



# Griffin Spalding Airport

"Your Aviation Gateway"

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## Minutes of Airport Authority Meeting 11 January, 2016 6:00PM

### Attendees:

Cmr. Dick Morrow (C)	Mr. Ron Alexander (V)	Mr. Carl Pruett (S)
Cmr. Bart Miller	Cmr. Raymond Ray	Mr. Larry Johnson
Mr. Louis Thacker	Mr. Brett Lavender	Cmr. David Brock (Provisional)

### Also in Attendance:

Judge William Johnston (Authority Legal Counsel)  
Mr. Kenny (City Manager)  
Mr. William Wilson (County Manager)  
Mr. Mike Reiter (M.Baker Consulting Group)  
Mr. Mike Van Wie (M.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. Adopt Minutes:** Cmr. Bart Miller motioned to accept the minutes of the meeting held on the 14<sup>th</sup> of December, 2015. Cmr. Raymond Ray seconded and the minutes were approved (8-0). Cmr. David Brock abstained as he was not a board member at the time of the meeting.

### **III. Officer Elections:**

**Chairman** – Mr. Carl Pruett nominated Cmr. Dick Morrow to serve CY 2016 as Airport Authority Chairman. Mr. Ron Alexander seconded the nomination. Cmr. Raymond Ray motioned to close nominations and elect Cmr. Dick Morrow Authority Chair. Mr. Brett Lavender seconded the motion. The motion was unanimously approved (8-0).

**Vice Chairman** – Cmr. Bart Miller nominated Mr. Ron Alexander to serve CY 2016 as Airport Authority Vice Chairman. Mr. Brett Lavender seconded the nomination. Mr. Larry Johnson motioned to close nominations and elect Mr. Ron Alexander Authority Vice Chair. Cmr. Raymond Ray seconded the motion. The motion was unanimously approved (8-0).

**Secretary / Treasurer** – Cmr. Bart Miller nominated Mr. Carl Pruett to serve CY 2016 as Airport Authority Secretary. Mr. Ron Alexander seconded the nomination. Cmr. Raymond Ray motioned to close nominations and elect Mr. Carl Pruett Authority Secretary. Mr. Brett Lavender seconded the motion. The motion was unanimously approved (8-0).

### **IV. Audience Comments:**

1. Mr. Craig Garvin: Owns 153 Banks Road, Griffin GA. Resides at 256 Westchester, Griffin, GA. Inquired about his rental property on Banks Road, "If he received a check for his property would he still owe on his mortgage. Cmr. Morrow stated that we will be following the Uniform Relocation Act of the Federal Government. He briefly outline the process regarding purchasing and negotiating land acquisition purchasing. Additionally, Cmr. Morrow informed him that within the next month, our consultants will hold a public meeting for the land owners identified within phase 1, detailing the entire procedure from start to finish and to answer all attendees individual questions.

