

Habersham County Airport Commission

Meeting Minutes

February 6, 2023 at 9:00 a.m.

Executive Conference Room

Habersham County Administration Building

130 Jacob's Way, Clarkesville, GA 30523

The Habersham County Airport Commission held a regular meeting on Monday, February 6, 2023, at 9:00 a.m. in the Executive 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 D. Higgins, seconded by Chris Limbach, and voted unanimously to adopt the agenda as presented.

Public Comment – None

Approval of Minutes (December 5, 2022, Regular Meeting) tabled from January 9, 2023 meeting: A MOTION was made by D. Higgins, seconded by Chris Limbach, and voted unanimously to un-table item. A MOTION was made by D. Higgins, seconded by Andy Anderson, and voted unanimously to approve the amended minutes as presented.

Approval of Minutes (January 9, 2022, Regular Meeting): A MOTION was made by Andy Anderson, seconded by Justin Schapansky, and voted unanimously to approve the minutes as presented.

Financials: Habersham County Airport Financials dated January 31, 2023, were presented by CFO Tim Sims. Year to date represented 58.3% of the fiscal year, therefore expenditures should be less than or equal to 58.3% and revenue should be at 58.3% minimum. The actual revenues that were collected were 55% of what was budgeted, and the actual expenses were 67% of what was budgeted. The bank account balance is \$68,983. Tim explained that when he set the Airport budget for this year, it was not clear what the exact revenues or expenditures would be, since the county had just taken the airport back over from the former FBO. He has made a budget adjustment to increase the fuel budget as well as the fuel revenues. The capital outlay for the Runway Overlay and ROFA project was not included in the budget and therefore is showing expenses over the budgeted amount. However, we will be getting reimbursement for 75% of those projects. There will be another budget adjustment made to cover additional salaries due to the recent pay study salary increases. Tim also mentioned that last year, due to the turnovers of county manager, Airport director and FBO, four invoices totaling \$45,000 were not turned in to the FAA for reimbursement. Tim has spoken with Damon Carr with GDOT and we will be getting 75% reimbursement this year for those expenses. D. Higgins asked for Tim to send him a copy this year's budget.

Approval of Financials: Motion by Chris Limbach, seconded by D. Higgins, and voted unanimously to approve the January 31, 2023 financials as presented.

Reports:

Fuel Sales and Airport Revenues: In the month of January 2023, the airport sold 3,076.3 gallons of Low Lead fuel and 6,176 gallons of Jet Fuel, for a total of 9,252.3 gallons of fuel sold. Current self-serve price of jet fuel is \$5.39 per gallon and low lead is \$5.39 per gallon. Additional revenues for the month of January for oil sales, facility fees, overnight and tie down fees, and call-out fees totaled \$1,538.37.

Airport Manager Update: Will Regan gave the manager's update. Will is in the process of getting the new leases signed by hangar tenants. The first round of signed leases will be presented at the February BOC meeting for approval. Will is planning to open the AvGas fuel farm as soon as they are down to 16 inches, which is the point at which the fuel runs dry. The plan is to adjust the pickup tube to an appropriate level so that the fuel in the bottom of the tank can be utilized in the future. During this time, airport staff will service piston aircraft off the fuel truck. There is a possibility that the airport will run out of fuel during this time. If so, appropriate signage and NOTAMs will be posted. GDOT will be conducting an airport inspection on February 24th. That date could change due to weather and GDOT scheduling. There are still issues with the pilot-controlled lighting system. Runway light bulbs are blowing at an alarming rate. Staff is still replacing more than 20 bulbs per week on all parts of the runway. Will is still looking for a "loaner" transformer to see if a new transformer would fix the issue. Will and Phil Eberly are looking into some options to replace the lighting. Mike Bramlett, Habersham County Facilities director, installed new LED High Bay lights in M1 which has greatly increased visibility. Will thanked his staff who also have been repainting the FBO. D. Higgins asked for an update on the exterior lights on the hangars. Will said there are exterior lights on the hangars, and suggested that D. drive through after dark one evening to see how they are working. Justin Schapansky added that he has not noticed the lights while flying into the airport at night, and thought they may be turned off for better pilot visibility. D. Higgins also asked for an update on the jet fuel truck. Will stated that World Fuel had been working to refurbish a 3,000 gallon truck for us while we are using the 5,000 gallon loaner truck. There is a problem with the refurbished truck not fitting under the covered area at the airport, so World Fuel is looking for another truck for us.

Airport Update: Lead Edge Design Group – Amanda Rostin and Phil Eberly gave the update. The next project after ROFA is the Runway Overlay project. Lead Edge have completed 90% of the plans for that project and submitted last week to GDOT. Adjustments will be made to the plans after Lead Edge receives comments back from GDOT. Bid opening for that project will be April 3. Phil explained that this date falls between GDOT fiscal years and that submitting during this time may allow us to receive extra money to accelerate the project. Phil stated that Lead Edge will try to work the timelines so that the runway overlay and ROFA projects will overlap, therefore minimizing runway closures. The overlay project is expected to close the runway for approximately 21 days. It will take 30 to 60 days to get an answer on the additional funding. Lead Edge will be on site for the airport inspection and will help with the correction action plan based on GDOT recommendations.

Airport Business Park Update: Mike Beecham gave the business park update. Pads 5 and 7 have sold. Pad 3 is under contract by SteelCell. There is one remaining pad, pad 10, which needs to be graded. Engineers are currently working on plans for grading and developing pad 10, as well as plans for developing the Reed property adjacent to the business park.

Old Business: None

New Business: ROFA and Terminal Expansion Bid Award Recommendation - On January 11, 2023, Lead Edge Design Group, Habersham County Finance department, GDOT and Will Regan were present for the bid opening. Lead Edge tabulated and certified the bids. Once submitted, GDOT informed Will that they will fund both

projects, with a 25% local share and 75% state share. Both projects are necessary for the airport. ROFA is required to help the BOC address a liability issue in the case of an aircraft crash, as the airport is currently not within FAA guidelines for an airport of our classification. The additive bid, referred to as the Terminal Expansion, would greatly increase the size of the ramp space, relieving ramp congestion in busy months and providing a safety element for arriving and department aircraft with the addition of a second entry/exit point into taxiway A. A MOTION was made by Andy Anderson, seconded by Chris Limbach, and voted unanimously to approve recommendation to the Board of Commissioners to approve the ROFA and Terminal Expansion bid award.

Other Reports: None

Attorney Ralph Taylor called for a roll call vote to enter Executive Session for the purpose of discussing real estate. D. Higgins made a motion to enter executive session at 9:35 a.m., which was seconded by Chris Limbach, and voted unanimously by roll call vote.

Executive Session

A MOTION was made by Chris Limbach, seconded by Andy Anderson, and voted unanimously to exit executive session at 10:53 a.m.

Adjournment:

The next meeting is Monday, March 6, 2023 at 9am in the Executive 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 10:58 a.m.



Ken Schubring, Chairman



Chris Limbach, Secretary

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