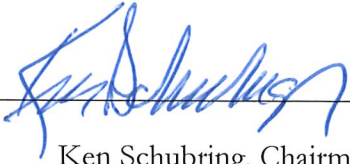
- Marcus Hall, Environmental Health - Septic System Update for US Forest Service – The US Forest Service has requested a MOU for land use at the airport from October 24, 2022 through May 31, 2023. They currently use a holding tank for sewage disposal. Marcus consulted with the EPD and was told that the USFS must either tap into an existing septic tank or install their own tank.

Public Comments (limited to 3 minutes)

Adjournment

The next meeting is Monday, August 8, 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 Andy Anderson, and voted unanimously to adjourn the meeting at 10:27 a.m.



Ken Schubring, Chairman



Chris Limbach, Secretary