## **Audience Comments: continued**

2. Mr. Paul Holcomb: 100 Whitfield Walk, Zebulon GA. Overseer of the property on 179 Banks Road. Asked the Authority who will be notified before coming out and meeting with the folks regarding the Land Acquisition process. He stated that his mother owns the property but is advanced in age and he takes care of the property for her. Cmr. Morrow stated that by the regulation the legal property owner has to be the one notified, so unless he has some power-of-attorney or other legal indication that he can speak for her, the letter will be addressed to the listed, legal, property owner. Cmr. Morrow instructed Mr. Holcomb to give his contact information to the AD so that it can be passed along to our consultants and they can look into the matter.
3. Mr. Jonathon Gregory: 172 Banks Road, Griffin, GA. What is to be done with the timber on the property, will it affect the value of the property. Cmr. Morrow says that if there is timber on the property, it will have a value. If it has the trees removed, it will be valued without trees. He suggested that Mr. Gregory attend the public meeting and ask that question of the consultants.
4. Mr. John Gregory: 176 Banks Road, Griffin, GA. Stated that he thought the airport project was cancelled. He further informed the board that he has made multiple improvements to his property in excess of twelve thousand dollars. Will the property improvements and other buildings on the property be considered in the valuation? Cmr. Morrow stated that they would and he re-iterated that property owners need to point out those improvements when the appraiser comes to your property.
5. Mr. Michael Hall: 31 Sapelo Road, Griffin, GA. Stated that some maps shown on the airport website indicated that his property is in and others show that it is not. He asked if the Authority had a list showing the names of who is included or not? Cmr. Morrow (indicating towards Mr. Mike Reiter of the Michael Baker Consulting Group) state that he (Mr. Reiter) has the official list of the 41 property owners included in Phase One of the land acquisition effort.
6. Mr. Donnie Norton: 216 Banks Road, Griffin, GA. Stated that the Airport issued a letter indicating his property would be purchased. Then he received his property tax assessment stating that it was lowered because of the new airport project. He wanted to know why. Cmr. Morrow instructed him that the tax valuation and the appraisal of his property for purchase for the new airport project are two totally separate exercises. One has no determination upon the other. Any beliefs that tax / land values are influenced because of this project are incorrect. Cmr. Ray asked if Mr. Norton had inquired from the tax assessor as to why his valuation was different? Mr. Norton indicated that he did and had an assessor come out to re-assess his property, indicating to him that he (Mr. Norton) was correct that his property valuation should be higher. Cmr. Morrow informed Mr. Norton that no one from the airport, or hired by the airport, has met with any property owner for the purpose of performing an assessment of any property. Cmr. Ray instructed Mr. Norton to contact Mr. Don Long, Chief Tax Appraiser for Spalding County, he is the person that will be able to answer questions regard tax evaluations & assessments regarding your property.
7. Mr. Douglas Cone: 175 Banks Road, Griffin, GA. Asked if the Authority knew, when the appraisals and surveys of his property would occur? Cmr. Morrow stated that yes, if he would wait just a few minutes a portion of this meeting will address that question.

## **V. Report of Committees:**

- a. **Budget & Finance** – Mr. Alexander stated that the first two requests for information from the city have been submitted. Additionally, the Capital Improvement Plan has been submitted to the FAA / GDOT and will be included into the Authority budget submission.
- b. **Legal & Insurance** – Mr. Pruett informed the board about a short meeting he and a few members had regarding putting the draft lease agreements on the website for review as we did with the Min Standards and Rules & Regulations. He asked did the committee want to go over the draft 1<sup>st</sup> or go ahead and put it out for 30 day review. Mr. Thacker and Mr. Alexander indicated that they would recommend reviewing the drafts, making our comments and then have a new draft be published for review. Mr. Thacker stated that he did not think we could do it within 30 days, but that they (the committee) would make an effort to review the drafts. AD asked if that would include a public meeting with the tenants. Mr. Alexander reiterated that the drafts should be worked over before any tenant meeting is called. AD stated he understood but wanted to ensure the entire board knew that the process will not be quick.

Supplemental Insert: (projected timeline of New Airport Lease Agreement(s) Review Process):

- 1) A review of the proposed drafts by the Authority as a whole, comments to go to the Committee. (14 Dec 15)
- 2) A Committee meeting to discuss questions and possible revisions of the proposed drafts (03 Feb 16)
- 3) Drafting Committee modified documents and review (prior to 14 Mar 16)
- 4) Present modified drafts to Committee for recommendation to publish by the Authority (prior to 14 Mar 16 )
- 5) Authority meeting to vote to post drafts for 30 day review by the public (14 Mar 16)
- 6) A public / tenants Committee meeting after the 30 day comment period to discuss tenant concerns (After 14 Apr 16)
- 7) Drafting 2<sup>nd</sup> modified documents incorporating tenant concerns and review (prior to 09 May 16)
- 8) A Committee meeting to accept and recommend 2<sup>nd</sup> modification draft for adoption by the Authority (prior to 09 May 16)
- 9) Authority meeting to discuss and adopt. (09 May 16)

c. **Personnel.** – No report at this time

d. **Property & Assets** – Mr. Thacker updated status of process of approving Walking Park and Sheriff's Dept. release of grant assurances so as to lease to Spalding County. Additionally, Mr. Thacker presented a proposed assignment of lease encumbrance for Mr. Keven Sasser to secure funding. Mr. Thacker stated that the assignment is in keeping with the Authority's policy on assignments. Cmr. Ray inquired as to whether the Authority Legal Counsel had the opportunity to review it. AD indicated that he attempted to put it on an L&I Committee agenda prior to the Authority meeting, however the members did not respond. Judge Johnston (after performing cursory review) indicated that he saw a small issue he'd like to review the lease and discuss with Mr. Sasser's attorney, upon correcting the issue he would recommend approval. Mr. Thacker motioned to approve the assignment pending the Judge's review and correction. Mr. Ron Alexander seconded the motion. The motion was approved (8-0).

e. **Marketing** – No report at this time.

