

# Habersham County Airport Commission

## Meeting Minutes

January 14, 2025 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, January 14, 2025, 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:** Motion by Andy Anderson, seconded by Justin Schapansky, and voted 4-0 to amend the agenda by removing the Aviation Explorers Update under Other Reports and to approve the agenda as amended.

**Election of Officers:** Attorney Ralph Taylor opened the floor for nominations for Chairman. Lawrence Bridges nominated D Higgins to remain Chairman. There were no other nominations. A motion to close nominations was made by Lawrence Bridges, seconded by Justin Schapansky, and voted 4-0 to close nominations. All were in favor of appointing D Higgins as Chairman.

Mr. Taylor opened the floor for nominations for Vice-Chair. Andy Anderson nominated Justin Schapansky. There were no other nominations. A motion to close nominations was made by Lawrence Bridges, seconded by Andy Anderson, and voted 4-0 to close nominations. All were in favor of appointing Justin Schapansky as Vice- Chair.

Mr. Taylor opened the floor for nominations for Secretary. D Higgins nominated Andy Anderson. There were no other nominations. A motion to close nominations was made by Lawrence Bridges, seconded by Justin Schapansky, and voted 4-0 to close nominations. All were in favor of appointing Andy Anderson as Secretary.

**Public Comment:** None

**Approval of Minutes:** Motion by Justin Schapansky, seconded by Andy Anderson, and voted 4-0 to approve the minutes of the December 10, 2024 regular meeting.

**Financials:** Habersham County Airport Financials dated December 31, 2024, were presented by Kiani Holden. Year to date represents 50% of the fiscal year, therefore expenditures should be less than or equal to 50% and revenue should be at 50% minimum. The actual revenues that were collected were 46.8% of what was budgeted, and the actual expenses were 42.3% of what was budgeted. There were some capital expenditures at the end of the year due to paying the retainage on the Runway Overlay project. The tug was also purchased. The bank account balance is \$21,194. Today's current balance is \$52,052. Kiani reminded the board that the bank balance is just a snapshot of a particular day's balance and will change due to revenues and expenditures. Kiani also explained that at

the end of 2024, the airport had \$50,000 in revenue over expenditures (not including capital projects), so we are doing well.

**Approval of Financials:** Motion by Lawrence Bridges, seconded by Andy Anderson, and voted 4-0 to approve the financials as presented.

### **Reports:**

**Fuel Sales and Airport Revenues:** In the month of December 2024, the airport sold 4,400.9 gallons of Low Lead fuel and 2,772 gallons of Jet Fuel. Additional revenues for the month of December were \$26.98 for oil sales, \$900 in facility fees, \$150 in overnight fees, \$175 in tie down fees, and \$175 in call-out fees, totaling \$1,400 in fees. Current full-serve fuel prices are \$4.84 per gallon for Jet A and \$5.35 for Low Lead. Self-serve Low Lead is \$5.62 per gallon.

