

Griffin-Spalding County Airport Authority

1035 South Hill Street Griffin, GA 30224 www.cityofgriffin.com

Telephone (770) 227-2928 Fax (770) 229-2346

Minutes of Airport Authority Meeting 08 November, 2021 6:00PM

<u>Attendees:</u> Dr. Randall Peters Cmr. James Dutton

Mr. Steve Wages (V) Mr. Blake Locke Cmr. Truman Tinsley Mr. Dennis Noll

- No Report At This Time

- No Report At This Time

- No Report At This Time

h. Policies & Procedures – No Report At This Time

Also in Attendance:

Ms. Stephanie Windham (Authority Legal Counsel) Mr. Bob Stapleton (NGSA Project Manager) Mr. Kris Erwin (Croy Engineering) Mr. Robert Mohl (Airport Director)

e. Legal & Insurance

f. Property & Assets

g. Tenant Issues

- I. Call to Order: At 6:00 PM, with a quorum present, the Chairman, called the meeting to order.
- **II. Adopt Minutes: Mr. Steve Wages** motioned to accept both the minutes of the Regular Authority Meeting held on the 11th of October. **Mr. Dennis Noll** seconded the motion. The minutes were approved (5-0).

III. 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
- **u. Executive** No Report At This II

IV. Old Business:

- a. Project Manager, Construction NGSA, Update Bob Stapleton:
 - Project Tracker & Expenditures: PM reported on the work progress for the month ending 31 October 2021. PM presented a summary on expenditures (see attached) requesting approval for payment. Mr. Wages motioned to approve the expenditures as presented. Mr. Noll seconded the motion. The motion was approved (5-0).
 - 2. AIP-34 & NGSA Engineering Update: PM & Mr. Kris Erwin presented a brief update regarding the status of the NGSA project. Not much information has come out of GDOT as we have submitted all documents and responded to all comments. The current status is waiting on GDOT's response.
 - **3. Annual 5 Year CIP Adoption:** Mr. Erwin of Croy Engineering provided a recap of the 5 Year Capital Improvement Program (CIP) for the NGSA Project (see attached) as presented during the October meeting. He stated that upon adoption the approved version will be uploaded into BlackCat by the GDOT deadline of the 30th of November. **Mr. Wages** motioned to approve the 5 Year CIP as presented. **Mr. Noll** seconded. The 5 year CIP was adopted (6-0).

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

- 1. **ARPA:** AD update the Authority regarding the American Rescue Plan Act (ARPA) contract. He informed the Board that each entity (City / County / Authority) has approved the contract during their respective meetings, that we are awaiting GDOT to transmit the docu-sign contract for signatures. 6A2's allocation is in the amount of \$32,000.
- 2. Annual GDOT Aviation Fuel Tax Report: AD provided the Annual Fuel Tax Report (see attached) for review. The report has been provided to GDOT prior to their deadline of the 30th of November 2021.
- 3. Annual E-Verify Immigration Report: AD informed the Board that it is that time of year again and the AD & COG Finance will provide the requested data by the 31st of December deadline. The final report will be provided to the Authority during the 13 Dec Regular Meeting.

- 4. Metal Workshop Building Purchase: AD provided 3 quotes (see attached) for the provision of the procurement of a prefabricated 35 X 25 metal workshop to be used by airport staff and allowing the vacant T-Hangar be put back into service as it is intended. AD recommended that the quote provided by R&B Metal Storage, in the amount of \$15,559.88 be the approved selection. Cmr. Tinsley motioned to approve the quote by R&B Metal Storage as presented. Cmr. James Dutton seconded. The motion was approved (6-0).
- 5. 6A2 Monthly Statistical Report: AD provided statistical information regarding 6A2 operations for month ending 31 October 2021.
- c. Legal Issues Update Ms. Stephanie Windham (Airport Authority Legal Counsel):
 - 1. **Purchase Threshold Limits Resolution:** Ms. Windham, provided a resolution recommendation (see attached) to set purchasing limits and the authority of the AD to purchase services & equipment per those limits. **Mr. Wages** motioned to approve the policy resolution as presented. **Cmr. Tinsley** seconded. The resolution was approved (6-0).

V. New Business:

- 1. Short info statement regarding GDOT Licensing Airport's changes to policy (see attached) is out for public comment.
- 2. A discussion regarding GSAA having a booth at the NBAA Annual Convention in Orlando FL. All were in favor.

VI. Authority Board Member Comments: None

VII.	Next Airport Authority Board Meeting:	13 December, 2021
		6PM
		One Griffin Center

VIII. Adjournment: At 6:54 PM, the Chair called for a motion to adjourn. Cmr. Tinsley motioned to adjourn. Mr. Blake Locke seconded the motion. The motion was unanimously approved, (6-0).

Respectfully Submitted:

Cmr. Truman Tinsley Secretary / Treasurer, Griffin-Spalding Airport Authority