

Habersham County Airport Commission

Meeting Minutes

October 8, 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, October 8, 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 9:00 am.

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

Adoption of Agenda: Motion by Andy Anderson, seconded by Chris Limbach, and voted 5-0 to approve the agenda as presented.

Public Comment: Doug McDonald addressed the commission. "This week I haven't received any objections from anyone relative to the last meeting. Therefore, I request a motion from this body to recommend to the county commissioners that my request for the five-year extension of my lease be approved. Also, regarding the minutes. I requested and appreciate very much getting a copy of the rough draft minutes, and I must say that as far as my presentation is concerned, it is very lengthy and very well-prepared. There were a few things that were left out that I don't want to go into this morning. Take your time. All I request is that the tape (video recording) of the minutes of last month's meeting be kept and reserved, rather than being deleted after the normal retention period, because I think we're maybe going to have some issues with 18 pilots at the airport who have the 20-year leases, and it would be good if it is kept. I would also like to state maybe a little misunderstanding on insurance for hangars A, F, and G. I went back and read the lease contract. There has been a lot of discussion with you all about who keeps insurance on the hangars. Those A, F, and G hangar leases provide that the county pays and keeps the insurance and not the pilots of the airplanes. So, with those three things in mind, I would like to ask you to please do those two motions if you are so inclined. Thank you for this appearance and I will answer any questions that anyone has." Patti McLarty asked Mr. McDonald what was left out of the minutes from the last meeting. Mr. McDonald said that he had spoken of a conversation with Bill Harden which Bill indicated lasted over an hour while he was traveling, which is not in there. Also, not all the county manager's comments to Mr. McDonald and his comments to her were included. Mr. McDonald said he wasn't worried about amending the minutes, as long as the recording was kept. He assured Patti that he was not complaining and that she had done a good job. Lawrence Bridges asked Mr. McDonald what he thinks is a suitable amount of time to keep the recording. Mr. McDonald said he thinks it should be kept permanently, or at least until the end of the 5-year lease extensions. Patti said she would work with the IT department to ensure the video is kept. D. Higgins told Mr. McDonald that we are currently waiting for 3 owners to submit their paperwork, and that once all the owners have responded, the board would make a motion to approve all the lease extensions and the new lease agreements and recommend approval to the BOC. Mr. McDonald said that the reason he is addressing his concerns to the board this early is because we are only 2 ½

months away from January 1st, and if he has to try to get another hangar for his airplane it will be practically impossible, and that he hopes we understand his urgency.

Approval of Minutes: Motion by Chris Limbach, seconded by Justin Schapansky, and voted 5-0 to approve the minutes of the September 10, 2024 regular meeting, with the amendment of keeping the video recording from the September 10, 2024 meeting.

Financials: Habersham County Airport Financials dated September 30, 2024, were presented by Alicia Vaughn. Year to date represented 25% of the fiscal year, therefore expenditures should be less than or equal to 25% and revenue should be at 25% minimum. The actual revenues that were collected were 27.3% of what was budgeted, and the actual expenses were 30% of what was budgeted. The bank account balance is \$94,198. Total revenues are \$293,182, total expenditures are \$204,310, resulting in a change in net position of \$88,871. Justin Schapansky asked what the \$200 under Administration & Penalty fees is for? Alicia said it could be a late fee on a payment, but she wasn't sure. She will ask Tim Sims.

Approval of Financials: Motion by Andy Anderson, seconded by Chris Limbach, and voted 5-0 to approve the financials as presented.

Reports:

Fuel Sales and Airport Revenues: In the month of September 2024, the airport sold 4,557.6 gallons of Low Lead fuel and 9,834 gallons of Jet Fuel. Additional revenues for the month of September were \$14.99 for oil sales, \$1,450 in facility fees, \$220 in overnight fees, \$100 in tie down fees, and \$475 in call-out fees, totaling \$2,259.99. Current full-serve fuel prices are \$4.84 per gallon for Jet A and \$6.40 for Low Lead. Self-serve Low Lead is \$5.72 per gallon. Bill added that since gas prices have dropped drastically, after our next fuel purchase, he will lower the prices accordingly.

