

Habersham County Airport Commission

Meeting Minutes

October 12, 2023 following Work Session @ 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, October 12, 2023, immediately following a work session held 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, 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 10:00 am.

Invocation and Pledge: Held during previously scheduled work session.

Adoption of Agenda: Motion by Christopher Limbach, seconded by D. Higgins, and voted unanimously to approve the agenda as presented.

Public Comment: None

Approval of Minutes: September 14, 2023 Regular Meeting: Motion by D. Higgins, seconded by Christopher Limbach, and voted unanimously to approve the minutes of September 14, 2023.

Financials: Habersham County Airport Financials dated September 30, 2023, were presented by Chief Financial Officer Tim Sims. Year to date represented 25% of the fiscal year, therefore expenditures should be less than or equal to 25% and revenue should be at 25% minimum. Mr. Sims informed the Commission that because there was \$1.3 million in capital items included that has not been spent yet, the percentages look down, but it is actually on par with last year. The actual revenues that were collected were 12% of what was budgeted, and the actual expenses were 8% of what was budgeted. The bank account balance is \$95,485. Mr. Anderson inquired as to whether Mr. Sims could start including a month-to-month comparison in the airport financials. Mr. Sims agreed that this is possible.

Approval of Financials: Motion by D. Higgins, seconded by Christopher Limbach, and voted unanimously to approve the September 30, 2023 financials as presented.

Reports:

Fuel Sales and Airport Revenues: Interim Airport Manager Josh Hall addressed the Airport Commission. In the month of September 2023, the airport sold 5,816 gallons of Low Lead fuel and 7,940 gallons of Jet Fuel, for a total of 13,766 gallons of fuel sold. Current inventory is 3,943 gallons of jet fuel and 8,136 gallons of low lead. Additional revenues for the month of September for oil sales were \$397.63. Additional revenue from facility fees, overnight and tie down fees, and call-out fees totaled \$1,365. The current full serve fuel price for Jet A is \$5.74/gallon. Mr. Hall has removed the option of self-serve for Jet A fuel due to issues with the pump. If they have a call out to the airport for fueling law enforcement or emergency services aircraft, he will waive the call out fee.

The current price for Low Lead is \$5.98/gallon for self-serve and \$6.48/gallon for full serve. Mr. Schapansky asked Mr. Hall if he could include a trend chart for a rolling 13 months' worth of fuel sales in each meeting packet like the one he provided at the last meeting? Mr. Hall stated he could do so.

Airport Manager Update: Interim Airport Manager Josh Hall updated the Airport Commission on the following:

- New self-serve hose installed on 9/25/23 by Atlanta Industrial Maintenance.
- New Avgas truck hose reel installed on 9/25/23 by Atlanta Industrial Maintenance.
- New part-time line tech hired.
- Interviews for the full-time line tech are completed. A candidate has been selected and Mr. Hall is waiting on references to come back so he can make an employment offer.
- The first official meeting of the Boy Scouts Aviation Explorers Club was held on 10/9/23. This program has drawn a lot of interest from youth in Habersham and surrounding counties and they already have a waitlist.
- Air Methods side of the hangar they occupy measures at 2,100 sq. ft. Based on this, the fair market value would be \$640-\$650 per month.
- There is an item on today's agenda requesting the extension of World Fuel's contract.

Airport Update: Airport Consultants Phil Eberly and Amanda Rostin, Airport Consultants with Lead Edge Design Group, addressed the Commission.

- The apron expansion portion of the ROFA project is underway. They should be able to start seeing it take shape in about another month. The time frame for the current phase should be seeing completion in December. The paving portion will have to be timed for when the weather is 45 degrees or above.
- The CIP that was approved by the Airport Commission at their previous meeting goes before the Board of Commissioners for their approval on Monday, October 16th. This is due November 10th. Lead Edge will take care of all the necessary paperwork.

Airport Business Park Update: Chief Financial Officer Tim Sims addressed the Airport Commission. The grading project for pad 10 was awarded last week and is underway. Grading is supposed to be completed within 90 days from closing, so the projected completion date is December 10th. The Development Authority has been discussing the possibility of buying more land for additional pads, but this is still up in the air.

