

Habersham County Airport Commission

Meeting Minutes

August 11, 2026 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 August 11, 2026, 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, Justin Schapansky, Spencer Carr

Members Absent: Andy Anderson

Others Present: Tim Sims, Kiani Holden, Patti McLarty, Bill Harden, Representatives of Kimley-Horn, Jeff Strickland, members of the public

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

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

Adoption of Agenda: Motion by Spencer Carr, seconded by Justin Schapansky, and voted 4-0 to approve the agenda as presented.

Approval of Minutes: Motion by Justin Schapansky, seconded by Spencer Carr, and voted 4-0 to approve the minutes of the July 14, 2026 regular meeting.

Financials: Kiani Holden presented the current financials dated July 31, 2026. July 2026 represents 8% of the fiscal year. Therefore, expenditures should be less than or equal to 8% of the FY2027 budget, while revenues should be at 8% at a minimum. Actual revenues collected were 12% of the total budgeted revenues, while operating expenditures were 3%. The bank balance as of July 31, 2026, was \$84,620. Kiani explained that Finance is still closing out FY2026. Therefore, final June and year-end figures will not be available for another couple of months. Based on the information available, the airport's financial position appears positive.

Approval of Financials: Motion by Spencer Carr, seconded by Justin Schapansky, and voted 4-0 to approve the financials dated July 31, 2026.

Public Comment: John Seibert raised concerns about the deteriorating asphalt near the T-hangars, the Air Methods area, and the aircraft tie-downs. He said cracking is becoming more extensive, weeds are growing through the pavement, and the area needs to be swept and seal-coated. He also suggested painting centerline markings between the hangars and in other aircraft movement areas. Although a faded centerline remains in front of his hangar, most of the hangar lanes do not have visible markings. He felt markings would improve safety, particularly where aircraft associated with the flight school program turn around the corner near the hangars.

Andrew Wall agreed and described significant standing and flowing water in the same general area. He said he had recently recorded video showing water deep enough to surround a parked Mooney aircraft and extend across the parking area toward the centerline. The group discussed runoff coming down the hill near the underground power-line work and the apparent filling or disruption of the former ditch line. Chairman Higgins noted that the area follows an older roadbed and has a large drainage pipe, but the ditch line still needs attention.

The Commission agreed that allowing water beneath the asphalt would accelerate pavement deterioration. Mr. Seibert emphasized that addressing the problem now would be less expensive than waiting for the pavement to deteriorate further. Chairman Higgins asked whether ramp pavement and drainage work could be incorporated into the airport's Capital Improvement Program (CIP).

Reports:

Fuel Sales and Airport Revenues: Bill reported that during July 2026 the airport sold 11,105 gallons of Jet-A fuel, 1,242 gallons of full-service Avgas, and 6,965 gallons of self-service Avgas. Current self-service Avgas pricing is \$6.35 per gallon, and full-service pricing is \$6.80 per gallon. Jet A pricing is \$6.58 per gallon. Additional revenues included \$615 in overnight fees, \$650 in call-out fees, \$1,700 in facility fees, and \$29.98 in oil sales. Total fees collected for the month were \$2,965.

Airport Manager Update: Airport Manager Bill Harden reported that two rounds of weed spraying had recently been completed around the airport. He also reported that the 72" mower had a bolt shear and the deck collapsed. Swinehart's repaired it and installed new blades. The lighting contractor has been out working on lights and punch list items. The contractor removed the remaining rocks, corrected the lights, and replaced a bulb that was unusually bright. Bill stated that the punch-list items were largely complete. Kiani Holden reported that the county has paid the lighting contractor everything except the 10% retainage. Approximately \$117,000 remains unpaid pending project closeout. Kiani has not received or paid any invoices to Lead Edge for their services on the project. Jeff Strickland asked whether the airport has received spare parts as part of the project. Bill said no, although the airport has contact information for obtaining parts, and Bill has already purchased a supply of couplings. Mr. Siebert raised a concern regarding the runway end identifier lights on Runway 2-4 and said they shut off after only a few flashes, while the lights on Runway 6 remain on. Rebecca Collins suggested the vault controls may need to be checked and adjusted. Bill agreed to reach out to the contractor and review the available manuals. The annual fuel filter replacement is delayed until September due to one filter being on backorder. The filters are for both the storage tanks and the fuel trucks. Lawrence Bridges asked if World Fuel provides this service under our contract, or if we pay for this service separately. Bill explained that the contract doesn't cover filter maintenance, so the airport uses a regional technician who works at airports throughout the Atlanta and North Georgia areas. Bill has asked whether the rotating beacon's angle could be adjusted because its light strikes pine trees on the south side of the airport. He was advised that the beacon uses a standard FAA pitch and offers little adjustment. The trees are located on adjacent property behind the airport fence. D Higgins expressed concern that the PAPI lights were installed in February but still have not received the required FAA flight check. Tim Sims said the most recent update he received was that the pilots were waiting for the FAA to provide a schedule, with staffing and vacation timing contributing to the delay. Rebecca from Kimley-Horn confirmed that the airport is on the flight-check list but did not yet have an official date. Joseph Robinson of Kimley-Horn explained that GDOT Aviation generally pays for these flight checks through a statewide contract, saving individual airports the approximately \$15,000 cost of contracting directly with the FAA. Once an airport is ready, GDOT coordinates with the FAA, the airport, and the electrical contractor. The contractor must be onsite during the flight check to activate and adjust the equipment as needed. The flight check will also determine whether the trees near either runway create an obstruction or performance problem. Kimley-Horn agreed to continue pressing for completion and keep the airport informed. Kimley-Horn has contacted GDOT to confirm the necessary coordination and payment steps and will continue following up to get a confirmed date. In response to a question about weather cameras, Bill said the planned camera system would be included with the new AWOS. Bill also discussed his current staffing situation. Airport staff currently consists of Bill, Riley, Austin and Jackson, with today being Jackson's last day. There are also two part-time vacancies to fill following the recent resignations of Savannah and Hayden. Bill reported that Mr. Glen Hamilton was next on the hangar wait list. Mr. Hamilton previously declined a hangar a couple of years ago and was subsequently removed from the wait list. Mr. Hamilton called a couple of months ago and asked to be put back on the list. Bill has reached out to Mr. Hamilton twice to offer him an open hangar, but Mr. Hamilton has not gotten back to Bill and has not yet come out to see the hangar. Bill plans to give him till the end of the day and will move on to the next person on the list.

