

Habersham County Airport Commission

Meeting Minutes

November 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 regular meeting on Monday, November 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, Andy Anderson, D. Higgins, Justin Schapansky, Chris Limbach

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 Chris Limbach, seconded by Justin Schapansky, and voted unanimously to adopt the agenda as presented.

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

Approval of Minutes (October 3, 2022, Regular Meeting): Motion by Andy Anderson, seconded by D. Higgins, and voted unanimously to approve the minutes of October 3, 2022.

Financials: Habersham County Airport Financials dated October 31, 2022, were presented by County Manager Alicia Vaughn. Year to date represented 33% of the fiscal year, therefore expenditures should be less than or equal to 33% and revenue should be at 33% minimum. The actual revenues that were collected were 47% of what was budgeted, and the actual expenses were 44% of what was budgeted. The bank account balance is \$94,697. Total revenues, less expenses, equals \$20,977.

Approval of Financials: Motion by D. Higgins, seconded by Chris Limbach, and voted unanimously to approve the October 31, 2022 financials.

Reports:

Fuel Sales and Airport Revenues: In the month of October 2022, the airport sold 6,389 gallons of Low Lead fuel and 9,705 gallons of Jet Fuel, for a total of 16,094 gallons of fuel sold. Current inventory is 18,496 gallons of jet fuel and 8,389 gallons of low lead. Additional revenues for the month of October for oil sales, facility fees, overnight and tie down fees, and call-out fees totaled \$5,797.11.

Airport Manager Update: Will Regan gave the manager's update. Will explained that our current fuel inventory is higher than usual because fuel costs are currently lower, and the moratorium on fuel taxes will end on November 11th, so he wanted to fill the tanks to capacity to save money.

Airport Update: Lead Edge Design Group – The FAA/DOT have moved the CIP deadline up to November 11th. They have also added a column on the submission form where we must show where in the FAA AIP handbook our requested project is eligible. We also need to enter where the project scores. The ROFA project is ready to go to bid. However, the project estimate will change based on material costs so that will be reviewed after bids are received. Phil said that our former consultant had submitted a project a few years ago for ROFA, but it also included an apron expansion project. Since ROFA is a safety project and the apron expansion project is a capacity project, ~~it~~ ^{the apron expansion} was not funded. The projects score higher if they are separated and more likely to be funded. Lead Edge attended the Georgia Airports Association conference and were awarded Corporate Member of the Year.

Airport Business Park Update: Three parcels are currently under contract which leaves one available and undeveloped parcel, Lot 10. Discussion is continuing regarding development of the Reed Property.

Old Business: Discuss/recommend pre-lease agreement for new T-hangars (tabled from October 3, 2022 meeting) –Motion by D. Higgins, seconded by Andy Anderson, and voted unanimously to un-table item. The pre-lease agreement will be used for the newly built hangars and will be a commitment to lease a hangar once they are ready to occupy. There will be a deposit (to be determined) required. The pre-lease agreement will be included with the new lease agreement. The deposit will be non-refundable unless the lessee gives 90-day notice, or the hangar is not completed by the date stated in the agreement. Will recommend tabling the vote on the pre-lease agreement until the BOC approves the new hangar project and the new lease agreement. Motion by D. Higgins, seconded by Chris Limbach, and voted unanimously to table item until the BOC approves the hangar project and the new lease agreement.

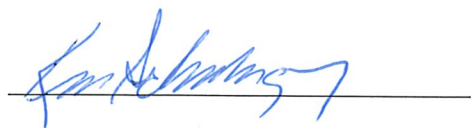
New Business: Consider/approve new hangar lease agreement – Attorney Ralph Taylor has been working with Will on a new hangar lease agreement. The document was reviewed and discussed among the board members and several items will need to be reviewed and/or changed. D. Higgins pointed out that the lease amount should not be a flat rate if the lessees will be charged by the square foot. Clarifications need to be made to: 4(h), 4(i), 5(a) and 5(b), 6, 13, 14(d), 15 and 17. There was a great deal of discussion regarding fuel storage in hangars, which is necessary for owners whose planes do not use fuel available at the airport. Motion by D. Higgins, seconded by Chris Limbach, and voted unanimously to table this item until the lease agreement is revised.

Other Reports:

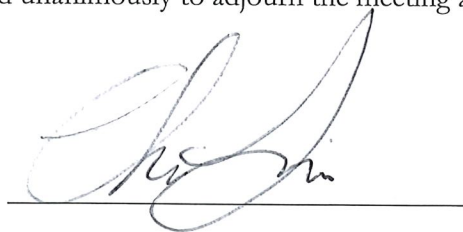
Adjournment:

The next meeting is Monday, December 5, 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 Chris Limbach, and voted unanimously to adjourn the meeting at 10:08 a.m.



Ken Schubring, Chairman



Chris Limbach, Secretary