

Habersham County Airport Commission

Meeting Minutes

August 13, 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, August 13, 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, Justin Schapansky.

Members Absent: Chris Limbach

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: The agenda was approved by consensus.

Public Comment: None

Approval of Minutes: Motion by Lawrence Bridges, seconded by Justin Schapansky, and voted unanimously to approve the minutes of the July 9, 2024 Regular Meeting.

Financials: Habersham County Airport Financials dated July 31, 2024, were presented by CFO Tim Sims. Year to date represented 8.33% of the fiscal year, therefore expenditures should be less than or equal to 8.33% and revenue should be at 8.33% minimum. The actual revenues that were collected were 9% of what was budgeted, and the actual expenses were 9% of what was budgeted. The bank account balance is \$111,716. There are a few revenues left to come in from GDOT and FAA for the FY2024 budget. Tim explained that the Runway Overlay project was expected to fall over two fiscal years to spread out the expenditures, but it was all completed in FY2024. Therefore, the airport will "borrow" money from the general fund to cover the overage. Tim has made an update to the monthly financial reports by splitting capital expenditures from operating expenses.

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

Reports:

Fuel Sales and Airport Revenues: In the month of July 2024, the airport sold 227.7 gallons of Low Lead fuel from the Avgas truck. There was an issue with the fuel system software therefore the gallons sold from the fuel farm were not available. The airport also sold 9,671 gallons of Jet Fuel. Current inventory is 7,522 gallons of jet fuel and 9,090 gallons of low lead. Additional revenues for the month of July for oil sales, facility fees, overnight and tie down fees, and call-out fees totaled \$4,000. Current full-serve fuel prices are \$4.99 per gallon for Jet A and \$6.40 for Low Lead. Self-serve Low Lead is \$5.72 per gallon. D. Higgins requested that future reports have a breakdown of each type of fee collected.

Airport Manager Update: Airport Manager Bill Harden gave the update. We are still waiting for the upper gate eye/sensor to be fixed. The fuel filters have been changed out. They are now full Prist. The Avgas truck is fixed and back in service. Bill is working with Jerry Baggett to have some cement posts and chain installed to close off the open area near the upper gate. Bill will be replacing the rope at the tie-downs. The first rope he purchased stretched too much, so he will be purchasing new rope, which will be a weather-resistant marine rope. Lawrence Bridges asked Bill if we could be held liable for aircraft damage due to bad or stretched rope. Bill stated that he is not aware of a specific type of rope is required by the FAA for tie-downs. The meters on the Avgas truck have been fixed so you can see the display while you are pumping gas. You can now see the display from 50 feet away. Bill is also working on ideas and quotes for shortening the nozzle on the Avgas nozzle, which would greatly shorten the time it takes to fill the truck, and would also make the nozzle less heavy. D. Higgins said he knows a way to shorten the nozzle for less than what Bill has been quoted and will come out and work on it with Bill soon. World Fuel came out unexpectedly, with no notice, on July 9th and did a Fuel Master upgrade. There were many issues with the software for a couple of weeks after the upgrade that IT and airport staff had to deal with. Those issues have been fixed. World Fuel charged us \$12,680 for the upgrade, which was an unexpected expense. Bill and Tracy will gather information on all the problems we had, and Bill will try to get World Fuel to lower the bill. D. asked Bill to ask Jerry to send a crew out to spray grass in all the cracks of the asphalt and to seal the joints. Bill and the airport staff are still having issues dealing with the Hertz rental cars. Bill had someone fly into the airport who had reserved a car to be waiting at the airport when he arrived. He also had a confirmation number. However, there was no car waiting for him from Hertz. Bill said this is a recurring problem and he really wants to find a solution. He called Hertz repeatedly and got no answer. Hertz had previously left a car at the airport, so Bill gave the customer that one to drive, so the customer was taken care of. Hertz finally called two hours later that they were dropping off a car for a different customer. Hertz has the Habersham County Airport listed as a dealer, which needs to be changed. Tim said that Sarah Burke is working on an RFP for a car rental service, but she needs more information from Bill to finalize and advertise the RFP. Bill said he did answer some of Sarah's questions, but he will follow up with her.

Airport Update: Lead Edge Design Group – Amanda Rostin gave the update. GDOT held their annual forum in Thomaston and Lead Edge attended. The big takeaway was that CIPs will be due on November 5th. There is a lot of preparation before the CIP can be submitted. Lead Edge will add the approval of the CIP to the September agenda. Amanda also shared that our airport received a “shout out” at the meeting for our Terminal Apron and ROFA projects in appreciation for our commitment to local matches for these projects. Phil Eberly said they are working to re-advertise the RFP for the remaining two box hangar spots. D. Higgins has contacted the power company about running the power out to the new hangar sites. Lead Edge will begin working on that process. For the runway punch list items, Pittman says they need one day for shoulder work, but they have since notified Phil that they will need two days. Phil will coordinate with Pittman to get notice of runway closure. Lead Edge began a lighting project at the Winder Airport. One of their runways uses high-intensity, and the other runway uses mid-intensity. Phil will try to bring us any extra bulbs from that project.

