



**Minutes of
Airport Authority Meeting**
13 May, 2019
6:00PM

Attendees:

Dr. Randall Peters(C)
Mr. Brett Bell

Comr. David Brock (Sec/Tres)
Dr. Nicole Jones

Comr. Don Hawbaker
Comr. Truman Tinsley

Also in Attendance:

Ms. Stephannie Windham (Authority Legal Counsel)
Mr. Kenny Smith (City Manager)
Ms. Jessica Oconner (City Chief of Staff)
Mr. Lew Walker (GDOT Project Manager)
Mr. Robert Mohl (6A2 Airport Director)

Ms. Rebecca Collins (Croy Consulting)
Mr. William Wilson (County Manager)
Mr. Ray Lightner (Griffin Daily News)
Mr. Bob Stapleton (Project Manager)

- I. Call to Order:** At 6:01 PM, with a quorum present, the Chairman, called the meeting to order.
- II. Adopt Minutes:** Comr. Don Hawbaker motioned to accept the minutes of the Regular Authority meeting held on the 8th of April, 2019. Comr. Truman Tinsley seconded. The minutes were approved (5-0).
- III. Joint City / County / Authority Proclamation:** The City, County & Airport Authority presented a joint Proclamation to Mr. Lance Toland in recognition of his induction into the Georgia Aviation Hall of Fame.
- IV. Audience Comments:** None
- V. 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:** – No Report At This Time
 - f. **Policies & Procedures:** – No Report At This Time
 - g. **Tenant Issues:** – No Report At This Time
 - h. **Executive Committee:** – No Report At This Time
- VI. Old Business:**
- a. **Project Manager, Construction NGSAs, Monthly Report – Bob Stapleton**
 - 1. **Expenditure Authorizations:** Project Manager Bob Stapleton provided a synopsis regarding a review of ongoing tasks as well as expenditures that he recommends for Board approval subject to the availability of funds (see attached). Mr. Brett Bell motioned to approve the expenditures as presented subject to the availability of funds. Comr. David Brock seconded. The motion was approved (6-0).
 - 2. **Croy NGSAs Schedule Update:** Ms. Rebecca Collins updated the Authority on items pertaining to the status of progress and negotiations with GDOT regarding the SEA. She stated that GDOT approved the draft and instructed Croy to submit the document for agency review. GDOT also issued a tentative allocation for two projects. The first is to move forward with Phase 2 Land Acquisition and the second is to proceed with the relocation of Georgia Power's & Georgia Transmission's utility power lines. Croy will submit a scope & fee for Authority review & approval.

b. Airport Improvement Project, Update (AIP-33), 6A2 – AD

1. **NAVAIDS (Lights, REIL Replacement & PAPI Rehab): & Runway & Taxiway Restriping:**
AD reported that Lew Walker stated to him that GDOT approved the contract for the reimbursement of funds regarding the design work for the AIP-33 improvements. We now await the funds disbursement check. AD further reported that he, the Croy Project Manager and the successful bidder (TCA Electrical) met during a pre-construction / kick-off meeting to go over the details & safety plan for the project. Contract documents will be received shortly and a timeline will be set to begin.

VII. New Business:

a. Transfer of Reserve Account Funds to Airport Operating Account: - AD

1. AD provided a report on a discussion with COG Finance Dept. regarding the disposition and use of funds acquired in a previous land sale of airport property to the COG Golf Course. Those funds were deposited into a holding account. In order to properly expend those funds, the City recommends that the funds be transferred into an operating account designated “New Airport Operating Account”. This will allow the City & Authority to exercise proper accounting controls in order to track and account for expended, non-bond funds, for new airport projects. AD requested that the Board authorize the transfer of \$17,928.04 (proceeds of previous land sale) into the New Airport Operating Account to be used on approved NGSAs project expenditures. Cmr. David Brock motioned to authorize as requested. Dr. Nicole Jones seconded. The motion was approved (6 – 0).
2. Additionally, the COG Finance Dept. recommended that the disposition and use of the new \$165,000 loans to be provided by both the COG & SC, (upon each BOC’s approval) should also be placed into the New Airport Operating Account. This will allow the City & Authority to exercise proper accounting controls in order to track and account for expended, non-bond funds, for new airport projects. AD requested that the Board authorize the transfer of the COG’s \$165,000 loan & the County’s \$165,000 loan be placed into the Airport Operating Account to be used on approved NGSAs project expenditures. Cmr. Don Hawbaker motioned to authorize as requested. Cmr. Truman Tinsley seconded. The motion was approved (6 – 0).

b. Placement of Future Land Sale Proceeds into Airport Reserve Account: - AD

1. The COG Finance Dept. in consultation with the AD discussed the potential income of future property sale proceeds. It was agreed upon that the funds acquired from any future sale of airport property be placed into the Airport Reserve Account until such time as the G-S Airport Authority authorizes projects requiring said funds. Upon approval of a project expenditure the appropriate amount of funds will be transferred by Authority Board action into the New Airport Operating Account for disbursement. This will allow the City & Authority to exercise proper accounting controls in order to track and account for expended, non-bond funds, for new or upcoming airport projects. AD requested that the Board authorize the placement of future land sale proceeds (such as the upcoming Kiwanis sale and or the sale of the Walking Park and the like) be placed into the Airport Reserve Account. And upon such time, to be transferred, by G-S Airport Authority action into the New Airport Operating Account, for use on future approved project expenditures. Cmr. Truman Tinsley motioned to approve as requested. Mr. Brett Bell seconded. The motion was approved (6 – 0).

VIII. Airport Director’s Report:

AD provided an End-of-Month statistical summary for month ending April 2019 (see attached).

IX. Authority Board Member Comments: The Chair updated the Authority on the proceedings and status of the condemnation process and as it pertains to the \$6 Million dollar investment requirement. Additionally, the Chair reported on the letter to be sent to GDOT requesting use of reimbursement funds to move forward with the tentative allocation proposed by GDOT.

Mr. Bell reiterated that the New Airport Website is live and that everyone should check it out.

Dr. Jones stated that she believed that neither she nor Dr. Peters desires to sit through another court proceeding ever again, however it was an eye opening education on governmental regulations. She stated that she would graciously step aside and allow another board member enjoy that experience. Dr. Peters emphatically agreed.

X. Next Airport Authority Board Meeting: 13 May, 2019
6PM
One Griffin Center

XI. Adjournment: At 6:45 PM, The Chair called for a motion to adjourn. Cmr. Tinsley motioned to adjourn. Cmr. Brock seconded. The motion was 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