

Habersham County Airport Commission

Meeting Minutes

June 8, 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 Thursday, June 8, 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, D. Higgins, Chris Limbach

Members Absent: Andy Anderson, Justin Schapansky

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 D. Higgins, and voted unanimously to amend the agenda to add "Adopt and recommend proposed FY24 Airport budget" to new business. The amended agenda was approved by consensus.

Public Comment: None

Approval of Minutes (May 11, 2023, Regular Meeting and June 5, 2023 Work Session): A MOTION was made by D. Higgins, seconded by Chris Limbach, and voted unanimously to approve the minutes of May 11, 2023 and June 5, 2023.

Financials: Habersham County Airport Financials dated May 31, 2023, were presented by CFO Tim Sims. Year to date represented 91.67% of the fiscal year, therefore expenditures should be less than or equal to 91.67 % and revenue should be at 91.67% minimum. The actual revenues that were collected were 61% of what was budgeted, and the actual expenses were 54% of what was budgeted. The bank account balance is \$61,722. Total revenues, less expenses, equals (\$75,753).

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

Reports:

Fuel Sales and Airport Revenues: In the month of May 2023, the airport sold 5,940 gallons of Low Lead fuel and 6,733 gallons of Jet Fuel, for a total of 12,673 gallons of fuel sold. Current inventory is 1,673 gallons of jet fuel and 9,838 gallons of low lead. Additional revenues for the month of May for oil sales, facility fees, overnight and tie down fees, and call-out fees totaled \$3,153.87. Current self-serve fuel prices are \$5.19 for Jet A and \$5.69 for Low Lead.

Airport Manager Update: Will Regan presented the manager update. Pressure washing is ongoing but paused temporarily due to the Lanier Flight School using the airport. Hosting the flight school as well as the extra traffic from the Gainesville airport closing was a huge success. The flight school purchased over 1000 gallons of fuel off the avgas truck. The old fuel truck and tug were sold at auction. The fuel truck was sold for \$27,300, the tug was sold for \$5,110 and a tow bar was sold for \$1,325, for a total revenue of \$33,735. D. Higgins asked Will if he could make a simple spreadsheet showing the trend of gallons of fuel sold. Will said he would begin including this spreadsheet with his monthly report.

Airport Update: Lead Edge Design Group – Amanda Rostin gave the update. Lead Edge attended the AGGAA conference last month in Augusta and will be attending another conference in October. The ROFA/terminal expansion project contracts have been executed between the county and the contractor. The next thirty days will be spent working on finalization of permitting, pre-construction conference with GDOT, etc. Next will be the Runway Overlay project. The pre-bid meeting was Monday June 5th. Two contractors attended - CW Matthews and Pittman. The bid opening is next week, and results will be presented at the July meeting. Our TA (tentative allocation) letter should come out later in June. The overlay project was accelerated and has been confirmed through GDOT with discretionary money; therefore, we may not actually receive a letter. Lead Edge has hosted open houses at several of their airports recently. They are hosting one in Pickens County this weekend which will include groundbreaking for a new terminal. Ken asked Amanda what is the target date to begin the ROFA project? Amanda said it would be August-September. They are working now to coordinate the project with the Development Authority, who will be grading Pad 10 in the business park, which would provide much needed dirt for the ROFA project. She said they could try to rush the project to line up with the pad grading. Alicia Vaughn asked if the dirt could be put somewhere out of the way until it is needed if we aren't able to coordinate? It could possibly be temporarily put on the Fish House property. D. Higgins also asked will the fillets be included in the runway overlay project? Amanda said the fillets were not added into the project as they were not required. Fillets would be included in a taxiway project rather than an overlay project. Will the lights from next year's lighting project be in the way when it's time to add the fillets? Amanda said no, they won't be required for 20 years. She also added that due to our internal drainage issues, adding the fillets will be very expensive and difficult.

Airport Business Park Update: Alicia Vaughn gave the business park update. The Development Authority is working with the owners to form an association to pay for common expenses like streetlights and landscaping. They are also weighing various options to develop Phase 2, formerly called the Reed Property. Grading on pad 10 will begin in the next couple of months.

Old Business: None

New Business:

Approve/Recommend creation of an Aviation Explorer post through Boy Scouts of America – If established, it would be the charter Aviation Explorer post in the Northeast Georgia Council. The program provides career enablement for kids 13-20. The host is responsible for providing meeting space and volunteers, and making sure the volunteers attend mandatory training. BSA provides liability insurance for the program. A MOTION was made by D. Higgins, seconded by Chris Limbach, and voted unanimously to approve and recommend approval to the Board of Commissioners.

Approve/Recommend purchase or lease of World Fuel truck – Will explained that the cost to purchase the fuel truck currently on loan from World Fuel is \$98,500. At least \$30k has been spent by World Fuel to refurbish the truck, and many of the parts are new. The funds from the auction sales will be used toward the cost of the new fuel truck. The cost to lease the truck would be \$1,380 per month and at the end of the lease term we would have to

return the truck. A MOTION was made by Chris Limbach, seconded by D. Higgins, and voted unanimously to recommend purchasing the fuel truck from World Fuel for \$98,500 to the Board of Commissioners.

Approve/Recommend lease transfer of Hangar F3 from Rick Trivett to Joel Kirschner – A MOTION was made by Chris Limbach, seconded by D. Higgins, and voted unanimously to recommend the lease transfer of Hangar F3 from Rick Trivett to Joel Kirschner to the Board of Commissioners.

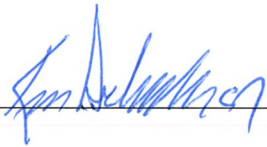
Approve/Adopt FY24 Airport budget – The Fiscal Year 2024 budget was discussed at length at the work session held on June 5th. A MOTION was made by D. Higgins, seconded by Chris Limbach, and voted unanimously to approve the FY24 budget as presented at the work session on June 5, 2023.

Other Reports: none

Adjournment:

The next meeting is Thursday, July 13, 2023, at 9am in the Executive Conference Room in the Habersham County Administration Building located at 130 Jacob's Way, Clarkesville, GA.

A MOTION was made by D. Higgins, seconded by Chris Limbach, and voted unanimously to adjourn the meeting at 9:39 am.



Ken Schubring, Chairman



~~Chris Limbach~~, Secretary

D. Higgins VICE CHAIR