



**Minutes of
Airport Authority Meeting**

10 May, 2021

6:00PM

Attendees:

Dr. Randall Peters (C)

Mr. Steve Wages (V)

Mayor Doug Hollberg

Mr. Blake Locke (via Zoom)

Mr. Louis Thacker

Mr. Dennis Noll

Also in Attendance:

Ms. Stephanie Windham (Authority Legal Counsel)

Mr. William Wilson (County Manager)

Ms. Jessica O'Conner (City Manager)

Mr. Greg Teague & Mr. Kris Erwin (Croy Engineering)

Mr. Robert Mohl (Airport Director)

Bob Stapleton (NGSA Project Manager)

- I. **Call to Order:** At 5:00 PM, with a quorum present, the Chairman, called the meeting to order.
- II. **Adopt Minutes:** Mayor Doug Hollberg motioned to accept both the minutes of the Regular Authority Meeting held on the 12th of April and the minutes of the Workshop held on the 26th of April. Mr. Steve Wages seconded the motion. The minutes were approved (6-0).
- III. **Audience Comments:** None
- IV. **Report of Committees:**
 - a. **Budget & Finance** – No Report At This Time
 - b. **Personnel** – No Report At This Time
 - c. **Marketing** – No Report At This Time
 - d. **Executive** – No Report At This Time
 - e. **Legal & Insurance** – 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. **Project Tracker & Expenditures:** PM reported on the work progress (see Project Tracker attached) for the month ending 30 April 2021. PM presented a summary on expenditures (see attached) requesting approvals for payment. Mr. Wages motioned to approve the expenditures as presented. Mayor Hollberg seconded the motion. Mr. Thacker commented requesting a detailed breakdown on the items brought before the Authority for payment. Dr. Peters stated that all the supporting documentation & invoicing he has in his briefing book or is on file at the Airport Director's office. Going forward we will email that out along with the monthly briefing package. The motion was approved (6-0).
 - 2. **NGSA ALP Update:** Mr. Greg Teague & Kris Erwin of Croy Engineering provided a thorough briefing detailing the status of the NGSA Project, the 5 Year CIP, the ALP & ALP Update here-to-date (Power Point Presentation on file with the Airport Director).
 - 3. **Croy - Tasking Order #14,** Utility Relocation Coordination: PM presented for approval TO-14 (see attached) for Coordination Services provided by Croy Engineering, to oversee the Utility Relocation Project - Phase I, in an amount not-to-exceed \$50,000. PM reported that this scope & fee proposal has been reviewed & approved by GDOT (see attached GDOT approval letter of 28 April, 2021). Mr. Wages motioned to approve Task Order 14 as requested. Mr. Dennis Noll seconded. The motion was approved (6-0).
 - 4. **NGSA Business Plan:** A discussion regarding the Draft Business Plan – DBP (see attached) for the New Griffin-Spalding County Airport. Airport Authority Chair reported an overview of the recent events regarding the DBP. The 52 comments received from GDOT necessitated a rapid gathering of supporting documents, appendices and tables. Dr. Peters reported that, over the weekend, Ms. Rebecca Collins and the Croy Team, put together a revised version, incorporating the addressed comments, & utilizing the Mississippi format previously provided as a reference sample. We then met with Ms. Carol Comer at GDOT to which she was very pleased with the revision. At that meeting a timeline was requested by GDOT. Croy is in the process of putting that revised timeline together. At this moment we are awaiting her approval or additional comments. Authority Legal Counsel recommended getting tacit approval tonight pending GDOT's review. Counsel recommend a motion to approve the new version of the Airport BP, submitted to GDOT, pending their comments or changes. Mr. Wages motioned to approve as suggested by counsel. Mr. Blake Locke seconded. The motion was approved (6-0).

Old Business: continued...

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

1. AD briefed the Authority on the status of the CRRSAA application for 6A2's \$13,000. relief allocation.
2. AD updated the Authority on the progress of the annual airport operating budget submissions for FY 2022.
3. AD presented the annual submission renewal request for the Airport Authority's Professional Liability Insurance Policy. Millennium Insurance, the Authority's carrier, submitted the FY 2021-2022 proposal (see attached) including a cost reduction of \$75. from this same period last year, for a total requested amount of \$1,995. AD stated this is a regular budgeted item & recommended approval. **Mr. Louis Thacker** motioned to approve the Liability Insurance proposal as recommended & presented by staff. **Mr. Noll** seconded. The motion was approved (6-0).
4. AD provided monthly operations & financial statistical reports for month ending 30 April 2021.

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

VI. New Business:

1. **NGSA Marketing Plan:** - Bob Stapleton briefed the Authority recommending the formation of a Marketing Committee in order to promote the New Airport & develop a plan by which this will occur (see attached mission & goals outline). PM informed the Authority that his Grandson, Matthew Stapleton will be working as an intern assisting in this effort as part of his service requirements for his degree completion. Dr. Peters stated that he will oversee & proctor Matt's internship work, reporting to his professor's the progress for his degree requirements. Matt Stapleton thanked the Authority for this internship and the opportunity to help with this project. Matt indicated that he will initially begin looking at our on-line efforts, managing website content and surveying potential businesses. PM reported that the website needs some in depth updating and will be working with our contractor in getting it updated. He indicated some issues that have arisen in response to request & time delays as a result of our website contractor's move out of the region. It is the PM's intention to re-bid the contract for website services at the conclusion of the current contract. The Chairman requested that Mr. Blake Locke organize a marketing committee. Mr. Locke agreed.
2. **Lease Assignment:** AD stated that Ms. Catherine Whitworth, has agreed to sell the remainder of her leasehold – located at 119 Sky Harbor Way to Mr. Joshua Waites. Ms. Whitworth has relinquished all remaining rights to the lease & hangar, 119 SHW, of which Mr. Waites assumes the terms as the original lease holder. Mr. Waites has agreed to all terms & conditions of the Lease Assignment and staff recommends approval. **Mr. Hollberg** motioned to approve the Relinquishment of Rights and the Lease Assignment as recommend. **Mr. Wages** seconded. The motion was approved (6-0).

VII. Authority Board Member Comments: (See Attached).

**VIII. Next Airport Authority Board Meeting: 14 June, 2021
6PM
One Griffin Center**

IX. Adjournment: At 6:45 PM, the Chair called for a motion to adjourn. **Mr. Thacker** motioned to adjourn. **Mr. Wages** seconded the motion. The motion was unanimously approved, (6-0).

Respectfully Submitted:

Cmr. Truman Tinsley
Secretary / Treasurer,
Griffin-Spalding Airport Authority

Cc:
Griffin-Spalding Airport Authority
Jessica O'Conner, City Manager
William Wilson, County Manager