



**Minutes of  
Airport Authority Meeting  
10 August, 2020  
6:00PM**

**Attendees:**

Dr. Randall Peters(C)	Mr. Brett Lavender (VC)	Cmr. David Brock (Sec / Tres)
Cmr. Bart Miller	Mr. Dennis Noll	Cmr. James Dutton
Mr. Louis Thacker	Mr. Steven Wages	Cmr. Truman Tinsley

**Also in Attendance:**

Ms. Stephanie Windham (Authority Legal Counsel)	Mr. Kenny Smith (City Manager)
Mr. William Wilson (County Manager)	Mr. Kristopher Erwin (Croy Engineering)
Mr. Bob Stapleton (NGSA Project Manager)	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. James Dutton motioned to accept the minutes of the Authority Workshop (held on 13 July, 2020 at 4pm) & The Regular Authority Meeting (also held on the 13<sup>th</sup> of July following at 6pm). Mr. Steve Wages seconded. The minutes were approved (8-0).
- 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. PM reviewed the “Project Tracker” for the month ending 31 July 2020 (see attached). Also presented, a summary on expenditures for the month of July 2020 (see attached) for requested approval for payment. Cmr. James Dutton motioned to approve the expenditures as presented. Cmr. David Brock seconded. The motion was approved (8-0).
    - 2. A discussion regarding the continuation, delay or cancellation of the timbering contract for the timber located on 6A2. A concern was raised by the City of Griffin as to the possible unsightliness post harvesting of the trees. Mr. Louis Thacker motioned to delay the contract until the end of the calendar year to allow for additional information to be gathered and presented. Mr. Brett Lavender seconded. The motion was approved (9-0).
    - 3. Mr. Kris Erwin of Croy Engineering provided the Board with an update regarding the status of the ALP Update, the SEA and the moving of the power transmission lines owned by Georgia Power & Georgia Transmission. Mr. Stapleton informed the Board that Croy will be contracted to coordinate on the Authority’s behalf, the movement of the transmission power lines project. A contract & task order (see attached) was presented and requested for approval pending approval by GDOT. Mr. Brett Lavender motioned to approve pending GDOT approval. Mr. Steve Wages seconded. The motion was approved (9-0).
    - 4. PM presented our mandatory FY21-23 (3) Year DBE Update renewal contract with Croy Engineering in the amount of \$13,967.38 pending GDOT approval. Mr. Brett Lavender motioned to approve as presented pending GDOT approval. Mr. Dennis Noll seconded. The motion was approved (9-0).

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

1. AD provided an update regarding the replacement of the 4 thousand gallon Av-Gas tank with a new 12 thousand gallon tank. All materials have been placed on order and our M4000 credit card reader has been delivered, it will be installed during installation of the new tank.
2. AD provided a brief update on the status of the \$30,000. CARES Act Grant approved for 6A2. AD reported that all documentation was submitted as requested and on time. However, GDOT came back with an additional request for data not included in the regular grant application process. AD reported that he provided the additional info and is awaiting comment from GDOT.
3. AD provided End-of-Year Financial & Statistical report for Fiscal Year 2020 (see attached).

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

1. Property Taxes regarding Authority acquired properties. Ms. Windham informed the board that certain properties identified have some outstanding tax liabilities that remain for the year the Authority is responsible for. Starting with the new year these properties will become tax exempt. Counsel further informed the Board that she had met with the County Tax Commissioner and they agreed to remove all penalties & fees regarding these liabilities. The Tax Commissioner will provide the Airport Director with the new invoices for payment. The two invoices presented are for AF-23 & AF-11 in the amount of \$985.57 & \$1,369.06. Mr. Brett Lavender motioned to approve the payment of the 2019 taxes as presented. Mr. Louis Thacker seconded. The motion was approved (9-0).
2. Ms. Windham reported on the status of AIP-34 GDOT contract to move GA. Power / GA. Transmission power lines. Ms. Windham update the board that we still have not received an acceptable contract back from GDOT. Counsel's recommendation - "In recalling the action the Board took last month, in order not to delay the contract any further, I am again recommending to have the Authority provide conditional approval to the Airport Authority Chair, allowing him to sign the contract, upon receipt & legal review of the returned corrected contract". Cmr. Truman Tinsley motioned to approve conditional approval authority, to the Chairman, upon receipt and legal re-review of the contract, as presented this evening by the Authority's Legal Counsel. Mr. Steve Wages seconded. The motion was approved (9-0).

