



Griffin-Spalding County Airport Authority

" Your Aviation Gateway "

1035 South Hill Street
Griffin, GA 30224

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Telephone (770) 227-2928
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Minutes of Airport Authority Meeting 13 July, 2020 6:00PM

Attendees:

Dr. Randall Peters(C)
Mr. Dennis Noll
Mr. Steven Wages

Cmr. David Brock (Sec / Tres)
Cmr. James Dutton
Cmr. Truman Tinsley

Cmr. Bart Miller
Mr. Louis Thacker

Also in Attendance:

Rep. Karen Mathiak (Ga. State Representative)
Ms. Stephanie Windham (Authority Legal Counsel)
Mr. William Wilson (County Manager)
Mr. Greg Teague (Croy Engineering)
Mr. Kristopher Erwin (Croy Engineering)
Mr. Bob Stapleton (NGSA Project Manager)

Mayor Doug Holberg (City of Griffin)
Mr. Kenny Smith (City Manager)
Ms. Jessica O'Conner (Dep. City Manager)
Ms. Rebecca Collins (Croy Engineering)
Ms. Katie Holmes (Croy Engineering)
Mr. Robert Mohl (Airport Director)

I. Call to Order: At 6:00 PM, with a quorum present, the Chairman, called the meeting to order.

Agenda Amendment: Mr. Louis Thacker motioned to amend the agenda and add to "V. Old Business" item a.2. Consider for approval, Croy Engineering, Task Order 7, Amendment #1, in the amount of \$7,500.00. Cmr. Truman Tinsley seconded. The motion was approved (7-0). Kris Erwin of Croy Engineering to address.

II. Adopt Minutes: Cmr. Truman Tinsley motioned to accept the minutes of the Authority meeting held on the 08 June, 2020. Cmr. Bart Miller seconded. The minutes were approved (7-0).

III. Audience Comments: None

IV. Report of Committees:

- a. Budget & Finance** – Via Executive Committee Action: AD requested to transfer \$8,500. from the FY 2020 6A2 "Communications" Budget Allocation (acct: 3200) to be transferred to "Other Equipment" Budget Allocation (acct: 2500) for the purposes of buying a new Zero-Turn-Airfield-Mower. The Communications Account benefitted from a decision to consolidate the two airport fuel points into one single fuel point, thus purchasing only one of the planned & budgeted two, new, M4000 credit card readers. This resulted in a savings of just over \$13,000. AD worked with City of Griffin Finance Dept. ironing out the procedural details. Mr. Steve Wages motioned to approve as presented. Cmr. Truman Tinsley seconded. The motion was approved (8-0).
- b. Legal & Insurance**– No Report At This Time
- c. Personnel** – No Report At This Time
- d. Marketing** – No Report At This Time
- e. Executive** – No Report At This Time
- f. Property & Assets** – No Report At This Time
- g. Tenant Issues** – No Report At This Time
- h. Policies & Procedures**– No Report At This Time

V. Old Business:

a. Project Manager, Construction NGSA, Update – Bob Stapleton:

- 1. Mr. Stapleton reviewed the "Project Tracker" for the month ending 30 June 2020 (see attached).
- 2. Mr. Kris Erwin updated the Authority providing an overview of the status of the Supplemental Environmental Assessment - Task Order 7, requesting an Amendment - #1 (see attached), in the amount of \$7,500, for additional documentation & coordination with the FAA / GDOT in response to FAA / GDOT comments. Cmr. Dutton inquired if this amendment request is within the 10% allowance variable. PM indicated that it is, however, for historical and procedural purposes, this Authority vote provides a cleaner, trackable process, by which compliance with GDOT agreed upon procedures assists in better audit reporting outcomes. Mr. Steve Wages motioned to approve as presented. Cmr. Truman Tinsley seconded. The motion was approved (8-0).

Old Business: continued...

