



**Minutes of
Airport Authority Meeting**
09 March, 2020
6:00PM

Attendees:

Dr. Randall Peters(C)
Cmr. Bart Miller
Mr. Steven Wages

Mr. Brett Lavender
Mr. Dennis Noll
Cmr. Truman Tinsley

Cmr. David Brock (Sec / Tres)
Mr. Louis Thacker

Also in Attendance:

Ms. Stephanie Windham (Authority Legal Counsel)
Mr. Kenny Smith (City Manager)
Mr. Kristopher Erwin (Croy Engineering)
Mr. Lew Walker (GDOT)

Mr. Ray Lightner (Griffin Daily News)
Mr. William Wilson (County Manager)
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. Welcome New Authority Board Members:**
The Chair recognized Mr. Steven Wages & Dennis Noll as new members to the Authority
- III. Adopt Minutes:** Cmr. Bart Miller motioned to accept the minutes of the Authority meeting held on the 13 January, 2020. Mr. Steven Wages seconded. The minutes were approved (8-0).
- IV. Audience Comments:** None
- V. Report of Committees:**
- | | |
|---|--|
| a. Budget & Finance – No Report At This Time | e. Legal & Insurance – No Report At This Time |
| b. Personnel – No Report At This Time | f. Property & Assets – No Report At This Time |
| c. Marketing – No Report At This Time | g. Tenant Issues – No Report At This Time |
| d. Executive – No Report At This Time | h. Policies & Procedures – No Report At This Time |
- VI. Old Business:**
- a. Project Manager, Construction NGSA, Update: – Bob Stapleton**
1. Mr. Stapleton provided a summary on project status & expenditures (see attached) for the month of January 2020 and requested their approval. Cmr. Tinsley motioned to approve the expenditures as presented. Mr. Wages seconded. The motion was approved (8-0).
 2. Consider for approval an agreement (see attached) with Mr. McKenstry to manage a timbering project at both 6A2 and the New Griffin-Spalding County Airport (NGSA) location. Mr. Lavender motioned to approve as presented. Mr. Noll seconded. The motion was approved (8-0).
 3. Mr. Kris Erwin, Project Manager of Croy Engineering, provided NGSA Update regarding
 4. New Website Agreement (see attached). Mr. Stapleton briefed the Authority on the transition of the new authority website from Griffin Web Designs to the Authority's direct control of content. An agreement for training and the development of a proper procedures manual is proposed between the Authority and Designs Created International (see attached), allowing the Project Manager and the Airport Director to effect direct changes to the website when appropriate. Mr. Lavender motioned to approve as presented. Mr. Wages seconded. The motion was approved (7-1).

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

1. Budget Recommendation: AD provided synopsis of draft 6A2 FY 21 budget. Mr. Lavender motioned to approve for adoption and recommend to the City & County for approval. Mr. Wages seconded. The motion was approved (8-0).
2. QT Petroleum On Demand (QT-POD), Credit Card Reader Upgrades: AD provided cost breakdown of agreement for the purchase & installation of M4000 replacement self-service credit card reader and new subscription service for approval. Legal Counsel, Ms. Stephanie Windham had some minor language changes regarding jurisdiction matters changing the agreement from Colorado to Georgia law. Mr. Lavender motioned to approve with changes recommended by Counsel. Cmr. Brock seconded. The motion was approved (8-0).
3. Lease Assignment: AD presented a lease assignment for hangar 137 Sky Harbor Way. This assignment from Mrs. Faye Bailey (Widow of the late Mr. Gerald Bailey) to Mr. Kent Gorton (current tenant & hangar owner). AD reported this is a standard assignment with no special conditions. Mr. Thacker motioned to approve as presented. Mr. Wages seconded. The motion was approved (8-0).
4. Airfield Bi-Annual Inspection: AD reported on the successful completion of 6A2's bi-annual inspection. We await GDOT's report.
5. Monthly Operations & Financial Report: AD provided brief overview and statistical data regarding the monthly operations, activity, fuel flowage / expenditures & revenues for month ending 29 February 2020.

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

Ms. Windham briefed the Authority on the successful completion, final moving costs and close-out regarding the land acquisition of, AF-23, AF-11-T & AF-44.

VII. New Business:

a. GRCCA: New Aviation Program – Ms. Katy Castanien

Ms. Castanien provided a power-point presentation and overview of the schools Aviation Program. To date, the GRCCA provides instruction on flight operations, FAA private pilot ground school certification, meteorology, aircraft & engine maintenance and now offers a comprehensive Drone Operator's certification program - the first one of its kind. Additionally, the school is nearing completion of the renovation conversion of its old gym into a fully functional aircraft maintenance hangar that will include a large classroom with several desk top computer simulator as well as a fully enclosed two person full motion aircraft simulator. On behalf of the GRCCA, Ms. Castanien thanked the GS-Airport Authority for its partnership & guidance in assisting in the development of these programs.

b. Utility Relocation Resolution: – Dr. Randall Peters

Dr. Peters presented the Authority the details regarding the process in developing the agreement by which the relocation of the power / utility transmission lines will be relocated from across the new airport construction location. In the final development of acceptable agreements GDOT requires the passage of a resolution by the City of Griffin, accepting a contract in the amount of \$8,731,220.21 of which \$8,294,659.20 will be federally funded. The resolution identifies the local match to be \$436,561.01 of which by this resolution the City agrees to allow GDOT to apply an equal amount from the Authority's Phase One Land Acquisition expenditure reimbursements (see attached). Dr. Peters requested a motion to recommend to the City for approval of said resolution. Mr. Lavender motioned to approve as presented. Mr. Wages seconded. The motion was approved (8-0).

VIII. Authority Board Member Comments: None.

IX. Next Airport Authority Board Meeting:

**13 April, 2020
6PM
One Griffin Center**

X. Adjournment: At 7:09 PM, the Chair called for a motion to adjourn. Cmr. Tinsley motioned to adjourn. Mr. Wages seconded. The motion was unanimously approved, (8-0).

Respectfully Submitted:

Cmr. David Brock
Secretary / Treasurer,
Griffin-Spalding Airport Authority

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