



Griffin Spalding Airport

"Your Aviation Gateway"

1035 South Hill Street
Griffin, GA 30224

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Minutes of Airport Authority Meeting 08 September, 2014 6:00PM

Attendees:

Cmr. Dick Morrow (C)	Mr. Ron Alexander (VC)	Cmr. Bart Miller
Cmr. Joanne Todd	Mr. Carl Pruet	Mr. Larry Johnson
Mr. Brett Lavender	Mr. Louis Thacker	

Also in Attendance:

Mr. Kenny Smith (City Manager)
Mr. William Wilson (County Manager)
Judge William Johnston (Authority Counsel)
Mr. Mike Reiter (Baker Consulting Group)
Mr. Robert Mohl (Airport Director)

I. Call to Order:

At 6:00PM with a quorum present the Chairman, Cmr. Morrow, called the meeting to order.

II. Welcome New Authority Member: Mr. Louis Thacker

III. Adopt Minutes: The Chairman made a request to entertain a motion to accept the minutes from the Airport Authority Meeting held on 11 August 2014, Cmr. Joanne Todd motioned to accept the minutes, Mr. Ron Alexander seconded, the motion was approved (7-0-1). Mr. Louis Thacker abstained as he was not in attendance.

IV. Audience Comments: - None

V. Old Business:

- a. **FBO Ramp Remediation:** AD informed the board that the EPD issued a letter of "No Further Action Required". and agrees that the wells can now be closed that no further monitoring is required.
- b. **Consider Re-Tasking Airport Budget Account-1200 Professional Services, from assessment to closure.** AD informed the board that \$8,800. Was budgeted in the airport's Professional Services Account to pay United Consulting for 4 active removal via suction truck, events over the next year. AD stated that one had already occurred leaving \$6,600. In the budget to cover the majority of the \$6,930. Cost of closing the wells and issuing a completion report to the EPD. AD requests to re-task the intended use of the money to pay United Consulting to close the wells and issue the final report. Mr. Larry Johnson motioned to approve the request, Cmr. Joanne Todd seconded. The motion was unanimously approved (8-0).
- c. **Consider for approval, United Consulting – Agreement, Groundwater Monitoring Well Closure.** AD provided detail on agreement with United Consulting, in the amount of \$6,930, to close FBO ramp monitoring wells and issue final report to EPD on our behalf. Mr. Brett Lavender motioned to accept the proposal, Mr. Carl Pruet Seconded. The motion was unanimously approved (8-0).

d. **Consider, LPA / Michael Baker Group – Work Authorization 12, Amendment #1 OFA Land Acquisition:** AD submitted for approval, amendment 1 to work authorization 12, Object Free Area (OFA) Land Acquisition Services, that will include Environmental Assessment level II that Baker Consulting Group needed to perform on our behalf in order to satisfy FAA requirement in obtaining certificate deeming proposed parcel is contaminant free land and may be purchased and included as part of the current airfield. Cmr. Todd motioned to approve the request, Mr. Brett Lavender seconded the motion. The motion was unanimously approved (8-0).

e. **RFQ – Bond Counsel Discussion**

VI. New Business:

a. **Consider, Re-task Airport Budget, AIP Project – From (Current Airport) Fence Project to ALP & APBS&P:** AD requested to re-task approved FY 15 Airport Budget utilizing the money planned to be used on AIP Project at the current airport to construct a fence. Now that the fence is deferred, AD would like to use the money for Baker Consulting Group’s Work Authorization 16(the new Airport Layout Plan) and WA 17 (current airport Boundary Survey & Plat). Cmr. Todd motioned to approve the request, Mr. Ron Alexander seconded the motion. The motion was unanimously approved (8-0).

b. **Consider, Michael Baker Group – Work Authorization 16, ALP (Airport Layout Plan) for New Airport:** AD briefed the Authority on the proposed task – Baker Group compiling and submitting New Airport ALP to FAA on our behalf. Mr. Brett Lavender motioned to approve the request. Mr. Carl Pruett seconded and the motion was unanimously approved (8-0).

c. **Consider, LPA / Michael Baker Group – Work Authorization 17, Airport Property Boundary Survey & Plat:** AD briefed the Authority on the proposed task – Baker Group researching and submitting new accurate Boundary Survey & Plat in order to move forward with 1.) Conveying all property from City & County to Authority. 2.) Determining accurate plat of non-essential aviation airport parcels in order to properly dispose and 3.) Provide accurate plat in order to dispose of all remaining property upon completion and moving to new airport. Mr. Brett Lavender motioned to approve the request. Mr. Carl Pruett seconded and the motion was unanimously approved (8-0).

VII. Report of Committees:

- a. **Budget & Finance** – No report at this time
- b. **Legal & Insurance** – Mr. Pruett briefed Authority on research he and Mr. Lavender are conducting on other airport Lease Agreements in comparison to ours and using as a base to improve upon when developing the new lease mechanisms for the new airport.
- c. **Personnel** – No report at this time
- d. **Property & Assets** – No report at this time
- e. **Marketing** – Cmr. Morrow instructed the Authority to pass any and all prospects for the new airport to the AD for compilation and dissemination of materials informing the potential prospect of the airport and its capabilities in support of their businesses. He instructed the AD to contact area business leaders to introduce himself and find out if they have aviation needs or know about our new venture and possible benefit to them.

VIII. **Airport Director’s Report:** AD provided standard monthly data reports regarding airfield expenditures, revenues and trends for the month of August 2014. (see attached). AD invited Authority members to sit in with him at his office, he is taking a course in Airport Management and over the next 3 months will be participating in several on line webinars. He will email out a schedule for anyone interested in sitting in.

IX. Authority Board Member Comments:

Mr. Ron Alexander stated that he and other board members are getting questions regarding what will happen to the current tenants regarding, leases, hanger purchases, timeline, etc. AD stated that upon completion of the “Tenants Transfer Plan” he requests that the Authority would host a Tenants Meeting to address their concerns. Cmr. Morrow assigned the Legal & Insurance Committee to get with the AD and review the current leases and start developing a new airport lease agreement.

Mr. Larry Johnson asked if we are marketing the ability to park your (potential company) jet at the new airport or will we be advertising the new industrial park. Cmr. Morrow responded that we should give them all the information to assist them in making either Griffin Airport or the Lakes at Green Valley their new home. Mr. Alexander suggested we start with the businesses on the current airfield.

Mr. Pruett suggested to call the AD and inform him of what company contacts you are planning to make so he can keep the list and ensure others are not contacting the same company.

Mr. Louis Thacker stated that aviation is not for just the corporate it is for everybody and we need to keep this in mind when we develop our business plan for the new airport. Mr. Alexander agreed and reiterated that we need to have a product that we can market. Mr. Thacker “Once we get into the design we’ll have something we can market”.

Cmr. Todd is excited we are talking about the future and moving forward and she is very proud of the work.

X. Next Airport Authority Board Meeting : 13 October, 2014 6PM
Location : One Griffin Center

XI. Adjournment: At 6:57 PM, the Chair entertained a motion to adjourn, **Mr. Larry Johnson** motioned to adjourn & **Mr. Ron Alexander** seconded, the motion was unanimously passed, (8-0).

Respectfully Submitted:

Joanne Todd
Secretary,
Griffin-Spalding Airport Authority

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