

Habersham County Airport Commission

Meeting Minutes

December 14, 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, December 14, 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: D. Higgins, Andy Anderson, Justin Schapansky, Ken Schubring

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 9:09 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 "Approve/Recommend Air Methods Revised Lease Agreement" from Old Business and to approve the agenda as amended.

Public Comment: Doug McDonald addressed the commission and advised that the September minutes are not on the county website. Chairman Ken Schubring assured Mr. McDonald that they will be posted. Mr. McDonald also shared that on November 22nd, he saw a legal ad in the Banks County news advising that a tower is being built in Baldwin within two nautical miles of the airport. He has been very heavily involved in that, and he thinks it has kind of been pushed to the back burner as far as concern. Mr. McDonald has also taken an active interest in another pole going up on Traditions Drive in Baldwin, very close to the railroad tracks, which is within a couple of hundred yards of the airport. In his work with AOPA (Airport Support Network) his job is to report activity and difficulty facing the airport and the community. He wants to congratulate Ms. Vaughn for acknowledging when she came here as county manager that she didn't know how to run an airport and didn't know anything about an airport, and that that puts a lot of pressure on the airport commissioners. He asked that the Airport Commission appoint two or three members to be on a study committee to follow these issues. He has also determined that Mr. Tatum is still listed as the airport manager/FBO on the FAA website although he passed away years ago, and that needs to be corrected. Phil Eberly said he just shared the new airport manager's information with Damon Carr/GDOT, and GDOT shares the information with FAA. Mr. McDonald said to contact Kelly.r.nelson@faa.gov. He also advised that the county's consulting contract with Lead Edge does not include tower applications, which is usually a separate contract. Phil Eberly said when someone wants to build a tower within a certain range of the airport, they must complete a 7460 form online with FAA. That information is then shared with the airport. If the information is not given to the FAA, airports have no way of monitoring that. But once the airport is notified, if the airport has objections, they must monitor those with the FAA so that the construction can be stopped if the tower is too high. Phil said that the tower developer is required to submit the information to the FAA. According to Mr. McDonald, there has been a tower constructed northwest of the airport and that in conversations with the AOPA, they could not understand why the airport did not object, since the tower was so high, even to the point of invading, perhaps, the airport overlay or airspace. If we keep getting towers that are too high, the FAA will continue to raise the minimums, which will hugely affect jet traffic. Mr. McDonald met this morning with the Planning department and

Director Mike Beecham has nothing on record related to this recent construction. Ken Schubring asked what is the parameter of having to file the 7460? Phil advised there is a tool on the FAA website that will help to determine whether a 7460 form is required. Mr. McDonald's concern is that the notices are not reaching the correct people within the county. He is not intending to harm anyone here, but he wants to make sure things like this don't slip through. Mr. McDonald handed out a document which shows the towers in relation to the airport. He would like this document noted and included in the minutes of this meeting.

Alicia Vaughn added that anyone wanting to construct a tower in the county must go through the county's Planning and Development department. Mike Beecham could reach out to his peers in Banks County to work together on these matters which affect our airport. D. Higgins said that he learned in a recent training class that it is very important to create zoning around your airport to protect airspace. Mr. McDonald added that he was told by Mr. Beecham that the county has adopted a special airspace ordinance.

Approval of Minutes: Motion by D. Higgins, seconded by Justin Schapansky, and voted unanimously to approve the minutes of the November 9, 2023 Regular Meeting.

Financials: Habersham County Airport Financials dated November 30, 2023, were presented by CFO Tim Sims. Year to date represented 41.67% of the fiscal year, therefore expenditures should be less than or equal to 41.67% and revenue should be at 41.67% minimum. The actual revenues that were collected were 18% of what was budgeted, and the actual expenses were 15% of what was budgeted. The bank account balance is \$65,967. Total revenues, less expenses, equals \$64,380. Tim added a column under FY24 which shows current month actuals versus last month actuals.

Approval of Financials: Motion by D. Higgins, seconded by Andy Anderson, and voted unanimously to approve the November 30, 2023 financials as presented.

Reports:

Fuel Sales and Airport Revenues: In the month of November 2023, the airport sold 4,712.8 gallons of Low Lead fuel and 4,354 gallons of Jet Fuel, for a total of 9,066.8 gallons of fuel sold. Current inventory is 8,130 gallons of jet fuel and 5,526 gallons of low lead. Additional revenues for the month of November for oil sales, facility fees, overnight and tie down fees, and call-out fees totaled \$1,226.93. Current full-serve fuel prices are \$5.66 for Jet A (\$1.93 per gallon profit) and \$6.20 for Low Lead (\$1.06 per gallon profit). Self-serve Low Lead is \$5.70 per gallon (\$1.56 per gallon profit).

Airport Manager Update: Interim Airport Manager Josh Hall gave the update and began by introducing the new Airport manager, William (Bill) Harden. Mr. Harden shared his background and experience with the commission and said he is excited to be here. Ken Schubring thanked Josh for all his help during the transition and said that he has done a fantastic job. Paving has been completed on the ramp expansion except for lighting and temporary markings. Permanent markings will be done after about 30 days. The sump savers are being built and should be installed soon. Fire extinguisher service is scheduled, and they will be servicing the extinguishers in hangars, fuel trucks, buildings, etc. Tree removal has begun for the ROFA project. It has been determined that the fuel system is able to receive pre-mixed fuel, so at the annual filter change in July, we will change to a CM type filter which will be able to handle the pre-mixed fuel, so injectors will not be needed. Josh had previously received estimates for pulsers on the trucks being fixed, but changing to a CM filter will eliminate the need. The only other repair needed is the communication cable for LED displays to be able to read the fuel gauge from a distance. D. Higgins asked how using pre-mixed fuel will affect our fuel prices? Josh said that our prices would stay the same. The fuel filter they changed on Av Gas truck is on backorder and should arrive in the middle of January. Precision Lighting and Approach will be repairing the runway lights that were knocked over. They are already working at the airport on the windsock and ramp lighting, so there are no additional call-out fees. We will pay \$200 in labor, and Josh already has the parts. Josh has ordered 20 new runway lights which should get us through until all the runway lights are replaced.