3. Mr. Stapleton provided a summary on expenditures (see attached) for the month of June 2020 and requested approval for payment. Cmr. Truman Tinsley motioned to approve the expenditures as presented. Mr. Steve Wages seconded. The motion was approved (8-0).

b. Airport Director, Current Airport Issues, 6A2: – Robert Mohl

1. Monthly Operations & Financial Report. AD's Monthly Operations & Financial Report was deferred to the August meeting to be included with the FY 2020 End of Year Report.

c. Legal Issues Update - Ms. Stephanie Windham (Airport Authority Legal Counsel):

1. Ms. Windham reported on the status of AIP-34 GDOT contract to move GA. Power / GA. Transmission power lines. Authority Legal Counsel, in consultation with the County & City Attorneys made comments and returned the draft contract to GDOT for changes / review. Ms. Windham recommended, when the contract returns, in order not to delay the contract any further, to have the Authority provide conditional approval to the Airport Authority Chair, allowing him to sign the contract, upon legal review of the returned corrected contract. Mr. Steve Wages motioned to approve conditional approval authority to the Chairman upon receipt and legal review of the amended contract, as presented by the Authority's Legal Counsel. Cmr. Truman Tinsley seconded. The motion was approved (8-0).

VI. New Business: None

VII. Authority Board Member Comments: Several Authority Members complimented the members of the Croy Team on their workshop presentation.

VIII. Next Airport Authority Board Meeting: **13 July, 2020**
6PM
One Griffin Center

IX. Adjournment: At 6:20 PM, the Chair called for a motion to adjourn. Cmr. Tinsley motioned to adjourn. Cmr. Bart Miller seconded. The motion was unanimously approved, (8-0).

Respectfully Submitted:

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

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



**Minutes of
Airport Authority Workshop**
13 July, 2020
4:00PM

Attendees:

Dr. Randall Peters(C)
Cmr. Bart Miller
Mr. Steven Wages

Mr. Brett Lavender (VC)
Mr. Dennis Noll
Cmr. Truman Tinsley

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

Also in Attendance:

Rep. Karen Mathiak (Ga. State Representative)
Ms. Stephanie Windham (Authority Legal Counsel)
Mr. William Wilson (County Manager)
Ms. Michelle Irizzary (Dep. County Manager)
Ms. Rebecca Collins (Croy Engineering)
Ms. Katie Holmes (Croy Engineering)
Mr. Bob Stapleton (NGSA Project Manager)

Mayor Doug Holberg (City of Griffin)
Mr. Kenny Smith (City Manager)
Ms. Jessica O’Conner (Dep. City Manager)
Mr. Greg Teague (Croy Engineering)
Mr. Kristopher Erwin (Croy Engineering)
Mr. Lew Walker (GDOT)
Mr. Robert Mohl (Airport Director)

Others In Attendance:

Ms. Jinna Garrison (Director, County Budget & Finance)
Mr. T.J. Imberger (Director, County Parks & Public Grounds)
Mr. Brian Upson (Paragon Engineering)
Ms. Rachel Conort
Mr. Charles Penn

Mr. Brant Keller (Director, City Public Works)
Mr. Chad Jacobs (Director, City Planning & Zoning)
Mr. Brandon Lewis (Director, City Water & Waste Water)
Mr. Taylor Payne

- I. Call to Order:** At 4:00 PM, with a quorum present, the Chairman, called the meeting to order & gave a brief explanation of the reason for the workshop. The Chair then introduced the Project Manager, Mr. Bob Stapleton who introduced the Croy Engineering Team here to present the update on the NGSA ALP.
- II. Presentation & Discussion:** Airport Layout Plan Detailed Update – Croy Engineering – Kris Erwin & Katie Holmes provided a detailed explanation & answered several questions regarding the new airport layout plan.
- III. Adjournment:** Time: 5:27pm

1st: Cmr. Truman Tinsley , 2nd: Mr. Steve Wages , (7-0)

Respectfully Submitted:

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

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