



# Griffin Spalding Airport

" Developing Aviation Commerce "

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## **Minutes of Airport Advisory Board Meeting**

02 August, 2007

6:00PM

### **Attendees:**

Mr. Brett Lavender (Chairman)  
Mr. Ronnie Powers  
Mr. Louis Thacker  
Mr. Carl Pruett

Mr. Eddie Freeman  
Mr. Roger Miller  
Mr. Dick Morrow

### **Also in Attendance:**

Mr. James Landham (Asst. City Manager)  
Mr. Robert Mohl (Airport Director)

### **I. Call to Order**

Having a quorum present the Chairman called the meeting to order at 6:10PM.

### **II. Adopt Minutes and Agenda**

- a. Chairman Lavender called for the adoption of the minutes from the meeting held 12 July, 2007.
- b. Mr. Morrow pointed out the error on the minutes indicating that he seconded the motion for adopting the minutes of the previous AAB meeting. The voting member that seconded the adoption of the minutes for the previous AAB meeting was Mr. Louis Thacker.
- c. Mr. Morrow also pointed out an error on Tab 8, indicating the GAA Annual Conference in August, October... The word August should have read Augusta, the GAA Annual Conference is scheduled for October 24<sup>th</sup> through the 26<sup>th</sup> in Augusta, Georgia.
- d. Mr. Powers motioned to adopt the corrected minutes, Mr. Pruett seconded, the motion was unanimously approved.

### **III. Budget Update:**

#### **(Tab-1) Budget Report / Activity Report / Fuel Report**

- a. Expenditure report, AD provided new format with partial financial data from the City Finance dept. Chairman Lavender inquired as to whether or not the AD had access to the information online or not. The AD stated that he currently must wait for a printed copy from the City Finance dept., however, the city is considering changing to a new system that would allow online access.
- b. AD informed the AAB that he has included a monthly revenue report to accompany the expenditure report.
- c. Mr. Morrow inquired as to the meaning of some of the initials used to identify revenue line item descriptions. AD ran down the list & identified all initials of line item titles. AD indicated that this is an old summary and that as we go through the reporting systems and identify inconsistencies / errors & confusion we will take steps to correct it and or make it more accurate and efficient.

#### **Activity Report:**

AD provided statistical data on air traffic activity at 6A2 collected during July of 2007.

#### **Fuel Report:**

AD provided statistical data regarding fuel costs for the 6A2 region collected during July of 2007.

### **IV. Old Business**

#### **1. LPA Site Selection Survey (Verbal Report)**

AD requested change in agenda schedule to allow Mr. Jim Duguay of the LPA Group, (firm hired to conduct Phase I, Airport Site Selection Survey). The AAB allowed the change in schedule, Mr. Duguay proceeded with his presentation on the progress of Phase I of the Site Selection Project.

#### **2. (Tab-2) Delinquencies:**

AD stated that he and Martin (Airport Accounting Specialist-AS) are continuing to track those who owe revenue to the Airport.

1. Mr. Terry Anderson (Fly Boys Flight Instruction) owed \$9,160.92. The AD spoke directly to Mr. Anderson an agreement was reached by which Mr. Anderson may pay his debt in thirds. Mr. Anderson made his first payment of \$3,081.83 to the AS and now owes \$6,079.09 plus current rents & fuel charges.

2. Tim Glenn (Sent Certified / Return Receipt Letter). Mr. Smith asked what he owes for; AD stated he would get the info for the next meeting. Mr. Powers asked if we had 30 day accounts, or why these get so high? Mr. Morrow stated that these are delinquencies that Robert (new AD) inherited, there did not appear to be a standard account system. Mr. Powers suggested that all accounts should have a credit card on file, & not issue anymore new accounts. Mr. Morrow stated, that is what Robert is now doing. AD stated that for the month of June all discounts & cards were stopped & shut off and all rates were standardized in an effort to identify where the problems are occurring and how to address them.

3. Mr. Laycock is a new account and the amount delinquent was small, he was a little bit late, we believe this was a procedural error, we are sending a reminder in his monthly bill.

4. Mr. Gamel owes \$698.77, he has moved his aircraft off the field. The AS has been in telephone contact and he indicated he would come in and pay his bill. He has not come in yet so we are sending him a Certified / Return Receipt Letter as well.

