



Minutes of Airport Authority Meeting

09 April, 2018
6:00PM

Attendees:

Dr. Randall Peters(C)
Cmr. Bart Miller
Cmr. Truman Tinsley

Mr. Brett Lavender (VC)
Mr. Larry Johnson
Cmr. Raymond Ray

Cmr. David Brock (S/T)
Mr. Louis Thacker

Also in Attendance:

Judge William Johnston (Authority Legal Counsel)
Mr. William Wilson (County Manager)
Mr. Greg Teague (Croy, Consultant)
Mr. Robert Mohl (Airport Director)

Mr. Bob Stapleton (GSAA Project Manager)
Ms. Rebecca Collins (Croy, Consultant)
Mr. Lew Walker (GDOT)
Mr. Ray Lightner (Griffin Daily News)

- I. **Call to Order:** At 6:00 PM, with a quorum present, the Chairman, called the meeting to order.
- II. **Adopt Minutes:** Cmr. Ramond Ray motioned to accept the minutes of the Authority meeting held on the 12 March, 2018. Mr. Brett Lavender seconded. The minutes were approved (9-0).
- III. **Audience Comments:** None
- IV. **Report of Committees:**
 - a. **Budget & Finance:** – Cmr. Brock reported that the Airport Draft Budget Request has been submitted and reviewed by the Finance Dept. More to come as we work through the city's budget process.
 - b. **Legal & Insurance:** – No Report At This Time
 - c. **Personnel:** – Mr. Johnson informed the board that a meeting to review the Airport Director's annual evaluation is being scheduled.
 - d. **Property & Assets:** – Mr. Louis Thacker summarized the P&A Workshop held at the airport on March 19th. The primary purpose discussed was the development of a plan to address our current tenant issue upon the event of the airport's relocation to its new site once constructed. Mr. Thacker motioned to request Croy Engineering to submit a proposal to initiate the negotiation process to develop a transition, disposition or relocation plan for current airport tenants. Cmr. Raymond Ray seconded. Chairman Peters & Cmr. Ray concur in that having a third party develop the plan will remove any perception of conflict-of-interest by the Authority. The motion was unanimously approved (9-0).
 - e. **Marketing:** – Mr. Brett Bell briefed the Authority on the committee's plan to increase its social media presence. Additionally, on February 19th on behalf of the Authority, he purchased the domains for *GriffinSpaldingAirportAuthority.org*, *.com*, *.net* & *.info* (as well as working towards obtaining the *.gov* identifier which has to be assigned not purchased) these will be used as we develop our own website and increase our electronic & marketing outlets. Also, as we move towards discussions on naming the new airport, we should use caution in keeping that new name from public release until we had an opportunity to acquire the domain name to go along with it, preventing someone from buying the name & then trying to sell it back to us at an inflated rate. In the next few months the committee will develop an RFP for service related to the development of an Authority website for the Authority's review. Mr. Bell further recommended & motioned to approve the expenditure of \$850. for submission of a full page advertisement within the Griffin Daily News Annual Insert (this is an activity we have participated in the past and should continue in our community outreach & education efforts. Cmr. Truman Tinsley seconded. The motion was unanimously approved (9-0).
 - f. **Tenant Issues:** – No Report At This Time
 - g. **Policies & Procedures:** – No Report At This Time
 - h. **Executive Committee:** – No Report At This Time

V. Old Business:

a. Project Manager, Construction NGS Monthly Report – Bob Stapleton

Project Manager Bob Stapleton provided synopsis of the activities regarding the development of the replacement airport. Mr. Stapleton provided a project tracker summary detailing the different tasks that are underway (see attached). Items currently in process are the Supplemental Environmental Assessment by Hanson so that we can move into phase II land acquisition, researching the ramifications and potential remediation efforts regarding the Cintas contamination issue for walking park sale / disposition, obstruction (cell & radio tower) issues, initiating the DBE 3 year plan and the utilities relocation.

VI. New Business:

a. Lease Assignment, To Mrs. Catherine Whitworth Executor & Beneficiary - Estate of the Mr. Steve Whitworth, Remaining Leases (4X) Steve Whitworth & Whitworth Construction (see attached).

Com. Truman Tinsley motioned to approve the lease assignment as recommended by staff. Mr. Brett Lavender seconded. The motion was unanimously approved (9-0).

b. Lease Assignment, To Dr. Mike Biddle, Remaining Lease - Hangar 109 Sky Harbor Way, Sold from Mrs. Catherine Whitworth (see attached).

Com. Raymond Ray motioned to approve the lease assignment as recommended by staff. Com. Truman Tinsley seconded. The motion was unanimously approved (9-0).

c. Lease Assignment, To Dr. Mike Biddle, Remaining Lease – Hangar 117 Sky Harbor Way, Sold from Mr. Charles Wynn (see attached).

Com. Truman Tinsley motioned to approve the lease assignment as recommended by staff. Mr. Brett Lavender seconded. The motion was unanimously approved (9-0).

VII. Airport Director's Report: AD provided statistical information regarding airfield operations for month ending 31 March 2018 (see attached). Additionally, AD reported that the airport's bi-annual inspection (see attached) is complete. Preliminary results indicated that there were some close in obstructions due to vegetation growth. AD stated that these are beyond the capabilities of airport equipment, so he contacted a company that would be able to remove all of the trees & shrubs for a flat fee NTE \$5,000. Com. Raymond Ray motioned to approve the AD to expend the \$5,000. in order to mitigate the inspection violation. Mr. Bett Lavender seconded. The motion was approved (9-0).

VIII. Authority Board Member Comments: None.

IX. Next Airport Authority Board Meeting: **14 May, 2018**
6PM
One Griffin Center

X. Adjournment: At 6:55 PM, Com. Raymond Ray motioned to adjourn the meeting. Com. Truman Tinsley seconded. The motion was unanimously approved, (9-0).

Respectfully Submitted:

Com. David Brock
Secretary / Treasurer,
Griffin-Spalding Airport Authority

Cc:
Griffin-Spalding Airport Authority
Kenny Smith, City Manager
William Wilson, County Manager