

Habersham County Airport Commission

Meeting Minutes

July 9, 2024 at 9:00 a.m.

Habersham County Airport
1112 Airport Rd., Cornelia, GA

The Habersham County Airport Commission held a regular meeting on Tuesday, July 9, 2024, at 9:00 a.m. in the conference room located at the Habersham County Airport, 1112 Airport Rd., Cornelia, GA 30531.

Members Present: D. Higgins, Chris Limbach, Lawrence Bridges, Justin Schapansky.

Members Absent: Andy Anderson

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

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 Lawrence Bridges, seconded by Chris Limbach, 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 June 11, 2024 Regular Meeting.

Financials: Habersham County Airport Financials dated June 30, 2024, were presented by CFO Tim Sims. Year to date represented 100% of the fiscal year, therefore expenditures should be less than or equal to 100% and revenue should be at 100% minimum. The actual revenues that were collected were 93% of what was budgeted, and the actual expenses were 117% of what was budgeted. The bank account balance is \$63,394. We are still waiting for approximately \$350,000 in reimbursements from GDOT for our recent projects. Sales are back up for fuel.

Approval of Financials: Motion by Lawrence Bridges, seconded by Justin Schapansky, and voted unanimously to approve the financials as presented.

Reports:

Fuel Sales and Airport Revenues: In the month of June 2024, the airport sold 4,582.4 gallons of Low Lead fuel and 5,641 gallons of Jet Fuel. Current inventory is 520 gallons of jet fuel and 252.6 gallons of low lead. Additional revenues for the month of June for oil sales, facility fees, overnight and tie down fees, and call-out fees totaled \$1,941.81. Current full-serve fuel prices are \$4.99 for Jet A and \$6.22 for Low Lead. Self-serve Low Lead is \$5.72 per gallon.

Airport Manager Update: Airport Manager Bill Harden gave the update. Final marking and painting on the ROFA and Runway Overlay project has been completed. Parts have been ordered to repair the board for the upper gate. Mowing season is in full swing, and staff has been spraying around the hangars and tie-downs. Josh has replaced all the runway light bulbs, and they seem to be working well and none of the bulbs have blown so far. The runway will be closed for one day for completion of the punch list items. The walk behind mower had to be fixed again. Bill said that we really need to figure out something regarding car rentals at the airport. The airport gets a lot of calls

asking for rental cars. We are currently using Hertz out of Buford, which is the closest location, but they are sometimes hard to reach to bring cars to us. Bill said it is a time-consuming battle. D Higgins asked if Bill had a solution for the issue. Bill said he has discussed a solution with Andy Anderson. Andy's company provides vehicle services to other airports where the cars are left at the airports and customers deal with the car company directly and pick up their cars. Bill said the process would work well at the airport. Bill said Andy seemed reluctant to propose this to the commission, since he is a board member. Alicia Vaughn explained that a county board member cannot provide a service that makes money for the county unless approved by the Board of Commissioners. The County would need to put out an RFP for the service. That way, if Andy's company were to win the bid, there would be complete transparency. The Av Gas truck is down. The engine has issues, the tank and the jets have issues, and the right rear axle is leaking. Our Fleet Department has looked at the truck and told Bill that they won't be able to fix all the issues at the shop, mainly because of the weight of the truck. Therefore, it will need to go to a repair shop. The cost will be approximately \$8,000. The fuel truck is a 1997 model. D asked about the status of installing a temporary fence on W. Airport Rd. where the "construction entrance" to the airport is. Bill said he would get some quotes but that it would be very expensive. D said just two posts and a chain or some sort of barrier at the graveled entrance would work just fine.

Airport Update: Lead Edge Design Group – Phil Eberly gave the update. The Runway Overlay project, which was covered by \$3 million from FAA, \$150k from GDOT, and \$185k local, was a generational project that should last at least 20 years. D asked Phil how much the ramp expansion project cost. Phil said the total project was about \$2.7 million, GDOT funded \$1.9 million, and the local match was \$833,000. We had a 25% share since this was a capacity project. We have received over \$5 million in grant funds for our recent projects. The punch list items for the overlay project are grass establishment, dressing of the shoulders, and replacing lights damaged during the project. The punch list items will take 1 day according to the vendor, which will require runway closure. We are still waiting for our TA (tentative allocation) letter from FAA/GDOT which will show additional projects they tentatively agree to fund. The next project we hope to do is a new runway lighting system. The lighting project has been included in our 5-year CIP for several years. Amanda Rostin added that once the TA letter is received, they will help with the response letter. Following the response letter, we would have design, bid, and finally construction. The project could possibly be done in FY25, but it may be early FY26. Lead Edge will be at the BOC meeting on July 15th to present the RFP results and bid recommendations regarding the box hangars. Ken Schubring asked Phil to present at the Rotary meeting a couple of weeks ago. Amanda added that she asked how many of the Rotary members had been to the airport? Most of the room raised their hands, which is a very good and positive thing. Lead Edge is also sponsoring our lunch and ribbon cutting ceremony today. D Higgins has contacted HEMC regarding power for the box hangars. He met with their engineer, and they will charge us \$5,000 to run primary power from the poles by the A hangar. Phil said we can start moving on that once the BOC approves the bid awards. D asked Phil about the drone videos that were taken by GDOT after the project was completed, was that for GDOT promotion? Phil said the video will be shown at the GAA conference in the fall, along with a "before" video. D asked about the status of the tree project. Alicia said there is \$200,000 in the FY25 budget for the project.

Old Business: None

New Business:

- **Approve/Recommend USFS Lease Agreement for October 2024 through May 2025** – Motion by Chris Limbach, seconded by Justin Schapansky, and voted unanimously to recommend the USFS Lease Agreement for October 2024 through May 2025 to the Board of Commissioners.
- **Review/Approve BSA Aviation Explorers Fundraising Event Application** – Bill Dillashaw was present at the meeting to discuss the event. The group wants to hold a fundraiser on October 19th with a fly-in and pancake breakfast, vendors, and possibly a car show. They have a plan to shuttle people if necessary for

parking. Bill said this is a wonderful group consisting of kids from 23 counties. This fundraiser will cover expenses for meetings, special guests, t-shirts, and trips. Alicia said a small amount of money has been put into the budget to help as well. She also suggested putting a donation box at the airport. Chris Limbach said we need to make the process easy for people to donate. Alicia told Mr. Dillashaw she would like the Explorers group to do a presentation at a BOC meeting soon. Alicia suggested tabling the approval temporarily, in order to have a group meeting to work out the details. Motion by Chris Limbach, seconded by Justin Schapansky, and voted unanimously to table this item until the August meeting.

Other Reports: Alicia shared that the USFS is installing a septic tank, although the county and airport commission were not aware. USFS got the permit through Environmental Health. Alicia had the work stopped while she got more information. Alicia reached out to Mike with USFS. D Higgins met at the site with Marcus Hall, Mike Bramlett, and the contractor. The contractor is putting in traffic-rated tanks with covers that can be driven over. D said his main concern was that the tank would be in an area that we may need to access or drive over. They will be tying into the existing drain field that the Old FBO building uses. A plan was worked out to move forward with the tank installation.

Next Meeting:

The next meeting is Tuesday, August 13th, 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 9:58 a.m.



Chairman – D. Higgins



Secretary – Lawrence Bridges