**VI. New Business:** None

**VII. Authority Board Member Comments:** The Chairman briefed the Authority on the development and potential mission of a proposed "Marketing Committee" to investigate, research & develop and outline of procedures in which our new airport lease agreements, minimum standards, rules & regulations, campus aesthetics, marketing the current airport for sale, naming the new airport & other projects that will occur between now and the opening of a new airport. The Chair recommended that four Board members be volunteered (Steve Wages, James Dutton, Brett Lavender & Truman Tinsley & Dennis Noll as an Alternate) to agree to a date in which to meet and begin the process of tackling this topics.

**VIII. Next Airport Authority Board Meeting:** **14 September, 2020**  
**6PM**  
**One Griffin Center**

**IX. Adjournment:** At 7:00 PM, the Chair called for a motion to adjourn. Cmr. Brock motioned to adjourn. Cmr. Dutton seconded. The motion was unanimously approved, (9-0).

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 Marketing Committee  
27 August, 2020  
6:00PM**

**Attendees:** Dr. Randall Peters(C) Mr. Brett Lavender (VC) Mr. Steven Wages Cmr. Truman Tinsley

**Also in Attendance:**

Mr. Bob Stapleton (NGSA Project Manager)

Mr. Robert Mohl (Airport Director)

- I. Call to Order:** At 6:00 PM, the Project Manager (PM), Mr. Bob Stapleton called the meeting to order. The Chairman, Dr. Randall Peters welcomed the group and provided his vision & guidance.
- II. Presentation:** PM provided a brief presentation of the concept for the Service Delivery Strategy & overall goals of the NGSA Marketing Committee (see attached).
- III. Discussion:** A Brainstorming Session – ideas & discussions regarding multiple topics towards accomplishing tasks related to the operation & function of the new airport (see attached notes).
- IV. Adjournment:** Time: 7:03pm

Respectfully Submitted:

Cmr. Robert Mohl  
Airport Director  
Griffin-Spalding Airport Authority

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

## **Griffin-Spalding County Airport Authority**

### **NGSA Service Delivery Strategy**

- **Agreement on the delivery of services in an effective and cost-efficient manner**
- **To provide a flexible framework for the authority to agree on service delivery arrangements.**
- **The success of a program, is judged by its ability to achieve its intended outcomes, depends critically on how that program is delivered.**
- **Effective service delivery is not an accident; rather, effective service delivery is a result of careful planning and intention on the part of program developers.**
- **The strategy shall promote the delivery of Airport Services in the most efficient, effective, and responsive manner.**
- **The strategy shall identify steps which will be taken to remediate or avoid overlapping and unnecessary competition and duplication of service delivery.**

# Notes:

## NGSA Marketing Committee 27 August 2020

1. Joint govt - private partnerships
2. Private FBO vs Authority Run
3. Max utilization of State & Federal Funding
4. Support Regional Industrial Development
5. Cargo Carriers
6. Tourism & Entertainment – Movies
7. Naming Rights
8. On Demand / Charter Service
9. Entrance Road Off GA Hwy 16 & Jackson – 155
10. Mission Statement (Flexibility) Intent
11. Customs Enforcement Point of Entry

### Targeted Services / Markets & Product

1. Aviation Maintenance / Refurbishment / Private Enterprise
2. FBO Services (Full Service ?) Required or Preferred
  - a. GPU
  - b. Catering / Café - Restaurant
  - c. Lav Services
  - d. Hangering
  - e. Flight Instruction
  - f. Aircraft Rentals
  - g. Fueling (Full & Self Service)
  - h. Conference Capable Services
  - i. Pilot R&R Facilities / Flight Planning
  - j. Rental Car / Uber / Lyft – On Demand Helo & Drone
3. Domestic Air Cargo
4. Education / GRCCA / Southern Crescent / A&P Program
5. Airfield Operations (Airport Authority)
  - a. Safety
  - b. MX
  - c. Admin / Prop Mgmt / Min Standards / Rules & Regs
  - d. Infrastructure & Technology
6. Firefighting Co-Located / LEO / Public Safety
7. Tourism & Entertainment (Hotel / Conf Capable / Museum – Gallery / Restaurants)