



## Griffin Spalding Airport

"Your Aviation Gateway"

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### Minutes of Airport Authority Meeting

08 February, 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

#### 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 6:05 PM with a quorum present the Chairman Morrow called the meeting to order.
- II. **Adopt Minutes:** Cmr. Raymond Ray motioned to accept the minutes of the meeting held on the 11<sup>th</sup> of January, 2016. Mr. Brett Lavender seconded and the minutes were approved (9-0).
- III. **Agenda Amendment:** Cmr. Morrow requested to amend the agenda, under New Business, Item B, to read as follows: "Consider approval to purchase title insurance on some Phase 1 property acquisitions". Mr. Brett Lavender motioned to approve the agenda amendment as requested. Mr. Carl Pruett seconded. The motion was unanimously approved (9-0).
- IV. **Audience Comments:** None at this time
- V. **Report of Committees:**
  - a. **Budget & Finance** – Mr. Alexander informed the board that the city budget process has begun, the AD has the current city calendar, and we have started work drafting the FY17 budget request.
  - b. **Legal & Insurance** – Mr. Pruett informed the board that he held a workshop on Wednesday February the 3<sup>rd</sup>, started the process to review the tenant issues regarding the draft lease agreements. The Committee expects several meetings to occur as they work through the process.
  - c. **Personnel.** – Mr. Larry Johnson informed the personnel committee that the anniversary dates are approaching, and that he will be setting up a date to review the personnel evaluation forms. An email will go out in the next day or so with the forms; so the committee can have a chance to familiarize themselves with them.
  - d. **Property & Assets** – Mr. Thacker stated that his team had a meeting on the 1<sup>st</sup> of February to discuss the draft lease agreements and the issues the committee felt needed to be addressed.
  - e. **Marketing** – No report at this time.
  - f. **Tenant Issues** - Cmr. Morrow requested Mr. Mike Van Wie, of the Michael Baker Consulting Firm, to summarize the letter going out in the morning to the current airfield tenants. Mr. Van Wie stated that he has drafted a letter for the Chair's signature that will go out in the mail to all the tenant hangar owners and business operators. In the letter, it requests that the tenants contact the airport administrative office & at their convenience, set up a scheduled interview, as part of the process to determine the facility requirements and begin developing the different scenarios that will shape the transition plan.

## VI. Old Business:

- a. **New Airport Monthly Staff Workshop Update:** Mr. Louis Thacker 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:** Cmr. Morrow recapped discussion with invited area realtors soliciting ideas as to disposition of the current airport once the move and FAA release of property have occurred. Encouraged realtors, either individually or in groups to submit specific proposals (see attached sign in roster).
- c. **Phase I Land Acquisition Update:** Mr. Mike Reiter, of the Michael Baker Consulting Firm, summarized the activities and statistics resulting from the public meetings held by THC for the phase I (41 parcels) property owners. Additionally, Mr. Reiter reported that GDOT has verbally agreed to go ahead and submit the Scope & Fee proposal for Phase II. (see attached summary)

## VII. New Business:

- a. **Travel Approval:** - Airport Director, GAA Spring Workshop in Atlanta Georgia, 17-19 February, 2016. AD relayed to the board that the budget was sufficient to accommodate additional Authority Members to attend should the desire to do so exist. Mr. Brett Lavender motioned to approve the travel request. Mr. Carl Pruett seconded the motion. The motion was unanimously approved (9-0).
- b. **(Amended Agenda Item Added) Title Acquisition Insurance Discussion:** Consider approval to purchase Title Insurance on some of the Phase I property acquisitions. Judge William Johnston detailed reasoning in considering the purchase of title insurance as we discover difficult or confusing title searches to protect the Authority. Title insurance is not reimbursable by the FAA, however the cost benefit and the risk needs to be considered or mitigated. As an average the Judge said insurance may cost approximately \$300.00 per title. Some may run all the way up to \$1,500. depending on the value of the property. Mr. Ron Alexander motioned to purchase title insurance on the recommendation of the Authority Attorney up to 41 policies for phase one, allowing the Chair to sign the authorizations. Mr. Thacker recommended that all 41 parcels get title insurance and present the cost in total. Mr. Brock asked what about bidding out to get a better price. Discussion ensued detailing the process of doing the title research and the possible scenarios requiring insurance coverage. Mr. Alexander withdrew his initial motion. Mr. Alexander then made the motion to authorize the Authority Legal Counsel to negotiate the best cost of the insurance with our provider and to authorize the Chair or Vice Chair to sign the agreements as they occur for all 41 parcels. Mr. Carl Pruett seconded. The motion was unanimously approved (9-0).

## VIII. Airport Director's Report: AD provided standard monthly data reports regarding airfield expenditures, revenues and trends for the month of January 2016. (see attached).

## IX. Authority Board Member Comments:

- Mr. Thacker requested an update regarding an incident reported earlier in the week involving an aircraft whose landing gear collapsed upon landing. AD reported the incident resulted in no injuries or damage to the airfield. Additionally, AD stated the City of Griffin Police & Fire Departments responded as per SOP established during previously practiced training exercises. AD informed the board that he is awaiting FAA / COG PD / COG FD & NTSB reports.
- Mr. Pruett summarized his visit with the Director for the Andrews - North Carolina Airport. There they have farmed out their fuel service with a private company that has provided investment into the facility with new equipment and vehicles. Cmr. Morrow indicated that privatizing the FBO & fueling operations will be looked at in detail as we research the best options for our business strategies.

Authority Board Member Comments: continued...

- Mr. Ron Alexander reported that the airfield lost one of its two avionics businesses. He reiterated that it was not because of any airport or authority policy but because the business was a start-up and the owner had difficulty in obtaining dealerships and competing with a better known, more established business, already on the field.

**X. Next Airport Authority Board Meeting : 14 March, 2016 6PM**  
**Location : One Griffin Center**

**XI. Adjournment:** At 7:10 PM, the Chair entertained a motion to adjourn, **Comr. Raymond Ray** motioned to adjourn & **Mr. Ron Alexander** seconded, the motion was unanimously passed, (9-0).

Respectfully Submitted:

Carl Pruett  
Secretary,  
Griffin-Spalding Airport Authority

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