

# **Habersham County Airport Commission**

## **Meeting Minutes**

October 3, 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, October 3, 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

**Members Absent:** Chris Limbach

**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 amend the agenda to add "Discuss/recommend new pre-lease agreement for new T-Hangars" under New Business. Motion by D. Higgins, seconded by Justin Schapansky, and voted unanimously to adopt the agenda as amended.

**Public Comment** – Doug McDonald addressed the commission with suggestions and concerns.

**Approval of Minutes (September 12, 2022, Regular Meeting):** Motion by Andy Anderson, seconded by Justin Schapansky, and voted unanimously to approve the minutes of September 12, 2022.

**Approval of Minutes (September 22, 2022, Work Session):** Motion by D. Higgins, seconded by Andy Anderson, and voted unanimously to approve the minutes of September 22, 2022.

**Financials:** Habersham County Airport Financials dated September 30, 2022, were presented by County Manager Alicia Vaughn. Year to date represented 25% of the fiscal year, therefore expenditures should be less than or equal to 25% and revenue should be at 25% minimum. The actual revenues that were collected were 33% of what was budgeted, and the actual expenses were 32% of what was budgeted. The bank account balance is \$105,344. Total revenues, less expenses, equals \$11,465.

**Approval of Financials:** Motion by D. Higgins, seconded by Andy Anderson, and voted unanimously to approve the September 30, 2022 financials.

### **Reports:**

**Fuel Sales and Airport Revenues:** In the month of September 2022, the airport sold 6,485 gallons of Low Lead fuel and 8,981 gallons of Jet Fuel, for a total of 15,466 gallons of fuel sold. Current inventory is 13,459 gallons of jet fuel and 7,515 gallons of low lead. Additional revenues for the month of September for oil sales, facility fees, overnight and tie down fees, and call-out fees totaled \$2,734.97.

**Airport Manager Update:** Will Regan gave the manager's update. The part-time positions have been filled and once the background checks and drug screens have been completed, the airport will be fully staffed.

**Airport Update:** Lead Edge Design Group – Received comments back on ROFA project, they would like an updated engineer's cost estimate before going to bid.

**Airport Business Park Update:** Mike Beecham gave the business park update. The final three rough graded pads are under contract. This leaves no available business park property other than the Reed property. They are wanting to start developing that property but there is a lot of cost involved.

**Old Business:** none

**New Business:** Discuss/recommend pre-lease agreement for new T-hangars – Attorney Ralph Taylor has prepared a pre-lease agreement for prospective tenants of the new T-hangars, which would be attached to the lease agreement. This would lock-in a specific new hangar for a prospective tenant and would include a 90-day opt-out, while also giving them an option to decline the hangar if the completion date is not met. The pre-lease and lease documents will require the county manager's approval and signature. A deposit (to be determined) will be required. Alicia Vaughn asked if we would offer the new hangars to current tenants first? D. Higgins does not agree with offering the new hangars to current tenants if they aren't currently on the wait list. Ms. Vaughn also suggested that we send preliminary information to those on the hangar wait list and include a copy of the new lease agreement. Will Regan agreed and suggested that there may be some people on the wait list who are no longer interested, and then we would be able to have a more accurate wait list. Andy Anderson said that people who have been waiting on a hangar could begin the purchase process of a new plane if they know they will be getting a hangar. He also suggested that we ask for an at least two-month deposit when the pre-lease agreement is signed. D. Higgins asked if all these issues can be decided at the November meeting. Will said it wouldn't be possible to decide a deposit amount until the hangar bid is accepted by the BOC. A MOTION was made by D. Higgins, seconded by Justin Schapansky, and voted unanimously to table this item until the November meeting.

**Other Reports:** Review/Discuss possible changes and/or updates to the Airport Minimum Standards – Will Regan has reviewed the Airport Minimum Standards with other staff. Mike Beecham told Will that there is no explicit requirement for restrooms for occupation of hangars. Having a public restroom in the FBO building and outside the Air Methods hangars satisfies the requirement. Existing parking at the airport will be sufficient to meet the parking requirements in the current Minimum Standards document. Therefore, Section 3, item 4 should be revised.

Section 5 should be changed to say that the Airport Commission will recommend SSP applications to the BOC, rather than approve the applications.

Section 8, item 2 under Aircraft, and item 2 under Ultralight Vehicles should be removed since the FAA regulates and controls aircraft use and rental.

Section 19, item 2 should be removed because the county has no authority to regulate FAA certification for flight instruction.

Will pointed out that there is currently no wording in the Minimum Standards that allows the county to vet new owners if an LLC or corporation who is a current tenant is sold to another owner. We should require new SSP or MSP applications for all new owners and they should follow the same process as the original business did.

Andy Anderson suggested that the Airport Commission adopt by-laws. Ralph Taylor explained that there were by-laws previously, and they were not carried over when the previous Airport Commission became the Airport Authority. Therefore, the current Airport Commission should adopt new by-laws.

Rules & Regulations – regarding terminal building. Will suggests that the meeting spaces should be kept on a reservation calendar and that a minimal fee be charged. He would also like to define use of other areas such as the pilots lounge and the break area.

D. Higgins asked what is the goal in updating the Minimum Standards? Will answered that doing so will open up opportunities for expansion. Andy Anderson added that by amending the document for both current and future needs will allow for more varied use of the hangars. D. Higgins asked if these requirements also apply to the new box hangars? Andy explained that he expects the box hangars to be used more for aircraft storage, whether commercial or non-commercial, rather than actual commercial businesses where there will be customers coming to the location. Alicia asked how these new standards could affect having sewer service at the airport? Will said that we will most likely not be requesting sewer for the airport anytime soon.

**Adjournment:**

The next meeting is Monday, November 7, 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 Justin Schapansky, and voted unanimously to adjourn the meeting at 10:02 a.m.



Ken Schubring, Chairman



Chris Limbach, Secretary