



Griffin Spalding Airport

"Your Aviation Gateway"

1035 South Hill Street
Griffin, GA 30224

www.cityofgriffin.com

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

Minutes of Airport Authority Meeting

14 March, 2016

6:00PM

Attendees:

Cmr. Dick Morrow (C)	Mr. Ron Alexander (V)	Mr. Carl Pruett (S)
Cmr. Bart Miller	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. Mike Reiter (M.Baker Consulting Group)
Mr. Mike Van Wie (M.Baker Consulting Group)
Mr. Robert Mohl (Airport Director)

- I. **Call to Order:** At 6:00 PM with a quorum present the Chairman Morrow called the meeting to order.
- II. **Adopt Minutes:** Mr. Brett Lavender motioned to accept the minutes of the meeting held on the 8th of February, 2016. Mr. David Brock seconded and the minutes were approved (8-0).
- III. **Audience Comments:** None at this time
- IV. **Report of Committees:**
 - a. **Budget & Finance** – Mr. Alexander informed the board the AD is scheduled to meet with the City Finance Dept. for the first round of review of the proposed budget request.
 - b. **Legal & Insurance** – No Report At This Time.
 - c. **Personnel.** – Mr. Larry Johnson briefed the Board regarding the Personnel Committee Workshop held on the 3rd of March. At the workshop the committee reviewed both the city personnel policy, and the AD's appraisals of airport staff. A meeting was scheduled on the 17th of March at 4pm, for the purpose of reviewing the AD's annual evaluation (see attached evaluations).
 - d. **Property & Assets** – Mr. Thacker stated that he has completed a draft of a proposed lease agreement. He stated that he will contact the committee and schedule a workshop to work through the draft terms.
 - e. **Marketing** – No Report At This Time
 - f. **Tenant Issues** - No Report At This Time
- V. **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; GDOT's position declining payment of work they determined outside the contract provisions even though they themselves requested the work. Upcoming meeting with GDOT officials regarding selective enforcement of advisory circular. Recurring issues related to; refining the airport layout map, supplemental environmental assessment for the new alignment, the relocation of utility lines, 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, demolition plan, land release issues & golf course appraisal, phase one land acquisition, notifications process, title searches & deed review updates (see attached meeting agenda).

- b. **Phase I Land Acquisition Update:** Mr. Mike Reiter, of the Michael Baker Consulting Firm, summarized the activities and statistics resulting from work performed by THC for the phase I (41 parcels) property acquisition. He relayed that at this time, appraisers have met with 24 of the 41 parcels owners. The remaining 17 have been contacted and appointments are scheduled. Judge William Johnston relayed to the Board that 3 companies had been negotiated with. Old Republic emerged as the successful candidate. They have begun the process of reviewing the titles and issuing the insurance certificates.
- c. **Transition Plan Update:** Mr. Mike Van Wie, of the Michael Baker Consulting Firm reported that he had completed interviews with 14 of 6A2's tenants. He stated that each interview sparks a scheduling of one or two more appointments. He relayed to the Board that there are two recurring themes or comments he receives during the interview. One is that the tenants want to be treated fairly and the other, a more disturbing comment relayed to him is that they feel they are not receiving any information regarding what is going on. He told them that there is a website that the AD posts information on and there is an Authority Meeting held each month (he gestured to the mainly empty audience) and you can see how many of them are here. He stated that he had another 10 interviews scheduled for next week. Once the interviews are complete we will need to sit down with the committee and determine next steps.
- d. **Airfield Inspection Update:** AD reported that 6A2 had undergone its bi-annual inspection. That there were no obstruction issues now that the tree removal projects were complete. They did note some tree obstructions to the approaches with respect to the edge of pavement, however to the displaced thresholds we are compliant. Another note was that since the tree removal on the runway 14 end is now allowing the visibility of the power lines, they should have ball markers on them. On the runway 32 side, again the airport is compliant with respect to its displaced threshold, unfortunately, the traffic signal poles at intersection of Airport Road and Hill Street is an obstruction with respect to edge of pavement and there is no way that without removal of the intersection on 32 and the trees on 14 that the airport will be able to reclaim any runway beyond the displacement. Additionally, it was recommended that the traffic signal pole on line with the 32 centerline should be lighted. AD reported that, as of this date, Griffin Power had erected the Obstruction Warning Light on the centerline traffic pole, on the 32 end and, installed the Line Warning Marker Balls on the wires traversing the approach, on the 14 end (see attached photos). Report to follow once it is received from GDOT.