with LED. Ken Schubring complimented Josh and the airport staff on how good the airport has looked this year since the staff took over maintenance and grass cutting. Josh said that Jerry Baggett sent his public works crew out with a reach mower and cut some of the areas that are difficult to cut with a tractor.

Airport Update: Lead Edge Design Group – Phil Eberly began by telling the board that Josh and Savannah were honored by the BOC in November. He then gave an update on the ROFA project. The apron expansion is almost completed. Paving is done and additional work such as electrical and marking will be completed soon. Tie-down anchors will be put at the edge of the new apron which will allow for six spaces. Lead Edge and airport staff are working on setting a date for runway closure for phase 2 of the project. D. Higgins asked other than a NOTAM, what is the best way to let people know of the runway closure? Phil suggested putting notices up in the terminal for local users. GDOT has been visiting the airport about once a month to check the progress of the project. Since GDOT doesn't fund capacity projects, only safety projects, the GDOT officials getting to see how we were able to do the ramp expansion along with the ROFA project is a good thing. The next project will be the runway overlay project. All paperwork is in place. That paving is temperature sensitive, so it will be March or after before that phase is done. Phil then discussed the RFP he is working on for the hangar project. This RFP is different than a bid and will be scored differently. There will be a non-mandatory pre-bid meeting held at the airport. Tim asked why the pre-bid meeting is non-mandatory? Phil said it is because this RFP is for those interested in leasing the spot and building a hangar, rather than just for contractors interested in constructing hangars. The RFP will specify the size, dimension, and color for the hangars so they will be consistent. It currently specifies a 16-foot bi-fold or cantilever door, but that could be changed to 18 feet. The commission discussed that going with the 18-foot door would be best. Paragraph F states that the 3600 square foot parcel will lease for \$360 per month, which is the lease amount the airport commission determined last month. This is for the ground lease portion only. Ken asked what size hangars could we put on the fish house property? Phil said it could hold a 100-foot-deep hangar. Alicia Vaughn asked Phil to be very clear in the RFP about who will be judging the RFPs. Lead Edge will do the preliminary scoring and an advisory committee can also be formed. The scoring process will also include the county finance department. Ms. Vaughn also thinks the ground lease should be available for the bidders to review before submitting their proposals. Phil recommended trying to have a ground lease approved by the BOC at their January meeting so it will be available when the RFP is released. Tim said we cannot keep the opening closed from the public, but we only have to disclose names and not any financial information. Justin Schapansky asked if there is a section covering default of the lease, if construction is not done within the specified period? Phil said the property would then default back to the county. Page 9 gets into the financial and development plans of prospects, and Phil will need the commission's guidance on scoring. Page 12 will specify the type of aircraft to be based in the hangar. Alicia suggested that scoring should include a mix of "economic impact to community" – which could include whether a business will be located here offering jobs, ad valorem, fuel sales, etc. Phil said it is important to keep tenants throughout their aviation life, as their business and airplanes grow over time.

Airport Business Park Update: Alicia Vaughn and Patti McLarty gave the update. The grading of pad 10 is completed and the tenant will begin construction in 2024. There will be a spec building constructed on either pad 5 or pad 7 in 2024. The new SteelCell warehouse is almost completed. The property owners in the business park have received their first invoices for common area expenses. The Development Authority will have a strategic planning retreat in January.

Old Business: None

New Business:

- Approve/Recommend Lease Transfer of Hangar H-1 from Keith Campbell to Michelle Curcio – Motion by D. Higgins, seconded by Justin Schapansky, and voted unanimously to recommend the transfer of Hangar H-1 from Keith Campbell to Michelle Curcio to the Board of Commissioners.
- Review/Recommend Land Lease RFP for 60' x 60' hangars – Motion by D. Higgins, seconded by Andy Anderson, and voted unanimously to table until January 2024, or until the RFP and new ground lease are available for review.

Other Reports: Patti McLarty provided a copy of the 2024 meeting schedule and reminded the board that beginning in January 2024, meetings will be held on the second Tuesday of each month.

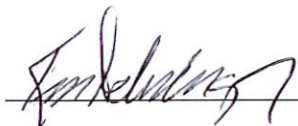
Josh Hall made an offer to Charles Ladd of \$4,000 to take the wings and remove the old Cherokee aircraft. Mr. Ladd countered at \$2,000 because there is a possibility the wings will not be usable. Josh was advised to accept the counteroffer of \$2,000 for the Cherokee.

Andy asked if there were any plans to acquire a tug? Josh suggested hosting a fundraiser to raise money for one. We also need a jump cart.

The next meeting is Tuesday, January 9, 2023, at 9 a.m. in the Executive Conference Room in the Habersham County Administration Building located at 130 Jacob's Way, Clarkesville, GA.

Adjournment:

A motion was made by Andy Anderson, seconded by D. Higgins, and voted unanimously to adjourn the meeting at 10:31 a.m.



Ken Schubring, Chairman



~~Chris Limbach, Secretary~~
D. Higgins, Vice Chair

