



Minutes of Airport Authority Meeting

14 May, 2018

6:00PM

Attendees:

Dr. Randall Peters(C)
Mr. Brett Bell
Cmr. Truman Tinsley

Mr. Brett Lavender (VC)
Mr. Larry Johnson
Cmr. Raymond Ray

Cmr. Bart Miller
Mr. Louis Thacker

Also in Attendance:

Mr. Kenny Smith (City Manager)
Mr. Greg Teague (Croy Consultant)
Mr. Lew Walker (GDOT)
Mr. Bob Stapleton (GSAA Project Manager)
Mr. Robert Mohl (Airport Director)

Mr. William Wilson (County Manager)
Mr. Brent Bracewell (Croy Consultant)
Mr. Ray Lightner (Griffin Daily News)
Mr. Brian Upson (Paragon Engineering)

- I. **Call to Order:** At 6:00 PM, with a quorum present, the Chairman, called the meeting to order.
- II. **Moment of Silence in Remembrance of Judge Bill Johnston.**
- III. **Adopt Minutes:** Cmr. Ramond Ray motioned to accept the minutes of the Authority meeting held on the 09 April, 2018. Mr. Brett Lavender seconded. The minutes were approved (8-0).
- IV. **Audience Comments:** Mr. Don Futrall inquired as to when his property would be purchased as no one has contacted him yet about it? He stated that he has viewed maps that show the new airport being built on his property. The Authority Chair, Dr. Peters provided a brief synopsis where the process currently stands and how the land acquisition process will progress with respect to upcoming phases and the land owners affected. Mr. Futrall then asked about the amount that may be acquired of his property for the new airport project. AD (referencing the published map) indicated that it appears the Authority would acquire roughly 50% of his parcel, however an exact amount would not be known until a survey was completed of the identified parcel. Lastly, Mr. Futrall asked about the relocation of Sapelo Road that also appears to traverse his property. AD stated that the relocation of Sapelo Road is a decision the County has yet to make. Until the County determines where it wants the road to be, we do not know what, if any, of his property will be impacted.
- V. **Report of Committees:**
 - a. **Budget & Finance:** – AD reported that the budget has proceeded through the city & county reviews and will be ready for Authority Approval at the June meeting.
 - b. **Legal & Insurance:** – Cmr. Raymond Ray informed the Authority that we have received our annual policy renewal notification from Millenium of Griffin Insurance Inc. Upon the Authority's authorization the company will prepare our annual policy renewal contract and have presented for next month's approval / adoption.
 - c. **Personnel:** – Mr. Larry Johnson stated that this year's annual performance appraisal for the Airport Director was completed on the 24th of April, signed and is now on file with the City's Human Resource Dept.
 - d. **Property & Assets:** – Mr. Louis Thacker reported that he met with Croy Consultants on the 9th of April. It was recommended that our consultants develop a plan for the transition of our current tenants utilizing the "Federal Relocation" process as a guide.

- e. **Marketing:** – Mr. Brett Bell briefed the Authority on the marketing committee’s plan to increase its social media presence. On the 21st of May an initiative will be launched opening up the Airport’s Facebook page allowing open discussion of issues regarding the airport and airport projects. In addition, a draft RFP has been created to advertise for a firm to develop, host & maintain an airport website separate from the city & county airport’s page. The Chair, Dr. Peters accepted the recommendation to draft and publish an RFP for website design services, as a motion to approve. Cmr. Tinsley seconded. Mr. Brett Lavender inquired as to if there was a mechanism that’s included in what’s necessary to provide surveys. Mr. Bell responded that he understood there was the ability to publish surveys. The motion was approved (8-0).
- f. **Tenant Issues:** – No Report At This Time
- g. **Policies & Procedures:** – No Report At This Time
- h. **Executive Committee:** – No Report At This Time

VI. Old Business:

a. **Project Manager, Construction NGS Monthly Report – Bob Stapleton**

Project Manager Bob Stapleton provided synopsis of the activities regarding the development of the replacement airport. Mr. Stapleton provided a project tracker summary detailing the different tasks that are underway (see attached). Items currently in process are the Supplemental Environmental Assessment by Hanson so that we can move into phase II land acquisition. GDOT directed that the consultants prepare a task order scope and be ready to proceed with land acquisition upon approval of the SEA. It is expected that Croy will have a proposal for the Authority to approve within the next 7-10 days. PM stated that he will receive the proposal from Croy, review it and request a special called meeting to approve.

