



"Your Aviation Gateway"

Griffin Spalding Airport

1035 South Hill Street
Griffin, GA 30224

www.cityofgriffin.com

Telephone (770) 227-2928
Fax (770) 229-2346

Minutes of Airport Authority Meeting 09 February, 2015 6:00PM

Attendees:

Cmr. Dick Morrow (C)	Mr. Ron Alexander (V)	Cmr. Joanne Todd (S)
Cmr. Bart Miller	Cmr. Raymond Ray	Mr. Carl Pruett
Mr. Larry Johnson	Mr. Louis Thacker	

Also in Attendance:

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

I. Call to Order:

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

- II. Executive Session:** Mr. Pruett motioned to go into Executive Session for the purpose of discussing Land Acquisition. Cmr. Joanne Todd seconded and the motion was passed (7-0-1). Cmr. Morrow abstained and did not go into Executive Session. Following, Cmr. Joanne Todd motioned to come out of Executive Session and commence with the regular meeting. Cmr. Miller seconded and the motion was unanimously approved by those entering executive session (7-0-1).

- III. Adopt Minutes:** There were two committee meetings and a special called meeting in addition to the regular scheduled Airport Authority Meeting. They are as follows:

- a. **09 January, Legal & Insurance Committee Meeting.**
Mr. Carl Pruett motioned to approve the minutes, Commissioner Raymond Ray seconded. The motion was unanimously approved by the members present (3-0) (see attached).
- b. **12 January, Regular Meeting.**
Commissioner Joanne Todd motioned to approve the minutes, Commissioner Raymond Ray seconded. The motion was unanimously approved by the members present (8-0) (see attached).
- c. **26 January, Special Called Meeting.**
Commissioner Joanne Todd motioned to approve the minutes, Mr. Carl Pruett seconded. The motion was unanimously approved by the members present (8-0-1) Mr. Thacker abstained as he did not attend (see attached).
- d. **05 February, Budget Committee Meeting.**
Mr. Ron Alexander motioned to approve the minutes, Mr. Larry Johnson seconded. The motion was unanimously approved by the members present (2-0) (see attached).

- IV. Audience Comments:** - None

V. Old Business:

- a. **New Airport Update – Monthly Staff Workshop Report;**
Mr. Louis Thacker & Mr. Carl Pruett briefed the Board on the details & highlights regarding the monthly staff workshop regarding the new airport, specifically, Land Acquisition - defining the approved acquisition boundary. Potential funding for tenant relocation - GDOT approved using sale proceeds from the sale of the current airport once a transition plan is developed. A draft outline of the timeline regarding the new airport project – GDOT / FAA requested a seconded condensed timeline be developed.

Old Business: *Continued*

b. Property Transfer – Property Committee Report;

Mr. Louis Thacker briefed the Board providing a follow up on the transfer of Property from the city & county to the Authority. Earlier Judge Johnston finished transfer of all the Land titles, this update detailed the transition of vehicles, tools & equipment. The vehicle titles are being collated and transferred to the Authority. Judge Johnston stated that there were three items not included in the original listing and he is in the process of completing that task.

c. Interim Lease Agreement – Legal & Insurance Committee Report;

A determination was made to place a moratorium on any new leases or sale of leaseholds until an interim lease agreement can be developed recognizing the new airport project has been approved and that this needs to be taken into consideration and acknowledged by prospective new tenants.

d. Transition Plan – Legal & Insurance Committee Report;

A discussion regarding developing a plan to address the disposition of tenants at the current airport. Mr. Alexander stated that there is a lot of apprehension on that side of the field, not knowing what is to happen and if it will cost them money, especially the businesses and employees of those businesses. It was generally agreed, that it is important to move as many tenants to the new airport as possible. As staff researches funding options with FAA & GDOT, it will help illuminate the options available on what can be done. Staff was tasked with meeting with GDOT & FAA to get questions answered and start developing three plans; 1. Moving existing business to the new airport. 2. Moving those tenants that have hangars and wish to store their aircraft at the new airport. And finally, 3. Disposition of tenants that want to terminate their relationship and not move to the new airport.