5. Mr. Bill Miller (New Account) currently owes \$487.51, his card is shut off & we will add a reminder in his monthly billing.

6. Mr. Jeffery Scott Collins owes \$210.38, we are contacting him to come in and catch up.

Mr. Lavender inquired as to our next step with respect to the large debtors that have not responded to our inquiries. AD stated that once he receives the Return Receipt Cards from the Postal Service he will wait a short period then turn them over to the City Attorney for further action. **[Issue Status – Open]**

### **3. PLST Training Program**

AD updated the AAB that the Professional Line Service Training initiative is underway and progressing as planned. The program is a 10 module training & testing system complete with videos, an instruction manual, study guides, tests both written & practical exercises all designed to develop & certify Line Service Technicians. The materials are provided through NATA's (National Air Transportation Association) Safety 1<sup>st</sup> Program and the Hiller Group. **[Issue Status – Closed]**

### **4. (Tab-3) Tie Down Issue:**

DC-3 Parking Issue. Mr. Dan Gryder is parking his DC-3 on the airport's wash rack. He insists that he had a verbal agreement with the previous Airport Director (Mr. Barry Griffith) that allowed him to park in that location for a period of one year at no charge. AD stated that he contacted Mr. Griffith and was informed that indeed there was a verbal agreement to allow Mr. Gryder to park there at no charge but only for a period of time equivalent to a fine Mr. Gryder was required to pay for a citation he received. Mr. Griffith indicated that he recalled the "free parking" period to expire in May of 2007. Either way, having consulted with the City Attorney, handshake / verbal agreements exceed the authority of the AD's powers and even if it was allowed it would only be binding as long as both of the individuals remain on the airfield. As soon as Mr. Griffith left any handshake or verbal agreements would have immediately ceased to exist.

AD states that based upon his research there is no valid Tie-Down Agreement to allow Mr. Gryder to park his DC-3 on the Airport's wash rack. Further, we are not able to move forward with making the wash rack operational as long as the DC-3 is parked there, and the airport is collecting no revenue from either Mr. Gryder (for parking) or the wash rack in its current state. AD has issued a letter to Mr. Gryder informing him that because there is no valid Tie-Down Agreement, he must move his aircraft to another location. Also, because of the limited amount of space the AD does not know of a spot large enough that he could park the aircraft and not be in

proximity to movement & safety zones. Therefore he should look to another airport. Mr. Gryder initiated an informal complaint with the FAA, the FAA has requested that we not proceed with evicting Mr. Gryder until they have time to investigate the issue. The FAA states that because there is such a large area of space available being utilized for non-aeronautical purposes that we would possibly be in violation of our Grants Assurances. In conversations with the FAA, the AD feels that it would be in the airport's best interest to have the FAA and GDOT to come down visualize first hand the situation and then determine an appropriate place (if one exists) to allow Mr. Gryder to park his aircraft.

Mr. Powers inquired on the possible process to issue an invoice for back payment for parking the aircraft. AD stated that he was not sure that if he requested back payment that Mr. Gryder's legal counsel may use that to infer some type of implied consent for the wash rack to be utilized for a parking area for the large aircraft. Mr. Powers stated that it is not fair to him and others who pay their bills that he should be allowed to get away with parking for free. Mr. Pruett also had the question that legal counsel may be able to twist it around. Mr. Thacker said that he has no reason to pay because no one has made a demand on him, no one has given him a bill, we have not given him notice to pay. He states that it would probably cost the airport more in legal fees than its worth, (back rent). AD suggests that we wait until we get the word from the FAA as to where he may park, then issue him notice that he may park there and what the fee will be.

Chairman Lavender suggests that we have a layout map that specifies what areas may be used for a specific purpose. AD agreed but stated that to do that it must go through a process, develop the criteria and should be incorporated into a set of Airport Rules and Regulations (R&Rs) approved & adopted by the AAB, City & County Commissions. AD cautioned that we do not fall into the trap of establishing R&Rs to target specific persons or activity because R&Rs will apply to everyone operating at the Airport. Mr. Thacker concurred. AD stated that he has a set of R&Rs that he brought with him that he can start drafting a set that would apply to 6A2 that he can bring before the board to initiate the review process.

Mr. Thacker suggested that a letter be written to Mr. Gryder with the caveats stating that this is a temporary situation, until such time that we can find you a permanent spot – if we can find you a permanent spot after we meet with the FAA, you must pay the appropriate rent. Mr. Thacker was called away but asked if we'd consider the following:

- a. Trees along the banks of the runway plans on getting them removed...

