

Habersham County Airport Commission

Meeting Minutes

March 12, 2024 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, March 12, 2024, 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, Lawrence Bridges, Chris Limbach, Justin Schapansky

Members Absent: None

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

Call to Order: D. Higgins called the meeting to order at 9:16 am.

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

Adoption of Agenda: Motion by Andy Anderson, seconded by Justin Schapansky, and voted unanimously to amend the agenda to correct the date from March 14 to March 12 and to approve the agenda as revised.

Public Comment: Mr. Kirschner, a pilot and patron of the airport, wanted to let the board know that he appreciates what they are doing. He mentioned reading an article about adding security lighting to the hangar areas and he suggested the lights not be LED, and that they be pointed down to not interfere with visibility of pilots flying in at night.

Approval of Minutes: Motion by Lawrence Bridges, seconded by Andy Anderson, and voted unanimously to approve the minutes of the February 13, 2024 Regular Meeting.

Financials: Habersham County Airport Financials dated February 29, 2024, were presented by CFO Tim Sims. Year to date represented 66.67% of the fiscal year, therefore expenditures should be less than or equal to 66.67% and revenue should be at 66.67% minimum. The actual revenues that were collected were 65% of what was budgeted, and the actual expenses were 35% of what was budgeted. The bank account balance is \$596,812. The balance is higher than usual because we received reimbursement from GDOT/FAA for the ROFA project. We will be making payments to the contractor in March which will bring the balance back down. D. asked Tim if he had received any more information regarding the Tug purchase/loan? Tim replied that the RFP is currently out, and bids are expected in next week. Tim did request lease option quotes in the RFP.

Approval of Financials: Motion by Andy Anderson, seconded by Lawrence Bridges, and voted unanimously to approve the February 29, 2024 financials as presented.

Reports:

Fuel Sales and Airport Revenues: In the month of February 2024, the airport sold 4471.8 gallons of Low Lead fuel and 3,142 gallons of Jet Fuel, for a total of 7,613.8 gallons of fuel sold. Current inventory is 7,243 gallons of jet fuel and 2,322.3 gallons of low lead. Additional revenues for the month of February for oil sales, facility fees,

overnight and tie down fees, and call-out fees totaled \$1,465.28. Current full-serve fuel prices are \$5.66 for Jet A and \$6.20 for Low Lead. Self-serve Low Lead is \$5.70 per gallon.

Airport Manager Update: Airport Manager Bill Harden gave the update. The upper gate will be fixed and re-welded in 2-3 weeks. The ROFA project is in its final stages and should be completed in the next couple of weeks. All the mowers have been repaired and serviced. Most of the runway lights have been replaced but the GE bulbs we have been using are no longer available. GE no longer makes the bulbs. Bill has gotten a few bulbs from another airport. We spent \$300 on 25-30 new bulbs recently, and they were all blown within a week. We are in dire need of quality light bulbs. Bill has met with Tim Sims to submit items for next year's budget as well as future CIP items. Bill has requested a new Gator (Kubota RTV), a 72" new lawn mower, a larger lighted sign out front, a tractor, and other items. Tim Sims listed the other items requested – Av Gas hose, jet fuel hoses, flood lights and cameras on sheds, hangar maintenance items, 25x25 garage for a tractor, aviation radios, furniture for airport terminal, and other items. Tim said he would bring the proposed budget to share with the airport commission next month. Bill Harden continued with his report. The AWOS (Automated weather observation system) will be repaired – the temp and dew point will be fixed. Regarding the Hertz agreement, the Gainesville location has closed, and we are now getting cars from the Buford location. Hertz sends the required paperwork to the airport, so all our staff has to do is have the customer sign the form and give them the keys. We are currently under no agreement with Hertz. Bill is getting many calls about rental car availability. The airport courtesy cars get used several times a week. Justin Schapansky asked if we make a profit on the rentals? Bill explained that previously, working with the Gainesville location, we received 12% of the rental fees. Airport staff is also responsible for washing the vehicles. Bill would like to keep the process as automated as possible, where people can just pick up the keys and return them, with minimal staff involvement. Alicia asked how many cars the airport could use per week for rentals? Bill said they could easily use 3 to 5 assorted vehicles (SUV, large car, small car). Phil Eberly suggested using some of the fishhouse property to create an overflow lot for extra vehicles in the future. Bill will continue to work on this item. Bill also informed the commission that the airport will be closed on Easter Sunday, but call-outs will be available. Bill said that Josh is 90% complete with Line Tech training and that new employees can run shifts alone now. The airport is fully staffed. The gentleman who purchased the old Sierra is still working on getting the plane off the airport property. The owner sent someone to take usable parts off the plane. The purchaser has been informed that he needs to get the remainder of the plane ASAP. The sale of the Piper Arrow is complete, and dismantling will begin soon. Bill asked D. Higgins where he would like the lights on the hangars placed. D. said that one light on every other end and one in the middle would work. There is an old sign (Mountain Aviation) on the big maintenance hangar that has been there for years that needs to be removed. Bill said he would take the sign down. Justin mentioned another sign that says "Contact Blue Sky" that needs to be removed as well. D. also asked Bill to remove the old satellite dish. Bill asked if the Habersham County Airport sign at B.C. Grant Road is a lighted sign? D. said he isn't aware that the sign was lighted. The sign was placed there by City of Baldwin.

