

Habersham County Airport Commission

Meeting Minutes

July 13, 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, July 13, 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. There was not a quorum present; therefore, no votes were taken.

Members Present: D. Higgins, Andy Anderson

Members Absent: Ken Schubring, Justin Schapansky, Chris Limbach

Others Present: County Staff, Members of the Public and Media.

Call to Order: D. Higgins called the meeting to order at 9:08 a.m.

Invocation and Pledge: D. Higgins gave the invocation and led the pledge of allegiance.

Adoption of Agenda: None

Public Comment: None

Approval of Minutes: June 8, 2023 Regular Meeting: None

Financials: Habersham County Airport Financials dated June 30, 2023, were presented by County CFO Tim Sims. Year to date represented 100% of the fiscal year, therefore expenditures should be less than or equal to 100% and revenue should be at 100% minimum. The actual revenues that were collected were 70% of what was budgeted, and the actual expenses were 69% of what was budgeted. The bank account balance is \$110,032. Total revenues, less expenses, equals (\$64,926).

Approval of Financials: None

Reports:

Fuel Sales and Airport Revenues: In the month of June 2023, the airport sold 5,401 gallons of Low Lead fuel and 13,034 gallons of Jet Fuel, for a total of 18,435 gallons of fuel sold. Current inventory is 5,569 gallons of jet fuel and 4,602 gallons of low lead. Additional revenues for the month of June for oil sales, facility fees, overnight and tie down fees, and call-out fees totaled \$4,083.88. Current self-serve fuel prices are \$5.19 for Jet A and \$5.69 for Low Lead. Revenue from the sale of an asset was \$3,000.

Airport Manager Update: Airport staff continues to work on pressure washing. All surplus items sold have been picked up. Lanier Flight School will return and use the airport from July 10-12 while Gainesville is closed for grooving.

Airport Update: Lead Edge Design Group – Amanda Rostin gave the update. The ROFA/Terminal apron project is scheduled to start around August 28th. Lead Edge is waiting on confirmation from contractor. The Overlay project will be the next project. Bids have been opened and we have received the TA letter from GDOT. Phil

Eberly explained that the TA letter is not a guarantee of project funding – GDOT and FAA require a response letter that we are interested in the project and have a schedule for performing the work. The project was approved for year two of the CIP and the schedule has already been approved and submitted. The response is due by July 31, 2023. The Airport Commission is not required to approve the response letter because the CIP and the project have already been approved by the AC and the BOC. The letter will be presented to the BOC at their meeting on July 17th for signature. D. Higgins asked about the construction timeline in regard to airport closings. Phil explained the process and ensured that the contractors will schedule the two projects to minimize the days the airport will need to be closed. During any hours during that time that there is not active construction, the runways will be open.

Airport Business Park Update: Pad 10, the final pad in the business park, has been sold. Due to the very high bid received for grading the pad, the customer is now buying the half of the pad that requires less grading, which he will contract out himself, in order to meet his deadline.

Old Business: None

New Business: (Voting on the new business items were tabled until the August meeting due to no quorum present.)

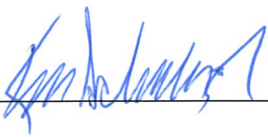
- Review/Recommend GDOT Tentative Allocation and Letter of Response
- Approve/Recommend USFS Land Use Agreement for October 25, 2023 through May 31, 2024
- Approve/Recommend Air Methods Revised Lease Agreement – The proposed revised lease includes a provision for right of first refusal for the other half of hangar M-1. D. Higgins suggested that the maintenance hangar lease should mirror the old FBO building lease, to include escalation of rent. They are currently paying \$400 per month for their space in M-1, which is considered well below market value. Alicia mentioned that we should also consider the service that Air Methods provides to the community. The original lease was signed between Blue Sky Aviation and Air Methods. The county-maintained side of M-1 is currently used for temporary storage of vehicles. Alicia will ask Will to get with attorney Ralph Taylor to work on more revisions to the lease.

Other Reports: none

Adjournment:

The next meeting is Thursday, August 10, 2023, at 9am in the Executive Conference Room in the Habersham County Administration Building located at 130 Jacob's Way, Clarkesville, GA.

The meeting was adjourned by consensus at 9:42 am.



Ken Schubring, Chairman



Chris Limbach, Secretary

D. HIGGINS VICE-CHAIR