AD states that we are working our way around that end of the runway and will get them removed. We attempted to remove some but ran into old silt fence and metal fence posts, we're working on getting down that way with the proper equipment that will be able to handle the job. Mr. Powers indicated that we could use a machine he has once it returns from a job at another location.

- b. Several inquiries have been made as to the opportunity of developing the east side of the field (the grass strip) for hangers and such. AD replies that he too has been approached by potential developers interested in building in that area but it would be better in that we wait for the results of the site selection survey before we sink money into a large capital venture not knowing if we may move or not.

AD states that if the Site Selection Process is halted, then he will immediately initiate development activities for the east side.

Returning to the DC-3 issue, AD shared with the AAB correspondence from the FAA regarding the temporary cessation of eviction proceedings until they can complete their investigation, and a letter written on behalf of Mr. Gryder by the AOPA threatening bad press and the like if we were to proceed with action against Mr. Gryder. AD informed the AAB of an AOPA article about the Cardinal Mr. Gryder & AOPA are restoring and the thanks they expressed to the City of Griffin and the Airport for the support we have given them. **[Issue Status – Open]**

**5. (Tab-4) Logo Change Request:**

AD met with County Manager who expressed that he would like us to examine the possibility of incorporating the County Logo in some fashion as we have with the City Logo. The County Manager reiterated that he wants to keep the words “Spalding County” in the name. AD stated that he would most definitely keep the words “Spalding County” in any future airport logo. However, the County Logo, as nice as it is does not lend itself to an aviation themed design. AD attempted several different designs. Mr. Freeman states that the County Manager, Mr. Wilson is still researching the archives to see if there are any historical logo’s we may be able to utilize. AD states there is no rush to make a decision that we can defer this until we have others to consider either from the County or other sources. AD states that it is not his intention to cause strife between the Airport and the County over a minor issue, it is just that the current airport logo is dated and uninspiring. It was suggested that the AD try to find something more up-to-date and forward looking. AD would like to put the new logo on hats & shirts and sell them out of the Airport Terminal Counter. It was the consensus of the Board to review the designs and take some time to look it over. **[Issue Status – Open]**

**6. (Tab-5) Tenant Request to Purchase:**

AD identified that there is not a formal review process to include the AAB before a sale or lease be executed on the Airport. AD suggests that the AAB institute a policy whereby sales, transfers, leases, sub-leases and the like be reviewed by the AAB and a written formal process be established. AD suggests that these type issues & requests be reviewed by the AAB in which a recommendation from the AAB regarding the request would accompany it to the City / County for their consideration in the decision making process. AAB concurred and has instructed the AD to develop draft language to include in future agreements that would incorporate a review process by the AAB on actionable issues that would go before the City / County for decision. **[Issue Status – Open]**

**V. New Business**

**1. (Tab-6) State Airport License Application Renewal**

AD informed the AAB that the State Application has been submitted and the deadline met. **[Issue Status – Closed]**

**2. (Tab – 7) CIP**

Last meeting Mr. Smith inquired as to the disposition of the approximately \$600,000.00 in grant money that GDOT is holding for us, AD responded that it is still with GDOT and they are getting anxious for us to use it. AD provided a copy of the Airport's five year CIP (Capital Improvement Program) list showing the major projects planned. It includes the Runway 32 Obstruction Removal Project about to begin which will utilize approximately \$200,000.00 of the \$600K. AD continued that he is planning to meet with GDOT, FAA & LPA to review the 5 yr CIP and possibly initiate some of the projects earlier subject to the review of the AAB.

**[Issue Status – Closed]**

**3. (Tab – 8) Miscellaneous News & Information:**

Articles & postings related to aviation.

**VI. Audience Comments:** None

**VII. Adjournment**

Mr. Lavender called for a motion to adjourn, Mr. Pruett made the motion to adjourn, Mr. Smith seconded, the motion was unanimously approved.

**Next Aviation Advisory Board Meeting:** 17 August, 2007 (Monday) 6:00 PM

**Location:** New City Hall, One Griffin Center - (Third Floor Conference Room)

Respectfully Submitted:

Robert Mohl  
Airport Manager

C:  
Aviation Advisory Board  
City Manager  
County Manager