Old Business: None

New Business:

- **Approve/Recommend Air Methods Revised Lease Agreement**

Motion by D. Higgins, seconded by Christopher Limbach, and voted unanimously to table this item until the November meeting.

- **Approve/Recommend Public/Private Partnership for hangar construction**

Motion by Christopher Limbach, seconded by Andy Anderson, and voted unanimously to request Lead Edge to draft a preliminary RFP for four (4) 60x60 box hangars for review at the Airport Commission November meeting. Motion carried with unanimous approval.

- Approve/Recommend World Fuel Contract

Interim Airport Manager Josh Hall addressed the Commission. The current contract with World Fuel expired on September 30th. This renewal would back date to October 1st. The computer and billing system for the airport's fuel sales are through World Fuel. World Fuel also acts as brokers between the county and the companies that supply the fuel for the airport. As an additional service, World Fuel has also agreed to provide to the county at their own expense, a "Sump Saver" for Avgas and Jet fuel. During the spring and fall of the year, condensation causes water to get into the fuel tanks, and these sumps are used to remove the water. The sump savers help eliminate fuel waste from the sumping process and ensure only pure fuel remains in the tank. These sump savers are worth just under \$10,000. Mr. Higgins expressed his concerns with not having been able to review the contract they were voting on due to receiving it at the beginning of the meeting. He asked if this was not a service that needed to be bid out? Mr. Sims informed him that a bid was put out last year for fuel services and that with fuel contracts the bids are for a three-year term. Because it is not known from year to year whether the funding will be approved for a contract, it is generally written in such a way that it is for a one-year term with two additional one-year renewals allowed. This contract is to renew/extend the contract for the second year. This is allowable under state purchasing laws. Attorney Taylor stated that he did not see any issues with renewal of the contract.

Motion by Christopher Limbach, seconded by Justin Schapansky and voted unanimously to approve the renewal of World Fuel's contract.

- Approve/Accept FAA and GDOT Grant to rehabilitate Runway 6/24

The total amount being awarded by the FAA and GDOT combined is \$3,173,729.45 with a little over \$3 million coming from the FAA and the other \$158,000 from GDOT. The local share is only 5.5% (\$185,266.55). The FAA and GDOT need an action accepting the grant from both the Airport Commission as well as the Board of Commissioners. The soonest that this project could occur would be the spring due to the temperature requirements for paving. They would want to make sure to give all the tenants at least 30 days' notice prior to starting the project.

Motion by Christopher Limbach, seconded by Justin Schapansky and voted unanimously to approve acceptance of the FAA and GDOT Grant.

- Discuss/approve scheduling 2024 regular meetings on the first Thursday of each month at 9 a.m.

County Clerk Brandalin Carnes addressed the Airport Commission. This is an item that was a suggestion made by Deputy Clerk Patti McLarty who provides administrative support to the Airport Commission for their meetings. The timing of the meetings falls after the deadline for agenda item submissions to the Board of Commissioners. This means that there are items that may get voted on by the Airport Commission that are unable to go before the Board of Commissioners in the same month, which can cause issues if an item is of a time sensitive nature. Discussion was had regarding a new date for these meetings. It was determined by all members that they would be able to attend on the 2nd Tuesday of each month. The meeting time would remain at 9:00 a.m. and the meeting location would remain the Executive Conference Room of the Habersham County Administrative Building. This change would not take place until January 2024.

Motion by D. Higgins, seconded by Christopher Limbach and voted unanimously to move the Airport Commission meeting to the 2nd Tuesday of each month starting January 2024.

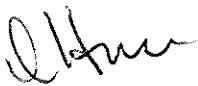
Other Reports: None

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

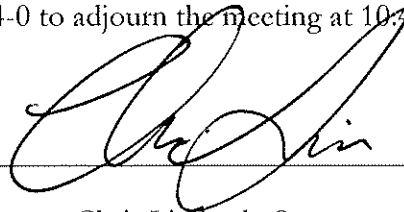
Adjournment:

Christopher Limbach exited the meeting just prior to adjournment.

Motion by D. Higgins, seconded by Andy Anderson and voted 4-0 to adjourn the meeting at 10:41 a.m.



D. Higgins Vice
~~Ken Schubring~~, Chairman



Chris Limbach, Secretary