Airport Manager Update: Airport Manager Bill Harden gave the update. Allwiredup is the gate company that will be installing the new gate and control box for a cost of \$7,709. It is a commercial grade gate, with a more secure box that can be locked and will hopefully keep the water out as well. The installation will begin in the next week or so once the P.O. is approved. The AWOS just had its annual check, and it is working great. Bill just purchased another round of bulbs for airport lighting, because they just don't last, which cost over \$450 for 30 bulbs. The Sheriff's task force was working out of the airport for a full week and had four helicopters running and they purchased a lot of fuel. Horizon Dreams has made several supply runs for hurricane relief efforts in NC. The donations are being flown out of Toccoa. We are on the last mow of the season. Jerry's crews will come out one more time to finish the mowing at the ends of the runways 6 and 2-4 and along the pond areas. The airport is still waiting on a closure date for the punch list items, but it will likely be delayed due to the hurricanes. Since Gainesville is closed for construction, we want our airport to remain open for the additional air traffic. Amanda Rostin added that they will work with Pittman Construction and will give us a 30-day notice of closure. Bill will also be working on replacing all the tie-down rope. The airport is still fully staffed. D. Higgins asked if Bill usually has two or three workers out there. Bill said typically there are two but occasionally there are three. Justin asked if Bill had anyone reach out to him about dropping relief supplies at the FBO, where other pilots could help. Bill has had two calls, but the main drop-off location is the Toccoa airport.

Airport Update: Lead Edge Design Group – Amanda Rostin gave the update. The RFP for the additional hangar spaces will be advertised tomorrow, and will be due November 12th, which is the day of our next meeting. One of the bidders from the first RFP who was awarded a spot requested a 40-year ground lease, which was denied, so they have declined the award. Therefore, the new RFP is advertising three open spots. Nothing has changed with the lighting project. Lead Edge will submit plans for GDOT to review in December and will be bid in the spring. After

going under contract, which will be about another 60 days, there will be another 30-60 days for materials. The Georgia Airports Association conference is next week in Columbus, GA, and Lead Edge will be there.

Old Business: None

New Business:

- **Review/Recommend Car Rental Services RFP** – Andy Anderson recused himself from the discussion and the vote on this item. Sara Burke made the presentation. Sara assisted with writing and issuing the RFP for car rental services. We only received two bids, one from FBO Drive and one from Enterprise. Since the Enterprise bid was incomplete and did not include pricing, they were eliminated. Sara based the need on 6 small vehicles and 4 large vehicles per week. 12% of the income from those rentals would be about \$530 per month. The bid requires airport staff to do light cleaning on the small vehicles and FBO Drive will handle cleaning the larger vehicles as well as all logistics, payments, bookings, etc. The service will include some sort of lock box for access after-hours and will not require any staff time after normal business hours. There will also be dedicated vehicles specifically for the airport. D. Higgins stressed that by accepting this contract, we cannot exclude other companies from providing vehicle rental services to the airport customers. Sara assured him that the contract will state that FBO Drive will be advertised as the primary rental service, and that if FBO Drive cannot meet the airport's needs, other companies can provide services. Also, customers can request rental services from whomever they wish. FBO Drive will be the only company with a contract with the county. Motion by Lawrence Bridges, seconded by Chris Limbach, and voted 4-0 to approve recommendation of RFP award for car rental services to the Board of Commissioners. Andy Anderson returned to the meeting after the vote.
- **Approve/Recommend Air Methods Revised Lease Agreement** – Ralph Taylor heard back from Air Methods, who approved our request to increase the monthly rent amount to \$1,400 per month. Motion by Andy Anderson, seconded by Chris Limbach, and voted 5-0 to recommend the revised Air Methods Lease Agreement for the former FBO building to the Board of Commissioners.

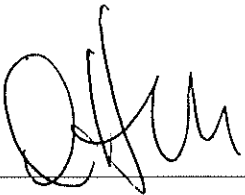
Other Reports: D. Higgins presented an update on responses received from the current owners of hangars A, F, and G. So far, we have two outstanding with no response, and one making up their mind. Currently there are eight keeping the old lease and seven signing the new lease. Alicia Vaughn received a text from Emily Woodmaster of Baldwin about the sign at the airport that looks so bad. Bill Harden is working to get new stickers for the signs.

Next Meeting:

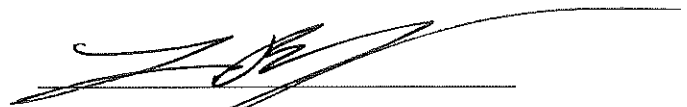
The next meeting is Tuesday, November 12, 2024, at 9 a.m. in the Executive Conference Room at the Habersham County Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523.

Adjournment:

Motion by Lawrence Bridges, seconded by Chris Limbach, and voted 5-0 to adjourn the meeting at 10:30 a.m.



Chairman – D. Higgins



Secretary – Lawrence Bridges