Airport Update: Kimley-Horn – Rebecca Collins introduced Joseph Robinson as Kimley-Horn’s airport planning and compliance specialist. She noted that his background includes service with GDOT Aviation, prior airport management experience, and work as an FAA planner. Joseph will be actively involved in airport compliance, planning, and project development matters. Rebecca explained that we have a new GDOT Aviation project manager, Rich Hunter. GDOT wants to hold a CIP meeting with us during the month of August. Rebecca plans to inspect the airport pavement and related needs immediately so the CIP discussion would include current information, including the ramp and draining concerns raised during public comment. The annual TIA letter has not yet been received. Rebecca advised that once the letter is received, her team can begin organizing the approved projects, grant documents, and consultant contract for the year. The CIP needs to be updated to properly sequence easement acquisition, clearing, and project design.

Kimley-Horn discussed new airport airspace-zoning coordination requirements. By January 1, 2027, the airport must notify each surrounding jurisdiction located within its FAA Part 77 airspace. Rebecca recommended sending formal letters so the county can document compliance to GDOT. The local jurisdictions do not have to adopt updated zoning regulations by January 1; their adoption deadline is expected to fall in June or July 2027.

Kimley-Horn is preparing draft notification letters and model zoning regulations that the affected jurisdictions could use. The firm is also working on this topic for a Georgia Airports Association presentation and expected to provide several levels of possible restrictions. Failure by a jurisdiction to adopt the necessary provisions could affect that jurisdiction's eligibility for certain grant funding, rather than directly penalizing the airport.

Joseph Robinson said he understood that the County already had an airport overlay district. The discussion indicated that coordination would still be needed with surrounding municipalities, particularly Baldwin and Cornelia. Chairman Higgins referenced a prior proposal for a cell tower in Baldwin near the edge of the airport's protected area as an example of why coordinated height and land-use protections matter. Kimley-Horn will provide the templates and help evaluate whether the County should strengthen protections around the airport while completing the required update.

Old Business: None

New Business:

- Approve/Recommend CAA Agreement - Motion by Spencer Carr, seconded by Lawrence Bridges, and voted 4-0 to approve and recommend the CAA Agreement to the BOC for final approval.
- Approve/Recommend Executed Kimley-Horn Agreement – The county attorney has completed review of the master consulting agreement and submitted the final version to the board. Motion by Lawrence Bridges, seconded by Justin Schapansky, and voted 4-0 to approve and recommend to the BOC for final approval.
- Review/Approve/Recommend By-Laws – Jeff Strickland explained that he prepared a basic set of by-laws that incorporate the provisions already contained in the County Code of Ordinances and adds practical operating provisions. Motion by Spencer Carr, seconded by Justin Schapansky, and voted 4-0 to approve the by-laws as written and recommend to the BOC for final approval.
- Approve/Recommend Lease Amendments for Curcio H1 and H2 – Lease addendums were created by Jeff Strickland to formally allow Michelle Curcio to conduct business in her H1 and H2 hangars. Ms. Curcio has signed the amendments. Motion by Spencer Carr, seconded by Lawrence Bridges, and voted 4-0 to approve and recommend the lease amendments for hangars H1 and H2 to the BOC for final approval.
- Available Hangar Sites – RFP Discussion – The commission discussed re-advertising two available ground lease sites for private hangar development. The first is the remaining 50x60 foot hangar site. A prospect is interested in building a 70x70 hangar if it will fit on the site. KH agreed to verify the available space and

confirm that it would hold a larger building. The second site is on the main ramp and was previously discussed referencing a building of up to 12,000 square feet. KH and Finance will prepare the RFP packages together and should be issued in about a month. Motion by Spencer Carr, seconded by Lawrence Bridges, and voted unanimously to authorize county staff and Kimley-Horn to move forward with RFPs for both sites 1) the remaining site currently described as 60x60 feet, subject to confirming whether a 70x70 foot hangar meets applicable criteria; and 2) the main ramp site for a hangar of up to 12,000 square feet.

Other Reports: None

Next Meeting:

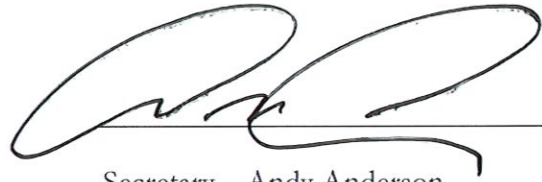
The next meeting is Tuesday, September 8, 2026, at 9 a.m. in the Executive Conference Room at the Habersham County Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523.

Adjournment:

Motion by Spencer Carr, seconded by Lawrence Bridges, and voted 4-0 to adjourn the meeting at 9:38 a.m.



Chairman – D. Higgins



Secretary – Andy Anderson