PM further stated that in December when he met with Ms. Comer, state politicians and other officials, it was discussed that an audit of the bond expenditures occur. PM recommends that the Authority utilize the firm that the city finance dept. uses to review the bond expenditures and prepare a document / memo to satisfy Ms. Comer’s directive. PM submitted an email request asking the Authority Chair to request from Ms. Comer to specify what should be included in the audit to narrow the focus of the auditors in order to maximize the effort for best cost efficiency. PM stated that upon receipt of the audit specifications from Ms. Comer he can then draft an RFP for audit services. Dr. Peters stated that he had previously received an opinion from Judge Johnston indicating that all the expenditures were necessary and proper with respect to the bond resolution, now we need a formal accounting report to provide GDOT.

Additionally, at the December meeting, GDOT directed PM to re-review Task Orders 16, 23 & 24 to double check expenditures prior to request for reimbursement. PM stated that many of these documents have been submitted to GDOT repeatedly, however, GDOT would like a formal declaration from the Authority indicating that this oversight has occurred. Therefore, PM requested that Croy provide a proposal to review those task orders as an independent review, develop a summary so that the Authority may answer GDOT’s directive. Dr. Peters requested that a motion be made to approve a proposal for a task order for administrative support to have Croy engineering to provide independent review of expenditures & task orders as specified by GDOT, for an amount (locally funded) not-to-exceed \$6,150. Mr. Brett Lavender motioned to approve. Cmr. Raymond Ray seconded. The motion was approved (8-0).

Brian Upson briefed the Authority on efforts regarding the Walking Track and gathering of EPD documentation detailing the remediation by Cintas, enabling the Authority to move forward with its request to GDOT to permit the release of the property from FAA grant assurances, in order to move forward with the sale of the property to the county.

PM stated that he has submitted the 3 Year DBE Scope & Fee proposal to GDOT, we are awaiting their approval of the task order.

Finally, PM reported that Croy is developing the “Tenant Relocation Plan”, Greg indicated that the draft proposal has been crafted and will be forwarded for review and approval.

VII. New Business:

- a. **Task Order #4 Audit Deliverables Review MB-Task Orders 16, 23 & 24.** Item was addressed during Project Manager Report. *Dr. Peters requested that a motion be made to approve a proposal for a task order for administrative support to have Croy engineering to provide independent review of expenditures & task orders as specified by GDOT, for an amount (locally funded) not-to-exceed \$6,150. Mr. Brett Lavender motioned to approve. Cmr. Raymond Ray seconded. The motion was approved (8-0).*
- b. **GS-Airport Bi-annual Inspection Report-AD** AD provided presentation overview summary of its GDOT Bi-annual Airfield Inspection (see attached).

- c. **Airport Authority Legal Counsel** Dr. Peters informed the Authority that he will be working with other L&I Committee members in reviewing resumes of individuals that wish to serve as the Authority's Legal Counsel. They will be presented at next month's meeting for approval.

VIII. Airport Director's Report: AD provided statistical information regarding airfield operations for month ending 30 April 2018 (see attached). AD also reported that Will Stevens, the airport's Operations Manager was awarded the city's "Strongest-Link-In-The-Chain" for achieving a "zero deficiency" rating on our latest annual fuel inspection. AD informed the Board that on the 4th of June he will be attending the FAA ADO & city of Atlanta briefing on aviation capacity & security for the upcoming Superbowl.

IX. Authority Board Member Comments: Cmr. Truman Tinsley congratulated the AD on receiving a high score on his performance appraisal and thanked him, Bob & Greg for their hard work.

X. Next Airport Authority Board Meeting: **11 June, 2018**
6PM
One Griffin Center

XI. Adjournment: At 7:26 PM, Cmr. Raymond Ray motioned to adjourn the meeting. Cmr. Truman Tinsley seconded. The motion was unanimously approved, (9-0).

Respectfully Submitted:

Cmr. David Brock
Secretary / Treasurer,
Griffin-Spalding Airport Authority

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