



## Minutes of Airport Authority Meeting

08 October, 2018

6:00PM

### Attendees:

Dr. Randall Peters(C)  
Mr. Brett Bell  
Cmr. Raymond Ray

Mr. Brett Lavender (VC)  
Mr. Larry Johnson  
Cmr. Truman Tinsley

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

### Also in Attendance:

Ms. Stephanie Windham (Authority Legal Counsel)  
Mr. Brent Bracewell (Croy Consulting)  
Mr. Greg Teague (Croy Consulting)  
Mr. Lew Walker (GDOT Project Manager)  
Mr. Robert Mohl (Airport Director)

Ms. Rebecca Collins (Croy Consulting)  
Mr. Ray Lightner (Griffin Daily News)  
Mr. Bob Stapleton (NGSRA Project Manager)  
Mr. Brian Upson (Paragon Engineering)

- 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 10<sup>th</sup> of September, 2018. Cmr. Truman Tinsley seconded. The minutes were approved (7-0).
- 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:** – The Chair reported that the agreement with our Web Designer has been signed they and Mr. Bell are working out the details to begin work.
  - f. **Tenant Issues:** – No Report At This Time
  - g. **Policies & Procedures:** – To be addressed in Old Business, item a-2.
  - 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. **Consider for Approval of Revised Master Services Agreement (MSA):** Cmr. Tinsley motioned to approve the revision to the MSA to now include the newly established DBE goal (see attached). Cmr. Ray seconded. The motion was unanimously approved (8-0).
    2. **Consider for Approval an Amendment to Policy Manual, Article V:** Mr. Lavender motioned to approve the revision of Article V. addressing NGSRA project invoice / payment procedures and typo corrections as identified (see attached). Cmr. Tinsley seconded. The motion was unanimously approved (8-0).
    3. **SEA Presentation:** Mr. Greg Teague briefed the Board on the details of the Task Order completing the SEA. Cmr. Brock motioned to approve the Task Order for an SEA pending final approval by GDOT (see attached). Cmr. Tinsley seconded. The motion was unanimously approved (8-0).

Old Business: continued...

**b. Airport Improvement Project Update (AIP XX), 6A2 – AD:**

AD provided brief summary regarding AIP project. AD stated that the Scope & Fee comments were received from GDOT. Croy has addressed those comments and I have returned the revised S&F to GDOT and are awaiting their reply.

1. NavAid's Repair – REILs
2. NavAid's Threshold Lights update to new standards
3. OFA Obstruction – Atlanta Air Salvage & McLendon Property
4. PAPI Lights Lightning Arrestor
5. Design Restriping of Airfield Markings

**VI. New Business:** None

**VII. Airport Director's Report:** AD provided an End of Month Summary for month ending 30 September 2018 (see attached).

**VIII. Authority Board Member Comments:**

**IX. Next Airport Authority Board Meeting:** **12 November, 2018**  
**6PM**  
**One Griffin Center**

**X. Adjournment:** At 6:30 PM, Cmr. Ray motioned to adjourn the meeting. Cmr. Brock 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