



Minutes of Airport Authority Meeting

11 December, 2017
6:00PM

Attendees:

Dr. Randall Peters(C)
Cmr. Bart Miller
Mr. Larry Johnson

Mr. Brett Lavender (VC)
Cmr. David Brock
Mr. Louis Thacker

Mr. Carl Pruett (Sec / Tres)
Cmr. Dick Morrow

Also in Attendance:

Judge William Johnston (Authority Legal Counsel)
Mr. Kenny Smith (City Manager)
Mr. William Wilson (County Manager)
Mr. Lew Walker (GDOT)
Mr. Robert Mohl (Airport Director)

- I. **Call to Order:** At 6:00 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 November, 2017. Mr. Brett Lavender seconded. The minutes were approved (8-0).
- III. **Audience Comments:** None
- 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** – No Report At This Time
 - f. **Tenant Issues** – No Report At This Time
 - g. **Policies & Procedures** – Dr. Peters stated that at the last meeting he provided two proposed change to the by-laws (see attached). 1. In section 3, article 1, establishing the formation of an Executive Committee, comprised of the Chair, Vice Chair and Sec-Treasurer to address actions & issues that arise in between meetings and then bring before the Authority as-a-whole for ratification. 2. In section 6, that all board actions that concern or may subsequently concern reimbursement by the state or FAA are considered to have been approved “subject to approval by GDOT.” Those items were tabled for 30 days pending the Boards review. Cmr. Dick Morrow motioned to remove the both items from the table and to approve as presented. Mr. Carl Pruett seconded. The motion was approved (8-0).
- V. **Amend the Agenda:** Add Executive Session - The Chairman Dr. Randall Peters asked for approval to amend the agenda to add Executive Session for the purposes of discussing both; a. Personnel Contract Issue and b. Contract Issue. At 6:05 PM Mr. Larry Johnson motioned to amend the agenda and go into executive session as discussed. Cmr. Bart Miller seconded. The motion was approved (8-0).
- VI. **Executive Session:** At 6:40 PM Cmr. Morrow motioned to come out of executive session. Mr. Carl Pruett seconded. The motion was approved (8-0). Cmr. Morrow motioned to return to regular session. Cmr. David Brock seconded. The motion was approved (8-0).

VII. Amend the Agenda: Legal Counsel Judge Johnston recommended that the Authority amend the agenda in order to vote on issues discussed in Executive Session. Cmr. Dick Morrow motioned to amend the agenda as follows; under New Business, add item a. - Vote on Personnel Issue discussed in Executive Session, add item b.- Vote on Contract Issue discussed in Executive Session & move original item a to item c. - Goodbye to Commissioner Dick Morrow & Mr. Carl Pruet. Mr. Brett Lavender seconded. The motion was approved (8-0).

VIII. Old Business:

- a. **New Airport & Land Acquisition Update - Staff Workshop Report:** Dr. Peters briefed the Authority that issues discussed were: The ALP was approved, however it came with a conditions letter and we will be working on those as we move forward. The 18B Obstruction Survey that we are still awaiting GDOT to comment on. We have received an estimate from Georgia Transmission on the re-routing of the power transmission lines. That estimate is good for a year and comes to a total of \$4,181,221, more to follow on that. We are still waiting on the results from Georgia Power of their proposed re-routing of the power transmission line utilities. We have been informed to expect to hear from them in late December or after the first of the year. Land Acquisition & Relocation update -we are still waiting for the owner of AF-16 to accept the final check and close out that file. As for the two parcels going into condemnation, AF-44 & AF-23, we are waiting for our court dates to be established. The ALP has a concept re-routing of Sapelo Road. That re-routing will be discussed and directed by Spalding County and they will let us know where they want that to be. We are still waiting on comments from GDOT on phase 2 parcels as well as Task Order 26 - Demolition Phase 1, Task Order 27 - Tower Obstructions and other “back-burner” items.
- b. In regards to the current airport, to correct safety violations of the Object Free Area (OFA), the grant application package for the McLendon Property Acquisition was hand delivered to Mr. Lew Walker and we are waiting word from GDOT on that. We are continuing to work on releasing the Walking Track, however there are issues regarding the Cintas environmental issue and it needs to be determined if there are contamination issues that needs to be addressed. The AD has completed all our recurring annual certifications & administrative reports. Those being; the Authority’s re-certification with the state’s Department of Community Affairs, so now we are recertified. Also completed for the Census Bureau, as required by O.C.G.A 36-80-16, is our Comprehensive Annual Financial Report. Additionally, our annual E-Verify report, per O.C.G.A 50-36-4 was submitted to the Department of Audits & Accounts and our Airport Fuel Sales Tax Revenues Certificate was sent to GDOT as per their new requirement. And finally, Robert & Mike completed & submitted our annual 5 Year Capital Improvement Plan, along with the Grant Pre-Applications that are required to qualify us for federal AIP grants.

