

Habersham County Airport Commission

Meeting Minutes

August 10, 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, August 10, 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, Andy Anderson, Justin Schapansky

Members Absent: Chris Limbach

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

Call to Order: Ken Schubring called the meeting to order at 9:06 am.

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

Adoption of Agenda: Motion by D. Higgins, seconded by Andy Anderson, and voted unanimously to amend the agenda to remove Executive Session. The amended agenda was approved by consensus.

Public Comment: Michelle Curcio addressed the commission and said she is happy to announce that she now has a full-time mechanic that will be open to the public, so now there will be maintenance based at Habersham County Airport for anyone who needs emergency or routine maintenance.

Approval of Minutes: June 8, 2023 and July 13, 2023 Regular Meetings: Motion by Andy Anderson, seconded by Justin Schapansky, and voted unanimously to approve the minutes of June 8, 2023 and July 13, 2023.

Financials: Habersham County Airport Financials dated July 31, 2023, were presented by County Manager Alicia Vaughn. Year to date represented 8.3% of the fiscal year, therefore expenditures should be less than or equal to 8.3% and revenue should be at 8.3% minimum. The actual revenues that were collected were 4% of what was budgeted, and the actual expenses were 3% of what was budgeted. The bank account balance is \$211,832. Total revenues, less expenses, equals \$25,379.

Approval of Financials: Motion by D. Higgins, seconded by Justin Schapansky, and voted unanimously to approve the July 31, 2023 financials as presented.

Reports:

Fuel Sales and Airport Revenues: In the month of July 2023, the airport sold 6,621 gallons of Low Lead fuel and 8,390 gallons of Jet Fuel, for a total of 15,011 gallons of fuel sold. Current inventory is 4,531 gallons of jet fuel and 5,619 gallons of low lead. Additional revenues for the month of July for oil sales, facility fees, overnight and tie down fees, and call-out fees totaled \$4,536.93. Current self-serve fuel prices are \$5.19 for Jet A and \$5.69 for Low Lead.

Airport Manager Update: Pressure washing of the runway is almost completed. Vegetation has been removed from the runway and all taxiways and will be chemically treated soon.

Airport Update: Lead Edge Design Group – Amanda Rostin gave the update. The ROFA/Terminal apron project pre-construction conference is scheduled for August 17th. This meeting is in a GDOT format, and will cover scheduling, phasing, safety, and GDOT and FAA rules for the contractor to follow. The notice to proceed has been issued and the project is scheduled to start around August 28th. The total contract time is 125 calendar days – 125 days for ROFA and 90 days for the terminal portion. The projects will run concurrently. There is a 5-day runway closure which will take place at the end of the project. The contractor has told Lead Edge that they plan to work at a faster pace and hope to be done before 125 days. They will give 30-day notice of the runway closure. D. Higgins asked if the work will be done during the workday? Phil said yes, they will work during the day. Lead Edge will work on getting confirmed work hours from the contractor so a NOTAM can be issued. Amanda continued her update. The Runway overlay project bids have been opened and GDOT has accepted the bids. This will put our airport in a great place as far as safety. The overlay has a twenty-year life. Ken Schubring asked, what is the depth of the overlay? Amanda said it will have a two-inch surface course, but the leveling is very in-depth, so it can be anywhere from two inches to five inches. FAA criteria requires a ½% crossflow. The new asphalt will be added on top of the existing asphalt, which will make it stronger. GDOT is currently writing the grant for the project. Lead Edge should see the grant come out around November. The contractor for this project is Pittman Construction, and they are aware that the project will begin in the spring. The project will require approximately 30 days of closure. Lead Edge coordinated with GDOT to do some pre-construction and post-construction drone footage of the overlay. Once this safety project is completed, it will allow us to apply for other non-safety projects in the future, such as lighting. The CIP process is coming up. Lead Edge will have a draft CIP for the commission to review and approve at their September meeting. However, the BOC September meeting deadline for agenda items is before the airport commission meeting. Phil suggested that the commission give Will Regan the authority to present the CIP to the BOC. Motion by D. Higgins, seconded by Andy Anderson, and voted unanimously to give Will Regan the authority to take the 2025 CIP to the Board of Commissioners for approval, contingent on e-mail review and approval by the Airport Commission.

Phil told the commission about a significant positioning opportunity – The state of Georgia budget is running a surplus. GDOT Aviation sent out an email to all airports requesting a list of any projects that the airport would do a 75%/25% split. The money would be given out after next July for FY25. There is a one-week timeframe to submit the list to GDOT. We are not obligated to do anything, but Phil recommended that we include the hangar site preparation project in our list. GDOT will not fund hangar construction, but seeing the demand for hangars from us and other airports may change that policy in the future.

Airport Business Park Update:

Old Business: None

New Business: (Voting on the new business items was tabled from the July meeting due to no quorum present.)

- Approve/Recommend USFS Land Use Agreement for October 25, 2023 through May 31, 2024 – Motion by D. Higgins, seconded by Andy Anderson, and voted unanimously to approve the 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. Motion by D. Higgins, seconded by Justin Schapansky, and voted unanimously to table this item until the September meeting.

Other Reports: Alicia Vaughn announced that Will Regan has accepted a new position with the county as Risk Manager. He will continue to assist with airport business during the transition. Josh Hall will serve as Interim Airport Manager until a new manager is hired.

The next meeting is Thursday, September 14, 2023, at 9am in the Executive Conference Room in the Habersham County Administration Building located at 130 Jacob's Way, Clarkesville, GA.

Adjournment:

The meeting was adjourned by consensus at 9:54 am.



~~Ken Schubring, Chairman~~

D. Higgins, Vice-Chair



Chris Limbach, Secretary