e. Rules & Regulations, Spending Limits S.O.P. – Budget Committee Report;

Mr. Alexander briefed the Board on the budget meeting held February 5th. In attendance were the AD, City CFO Markus Schwab & Staff member Angela Thompson. He stated that they reviewed the draft budget, walked us through the process, answered many questions and set up an interim calendar. The next steps to occur will be a review by the City Manager, a review by the County Manager and then, most likely during our April meeting come back to the Authority for final review & approval. Mr. Alexander further commented that what is different about this year's budget is that it is the first budget that will integrate both the current airport operation as well as the new airport. I want to point out that the current airport operation, from a cash flow perspective is in actuality a positive cash flow. From a profit & loss perspective we operate at a deficit of \$88,000, however, this is a paper deficit that includes depreciation which is a non-cash budget entry. Bottom line the airport pays its way. We will be researching ad valorem to determine a more detailed impact. Overall a good meeting and a much clearer picture will be demonstrated in our April meeting. As for the draft Purchasing S.O.P. being developed by the Authority, under section 600 both A & B the Airport Director's maximum spending authority is \$2,000 and the budget committee's recommendation is that it be increased to \$4,000. Also, the budget committee recommends that non-emergency capital expenditures should be approved by the Authority, bringing our policy more in line with the city's policy. Mrs. Joanne Todd motioned to approve the recommendations. Cmr. Raymond Ray seconded, the motion was approved (8-0). Further, Mr. Alexander stated that after review the policy did not adequately address emergency expenditures. The committee also recommends that in the event the Airport Director, in an emergency situation, when the AD cannot reasonably get in contact with either the Chairman or the Vice Chairman, he be allowed to execute emergency spending on his own, subject to review in an after action review setting. Mrs. Joanne Todd motioned to approve the recommendation, Mr. Louis Thacker seconded. The motion was approved (8-0).

VI. New Business:

a. FY 2016 Draft Budget Request – Budget Committee Report

Draft budget was submitted to City Finance Department for review process on 05 February, 2015. (see attached)

VII. Report of Committees:

- a. **Budget & Finance** – See Old Business
- b. **Legal & Insurance** – See Old Business
- c. **Personnel.** – No report at this time
- d. **Property & Assets** – See Old Business.
- e. **Marketing** – No report at this time.

VIII. Airport Director's Report: AD provided standard monthly data reports regarding airfield expenditures, revenues and trends for the month of January 2015. (see attached).

IX. Authority Board Member Comments: - Cmr. Morrow mentioned there have been discussions regarding researching private FBO operators. AD cautioned that research of proposed private FBO Operators need to be thorough and need have contractual provisions to protect the Authority should a company come in and offer to provide those services. The possibility may exist (in a poor contract situation) that a company may come in, build a structure, or several structures, their business fails, then the Authority may be on the hook to pay the company for their investments. Mr. Alexander agreed stating, "this is a tough business and that he and Louis are very familiar with the industry, that these companies often come and go". Additionally, we need to consider, upon moving out to the new airport, is to operate a seven day a week operation. AD agreed. Mr. Terry Anderson asked why the current airport does not operate on a seven day week. AD replied that they did have Saturday ops, but it was scaled back to a partial day, then a half day then eventually dropped because there was little to no need for an attended office on the weekends. Most operations were self-performed and as I live across the street I have posted my number and perform on call operations when necessary. AD, agreeing with Mr. Alexander, once we get to the new field and cooperate operations increase, we will need to move to a seven day attended operation.

X. Next Airport Authority Board Meeting : **09 March, 2015 6PM**
Location : **One Griffin Center**

XI. Adjournment: At 7:17 PM, the Chair entertained a motion to adjourn, **Mr. Carl Pruett** motioned to adjourn & **Cmr. Bart Miller** seconded, the motion was unanimously passed, (9-0).

Respectfully Submitted:

Joanne Todd
Secretary,
Griffin-Spalding Airport Authority

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