

Habersham County Airport Commission

Meeting Minutes

April 9, 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, April 9, 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, Lawrence Bridges, Justin Schapansky, Andy Anderson (via teleconference), Chris Limbach (via teleconference)

Members Absent: None

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

Call to Order: D. Higgins called the meeting to order at 9:06 am.

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

Adoption of Agenda: Motion by Justin Schapansky, seconded by Lawrence Bridges, and voted unanimously to approve the agenda as presented.

Public Comment: Former chairman Ken Schubring was invited to the meeting to be thanked and recognized for his eight years of service on the Airport Authority and Airport Commission. Ken stated that he is proud of the work that has been accomplished at the airport.

Approval of Minutes: Motion by Lawrence Bridges, seconded by Justin Schapansky, and voted unanimously to approve the minutes of the March 12, 2024 Regular Meeting.

Financials: Habersham County Airport Financials dated March 31, 2024, were presented by CFO Tim Sims. Year to date represented 75% of the fiscal year, therefore expenditures should be less than or equal to 75% and revenue should be at 75% minimum. The actual revenues that were collected were 86% of what was budgeted, and the actual expenses were 82% of what was budgeted. Two payments have been made for the ROFA project. The current bank account balance is \$1,102,435. This balance includes funds received from GDOT for the ROFA project. The payments toward the project were made in early April; therefore, the true bank balance is about \$478,000. Tim also shared a copy of the FY25 requested budget, which will be discussed at the May meeting. Tim explained that some of the project "match" money may be borrowed temporarily from the county's general fund.

Approval of Financials: Financials were approved by consensus.

Reports:

Fuel Sales and Airport Revenues: In the month of March 2024, the airport sold 4,513.6 gallons of Low Lead fuel and 3,833 gallons of Jet Fuel, for a total of 8,346.6 gallons of fuel sold. Current inventory is 9,812 gallons of jet fuel and 5,327 gallons of low lead. Additional revenues for the month of March for oil sales, facility fees, overnight and tie down fees, and call-out fees totaled \$2,396.96. 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 gate has been repaired. The cost was close to \$3,000, but they did a great job. We are awaiting final inspection of the ROFA project. Traffic at the airport seems to be picking up now that the weather is improving. The rotating beacon went out about two weeks ago. Bill called TCA and they are scheduled to come out and fix it. The light is an old-style light that airport staff are not able to replace themselves. There has already been a NOTAM issued. The Sierra on tie-down has been dismantled and will be removed soon. The grass is growing now, and they have started cutting around the road and Josh has cut around the retention ponds. Josh said the embankments are so steep that it is dangerous for staff and the equipment. Bill has spoken to Public Works Director Jerry Baggett about coming out once or twice a year to cut the banks and hills. Josh said if Public Works would come once in summer and once in November, airport staff can maintain it the remainder of the year.

Airport Update: Lead Edge Design Group was unable to attend the meeting today. Phil attended briefly by phone.

Airport Business Park Update: None. The next update will be in June.

Old Business: None

New Business:

- Approve/Recommend Tug Bid Results – Tim Sims provided the bid tabulation documents. There was only one official bid received. The bid is \$59,225. The bidder did not include a lease option. Tim will be reaching out to the bidder to ask about lease purchase. If that option is not available, the county’s general fund could possibly cover the cost of the Tug until the FY25 budget cycle begins. Bill Harden said it would be okay if they must wait a few months to purchase it. Josh Hall stressed that they really need the equipment now, and having the Tug will generate extra funds. The lead time to receive the Tug is approximately 6 months. Lawrence Bridges asked if the Tug would be sufficient for our needs, rather than a short-term fix. Justin Schapansky asked if the company would provide service and maintenance on the Tug. There is a warranty on the equipment. Bill and Josh will follow up regarding a maintenance agreement. Motion by Lawrence Bridges, seconded by Justin Schapansky, and voted unanimously to approve the purchase of the 2024 Lektro Aircraft Tug.
- Approve/Recommend Lead Edge Design Group Task Order 10 – ROFA Grading Improvements – Construction 3 – This task order provides for construction oversight services for the period of January 1, 2024 through February 29, 2024. Motion by Justin Schapansky, seconded by Lawrence Bridges, and voted unanimously to approve Task Order #10 from Lead Edge Design Group.

Other Reports:

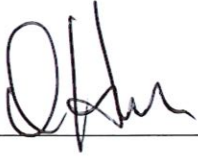
Next Meeting:

There will be a work session held on Tuesday, April 16th at 11:00 a.m. in the Executive Conference Room in the Habersham County Administration Building located at 130 Jacob’s Way, Clarkesville, GA.

The next regular meeting is Tuesday, May 14, 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:

The meeting was adjourned at 9:30 a.m.



Chairman – D. Higgins

Vice Chair *Andy Anderson*
~~Secretary – Lawrence Bridges~~