



# DEPARTMENT OF TRANSPORTATION

Cobb County Airport - McCollum Field  
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## COBB COUNTY AIRPORT - MCCOLLUM FIELD AIRPORT STRATEGIC PLANNING BOARD (aka: AIRPORT ADVISORY BOARD)

### REGULAR MEETING MINUTES

February 4, 2013 - 2:30 P.M.

South FBO – Terminal Conference Room  
Cobb County Airport-McCollum Field  
Kennesaw, GA 30144

#### **Present of the Board:**

Mark Mathews, City of Kennesaw, Chairman  
Butch Thompson, District II & IV  
William Campbell, Pilot, Secretary  
Sean King, Capt. Retired, Chairman Member  
Clark Hungerford, Development Authority

#### **Absent of the Board:**

Carter Chapman, District I&III, Vice Chairman  
Kelly Keappler, Town Center CID  
Thomas Huff, Atlanta Executive Jet Center  
Larry Thompson, Preferred Jet Center  
Commissioner Bob Ott, BOC

#### **Representing Cobb County:**

David Hankerson, County Manager  
Karl Von Hagel, Airport Manager  
Josephine Softy, Admin III, DOT

#### **Guests:**

Lynette Burnette, Atlanta Executive Jet Center

#### **I. Call to Order:**

Mark Matthews welcomed the Members of the Airport Advisory Board and called the meeting to order at 2:30pm.

#### **II. Approved Minutes:**

Karl Von Hagel presented the minutes from the December 3, 2012 Board meeting, Butch Thompson motioned to approve the minutes, seconded by William Campbell, with all members in favor.

#### **III. Officer Rotation/Election:**

Karl Von Hagel explained the Officer Rotation as described in the bylaws: Mark Matthew, the current Chairman, will step down, and be replaced as Chairman by Carter Chapman, the current Vice-Chairman, and William Campbell, the current Secretary will serve as Vice-Chairman. Nominations for the Secretary position were requested of the Board. Mark Mathews nominated Kelly Keappler, seconded by William Campbell, with all members in favor.

#### **IV. Revise 2013 Calendar:**

Karl Von Hagel presented the 2013 Calendar with the recommendation of changing the meeting time to 4:00pm. Mark Mathews motioned to accept the change, seconded by Butch Thompson, with all members in favor.

**V. General Airport Status Reports:**

**a. Airport Manager:**

Karl Von Hagel updated the members on the activity and progress of various items at the airport:

**Activity Stats** – Distributed and reviewed the airport's and state's air traffic data.

**FBO Acquisition** –

Karl Von Hagel updated the Board on the acquisition of Preferred Jet Center by Atlanta Executive Jet Center was completed January 2013. The transition is going smoothly with only the loss of three employees.

**General Information:**

Karl Von Hagel updated the Board on prospective new business opportunities on the airport, such as: scheduled charter flights, a possible collaboration with Kennesaw State University for Aviation Degree, and pursuing chart inclusion with the Department of Defense for it to be easier for military aircraft land for fuel.

**V. Old Business:**

- a. Customs Facility Location** – Von Hagel reported that Customs Officials have requested the approved location be moved 100 feet away from the fuel storage facility rather than the 50 feet originally approved. With that request, Karl has resubmitted the plans to the FAA for review and approval of the new location. Atlanta Executive Jet Center will be constructing a 2,800 square foot customs facility, that is expected to be operational by December 2013, on the southeast side of the airport, off of Airport Road.
- b. Airport Marketing Material** – Von Hagel updated the Board on the joint venture with Atlanta Executive Jet Center to fund, develop and market the airport. A Marketing Committee was established and will be meeting to provide guidance. Von Hagel will keep the Board updated on the continued progress.
- c. Air Traffic Control Tower** – Karl Von Hagel distributed a location map showing the five potential site locations for the new Air Traffic Control Tower for the Board's review and comments. A selection committee with up to 20 members including FAA personnel will make the final site selection. A separate Blue Ribbon Panel has been formed to provide community and operational input to the project. A Request for Qualifications is currently being advertised for a design/build team to perform the actual design and construction of the control tower.

**VI. New Business:**

- a. **Commercial Operator Minimum Standards Review**– Von Hagel distributed a copy of the Commercial Operator Minimum Standards, adopted by the Board of Commissioners in 2006. Von Hagel requested the Board's participation in reviewing and commenting on the document over the next few months.

**VII. Adjournment**

The meeting was adjourned at approximately 3:55pm

A handwritten signature in cursive script, appearing to read "Carter Chapman", written over a horizontal line.

Carter Chapman, Chairman