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

Old Business:

- **Review/Approve BSA Aviation Explorers Fundraising Event Application (tabled from July 9, 2024)**
Motion to un-table item by Andy Anderson, seconded by Justin Schapansky, and unanimously approved. Bill Dillashaw addressed the commission. He met with Patti McLarty, Bill Harden, Rob Moore and Ashlyn Brady to go over details and questions regarding this event. He stated that he will be taking over this event and other duties related to the Explorers for Michelle Curcio. The event will be held on April 26th, 2025, with a rain date of May 3rd. The event will be a pancake breakfast and fly-in. The Explorers will be doing the cooking and will have pancakes, sausage, coffee, and possibly juice for \$8.00 per person. Bill Harden has had

a lot of experience with fly-ins and has offered to help out. Mr. Dillashaw plans to have his students help with marshaling planes. He would also like to get some sponsors for the event. He plans to buy some hand-held radios for the Explorers group. Justin Schapansky asked if Mr. Dillashaw was bringing in any war birds? Mr. Dillashaw said not at this first event, but he hopes to do that at a later time. MOTION by Lawrence Bridges, seconded by Andy Anderson, and voted unanimously to approve the BSA Aviation Explorers Fundraising Event Application for April 26, 2025.

New Business:

- **Discuss/Review/Recommend Airport Signage Replacement** – Bill Harden inspected the sign at Duncan Bridge Road at the end of the runway and discovered that it is a sticker, not a painted sign. It has a nice rock base that says “City of Baldwin”, which is undamaged. Bill has gotten a quote from All Service Printing to replace the sign as well as the old FBO sign. Tim Sims said that Bill will need to get at least two more quotes for the sign replacement due to All Service Printing being owned by Commissioner Ty Akins. Tim also explained that vote by the airport commission is not required, since this is a maintenance issue rather than a new purchase, and there is money in the budget to cover the sign.
- **Review/Recommend Air Methods Lease Agreement Extension (old FBO)** – Patti McLarty received a first amendment to the lease agreement from Air Methods. She reached out to Air Methods to verify some information. This extension is for the lease of the old FBO building which houses Air Methods offices, kitchen, and sleeping quarters. The original lease agreement from 2019 has just expired and allows for two consecutive 3-year extensions at current market rate. The current rent amount is \$1,200 per month. The rent amount is currently below market rate; however, the commission recognizes that Air Methods is one of our best fuel customers. The commission agreed that the rate should be adjusted and agreed on \$1,400 per month. MOTION by Lawrence Bridges, seconded by Justin Schapansky, and voted unanimously to recommend to the BOC approval of the Air Methods Lease Agreement Extension for a rent amount of \$1,400 per month. Ralph Taylor will contact Air Methods regarding the rent increase and will work on a new lease agreement.
- **Review/Recommend Airfield Lighting TA letter** – The lighting project was submitted on the 5-year CIP which was approved last year. GDOT has sent a tentative allocation letter to tentatively fund this project. The project will be a 75% GDOT/25% local share. That estimated local share is \$200,000. Phil explained the arc of the project. Lead Edge would work on the design now through the fall, then they would give to GDOT for review in the winter. GDOT would instruct us when to go to bid, which would take another month or more, then the bids would need approval by the airport commission as well as the BOC. Phil stressed that since the timeline for this project may not happen very quickly, some of the financial demand could possibly be split over two fiscal years. We must confirm to GDOT our intent to proceed no later than September 1st. Andy Anderson asked, if we were to say no to this allocation, would the FAA funding for this project still exist? Phil explained a similar situation with another airport. A few years ago, that airport returned money offered by GDOT for a project. Later when they requested the funds again, they were turned down. That sends a message that if the FAA or GDOT offers money, they feel that it is an important project, and the money should not be turned down if possible. MOTION by Andy Anderson, seconded by Lawrence Bridges, and voted unanimously to recommend BOC approval of the Airfield Lighting TA letter.
- **Review/Recommend Lead Edge Design Group Task Order #14 – Airfield Lighting Design, Bid, & Construction Phase** – This task order sets forth the project description, project schedule, and engineering fees related to the design, bid, and construction phases for the Airfield Lighting project at the Habersham

County Airport. MOTION by Andy Anderson, seconded by Justin Schapansky, and voted unanimously to recommend BOC approval of Lead Edge Design Group Task Order #14 for Airfield lighting design bid, & construction phase.

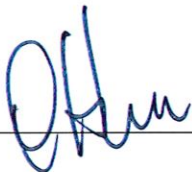
Other Reports: D. Higgins is concerned that further delaying of the easement/land acquisition for tree cutting will cause GDOT to shorten the runway. Phil explained that we are not putting the project off, we are just selecting less expensive projects first. Phil is hoping we will be able to cut trees without having to buy property. He said we can approach the property owners, make offers good for one year, lay out a schedule, and start the project next fiscal year. D. Higgins asked Phil if we would have any options on placement of the lights for the upcoming lighting project. Amanda explained they will use medium intensity LEDs, PAPIs, distance remaining signs, identifier lights. We will also get new regulators. The lights will be placed in a similar location to the existing lights. The equipment will be put into a standalone vault and can be moved down near the old FBO.

Next Meeting:

The next meeting is Tuesday, September 10, 2024, at 9 a.m. in the Conference Room at the Habersham County Airport located at 1112 Airport Road, Cornelia, Georgia.

Adjournment:

Motion by Lawrence Bridges, seconded by Justin Schapansky, and voted unanimously to adjourn the meeting at 10:36 a.m.



Chairman – D. Higgins



Secretary – Lawrence Bridges