

Habersham County Airport Commission

Meeting Minutes

September 12, 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, September 12, 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: Andy Anderson, D. Higgins, Justin Schapansky, and Chris Limbach

Members Absent: Ken Schubring

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

Call to Order: D. Higgins 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 Chris Limbach, seconded by Justin Schapansky, and voted unanimously to adopt the agenda.

Public Comment – none

Approval of Minutes (August 3, 2022, Work Session): Motion by Andy Anderson, seconded by Chris Limbach, and voted unanimously to approve the minutes of August 3, 2022.

Approval of Minutes (August 8, 2022, Regular Meeting): Motion by Chris Limbach, seconded by Andy Anderson and voted unanimously to approve the minutes of August 8, 2022.

Financials: Habersham County Airport Financials dated August 31, 2022, were presented by Airport Manager Will Regan. Year to date represented 16.7% of the fiscal year, therefore expenditures should be less than or equal to 16.7% and revenue should be at 16.7% minimum. The actual revenues that were collected were 21.2% of what was budgeted, and the actual expenses were 19.2% of what was budgeted. The bank account balance is \$221,526. Total revenues, less expenses, equals \$13,803. Will also stated that YTD, revenues have exceeded all of FY22 revenues by approximately \$40,000.

Approval of Financials: Motion by Chris Limbach, seconded by Justin Schapansky, and voted unanimously to approve the August 31, 2022 financials.

Reports:

Fuel Sales and Airport Revenues: In the month of August 2022, the airport sold 4,885 gallons of Low Lead fuel and 9,715 gallons of Jet Fuel, for a total of 14,600 gallons of fuel sold. Current inventory is 10,373 gallons of jet fuel and 5,727 gallons of low lead.

Airport Manager Update: Will Regan gave the manager's update. He has completed a final draft of the new hangar lease. The lease was changed to address hangar lease assumption and management's access to hangars for inspection and/or repairs. The part time positions have been re-posted because the previous candidates have not worked out. Mr. George Case donated twenty professional framed pictures to the FBO building. Will wants to publicly thank him and recognize him for his efforts. Airport staff has been working on the based aircraft list, including identifying and disposing of unregistered aircraft. The count has gone from 62 to 68 based aircraft; once a few issues are corrected and resolved, we should be at 71 based aircraft. Speed limit signs will be added around the airport and airport business park. These will include 35 mph signs on Industrial Blvd., 25 mph signs on Airport Road, no parking signs in grass at the intersection of Duncan Bridge Rd. and BC Grant Rd., and additional large No Trespassing signs on West Airport Rd. near the windsock. The large sign at BC Grant Rd. has been washed.

Airport Update: Lead Edge Design Group – Phil Eberly requests recommendation of the 5-year CIP to give the Board of Commissioners time to approve at the October meeting, in order to meet the November 1 deadline.

Airport Business Park Update:

Old Business:

- Consider/approve Habersham County Airport Activity and Event Policy – Motion by Andy Anderson, seconded by Chris Limbach, and voted unanimously to approve and adopt the Habersham County Airport Activity & Event Policy as presented.

New Business:

- Consider/Approve 5-year CIP and recommend approval to Board of Commissioners – Motion by Andy Anderson, seconded by Chris Limbach, and voted unanimously to approve the 5-year CIP as presented and recommend approval to the Board of Commissioners.
- Consider/Approve airport hangar/capacity project and recommend approval to Board of Commissioners – D. Higgins said that he feels uncomfortable with the hangar development rental income numbers that have been presented. In his opinion, we should not factor fuel sales or ad valorem into the potential revenue, because there is no way to accurately predict those revenues. He is also concerned that completing the box hangars will cost much more than has been estimated, once utilities and other things are factored in. Andy Anderson suggested that we not refer to the new box hangars as “commercial”, but that applicants can submit single service applications which would then deem them commercial, making the tenant responsible for commercial upgrades and requirements such as parking and plumbing. Will Regan said that the hangars will be roughed-in for plumbing and fixtures but that the county shouldn't be responsible for finishing them. Chris Limbach agreed that it would be a good idea to remove the fuel sales and ad valorem numbers from the spreadsheet. Ralph Taylor added that the main purpose of the discuss and the agenda item was to approve the entire project including the two additional hangars, in order to obtain and secure funding. It was decided to hold a work session before the next regular meeting to discuss the financials for the project in further detail. Motion by Chris Limbach, seconded by Justin Schapansky, and voted unanimously to approve airport hangar/capacity project up to \$5.2 million and recommend approval to the Board of Commissioners.

Other Reports - none

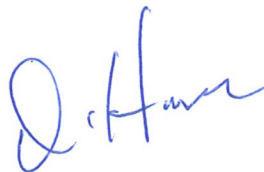
Adjournment

The next meeting is Monday, October 3, 2022, at 9am, in the Commissioners Conference Room in the Habersham County Administration Building located at 130 Jacob's Way, Clarkesville, GA.

Motion by Andy Anderson, seconded by Chris Limbach, and voted unanimously to adjourn the meeting at 10:25 a.m.



Ken Schubring, Chairman



Chris Limbach, Secretary

