

**COBB COUNTY AIRPORT - MCCOLLUM FIELD**  
**AIRPORT STRATEGIC PLANNING BOARD**  
(AIRPORT ADVISORY BOARD)

**REGULAR MEETING MINUTES**  
**October 1, 2018 – 4:00 P.M.**  
**Airport Administration Building**

**Present of the Board:**

Charmaine Chin, District IV, Chair  
Thomas Hollinger– Pilot, Vice-Chair  
Brian Newsome, District II, Secretary  
Derek Easterling, Mayor Kennesaw  
Clark Hungerford, Development Authority  
Chip Kaczynski, District III  
Dave Kucko, Hawthorne Global Aviation  
Alisha Smith, Town Center Area CID  
JoAnn Birrell, Commissioner, BOC

**Absent of the Board:**

C.B. Fair, District I  
Jim Boyle, Chairman Appt.

**Representing Cobb County:**

Karl Von Hagel, Airport Manager  
Erica Parish, Interim DOT Director  
Steven Spencer, Airport Operations Mgr

**Special Guests:**

Christine Schultz, Pond Company

**I. Call to Order:**

Chair Chin welcomed Members of the Airport Advisory Board and officially called the meeting to order at 4:00 pm.

**III. Approve Minutes:**

Mr. Von Hagel presented the minutes from the August 6, 2018 board meeting. Motion made by Mayor Easterling to approve, seconded by Mr. Hungerford; all members in favor.

**III. General Status Report:**

**a. Airport –**

1. Von Hagel reported that the hangar improvement for the FAA Flight Inspection Field Office on Corporate Row has completed all its final inspections. Certificate of Occupancy is to be issued once final inspection paperwork has been submitted. FAA expecting to begin operations before the end of the month.
2. Von Hagel described discussions with CBP regarding moving forward with the proposal to open a Global Entry Application office at the Customs Facility, many of the CBP individuals initially involved have moved on so a meeting will be held to discuss everyone's expectations implementing the program.
3. Taxiway B and South Apron Crack Seal Project is currently out to bid. Bids are due October 11, 2018. Actual work will take place in the spring.
4. Engineering will begin this month with surveyors and geotechnical drilling on the portions of the north apron that still need rehabilitated. The North Apron Rehabilitation Project Phase 3, will compete for funding in summer 2019. The project will bid in the spring if funding opportunity looks promising

5. Von Hagel reviewed Air Traffic and Customs Facility activity.

**b. Hawthorne Global Aviation Services –**

1. Mr. Kucko reported that the six week FBO hangar painting project is beginning. All the white hangars on the south side of the airport, and the white hangars on the north side of the airport will be painted tan to match the existing color scheme of the airport.
2. Mr. Kucko stated PDK Airport continues to construct the EMAS improvement to their primary runway which is resulting in a temporarily shorter runway during construction. Hawthorne is seeing some traffic divert to RYY during the construction period. This provides an additional opportunity to showcase the airport to users who may not normally be familiar with RYY.

**IV. Old Business:**

- a. **Environmental Assessment (EA)** – Von Hagel reported the EA needs to be completed prior to the new Master Plan construction projects being eligible for federal funding. The proposed EA Scope of Work is for projects to be completed in the next 10 years. The EA contract is fully executed. A notice to proceed on the contract can't be issued until the grant funding the reimbursement of the contract is fully executed. The grant agreement is being presented to the Board of Commissioners on October 23, 2018.
- b. **Approach Lighting Project (MALSF)** – Von Hagel updated the Board on the progress of the project. Construction remains at 95% completion. The system has passed a preliminary flight check. On September 25, 2018, the FAA waiver board approved the issuance of the waiver requests pending a seven day period to confirm that documentation is available that the power transmission lines are at the appropriate height. Paperwork was provided to close out this last item. Upon final approval of the waivers the final installation steps will be completed before activation.
- c. **Aircraft Rescue Fire Fighting (ARFF)** – Von Hagel reported that the second ARFF vehicle has been delivered to the Fire Department and will be delivered to the airport within the next week or so. There is only room for one ARFF vehicle on the airport currently in the hangar space donated by Hawthorne, so the smaller ARFF vehicle will be stored elsewhere in the County until the new Airport Fire Station is constructed. There is concern about the long term viability of keeping the vehicle in a hangar, as the airport is fully occupied and every space is being maximized as new aircraft arrive. The Fire Department has finalized the specifications for an Airport Fire Station to house ARFF and HAZMAT teams and equipment. The schedule to move forward with construction is being discussed.

- d. **Super Bowl Planning** – Von Hagel and Kucko reported on the continuing preparations for the Super Bowl. Hawthorne has secured contracts with three major charter companies to operate from the airport during the event. Flights are expected to be arriving and departing every three minutes on the peak days Saturday – Monday. Von Hagel has requested the FAA extend the air traffic control hours to accommodate the high demand. Von Hagel reported that four Teams have been assembled to help with the planning: Airport Operations Team, Customer Experience Team, Inclement Weather / Aircraft Removal Team, and the Public Safety Team.
- e. **Airport Capital Improvement Program (ACIP)**– Von Hagel presented the updated 5-year Airport Capital Improvement Program. The ACIP is used by the State and FAA as a planning document to plan future grants. The ACIP is updated annually and is due to the State before November 30<sup>th</sup>. The first draft was presented for comment and input at the August 6<sup>th</sup> 2018 meeting. Motion made by Mayor Easterling to approve, seconded by Mr. Hungerford; all members in favor.
- f. **Additional Hangar Opportunities** – Von Hagel reported that the FBO’s hangar space is 100% occupied. Von Hagel presented for discussion the three options that are being worked simultaneously to encourage new hangar development

#### **V. New Business**

- a. **GDOT Grant Offer** – Von Hagel announced that GDOT has offered a grant of federal and state funds in the amount of \$265,746.60 for 90-95% reimbursement of the Airport’s Environmental Assessment Study, unreimbursed Master Plan expenses, reimbursement of North Apron Rehabilitation Project Phase 3 design expenses, and reimbursement of the Crack Seal Project design expenses. The Grant is scheduled to be presented to the Board of Commissioners on October 23, 2018.

#### **VI. Next Meeting/Adjourn:**

The next meeting is scheduled for Monday, December 3rd, 2018, at 4:00 pm; location Airport Admin Bldg.

Motion made to adjourn by Mr. Hungerford, seconded by Mayor Easterling. All in favor, the meeting was adjourned at approximately 4:50 pm.

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Approved