

Habersham County Airport Commission

Meeting Minutes

November 18, 2025 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 Tuesday, November 18, 2025, 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, Lawrence Bridges, Spencer Carr

Members Absent: Andy Anderson, Justin Schapansky

Others Present: Tim Sims, Patti McLarty, Bill Harden, Josh Hall, Kiani Holden, Lead Edge Design Group, Bill Dillashaw, Andrew Wall, John Siebert, Media

Call to Order: D. Higgins called the meeting to order at 9:00 am.

Invocation and Pledge: Spencer Carr gave the invocation and D Higgins led the Pledge of Allegiance.

Adoption of Agenda: Motion by Lawrence Bridges, seconded by Spencer Carr, and voted 3-0 to approve the agenda as presented.

Public Comment:

- Bill Dillashaw gave an update on Aviation Explorers. The fly-in was successful, but not as much as they'd hoped due to the cold. The Explorers sold 85 tickets for breakfast and 14 hats. They spent some money before this event on 2 grills and other supplies, so the profit on this fundraiser wasn't great, but these items will be used for future events. There were more fly-ins than local visitors this time. They had a lot of support from EAA in Gainesville. Bill thanked Bill Harden and the airport staff for all their help and hard work. They had a recruiting session 3 weeks ago and got 4 new members, all from Habersham County. Bill has contacted Patrick Franklin to see how they could get the middle schools and Ninth Grade Academy involved. Bill said the one thing they must do is find a way to take credit cards for their sales or events. Kiani explained that the county's auditors limit what we can do to take money. They do not allow Venmo. Kiani suggested that the Explorers purchase a dedicated cell phone to use for taking payments instead using a personal cell phone. Kiani said she will look into Square and other options. The next fly-in pancake breakfast is being planned for the last Saturday in, and they are talking about perhaps a cookout or a chili cook-off for next fall.
- John Siebert, who is a hangar tenant, requested that the tenants be sent statements or receipts at least quarterly. Kiani said that our software will make it easy to send those.

Approval of Minutes: Motion by Spencer Carr, seconded by Lawrence Bridges, and voted 3-0 to approve the minutes of the October 20, 2025 regular meeting.

Financials: Kiani Holden presented the current financials dated October 31, 2025. October 2025 represents 33% of the fiscal year. Therefore, expenditures should be less than or equal to 33% of the FY2026 budget, while revenues should be at 33% at a minimum. Actual revenues collected were 24% of the total budgeted revenues, while operating expenditures were 24%. The bank balance as of October 31, 2025 was \$301,377. Lawrence asked if the

Airport owes the county anything from our capital projects. Kiani said yes, but she will not know the exact amount until the current audit is completed. Spencer asked if we had paid our liability insurance for the year. Kiani said we have two different policies – one for the buildings and assets, and one for the fuel farm. Both policies are paid in September every year.

Approval of Financials: Motion by Lawrence Bridges, seconded by Spencer Carr, and voted 3-0 to approve the current financials dated October 31, 2025.

Reports:

Fuel Sales and Airport Revenues: In the month of October 2025, the airport sold 6,511 gallons of Low Lead fuel and 7,640 gallons of Jet Fuel. Additional revenues for the month of October were \$1,250 in facility fees, \$145 in overnight fees, \$2,525 in call out fees, and \$200 in tie down fees, totaling \$4,120 in fees. \$59.96 of oil was sold. Current self-serve fuel prices for low lead are \$5.35 per gallon, and full-serve Low Lead is \$5.62 per gallon. Full-Serve Jet A is \$4.84 per gallon for full-serve.

Airport Manager Update: Airport Manager Bill Harden gave the update. The CAA application has been submitted and is in the process of going out to bid to the pilots, and the CAA representative will get back with Bill within a week or two. The airport just took a load of Jet A and avgas. Inspection letters have been sent to the hangar tenants. Horizon Dreams has completed installation of the stairs to their hangar. Bill and Robin in the Tax Assessors office worked together to update our list of based aircraft. The taxiway signs have been put up. Spencer asked about directional signs for Horizon Dreams and Bill said he would work with Public Works to make the signs. Spencer Carr asked how many were currently on the hangar wait list. Bill said around 60. Spencer asked Bill if 50 out of the 60 on the list would legitimately want a hangar if offered, and Bill said he thinks it is closer to half. Spencer asked where the code is posted for the side door to the pilot's lounge. Josh explained that there is a number to call for the code posted at the self-serve gas pumps. D asked Bill when he plans to begin hangar inspections. Bill said he is currently trying to get copies of keys, but no one has turned in a key. The letters stated that inspections will be starting after the first of the new year. Mike Bramlett, the county's Facilities director, will assist in the inspections to look for electrical issues. Lawrence Bridges asked Bill why the call out fees collected were so high at over \$2500. Bill explained that Air Methods' fuel tank is still not fixed, so they are placing many call-outs for fuel.