Airport Update: Lead Edge Design Group – Amanda Rostin gave the update. The ROFA grading is finishing up and should be completed in 2-3 weeks, weather permitting. Then Lead Edge will be setting up a final inspection with GDOT. There will be a punch list item for grass establishment. After grass is established, the project can be closed out. Lead Edge sent a task order last week for the ROFA construction oversight. The Runway Overlay project will be slightly delayed due to the contractor working on a highway project. This will be a 30-calendar day project with a 21-day runway closure. This project includes pavement overlay of the runway, it will be reprofiled, will have a cross slope on the runway very smooth, with bright new markings. The contractor is looking at two potential start dates – either April 1st or April 29th. Lead Edge will let us know as soon as they get confirmation from the contractor, and we will be able to provide notice of the closure at that time. Amanda also gave an update on land acquisition. There are a significant amount of tracts with obstructions, and a significant amount of clearing that will need to be done, so it will be expensive. Lead Edge needs to know a dollar amount from the county to begin this process, since it cannot be done all at once. Amanda said the cost for the land acquisition services for 12-15 tracts is about \$100,000. The process is time-consuming and complicated. Phil suggests starting with the tracts that

are closest to the airport. The FAA will only reimburse for work on tracts that we own, so the easements must be in place. D. asked Tim how to work the cost into next year's budget? Tim said we would be reimbursed for the projects, but the up-front costs would temporarily be covered or "loaned" from the general fund. Phil also reminded the commission that after the runway overlay project will be the lighting project. Following that, most of our major 20-year projects will be completed and we will only need to worry about revenue-generating maintenance and smaller projects. Phil explained that the displacement at the end of the runway is 600 feet. FAA is looking at displacing the opposite end of the runway and we don't want that to happen. D. asked if the FAA is bearing down on us? Phil said yes. D. said the key is to let GDOT know that the runway striping will be done soon and ask them not to displace us anymore. Alicia asked how much money do we need to approach Ms. Nancy Barrett right now? Phil said the appraisal that was done at the time Ms. Barrett was approached will not be accepted by GDOT and will have to be done again. Therefore, a new agreement will need to be reached with Ms. Barrett. Phil said it is important that we continue working on these land acquisitions at a pace we are able to financially.

Airport Business Park Update:

None. D. Higgins suggested we move this update to quarterly instead of monthly.

Old Business:

- Approve/Recommend Air Methods Revised Lease Agreement (tabled from February 13, 2024 meeting) – Motion by Andy Anderson, seconded by Lawrence Bridges, and voted unanimously to un-table this item. Air Methods asked Ralph Taylor to back-date the lease to July 1, 2023. Motion by Andy Anderson, seconded by Chris Limbach, and voted unanimously to recommend the Air Methods Lease Agreement to the Board of Commissioners.
- Review/Recommend RFP for 60' x 60' hangars (tabled from February 13, 2024 meeting) - Motion by Chris Limbach, seconded by Andy Anderson, and voted unanimously to un-table this item. Motion by Chris Limbach, seconded by Andy Anderson, and voted unanimously recommend the RFP for 60x60 box hangars to the Board of Commissioners.
- Review/Recommend new ground lease for 60' x 60' hangars (tabled from February 13, 2024 meeting) – Motion by Lawrence Bridges, seconded by Chris Limbach, and voted unanimously to un-table this item. Motion by Chris Limbach, seconded by Andy Anderson, and voted unanimously to recommend the new ground lease to the Board of Commissioners.
- Review/Recommend Approval of Hertz Agreement – tabled indefinitely.

New Business:

- Discuss/review enforcing procedures listed in lease agreements – Annual Certificate of Insurance and Annual Hangar Inspections – There are several hangars that will revert to county ownership January 1, 2025. Therefore, preparations need to be made and policies need to be put in place before that date. Our current lease agreement states that tenants will submit a certificate of insurance on their airplane to the county each year, as well as make their hangar available for an annual inspection. The county has not been enforcing these two things. Ralph Taylor said that the county does not need to be listed as a loss payee, only as additional insured. Alicia asked how we can get notice from a tenant's insurance company that their policy has lapsed? If we were listed as additional insured, we would most likely receive a notice. Andy Anderson said there have been a number of our pilots who have expressed concern about being required to carry insurance on their aircraft, since most aircraft is not insured due to the high cost. The FAA does not require that pilots carry insurance. Everyone agrees that this will be a hot-button topic. Alicia stated that we should only require liability insurance and that letters need to be sent to the current tenants, reminding them

that their lease term will be expiring soon. Their current lease agreement states they have the responsibility to contact the county to extend their lease an additional five years. We don't yet know the market rate to charge for these hangars beginning in January because we do not yet know the condition of the hangars. Ralph suggested a policies and procedures list for these tenants to let them know what will be required of them as of January 1, 2025. Alicia also suggested having a "town hall" meeting at the airport to speak with current tenants and inform them of the changes to come. She also suggested that we have a work session to discuss all these topics. The date of April 16th was chosen for the work session from 11 a.m. – 1:00 p.m. Phil Eberly said that they would not be available that day, but their presence is not required for this discussion.

Other Reports:

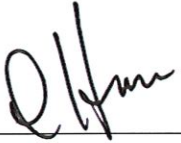
D. Higgins reminded the commission that the BSA Aviation Explorers fundraising event is Saturday, March 16, 2024.

Next Meeting:

The next meeting is Tuesday, April 9, 2024, at 9 a.m. in the Executive Conference Room in the Habersham County Administration Building located at 130 Jacob's Way, Clarkesville, GA.

Adjournment:

Motion by Andy Anderson, seconded by Chris Limbach, and voted unanimously to adjourn the meeting at 10:29 a.m.



Chairman – D. Higgins



Secretary – Lawrence Bridges