## VI. Old Business:

- a. **New Airport Monthly Staff Workshop Update:** Cmr. Morrow provided an update regarding the issues discussed during the regularly scheduled GDOT workshop held earlier in the afternoon. Highlights included; refining the airport layout map, Supplemental Environmental Assessment for the new alignment, a tenant relocation policy, the relocation of utility alignment, the approval of the submitted ALP, items regarding terminal area layout refinements, tower obstructions and possible relocation, refinement and updating the financial plan, DBE requirements, phase one land acquisition, notifications process, title searches & deed review update (see attached meeting agenda).
- b. **Realtor Day at the Airport Update:** AD reported that he has been in contact with Mr. Bill Jones, who is in attendance tonight. After this meeting we will meet briefly and introduce him to the Property Committee Chair, Mr. Thacker, in which we will coordinate our three schedules and set up a day to brief the local realtors on helping us market / sell the current airport.
- c. **Deed Approval, Airpark Entrance Road:** Judge William Johnston informed the Authority that he has prepared the deed to transfer the road entrance to the city and is ready for signature. Mr. Brett Lavender motioned to approve the transfer of the deed for the walking park & airport park road entrance to the city. Mr. Carl Pruet seconded. The motion was approved (8-0).
- d. **Deed Approval, Walking Track Transfer:** Judge William Johnston informed the Authority that he has prepared the deed to transfer the Airport Road Walking Track property to Spalding County and is ready for signature. Judge asked the chair if that is in accordance with the appraisal. Cmr. Morrow affirmed. The Judge instructed the Authority that the motion needs to reflect that the Authority can sign the agreement to sell to the County the property in accordance with FAA guidelines and this appraisal, and then obtain approval to sign the conveyance. Mr. Brett Lavender motioned to approve the transfer as specified by Judge Johnston's remarks upon FAA approval to release the property from airport grant assurances. Mr. Larry Johnson seconded. The motion was approved (8-0).

**VII. New Business:**

- a. **Transition Plan Update:** - Mr. Mike Van Wie briefed the Authority on the plan to determine the facility requirements for the new airport. Mr. Van Wie stated that he will draft a letter, subject to the Chairs approval and send it to all 50 tenant owners advising them that we are moving forward and have had a kick off meeting for land acquisition. The letter will establish a schedule so the tenants can call in and book appointments for interviews to determine more precisely what the new airport facility requirements will be. Mr. Brett Lavender asked if there was the ability to schedule teleconference for those cases whereupon a conflict in schedules precludes a face to face. Mr. Lavender also asked if this will include determining terminal requirements as well. Mr. Van Wie stated that it will help in that determination.

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

**IX. Authority Board Member Comments:** - Mr. Lavender stated that he was able to sit down and discuss with Mr. Bruce Grant, manager of the R.G. LeTourneau – Toccoa-Stephens County airport. He gathered some initial information regarding the airport's operations and will be further interviewing Mr. Grant about that airfield and its FBO & Terminal operations. Mr. Lavender stated he will produce a summary report for the Authority upon completion of his discussions with Mr. Grant.

**X. Next Airport Authority Board Meeting :** **08 February, 2016 6PM**  
**Location :** **One Griffin Center**

**XI. Adjournment:** At 7:18 PM, the Chair entertained a motion to adjourn, **Comr. Raymond Ray** motioned to adjourn & **Mr. Carl Pruett** seconded, the motion was unanimously passed, (8-0).

Respectfully Submitted:

Carl Pruett  
Secretary,  
Griffin-Spalding Airport Authority

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