Airport Update: Lead Edge Design Group – Amanda Rostin gave an update on the lighting project. The project will include medium-intensity LED runway lights, medium-intensity LED taxiway lights, new wiring, distance remaining signs, all new LED signs, runway and identifier lights, a new beacon light, and a new vault and vault equipment. The project will be in two phases – during the first phase, the runway will be open for 14 days. During the second phase, the runway will be closed for 19 days, for 33 days' total project time. Someone from Lead Edge will be on-site during the entire project. Phase one is slated to begin on Monday, January 5, 2026. The runway closure will begin on Monday, January 19th, and the NOTAM will go in at 7 a.m. The runway will re-open on Friday, February 6th at 6 p.m. Air Methods will still be able to operate during the runway closure. Amanda asked Bill to send out notifications to the tenants. A pre-construction conference will be held in December. D Higgins asked if the old equipment will remain as airport property. Phil Eberly explained that the contractor will dispose of anything we don't want to keep. Phil suggested we save the base mountings, and lamps can be made out of those. Those items could be made as gifts to give away or perhaps the Aviation Explorers can use them for a project. There will be about 100 of the base mountings, although some of them may be damaged when removed. D said anything that is not damaged should be returned to the county. The old beacon will also be saved. Bill said he could store them in one of the CONEX trailers. Phil went on to explain that after the box hangar projects are completed, the expanded ramp area will have space for two t-hangars. Spencer suggested that the successful way to build them is to find a single contractor or investor to build one or two ten-unit hangars. The builder would require the ability to sublease. The contractor will determine their ROI and set the monthly lease amount. We would then contact everyone on the

current wait list and ask them if they would be willing to pay the set price for a new t-hangar, which would determine if one or two t-hangars could be built. We could require those interested to put down a deposit for one of the new hangars. People that aren't interested or able to commit to a new hangar would remain on the hangar wait list. Phil explained there would be some site and drainage work involved in the first one and therefore will cost more than the second one. Spencer said he feels like there is support from our board to have a private investor build the t-hangars and asked Phil how we get that process moving as soon as possible. Spencer will work with Lead Edge on the verbiage for the RFP, which will be presented for vote at the December Airport Commission meeting. If approved, the RFP would be presented to the Board of Commissioners in January.

Old Business:

- Tie-down lease paperwork (Tabled from October 20, 2025 meeting) – Motion by Spencer Carr, seconded by Lawrence Bridges, and voted 3-0 to un-table this item. Jeff Strickland asked what problems the board is hoping to solve with a hangar tie-down lease agreement? D Higgins responded that there are no real problems, but if we are going to require hangar tenants to provide insurance and airworthy information for use of our property, we should also require that from tie-down tenants. Jeff recommends that we amend our rules & regulations specific to whatever we want the tie-down requirements to be, as well as any other changes or information we want to include. Currently, the airport software keeps up with the tie-down users. Josh reminded the board that once two t-hangars are constructed, most of the tie-down spots will be gone. Jeff will prepare something for the board to review. Motion by Spencer Carr, seconded by Lawrence Bridges, and voted 3-0 to table until the January 2026 meeting.
- Follow-Up items
 - o Fence line clean up – Tim Sims advised that Yellowstone will be cleaning the fence line around the Habersham Metal property for \$3,500. Tim said our road crew should be able to help with the remainder of the fence line.
 - o New tenant for hangar C-1 – Shaun Brautigan is not out of C-1 yet, and he will be paying the rent for his current hangar as well as C-1 for November. Bill has someone ready to move in once Mr. Brautigan is out.
 - o Fuel nozzle quote – D asked Bill and Josh if it was worth the cost to replace the fuel nozzle. The benefits of replacing the nozzle would be the ability to fill the truck faster, the new nozzle would be significantly lighter than the current nozzle, and it would fill the truck in 15 minutes versus 1 hour, and the tank would be fixed. The commission members were in agreement to move forward with the new nozzle.
 - o CAA update – The CAA application has been submitted and is in the process of going out to bid to the pilots, and the CAA representative will get back with Bill within a week or two.
 - o Airport signs – Lawrence asked for an update on the big sign. Patti McLarty explained that the sign has been designed, quoted and approved, and the vendor was very responsive during that time. We were given a date of late November for installation. Patti has since reached out to the vendor to get his paperwork turned in for payment. There were a couple of responses over a month ago that he would work on the paperwork and get it turned in. Since that time, no one has been able to reach the vendor either by phone or e-mail. Lawrence asked for the vendor's contact information and offered to help try to reach him. Lawrence then asked who the next sign company on the list is. Patti explained that she had been working with two other sign companies at the beginning of this process, and neither one of them were responsive or provided any information. Kiani added that Finance and Purchasing have tried to contact several sign vendors to no avail. Tim said there have also been

issues with other contractors the county has tried to work with recently and he isn't sure what the problem is.

New Business:

- Review Box Hangar RFP Submission – One submittal was received during the RFP process from Prime Community Management Development. Their overall score of 72 was right in line with the two we have already approved. Motion by Lawrence Bridges, seconded by Spencer Carr, and voted 3-0 to approve the award to Prime Community Management Development and to seek approval from the Board of Commissioners.

Other Reports:

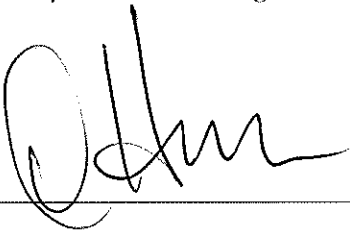
- Review of proposed 2026 meeting schedule – There were no objections to the proposed 2026 meeting schedule.
- Lead Edge sent a video to Tim for his 2025 State of the County presentation. Patti will forward the video to the commission members.

Next Meeting:

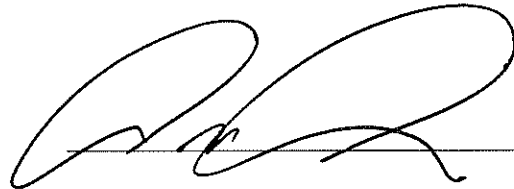
The next meeting is Monday, December 9, 2025, at 9 a.m. in the Executive Conference Room at the Habersham County Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523.

Adjournment:

Motion by Lawrence Bridges, seconded by Spencer Carr, and voted 3-0 to adjourn the meeting at 10:39 a.m.

A handwritten signature in black ink, appearing to be 'D. Higgins', written over a horizontal line.

Chairman – D. Higgins

A handwritten signature in black ink, appearing to be 'Andy Anderson', written over a horizontal line.

Secretary – Andy Anderson