



Minutes of Airport Authority Meeting

11 June, 2018

6:00PM

Attendees:

Dr. Randall Peters(C)
Mr. Brett Bell
Cmr. Truman Tinsley

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

Cmr. David Brock (Sec / Tres)
Mr. Louis Thacker

Also in Attendance:

Mr. Kenny Smith (City Manager)
Ms. Rebecca Collins (Croy Consulting)
Mr. Lew Walker (GDOT)
Mr. Bob Stapleton (GSAA Project Manager)

Mr. Greg Teague (Croy Consulting)
Mr. Brent Bracewell (Croy Consulting)
Mr. Ray Lightner (Griffin Daily News)
Mr. Robert Mohl (Airport Director)

- I. **Call to Order:** At 6:00 PM, with a quorum present, the Chairman, called the meeting to order.
- II. **Adopt Minutes:** Cmr. David Brock motioned to accept the minutes of the Authority meeting held on the 14th of May, 2018. Mr. Brett Lavender seconded. The minutes were approved (6-0).
- III. **Audience Comments:** None
- IV. **Report of Committees:**
 - a. **Budget & Finance:** – Cmr. Brock stated that Budget & Finance will be addressed during “Old Business” item “c” of the regular agenda.
 - b. **Legal & Insurance:** – The Chair stated that Legal & Insurance will be addressed during “Old Business” item “b” & “d” of the regular agenda.
 - c. **Personnel:** – No Report At This Time
 - d. **Property & Assets:** – Mr. Louis Thacker stated another hangar lease (139 SHW) was assigned.
 - e. **Marketing:** – Mr. Brett Bell briefed the Authority that one proposal to the RFP was submitted and that he will review and report to the Authority the findings at the next Authority meeting.
 - 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).

Monthly Activities Report June 2018

- TO # 1, Walking Park, Croy working w/ EPD, CINTAS, for resolution of contamination at Walking Park and Airport Business Park. Sub-Surface remediation underway, Soil remediation completed. Letter to GDOT/FAA to reinstate letter of release for sale of Walking Park this month.
- TO # 2, Taylor Tower, Croy acquiring proposals for appraisals of land and tower, investigating need for air space study on tower
- Scope of Work for Phase 2 land acquisition reviewed by GDOT, Croy working on review and update.
- Croy will take lead in final action SEA requirements, Hanson working on development of scope of work and fee data as sub-contractor to Croy, this is a reimbursable expense.

- Requested proposal from Croy for Tennant Relocation Plan
- TO # 4, W/ Croy for Admin Assistance and Review of TOs 16, 23, 24, Brent Bracewell here this week working issues.
- Croy working on CIP modification for funding to update safety related issue at 6A2
- Notice to Proceed (NTP) for DBE Plan Contract to Croy
- Croy presented invoices for work to date on TOs 1 + 2, Mr. Stapleton stated that he has certified that the work invoiced has been completed and recommends approval of the two invoices (see attached) submitted by Croy for work performed to date regarding Task orders 1 & 2. Cmr. Ray motioned to approve. Mr. Brett Bell seconded. The motion was approved (8-0).

- b. Airport Authority Legal Counsel – Airport Authority Chair Cmr. Raymond Ray** informed the Board that he and Dr. Peters reviewed the resume’s & fee schedules submitted for replacement of the Authority’s Legal Counsel and are recommending to the Board accepting Ms. Stephanie Windham of Beck, Owen & Murray to be the new Legal Counsel for the GS-Authority. Cmr. Ray motioned to approve. Cmr. Truman Tinsley seconded. The motion was approved (8-0).
- c. Authority’s Adoption of the Proposed FY19 Airport Budget – AD** provided a short recap of the proposed FY – 19 budget (see attached) as compared to the current fiscal year, he stated that both the City & County have reviewed & scrubbed and have no objections. Mr. Brett Bell motioned to approve & adopt the proposed FY – 19 budget as presented. Cmr. Tinsley seconded. The motion was approved (8-0).
- d. Authority’s Annual Public Official Liability Insurance Policy Renewal – AD** provided annual Public Officials Liability Policy renewal & quote from Millennium Insurance (see attached). Cmr. Ray motioned to approve. Cmr. Tinsley seconded. The motion was approved (8-0).
- e. CIP Amendment (Existing Airport) – AD** reported on the progress of the CIP Amendment required by GDOT as a result of our latest airfield inspection. He stated that he met with Rebecca Collins of Croy Engineering and went over the inspection results and toured the airfield so she could see first-hand the safety issues that were identified. Ms. Collins provided an amendment to our current CIP and upon approval will submit it to GDOT via the on-line ACM program. AD recommended approval of the amendment. Cmr. Tinsley motioned to approve and submit the CIP amendment as presented. Mr. Lavender seconded. The motion was approved (8-0).

VI. New Business:

- a. Superbowl LIII – AD** provided synopsis of FAA meeting he attended on 04 June 2018. It outlined procedures for how the region will address increased traffic and aircraft parking during the upcoming Superbowl scheduled for this coming February in Atlanta.

VII. Airport Director’s Report: AD provided statistical information regarding airfield operations for month ending 31 May 2018 (see attached).

VIII. Authority Board Member Comments: None

IX. Next Airport Authority Board Meeting: **09 July, 2018**
6PM
One Griffin Center

X. Adjournment: At 6:36 PM, Cmr. Tinsley motioned to adjourn the meeting. Cmr. Ray seconded. The motion was unanimously approved, (8-0).

Respectfully Submitted:

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

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