



**DRAFT**  
**Minutes of Airport Authority**  
**Transition Committee Meeting**

07 Jan, 2013

10:00AM

**Attendees:**

Cmr. Dick Morrow (C)  
Cmr. Joanne Todd (Acting Chair Property & Assets Committee)  
Mr. Ron Alexander (Budget Committee Chair)  
Mr. Keith Smith (Personnel Committee Chair)

**Also in Attendance:**

Mr. Larry Johnson (Airport Authority Member)  
Mr. Carl Pruett (Airport Authority Member)  
Mr. Kenny Smith (City Manager)  
Mr. William Wilson (County Manager)  
Mr. Drew Whalen (City Attorney)  
Ms. Stephanie Windham (County Attorney)  
Mr. Markus Schwab (City Finance Director)  
Ms. Jenna Garrison (County Finance Director)  
Mr. Chad Jacobs (County Planning Director)  
Mr. Robert Mohl (Airport Director)  
Mr. Mike Reiter (LPA / Michael Baker Consultants)  
Mr. Ray Lightner (Griffin Daily News)

**I. Call to Order:**

At 10:04AM with a quorum present the Chairman, Cmr. Morrow, called the meeting to order.

**II. Audience Comments: None.**

**III. Report of Committees:**

**a. Budget & Finance :**

Mr. Alexander provided a brief summary of the past few Budget Committee Meetings. A draft budget was provided and the committee discussed several of the line items. Mr. Alexander stated that he thought it was a good draft and that after the City & County had a chance to look it over and put in their administrative costs it would be brought back to the committee for final review and recommendation. Cmr. Joanne Todd inquired as to whether provisions were made in the draft budget to procure the professional services for minutes & note taking. AD Mohl stated that he would include it. Cmr. Morrow indicated that provisions should also be made for the authority's own legal counsel. AD stated that an amount for legal counsel was included in the draft budget. Mr. Markus Schwab informed the committee that the City's Finance Department through its COGSDALE software package has the capability to develop and segregate a "stand-alone company" in order to manage the airport's accounting data and avoid any comingling of money or data in order to satisfy any audit requirements. Mr. Schwab inquired about GASB, Ms. Jenna Garrison on the IDA is a component of...???

**b. Legal & Insurance :**

Mr. Lavender could not make the meeting therefore there is no Legal & Insurance Committee report. Mr. Morrow inquired as to whether or not the authority should have its own legal counsel. Mr. Drew Whalen and Ms. Stephanie Windham both agreed that either the current city or county attorneys could be contracted to represent the authority. Cmr. Morrow stated that board was waiting on an insurance quote from \_\_\_\_\_ in order to provide an amount to be budgeted. A question arose about GIRMA insurance. Mr. Kenny Smith stated that he did not believe that the authority would qualify to be covered by GIRMA.

c. Personnel :

Mr. Keith Smith reported that it was the position of the Personnel Committee that the most efficient and expeditious route to take regarding airport employees would be to contract with the city to (continue to) provide personnel services as they do now. A discussion ensued regarding the cost of contracting with the city for personnel services would have to be researched by the Finance Department and enumerated within the contract. Mr. Markus Schwab indicated that a good place to start would be with the amount the airport is budgeted for indirect costs. Mr. Whalen indicated that a legal agreement would need to be created. Mr. Kenny Smith postulated that more than likely a legal agreement mechanism would need to be created for all ancillary services, HR, Equipment & Motor Pool, etc.

d. Property & Assets :

Cmr. Todd, referencing the property list provided, stated that all the property is accounted for although the airport was still working on the associated value. Mr. Schwab stated that he had a property depreciation value and stepped out to retrieve the listing. Mr. Schwab indicated that the information regarding the dollar amount of the value of the property for possible transference from City & County to Authority would be included within the annual audit. Cmr. Morrow asked if the airport property could be deeded over to the Authority. Mr. Whalen, referencing the property map provided, indicated that the City & County owned the airport property with the exception of the areas marked for Kiwanis (in blue) and a smaller portion (in red) that belongs to the City only (see map attached). Ms. Windham stated that the first step in either transference or the proposal to declare portions of the airport as non-essential for aviation use in order to use as collateral or to be sold must start with an appraisal. Mr. Mike Reiter indicated that he could provide a list of appraisers that were very familiar with airports & airport properties.

**IV. Old Business:** None.

**V. New Business:** Discussion for the orderly transition of G-S Airport operations from the City of Griffin & Spalding County to the G-S Airport Authority. Cmr. Todd, referencing the beginnings of the Industrial Development Authority, proposed that we follow its model as we transition towards the authority's assumption of control of the current airport. Cmr. Morrow stated that we would be at the mercy of the City & County's funding until the authority could become self sustaining, hopefully we have removed the variable of politics by the formation of the authority, but it will take some time before we become self supporting, that is our goal. AD Mohl inquired as to how we handle the transition of Ground Leases and other agreements that we have with the airport tenants and vendors? Mr. Whalen & Ms. Windham suggested the possibility of an assignment. Mr. Whalen further suggested that an "Operating Agreement" may be the mechanism in which some of the issues we have brought up this morning may be addressed. Cmr. Morrow reiterated that the Authority should be able to control its own destiny and that the ownership and control of the land is key to that goal. Cmr. Morrow recognizing both Mr. Carl Pruett & Mr. Larry Johnson, the rest of the authority concurs. Understanding that the politics of both boards can sometimes produce an uncertainty and hampers the ability for long range planning and development, this would remove that uncertainty.

Mr. Whalen asked if the FAA would allow releasing the City & County from the grants assurances as it is the City & County that the FAA has entered into grant agreements with. Cmr. Morrow inquired that it may be possible from this point forward that the Authority assume the grant assurances, and by the time the new airport is constructed the majority of the obligations would rest with it. Mr. Whalen indicated that the Authority should request a letter from the FAA stating 1.) The FAA's agreement to release the City & County from grant assurances on the areas specified as non-essential for aviation use, and 2.) The FAA's agreement to transfer the remaining grant assurance obligations to the authority if the authority assumes control of the property. Cmr. Morrow indicated that it is the Authority's intention to request that both the City & County agree to petitioning the FAA to release from obligation those areas specified as non-essential for aviation use, at the next respective Board of Commission meetings,( 22 Jan for the City BOC & 3 Feb for the County BOC).

**VI. Comments:**

Cmr. Morrow would like further discussion to have property taxes & sales tax generated at the airport be attributed to airport revenue column.

Cmr. Morrow & Mr. Kenny Smith reiterated the need for an agreement to be drafted detailing how the City is to provide services and or an Operating Agreement.

Cmr. Todd reiterated the reason & need for the new airport project for all the work that everyone has undertaken in this effort is so that we can bring in jobs, jobs, jobs...

**VII. Next Airport Authority Transition Committee Meeting : TBD**

**VII. Adjournment:** At 11:19AM The Chair entertained a motion to adjourn, **Mr. Keith Smith** motioned to adjourn & **Mr. Ron Alexander** seconded, the motion was unanimously passed,

Respectfully Submitted:

Joanne Todd  
Secretary,  
Griffin-Spalding Airport Authority

C:  
Griffin-Spalding Airport Authority  
Airport Advisory Board  
Kenny Smith, City Manager  
William Wilson, County Manager  
Drew Whalen, City Attorney  
Jim Fortune, County Attorney