**Airport Manager Update:** Airport Manager Bill Harden gave the update. The new upper gate is installed and working well unless it rains. It's not a problem with the new box; the rain is affecting the lasers and reflectors. Bill has been using Rain-X on the reflectors to help with the problem, following the advice of Blue Ridge Fence Company. Lawrence Bridges said we have been fighting this gate issue for several months, and if the company can't get it figured out, we need to find someone else. He expressed concern especially for Air Methods. A delay in getting through the gate in an emergency could have dangerous consequences. Bill explained that he has been using Blue Ridge since they were the installers of the gate, and it is still under warranty. Lawrence suggested giving them 30-60-90 days to correct the issue before finding someone else to fix it. Both fuel trucks are still working great. The fuel gauge is off in the jet truck, and it says there is a quarter tank when it's actually empty. The trucks run on diesel fuel. D asked where they fuel the trucks? Bill said usually they bring gas cans up to the fuel island in Clarkesville to get diesel fuel for the trucks, which usually lasts a couple of months. D asked Bill to look into getting the road department's fuel trucks on a schedule to fill the airport trucks every couple of weeks. The AWOS is not working properly. Bill has called DBT out to check and fix it. AWOS systems typically have a 20-year life span, and ours is close to that age. Sam from DBT came out and worked on it and told D Higgins the cold weather most likely affected it. He also told D that our system is on its last leg. D asked Amanda if the AWOS is part of the lighting project? She said no, it is a separate project. She advised that replacing the AWOS system is in the 4<sup>th</sup> year of the CIP, but it can be moved up if we need to replace it sooner. Amanda added that AWOS for the State of Georgia is under state contract, which is with DBT, and therefore does not require going through a bid process. The cost is around \$150k. Jerry's (Public Works) crew came out and finished the mowing and it looks fantastic. Bill had someone install the charging station for the tug. It has its own shut-off system and it's working great. Josh Hall said he is working on training the staff how to use it and that it's a great piece of equipment to have, and they have moved two planes with it so far. Bill said the 66 sign is installed and is bigger than he expected. Bill has been collecting insurance certificates from hangar tenants and forwarding them to Patti. There is a new load of Avgas coming, and the prices are going up. D asked if the snow last week caused any problems. Bill said they had some ice and snow on the runway, but it was cleared up pretty quickly. There was some ice around the self-serve pumps. The staff put out salt and signs and they also helped customers fill up so no one would get injured. D asked about the damage to the fence and asked Bill if he had any updates. Bill said he didn't know if the county could fix the fence or if he needed to call a fence company. D also asked about getting key fobs for the fuel system. The initial cost is around \$600. Michelle Curcio has offered to pay for it. The fobs themselves would be \$10 each. There are several of our pilots that would probably be interested in having a fob. There were questions about how it would charge the customer, if they would need to leave a card on file, or would they run a tab.

**Airport Update:** Lead Edge Design Group – Amanda Rostin gave the update. The main project we have right now is the lighting project, which is in design phase. Lead Edge is waiting on the first set of comments from GDOT. They will then incorporate the comments into the plans, and once approved by GDOT, the project will go to bid. Lead Edge will have bids in hand at the March meeting. Two of the ground leases have been approved, one for FBO Drive and Higgins Construction. Patti McLarty informed Amanda that she forwarded a message this morning from someone interested in constructing a 60x60 hangar. Lead Edge had planned to do a presentation for the Aviation Explorers meeting on Monday night, but the meeting was cancelled due to the weather.

**Old Business:**

- Consider/Approve Aviation Explorers Fly-In Pancake Breakfast for April 26, 2025 – Motion by Andy Anderson, seconded by Lawrence Bridges, and voted 4-0 to approve the Aviation Explorers fly-in pancake breakfast for April 26, 2025. Bill said they will use the back patio and the ramp area primarily and that the event won't affect general airport operations.

**New Business:**

- Transfer of 50% of Hangar A-6 Lease Agreement from Chris Tatum to Andrew Wall – Motion by Andy Anderson, seconded by Justin Schapansky, and voted 4-0 to approve the transfer of 50% of hangar A-6 lease agreement from Chris Tatum to Andrew Wall.

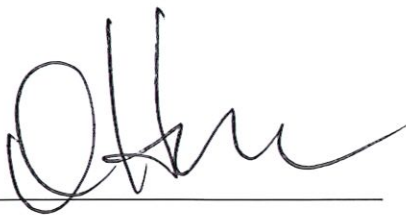
**Other Reports:** None

**Next Meeting:**

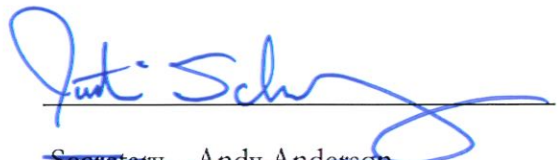
The next meeting is Tuesday, February 11, 2025, at 9 a.m. in the Executive Conference Room at the Habersham County Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523.

**Adjournment:**

Motion by Andy Anderson, seconded by Justin Schapansky, and voted 4-0 to adjourn the meeting at 9:34 a.m.



Chairman – D. Higgins



~~Secretary – Andy Anderson~~

Attest - Justin Schapansky