

Habersham County Airport Commission

Meeting Minutes

May 9, 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 public meeting on Monday, May 9, 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, D. Higgins, Chris Limbach, Justin Schapansky

Members Absent: Andy Anderson

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

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

Approval of Minutes (April 4, 2022, Regular Meeting): Motion by D. Higgins, seconded by Chris Limbach, and voted unanimously to approve the minutes of April 4, 2022.

Financials: Habersham County Airport Financials dated April 30, 2022, were presented by County Manager Alicia Vaughn. Year to date represented 83.3% of the fiscal year, therefore expenditures should be less than or equal to 83.3% and revenue should be at 83.3% minimum. The actual revenues that were collected were 84% of what was budgeted, and the actual expenses were 82% of what was budgeted. The bank account balance is \$209,795. Total revenues, less total expenses, is \$3,675.

Approval of Financials: Motion by D. Higgins, seconded by Chris Limbach, and voted unanimously to approve the April 30, 2022 financials.

Reports:

Airport Manager Report: Will Regan gave the report. The PAPI lights on runways 6 and 24 have been turned off and a out-of-service NOTAM has been issued. The tree lines are still a visibility issue. The FAA will modify the air path to a non-standard glide path. The runway light bulbs are due to be replaced and the bulbs need to be 45 watt instead of 30 watt, which they are currently.

The bulbs will be expensive to replace. A new portable AED was presented to Mr. Regan by Human Resources for the airport. Responding to a public comment/question regarding the sensitivity of turning the runway lights on, Will responded that it isn't a sensitivity issue but an antenna issue. Someone needs to be hired to move the pole and antenna.

Fuel Sales and Issues: In the month of April 2022, the airport sold 3,511 gallons of Low Lead fuel and 3,595 gallons of Jet Fuel, for a total of 7,106 gallons of fuel sold. Current inventory is 9,754 gallons of Low Lead and 5,876 gallons of Jet Fuel.

Airport Update: Lead Edge Design Group – Phil Eberly gave the update. They are waiting on a survey to determine if the new box hangar can be 3 or 4 units. The bid packages for the new hangar construction will be available in increments: slab and building bids will be ready in 2 weeks; site work bids will be ready 3 weeks after that. He suggested that rough-in plumbing should be included in the box hangar, which would allow future tenants to complete at their own cost. Phil discussed the Runway Protection Zone (RPZ) and property acquisition. He also discussed the upcoming ROFA and runway overlay projects.

Airport Business Park Update: Mike Beecham gave the business park update. The streetlight installation by HEMC is scheduled to begin mid-May. The Higgins 40,000 square foot spec building on pad 8 is finally under construction.

Other Reports: Hangar Renovation Update – Mike Beecham gave an update on the building permit and inspections for Michelle Curcio's hangar renovation. The airport commission approved the project at the March 7, 2022 meeting. The building permit was issued on April 11, 2022. There has been one rough-in inspection and it passed. There will be a final inspection once the project is complete. There is no plumbing included in the renovation.

Old Business: none

New Business:

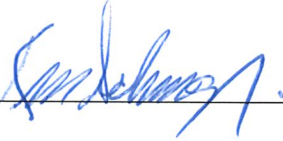
- 1- Consider/Adopt Public Comment Policy – Some re-wording was suggested. Vote tabled until June meeting. A motion was made by Chris Limbach, seconded by D. Higgins, and voted unanimously to table until June.
- 2- Consider/Approve Proposed FY23 Airport Fee Changes – A motion was made by Chris Limbach, seconded by D. Higgins, and voted unanimously to approve proposed FY23 Airport Fee changes. The fee changes will be presented to the Board of Commissioners for approval and will be effective July 1, 2022.
- 3- Discuss Hangar Wait List Procedure – The current procedure for the hangar wait list was explained by Deputy Clerk Patti McLarty and discussed among the commissioners.

Public Comments (limited to 3 minutes)

Adjournment

The next meeting is Monday, June 6, 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 10:26 a.m.



Ken Schubring, Chairman



Chris Limbach, Secretary