



**Minutes of
Airport Authority Meeting**

11 November, 2019

6:00PM

Attendees:

Dr. Randall Peters(C)
Cmr. Bart Miller
Cmr. Truman Tinsley

Mr. Brett Lavender (VC)
Cmr. Don Hawbaker

Cmr. David Brock (Sec)
Mr. Louis Thacker

Also in Attendance:

Ms. Stephanie Windham (Authority Legal Counsel)
Mr. Kristopher Erwin (Croy Consulting)
Mr. Bob Stapleton (Project Manager)

Mr. William Wilson (County Manager)
Mr. Ray Lightner (Griffin Daily News)
Mr. Robert Mohl (6A2 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 Regular Authority meeting held on the 09th of September, 2019. Mr. Brett Lavender seconded. The minutes were approved (7-0).
- III. Executive Session:** Cmr. David Brock motioned to suspend the regular meeting and go into Executive Session for the purpose of discussing / reviewing a personnel contract. Cmr. Truman Tinsley seconded. The motion was approved (7-0). Mr. Brett Lavender motioned to end the Executive Session and resume the regular meeting. Mr. Louis Thacker seconded. The motion was approved (7-0). Mr. Brett Lavender motioned to amend the contract of the New Griffin-Spalding County Airport (NGSA) Project Manager to reflect changes as discussed in Executive Session. Cmr. Truman Tinsley seconded. The motion was approved (7-0).
- IV. Audience Comments:** None
- V. 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. **Tenant Issues:** – No Report At This Time
 - e. **Legal & Insurance:** – No Report At This Time
 - f. **Property & Assets:** – No Report At This Time
 - g. **Policies & Procedures:** – 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 Update:** Project Manager, Mr. Bob Stapleton provided a synopsis regarding a review of ongoing tasks as well as expenditures recommended for Board approval subject to the availability of funds (see attached). Mr. Brett Lavender motioned to approve the expenditures for September as presented subject to the availability of funds. Cmr. Truman Tinsley seconded. The motion was approved (7-0). Mr. Brett Lavender motioned to approve the expenditures for October as presented subject to the availability of funds. Cmr. Truman Tinsley seconded. The motion was approved (7-0). Mr. Stapleton stated that he was in the process of researching the feasibility of timbering the parcels that the authority owns as a way to generate additional income. He will update as information comes available. The Project Manager concluded his report.
- b. Airport Improvement Project, Update (AIP-33), 6A2 – AD**
 - 1. **NAVAIDS (Lights, REIL Replacement & PAPI Rehab): & Runway & Taxiway Restriping:** AD reported that of the three tasks in the current airport AIP project (AIP-33), the PAPI light replacement task and the installation of the new REILS has been completed. We are awaiting the final task initiation, painting the stripes & markings on the runway & taxiways. Mr. Thacker asked if notification of the runway & taxiway closure would go out. AD responded that he has sent out an email to all tenants and will issue a NOTAM. Additionally, it was published on the airport’s Facebook page.

c. Property Acquisition & Closings Update: - Stephanie Windham

1. Ms. Stephanie Windham provided a synopsis of issues related to Land Acquisition(s) Phase 1: She reported and recommends approval of a payment to the tenants of parcel AF-11-T(2). They have moved and provided receipts to Croy for reimbursement of moving expenses, as per the regulation, in the amount of \$1,196. Mr. Brett Lavender motioned to approved as recommended. Cmr. Truman Tinsley seconded. The motion was approved (7-0). Ms. Windham reported that the paperwork is prepared for transmission to the FAA for approval of land release pending acceptance of offers from Kiwanis to buy the property as identified in Exhibit-A, pending Authority approval. Cmr. David Brock motioned to allow the sale of identified airport property to The Kiwanis Club as presented. Cmr. Don Hawbaker seconded. The motion was approved (7-0). Ms. Windham also reported that the paperwork is prepared for transmission to the FAA for approval of land release pending acceptance of offers from Spalding County to buy the property (commonly referred to as the “Walking Track Park”), as identified in Exhibit-A, pending Authority approval. Mr. Brett Lavender motioned to allow the sale of identified airport property to Spalding County as presented. Cmr. Don Hawbaker seconded. The motion was approved (7-0).

VII. New Business:

- a. **Adopt Annual 5 Year Capital Improvement Plan (CIP):** Staff presented the annual 5 year CIP (see attached) submission as required by GDOT every year. Mr. Brett Lavender motioned to adopt the 5 year CIP as presented and transmit same to GDOT as required. Cmr. Don Hawbaker seconded. The motion was approved (7-0).

VIII. Airport Director’s Report:

AD provided statistical data summary of expenditures, revenues and airport activity for month ending 30 September, of FY 2019 (see attached).

IX. Authority Board Member Comments:

1. Cmr. David Brock, Mr. Brett Lavender & Cmr. Truman Tinsley mentioned that they attended several “well done” Veteran’s Day programs & presentations.
2. Cmr. Truman Tinsley inquired about the possible resignations of two Authority Members. Dr. Randall Peters informed the board that he had received the resignation from Mr. Brett Bell citing numerous conflicts and ability to continue the commitment. Mr. William Wilson stated that he still possessed the resumes’ of several interested candidates and that it will be put on the agenda at the next Spalding County meeting. As for the Vacancy of Dr. Nicole Jones, it is possible that she has accepted employment out of the country but the Chair has yet to receive her formal resignation.
3. Mr. William Wilson (Spalding County Manager) reported on the procedures for accessing the Walking Park for the “Festival of Lights” program, scheduled for the 26th of November.

X. Next Airport Authority Board Meeting: **09 December, 2019**
6PM
One Griffin Center

XI. Adjournment: At 6:56 PM, the Chair called for a motion to adjourn. Mr. Brett Lavender motioned to adjourn. Cmr. Truman Tinsley seconded. The motion was approved (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