VI. New Business:

- a. **Discuss / Approve / Recommend AIP-31 Contract, Airport Boundary & Survey for 6A2:** Mr. Ron Alexander motioned to recommend approval to the City of Griffin Board of Commissioners to accept FAA Grant AIP 31, Boundary Survey & Plat for \$18, 531. Mr. Carl Pruet Seconded. The motion was approved (8-0).
- b. **Discuss / Approve Task Order #24: Program Coordination Services:** Mr. Brett Lavender motioned to approve Task Order #24, for Program Coordination Services provided by Michael Baker & Associates in the amount of \$286,690. For the time & effort expended by Michael Baker and THC to attend and conduct various meetings in support of the Overall Airport Development Program, as well as the time and effort to create and / or update tables, exhibits, and documents to facilitate discussion and decision-making at the various meetings. Additional tasks associated with the services addresses the creation of an Overall Airport Development Program Master Implementation Schedule and Financial Plan. Mr. Ron Alexander seconded. The motion was approved (8-0).
- c. **Discuss / Approve Task Order #25: Preliminary Utility Coordination Services:** Mr. Brett Lavender motioned to approve Task Order #25, for Preliminary Utility Coordination Services provided by Michael Baker & Associates in the amount of \$72,730. For the time & effort expended by Michael Baker and its sub consultants, if any, to attend and conduct various meetings related to the identification of preferred relocation alignments for transmission utilities impacted by the development of the New Griffin-Spalding County Airport. Three transmission utilities will be impacted; namely, one Georgia Power Company (GPC) Electrical Transmission Line, one Georgia Transmission Corporation (GTC) Electrical Transmission Line, and one Atlanta Gas Light (AGL) Natural Gas Transmission Pipeline. In addition these services will require coordination with these utility companies, the airport sponsor, and GDOT to evaluate and field survey existing conditions, development of preliminary grading plans and exhibits, identify probable impacts, research possible alternate alignments, and secure associated location study agreements and relocation estimates of cost. Mr. Ron Alexander seconded. The motion was approved (8-0).

- d. **Travel Request: AD / GAA Board Member to ACCG in Savannah, 29-30 April, 2016:** Cmr. David Brock motioned to approve AD's travel request, for the purpose of attending and participating, as a Georgia Airport's Association Board Member, at the ACCG Conference to be held the 29th & 30th of April, 2016, in Savannah, Georgia, in the amount of \$240., to be paid for out of existing 2016 budgeted travel funds. Mr. Larry Johnson seconded. The motion was approved (8-0).

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

VIII. Executive Session: At 6:35PM, Mr. Brett Lavender, in accordance with O.C.G.A. Section 50-14-3(4), made a motion to exit the regular meeting and go into Executive Session, for the purpose of discussing and acting upon the acquisition of real estate. Mr. David Brock seconded. The motion was approved (8-0) (see attached affidavit).

At 7:34 PM Mr. David Brock made a motion to exit Executive Session and re-enter the regular meeting. Mr. Brett Lavender seconded. The motion was approved (8-0).

Mr. Brett Lavender motioned to accept the proposed Realtor Agreement with Virtual Properties Realty, Net, LLC. As discussed in Executive Session. Mr. Carl Pruett seconded. The motion was approved (8-0) (see attached agreement).

IX. Authority Board Member Comments:

Mr. Ron Alexander and Mr. Louis Thacker, in regards to the tree obstructions in the approach of runway 14, both detail, that even after the tree removal there are several trees that are still too high and pose a danger to the pilots and crews using 6A2. AD agreed, stating this is included in his report to GDOT / FAA and that because of the unwillingness and or greed of some of the property owners off the end of 14, it will more than likely require the FAA to issue them a letter and / or possibly pursue it in court.

X. Next Airport Authority Board Meeting : 11 April, 2016 6PM
Location : One Griffin Center

XI. Adjournment: At 7:35 PM, the Chair entertained a motion to adjourn, **Mr. Carl Pruett** motioned to adjourn & **Mr. Brett Lavender** seconded, the motion was unanimously passed, (8-0).

Respectfully Submitted:

Carl Pruett
Secretary,
Griffin-Spalding Airport Authority

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