

# Habersham County Airport Commission

## Meeting Minutes

May 14, 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, May 14, 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, Chris Limbach, Justin Schapansky. Chairman D. Higgins arrived a few minutes late so Vice-Chair Andy Anderson began the meeting.

**Members Absent:** Lawrence Bridges

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

**Call to Order:** Andy Anderson called the meeting to order at 9:03 am.

**Invocation and Pledge:** Andy Anderson gave the invocation and led the pledge of allegiance.

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

**Public Comment:** None

**Approval of Minutes:** Motion by Chris Limbach, seconded by Justin Schapansky, and voted unanimously to approve the minutes of the April 9, 2024 Regular Meeting and the April 16, 2024 Work Session.

**Financials:** Habersham County Airport Financials dated April 30, 2024, were presented by CFO Tim Sims. Year to date represented 83.33% of the fiscal year, therefore expenditures should be less than or equal to 83.33% and revenue should be at 83.33% minimum. The actual revenues that were collected were 89% of what was budgeted, and the actual expenses were 109% of what was budgeted. The reason the expenses are higher this month is because payments have been made on the capital projects and we are awaiting reimbursement from GDOT. The bank account balance is \$122,881.

**Approval of Financials:** Motion by Chris Limbach, seconded by Justin Schapansky, and voted unanimously to approve the April 30, 2024 financials as presented.

### Reports:

**Fuel Sales and Airport Revenues:** In the month of April 2024, the airport sold minimal gallons of Low Lead fuel and minimal gallons of Jet Fuel, due to the airport being closed for the ROFA and Runway Overlay projects. Current inventory is 2,387 gallons of jet fuel and 6,724 gallons of low lead. Additional revenues for the month of April for oil sales, facility fees, overnight and tie down fees, and call-out fees totaled \$1,982.85. Current full-serve fuel prices are \$5.66 for Jet A and \$6.40 for Low Lead. Self-serve Low Lead is \$5.90 per gallon.

**Airport Manager Update:** Airport Manager Bill Harden gave the update. The Runway Overlay project is in full swing and looks fantastic. All the truck filters have been ordered and will be changed out in July. All filters for

fueling methods will be put on a schedule to be changed at the same time. The rotating beacon has been fixed. NOTAM was issued for AWOS until May 19<sup>th</sup>. D-3 hangar has been filled. Hertz is still bringing cars to the airport. All monthly checks on trucks and the fuel farm have been performed. The Piper Arrow is still on a tie-down and the owner is paying a monthly fee. Bill conducted a lot of training on the computer and fueling trucks for his staff.

**Airport Update:** Lead Edge Design Group – Amanda Rostin gave the update. Everything is going great on the Runway Overlay project. What is remaining is 7 lanes of the top layer, shoulder work, and temporary marking. Everything is on schedule to re-open on Sunday, May 19<sup>th</sup>. There will be punch-list items such as grass establishment and permanent reflective marking, which will happen at least 30 days after the temporary marking is done. The runway will close for 2 days for permanent marking. They will also hold some sort of ribbon cutting to highlight all the work done in the last year. Justin asked how many layers of paving there are. Amanda said it varies because the leveling is done in the base layers, so different areas have varying layers. The next project will be for lighting. We are waiting for our TA letter in June to determine if that project will be funded by GDOT. Amanda gave an update on the hangar RFP. The RFP is out in the procurement process. There is a non-mandatory proposal meeting on May 21<sup>st</sup> and proposals are due on June 6<sup>th</sup>.

D. Higgins arrived at 9:26 and took over the meeting.

#### **Airport Business Park Update:**

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

#### **Old Business:**

None

#### **New Business:**

- Review/Recommend Billy Burrell lease agreement for Hangar D-3 – MOTION by Andy Anderson, seconded by Chris Limbach, and voted unanimously to approve Billy Burrell's lease agreement for Hangar D-3
- Review/Recommend Lead Edge Design Group Task Order #11 – ROFA Grading Improvements – Construction Phase Design Services for March 1-March 29, 2024 – This is the final task order for ROFA – MOTION by Chris Limbach, seconded by Andy Anderson, and voted unanimously to approve Lead Edge Design Group Task Order #11
- Review/Recommend Lead Edge Design Group Task Order #12 – Construction Phase Services for the Runway Overlay Project - MOTION by Chris Limbach, seconded by Andy Anderson, and voted unanimously to approve Lead Edge Design Group Task Order #12
- Review/Recommend Lead Edge Design Group Task Order #13 – Geotechnical Quality Assurance Testing for the Runway Overlay Project – MOTION by Andy Anderson, seconded by Chris Limbach, and voted unanimously to approve Lead Edge Design Group Task Order #13

#### **Other Reports:**

- Review/discussion of GDOT statewide hangar inventory and demand analysis – Bill shared the report with the board. It shows hangar demand, types of hangars available, average cost of hangars, hangar wait list data and other interesting information. Bill pointed out that there are currently 601 planes in Georgia waiting for hangars. The report also shows which states provide grants and loans for hangar development – Georgia currently does not provide these funds. Bill said he wishes GDOT would see the demand for aircraft in

Georgia, particularly related to the film industry, and provide more grant funding. Alicia suggested that Bill share this information with our commissioners and asked him to present at the June BOC meeting. Alicia also said that it is very important that we put airport capital projects in a future SPLOST because it is becoming more and more difficult to fund capital projects through our general fund budget.

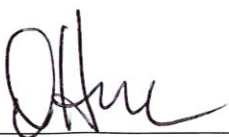
- Review of FY2025 Budget Requests – Tim Sims shared the budget information for the airport that will be presented to the BOC for approval for FY25. Bill has requested a little over \$1 million for FY25, which is comparable to FY24. The capital amounts have already been approved through the CIP, and our share is \$552,000 for FY25, which will include the lighting project. Tim explained that in previous years, many of our capital projects were funded out of SPLOST, but we don't have those funds anymore, so now those funds must come out of the general airport budget. Plus, previously, the only amount listed in the budget was our local share, and not the total cost of the project. The correct way is to budget the full cost of the project under expenditures, as well as the total reimbursement amount as revenue. The net amount is still the same. Depreciation is not listed in the budget documents, but it is calculated at the end of the year following the audit. Operationally, there is only a slight budget request increase, which is mainly due to salary increases, inflationary costs, and an allocation for building maintenance which has not been included in the past. Tim stressed that this is still in process and the numbers could be lower by the time the budget is submitted to the commissioners.
- D asked if there had been any follow-up on items discussed at the retreat. Patti and Alicia explained that they had met with Bill Harden and Ralph Taylor to discuss the letters to the owners of the hangars that will revert to the county in 2025. The letters will be mailed by June 1<sup>st</sup> with a requested commitment date of September 1<sup>st</sup>. The market rate for 2025 will be \$300, the same as many of our other hangars, and the hangars will be inspected, measured, and evaluated during 2025 for a possible rent increase in 2026. This evaluation will apply to all county-owned hangars. During 2025 we will also be evaluating the cost of utilities. Letters regarding insurance and airworthy requirements will be sent after September 1<sup>st</sup>. Justin asked if we will take into consideration the various sizes of hangars and charge by the square foot? Alicia explained that we will measure and evaluate the condition of the hangars in 2025 in order to come up with a fair market value for all the hangars for 2026.

#### Next Meeting:

The next meeting is Tuesday, June 11, 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 Chris Limbach, seconded by Justin Schapansky, and voted unanimously to adjourn the meeting at 9:50 a.m.



Chairman – D. Higgins



Secretary – Lawrence Bridges