IX. New Business:

- a. **Vote on Personnel Issue Discussed in Executive Session:**
Cmr. Dick Morrow motioned to approve the personnel issue discussed during executive session: Hiring Mr. Bob Stapleton to provide Project Management Services for the construction of a new Griffin-Spalding County replacement Airport (see agreement attached). Mr. Brett Lavender seconded. The motion was approved (8-0).
- b. **Vote on Contract Issue Discussed in Executive Session:**
Mr. Louis Thacker motioned to approve the contract issues discussed during executive session: Hiring Hanson Professional Services Inc., Consultants (see agreement attached), to provide the supplemental environmental assessment to evaluate the additional properties included in the new airport acquisition area due to GDOT’s adjustment in the new runway alignment, cost not-to-exceed \$50,000, utilizing bond funds noting however, this is a non-reimbursable expense. Mr. Brett Lavender seconded. The motion was approved (8-0). Mr. Louis Thacker stated that he is in favor of this as opposed to his previous objections regarding the SEA fees. He further stated that his is seriously concerned and emphasizes the need to really scrutinize fee proposals. Cmr. Morrow stated that he feels the need to vote “no” on this issue as this proposal has not proceeded through the normal appropriations procedures. He continues that he is apprehensive by the verbal instruction from GDOT with no authorization in writing and has been penalized for these kinds of actions based upon GDOT’s verbal instructions in the past. Mr. Pruet asked if we could vote on this pending receiving an email verification that this is acceptable and the funds are reimbursable. The Chair stated that as he understands it this is not reimbursable. Mr. Pruet asked is we could ask for a written assurance that this is okay to do and will be acceptable for our use and that GDOT will honor it.

Chairman Peters stated that he will be meeting with GDOT tomorrow and will pose that question to them. Judge Johnston indicated from a meeting he attended, Ms. Comer stated that she would respond with a confirmation once we approved it. Cmr. Morrow reinforced the issue stating that the agreement was very generic and broad and did not have the defined deliverables as was specified in our audit findings. Mr. Thacker indicated that he agreed with the comments and that we needed written authorization and amended his motion to indicate that the agreement be accepted upon written approval by GDOT. Judge Johnston stated that he did not think they would put an official GDOT endorsement but that he did think Ms. Comer would send us an email indicating that this would be acceptable as a supplemental environmental assessment that would allow us to move the project forward. The Chair asked Mr. Thacker if this is acceptable, Mr. Thacker indicated that it was and continued with his motion. Mr. Brett Lavender seconded. The motion was approved (7-1).

- c. **Goodbye to Commissioner Dick Morrow & Mr. Carl Pruett:** Chairman Peters and the AD presented Cmr. Dick Morrow & Mr. Carl Pruett with service appreciation awards (see attached).

- X. **Airport Director's Report:** AD provided statistical information regarding airfield operations for month ending 30 November 2017 (see attached).

XI. Authority Board Member Comments:

Chairman Peters commented for the record of the passing of Representative John Yates and further asked the Board for a moment of silence.

All Authority Members thanked Cmr. Morrow & Mr. Pruett for their many years of service.

- XII. **Next Airport Authority Board Meeting:** **08 Jan, 2018** (conflicts with County Meeting)
TBD. Possible Cancellation until 12 Feb 2018.
6PM
One Griffin Center

- XIII. **Adjournment:** At 7:25 PM, the Chair entertained a motion to adjourn, Cmr. Bart Miller motioned to adjourn. Cmr. David Brock seconded. The motion was unanimously approved, (8-0).

Respectfully Submitted:

Mr. Carl Pruett
Secretary / Treasurer,
Griffin-Spalding Airport Authority