



## Minutes of Airport Authority Meeting

10 September, 2018  
6:00PM

### Attendees:

Dr. Randall Peters(C)  
Mr. Larry Johnson

Cmr. David Brock (Tres / Sec)  
Mr. Louis Thacker

Cmr. Bart Miller  
Cmr. Truman Tinsley

### Also in Attendance:

Ms. Stephannie Windham (Authority Legal Counsel)  
Mr. Kenny Smith (City Manager)  
Mr. Ray Lightner (Griffin Daily News)  
Mr. Bob Stapleton (NGSRA Project Manager)  
Mr. Robert Mohl (Airport Director)

Ms. Rebecca Collins (Croy Consulting)  
Mr. Brent Bracewell (Croy Consulting)  
Mr. Greg Teague (Croy Consulting)  
Mr. Lew Walker (GDOT Project Manager)

- I. Call to Order:** At 6:02 PM, with a quorum present, the Chairman, called the meeting to order.
- II. Adopt Minutes:** Cmr. David Brock motioned to accept the minutes of the Authority meeting held on the 13<sup>th</sup> of August, 2018. Cmr. Bart Miller seconded. The minutes were approved (8-0).
- III. Audience Comments:** Mr. Bearden requested acquiring / salvaging wood from purchased home on Sapelo Rd. (to be demolished) to be utilized on historic remodel. Mr. Thacker stated that he did not have an issue with releasing property that will be torn down for salvage use however, he wanted to know what our legal issues may be and referred the question to the Authority Legal Counsel Ms. Windham. Ms. Windham stated she did not see an immediate issue but said she would take a look at what we need to be protected liability wise. Mr. Thacker made a motion to approve the requested use pending review by Authority Legal Counsel. Cmr. Brock seconded. Cmr. Miller requested that conditions be included in the contract that would ensure the property was cleaned upon completion of the salvage effort. The motion was approved (6-0).
- IV. Report of Committees:**
- a. **Budget & Finance:** – No Report At This Time
  - b. **Legal & Insurance:** – No Report At This Time
  - c. **Personnel:** – No Report At This Time
  - d. **Property & Assets:** – No Report At This Time
  - e. **Marketing:** – Dr. Peters provided a report from the marketing committee, stating that the contract had been signed and that the firm hired to create the Authority's "Stand-Alone Website" will begin work soon.
  - f. **Tenant Issues:** – AD reported on two potential hangar sales & lease assignments currently in the works.
  - g. **Policies & Procedures:** – The Authority Chair instructed the Project Manager to provide a synopsis (previously emailed – see attached) regarding potential changes to Article V of the Authority's Policy Manual. Change identifies closing loophole in authorization(s) chain approvals for NGSAs invoicing.
  - h. **Executive Committee:** – No Report At This Time
- V. Old Business:**
- a. **Project Manager, Construction NGSAs, 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).
    - 1. **Approve Croy Contract Task Order Land Acquisition Phase 1(B).**  
Mr. Greg Teague of Croy Engineering provided brief summary on Task Order to conduct Land Acquisition Phase 1-B as approved by GDOT. Cmr Tinsley motioned to approve. Cmr. Brock seconded. The motion was approved (6-0).

V. Old Business: continued...

**2. Approve Sapelo Rd. House Donation / Sale for Other Historic Renovation.**

Mr. Thacker motioned to approve pending legal review & approval. Cmr. Brock seconded. The motion was approved (6-0).

**3. Approve Croy Scope & Fee Proposal for Walking Park & Kiwanis Land Release.**

Cmr. Brock asked if we should separate these into individual items. PM stated that the work is identical for each item that we could issue individual NTPs per item, however the request for release to the FAA is the same. This is a locally funded item, however we will have GDOT review it anyway. Upon GDOT's review we will bring back a Task Order for Authority approval. Cmr. Miller inquired to the status of the remediation concerns regarding the Walking Park. Mr. Teague stated that all Ga. EPD documentation is included in the request. Ga. EPD has approved the remediation project and has stated there is no health hazard in its current condition and has no issue with its continued use as a walking park. With the EPD report accompanying, GDOT stated they will recommend to FAA that the release be approved. Cmr Tinsley motioned to approve. Mr. Johnson seconded. The motion was approved (5-1).

**b. Airport Improvement Project Update (AIP XX), 6A2 – AD:**

AD provided brief summary regarding AIP project. AD stated that the Scope & Fee is at GDOT and are awaiting there comments.

1. NavAid's Repair – REILs
2. NavAid's Threshold Lights update to new standards
3. OFA Obstruction – Atlanta Air Salvage & McLendon Property
4. PAPI Lights Lightning Arrestor
5. Design Restriping of Airfield Markings

**VI. New Business:**

**a. Consider for Approval Amendment to Policies & Procedures Article V.**

Item referenced above in "Report of Committees – Policies & Procedures" for discussion purposes.

**b. Travel Request AD & PM to GAA Annual Conference – AD**

AD reported that this is a budgeted item. Authority Chair recommended that the Project Manager also be permitted to attend. AD reported that based upon our GAA membership, we are authorized two spots at our preferred rate. Cmr. Brock motioned to approve. Mr. Johnson seconded. The motion was approved (6-0).

**VII. Airport Director's Report:** AD provided an End of Month Summary for month ending 31 August 2018 (see attached).

**VIII. Authority Board Member Comments:**

**Authority Chair:** stated that at the last meeting the Board voted to initiate and draft a letter to discuss terminating the use of our Communications Intermediary (Mr. Vernon Lee). Upon the Chair's review of the original GDOT communications protocol it appears that we, still have requirements listed in the memorandum that have yet been met. The Chair continued, as we make progress and are coming close to fulfilling the conditions of the MOU it would be (in the Chair's opinion) slightly premature to terminate at this time. He asked that the Board trust his judgment and bring the issue up for discussion upon the completion of the MOU's requirements. Cmr. Tinsley motioned to rescind the order issued during the previous Authority Meeting, to transmit a letter for review and possible termination of Mr. Lee's services. Mr. Thacker seconded. The motion was approve (6-0).

**Mr. Thacker:** Discussed the projected growth in aviation and potential partnerships with local education efforts in developing programs geared towards aviation vocations. Authority Chair & AD reiterated the issue and informed the Board of efforts already underway. AD cited that there are Board Members; the Chair, the Airport Director, the former Authority Chair, Cmr. Tinsley & others that are currently working with the GRCCA (Griffin Region College & Career Academy). He continued, the GRCCA has established an aviation program and this year enrolled High School Juniors & Seniors from Spalding, Pike, & Henry County into its aviation program enabling them to complete their ground school for a private pilot's license as well as getting them into Middle Georgia College's aviation program upon graduation. Further, there are plans to expand the program as we are researching the requirements to open an A&P School here in order to get local high school students certified to be job ready upon their graduation. Mr. Thacker agreed - this sounds like a tremendous program and is very pleased with our participation.

**IX. Next Airport Authority Board Meeting: 08 October, 2018  
6PM  
One Griffin Center**

**X. Adjournment:** At 6:47 PM, Mr. Thacker motioned to adjourn the meeting. Cmr. Miller seconded. The motion was unanimously approved, (6-0).

Respectfully Submitted:

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

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