



## Minutes of Airport Authority Meeting

13 August, 2018  
6:00PM

### Attendees:

Dr. Randall Peters(C)  
Cmr. Bart Miller  
Mr. Louis Thacker

Mr. Brett Lavender (VC)  
Mr. Brett Bell  
Cmr. Raymond Ray

Cmr. David Brock (Tres / Sec)  
Mr. Larry Johnson  
Cmr. Truman Tinsley

### Also in Attendance:

Ms. Stephanie Windham (Authority Legal Counsel)  
Ms. Rebecca Collins (Croy Consulting)  
Mr. Brent Bracewell (Croy Consulting)  
Mr. Bob Stapleton (NGSRA Project Manager)

Mr. William Wilson (County Manager)  
Mr. Kenny Smith (City Manager)  
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. Raymond Ray motioned to accept the minutes of the Authority meeting held on the 09<sup>th</sup> of July, 2018. Mr. Larry Johnson seconded. The minutes were approved (8-0).
- III. **Audience Comments:** None
- IV. **Report of Committees:**
  - a. **Budget & Finance:** – No Report At This Time
  - b. **Legal & Insurance:** – No Report At This Time
  - c. **Personnel:** – No Report At This Time
  - d. **Property & Assets:** – No Report At This Time
  - e. **Marketing:** – Mr. Brett Bell briefed the authority on the results of the RFP sent out to obtain a creator / designer & maintenance for our own website for the new Griffin-Spalding County Airport. Mr. Bell motioned to accept the proposal by Griffin Web Design LLC at \$3,180. for the first year. Cmr. Ray asked that we wait until the contract be reviewed by our legal counsel. Ms. Windham stated that the Board could go ahead and approve the agreement pending review by our legal counsel. Mr. Bell amended his motion to include the legal review. Mr. Larry Johnson seconded. The motion was approved (8-1).
  - f. **Tenant Issues:** – Request for consideration for the lease of Mr. Keven Sasser be assigned to Mr. Charlie Kershner of KFK Aviation LLC. Mr. Brett Bell motioned to approve the assignment as presented by staff. Cmr. Raymond Ray seconded. The motion was approved (9-0).
  - g. **Policies & Procedures:** – No Report At This Time
  - h. **Executive Committee:** – No Report At This Time
- V. **Old Business:**
  - a. **Project Manager, Construction NGSRA 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).

    1. **Approve Croy Invoices:** Project Manager Mr. Bob Stapleton, presented the following for authority approval for monetary disbursement from the Airport Bonds (see attached).
      - i. Task Order 2 (Radio Tower Obstruction) invoice for \$1,060. Cmr. Ray motioned to approve. Mr. Thacker seconded. The motion was approved (9-0).

(Old Business Continued)...

- ii. Task Order 3 (DBE Plan) invoice for \$10,375. Mr. Bell Motioned to approve. Cmr. Brock seconded. The motioned was approved (9-0).
- iii. Task Order 4 (GDOT Audit Issues with correction from TO 4 to TO 5) invoice for \$6,150. Cmr. Ray motioned to approve. Mr. Lavender seconded. The motion was approved (9-0).

PM ended his report and opened up for questions from the Board. Cmr. Ray having reviewed previous emails, asked the PM if he was recommending now that he (Mr. Stapleton is in place and up and running) that we terminate our relationship with Mr. Vernon Lee (Governmental Liaison). PM answered that he would like to see that happen. Going through Mr. Lee is very cumbersome and often delays transmission of information and or loses attachments on emails. He understood why he (Mr. Lee) was “brought on board” in the beginning but now deems the practice redundant. Mr. Stapleton further responded that every other airport in this state is allowed for their staff & consultants & technicians to contact GDOT staff directly to resolve issues, to ask questions & to coordinate. PM- “We put up five and a half million dollars, that’s pretty good earnest money I think”. Cmr. Ray stated that “now that Mr. Stapleton is on board as our Project Manager. He is our central point of coordination and all our communications should go through him and cut out the middle man. Cmr. Ray recommends that the Authority draft a letter to Representative Knight and explain the Board’s position in that we feel Mr. Lee is no longer needed and allow our Project Manager be our voice and be allowed to have direct communications with GDOT representing the Authority without going through Mr. Lee. Cmr. Brock asked Cmr. Ray if that was a motion. Cmr. Ray indicated it was. Mr. Brett Bell seconded. Ms. Windham indicated that according to the agenda, there is no action item associated with this. She recommended that the Board amend the agenda, to include this item then make the motion. Cmr. Ray recinded his original motion. He then motioned to amend the agenda to include an item “c” under New Business, adding the drafting of a letter requesting that Mr. Vernon Lee services are no longer required and we be allowed to contact GDOT directly via our designee. Cmr. Miller seconded. The motion was approved (9-0).

#### VI. New Business:

- a. **Tentative Allocation Letter AIP XX – AD:** AD briefed the authority that he has received a TA letter in the amount of \$117,000. allowing the airport to begin the process to correct structural & other safety issues (NavAids) at the current airfield.
- b. **Croy Scope & Fee Proposal AIP XX, Design & Construct Replacement of REILs & Threshold Lights / Design Pavement / Restriping, PAPI Refurbishment & OFA Obstruction Clearing – AD:** AD stated that he is working with Rebecca Collins of Croy Engineering, awaiting their scope & fee proposal upon which he will transmit to GDOT for review.
- c. **Draft Letter to Rep. Knight & GDOT requesting that Mr. Vernon Lee be no longer required in communications with GDOT & Staff.** Cmr. Ray motioned for the Authority to send a letter to Representative Knight & GDOT requesting that Mr. Lee be removed from the communications process allowing the Authority’s designee to contact GDOT directly as stated in the above discussion. Mr. Brett Bell seconded. Mr. Thacker asked the PM if this would allow for more efficient communications and resolve his issues. Mr. Stapleton replied “it would”. The motion was approved (9-0).

VII. **Airport Director’s Report:** AD provided an End of Year Summary for FY 2018 (see attached).

VIII. **Authority Board Member Comments:** Ms. Windham stated that she appreciated the welcoming and open door offer from Ms. Comer at her initial meeting with GDOT.

IX. **Next Airport Authority Board Meeting:** **10 September, 2018**  
**6PM**  
**One Griffin Center**

X. **Adjournment:** At 7:02 PM, Cmr. Ray motioned to adjourn the meeting. Cmr. Brock seconded. The motion was unanimously approved, (9-0).

Respectfully Submitted:

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

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