



# Griffin Spalding Airport

"Developing Aviation Commerce"

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## Minutes of Airport Advisory Board Meeting

05 June, 2008

6:00PM

### Attendees:

Mr. Brett Lavender (Chairman)  
Cmr. Dick Morrow  
Mr. Carl Pruett

Mr. Louis Thacker (Vice Chair)  
Mr. John Roger Miller  
Mr. Keith Smith

### Also in Attendance:

Mrs. Denise Quick (United Way)  
Chief Tommy Jones (City of Griffin Fire Dept.)  
Mr. James Landham (Asst. to City Manager)  
Mr. Robert Mohl (Airport Director)

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

At 6:00 PM a an insufficient number of Board Members had arrived to make a quorum. The attending Board Members decided to remain in the event someone came late. At 6:27 PM Mr. Miller did arrive and having a quorum present the Chairman called the meeting to order.

### **II. Adopt Minutes & Agenda**

- a. The Chairman, Mr. Lavender called for the adoption of the minutes from the meeting held 03 April, 2008.
- b. Mr. Pruett motioned to adopt the minutes from the April meeting and accept the agenda for this meeting, Mr. Thacker seconded, and the motion was unanimously approved.

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

#### **(Tab-1) Expenditure & Revenue Reports / Activity & Fuel Report**

- a. **Budgetary:** AD provided expenditure report, (83% of Budget Year) and financial data report from the Airport & City Finance dept. AD reported that we are still operating under budget overall and that we are getting close to the end of the fiscal year and that the staff is trying to remain on top of it to ensure we do not go over. AD indicated that we will be over budget in one or two accounts but that he spoke with the Finance Director and he agreed to transfer money from the

under spent accounts to cover the overage. Commissioner Morrow noted that the Salary Account was low and wondered if that was attributed to not filling a vacancy on the Airport Staff. AD indicated that a vacancy did open up last October and that it has not been filled. Mr. Lavender asked if that was because we were asked not to fill the position. AD stated that they were not asked directly, but that in attending numerous staff meetings in which the budget was frequently discussed the City Manager was asking that all the departments find ways to save money. The airport's outside work load is less in the Fall & Winter season therefore the AD determined it was possible to get through it by having the three remaining staff members cross train and pitch in. We all cut grass, fuel aircraft and help out where & when we can. Even though it is tight, we have been able to get by. AD stated that he and Will are getting certified to supervise inmate labor and they will use that to off set the staff shortage. Commissioner Morrow asked about the money that was budgeted in the Professional Services Account, AD stated that this project has not started yet (Phase II of the Site Survey Selection). AD indicated that he has discussed this with the Finance Director and that they will transfer the allocation into the FY 09 Budget. Commissioner Morrow asked about the \$210,000.00 GDOT Project Money, AD stated that this is the money for the Runway 32 Obstruction Removal Project and is tied to the GDOT Airport Road / Zebulon Rd Intersection Project. GDOT has not started the project yet so this too will need to be transferred into the FY 09 budget.

- b. **The Activity Report:** The AR Indicated a slight increase from last month in Jet-A sales however, probably due to the increase in fuel costs, there has been another decrease in Av Gas sales.
- c. **Delinquencies:** AD indicated that Terry Anderson is in the process of selling his hanger to Scotty Collins once that transaction occurs and he gets the money for the sale he will pay us the money he owes us. Mr. Thacker suggested that I should have a Consent Judgment signed.
- d. **Equipment:** AD Reported that the East Tank has been reset and the tank has been cleaned out & inspected. They will be back on Monday morning to hook up the pipes and test out the pump in order to put it back in operation.

#### IV. Old Business

- a. **Site Survey Selection Study (S<sup>3</sup>):** Included in the AAB briefing package are the minutes of the last Technical Advisory Committee (TAC) meeting in which it was discussed the possibility of eliminating two of the six sites in order to save money. The theory being that we should not expend money on the two sites whereby all common sense and reasoning indicates that these two sites are poor sites and would be eliminated. It was discussed in detail and since that meeting it has been determined that it is not within the scope of the TAC's authority to eliminate sites. The TAC's purpose is as an advisory body providing opinions and options based on the review of the technical data as it relates to the airport site selection for the City and County. The elimination of sites should be conducted at the decision making / policy making level. Therefore, it was determined to keep the six sites intact, to allow LPA to continue the evaluation process of all the sites and to establish a criteria that would enable a ranking of the six sites in order that the proper authority / authorities eliminate the site / sites it deems appropriate.

AD stated that according to the LPA Group that all our projects that we requested funding for from the FAA & GDOT, (the rollover of Runway 32 Obstruction Removal from FY 08 to FY09, the Rehabilitation of the West Taxiway, The Crack Seal – Overlay & Restriping, the North Quadrant Planning & Property Map scopes of work, and the potential construction of a helipad) have all been approved with the exception of the West Taxiway Connection. GDOT's reasoning being that new infrastructure improvements will take a back seat to improving, maintaining and / or repairing current infrastructure until the S<sup>3</sup> process is completed and a determination of if the GSA will be relocating or not. Commissioner Morrow asked about the intersection improvements, appraisal and the money paid to the airport fund has all that been taken care of now? AD stated that the method and amount to go to the airport fund from the land release has been ironed out, the project has not started yet, and the AD stated, that he did not know when the money transfer to the airport would occur.

**[Issue Status – Open]**

- b. **4<sup>th</sup> of July:** AD introduced Chief Tommy Jones of the Griffin Fire Department and Mrs. Denise Quick of the United Way. Both Chief Jones and Mrs. Quick outlined a plan to incorporate a Family Fun Day as a fund raising event to be held on the airport. This would occur prior to the fire works display that is held annually at the city golf course and can be seen quite clearly from the airport's FBO ramp. AD stated that building upon what he learned from last year, that he thought the potential existed to make some money but he did not have the resources to implement any plan. AD went on to enumerate how he was approached by the Fire Chief (who is in charge of the United Way Fund Raising Campaign for the City of Griffin), and that he wanted to hold a fly-in at the airport as a way to raise money. The AD stated that he thought that would be a good idea, but better yet would be to hold the event on the fourth of July to take advantage of the visitors that come to the airport to watch the fire works each year. AD stated that he would need the assistance of the GFD, GPD and the Civil Air Patrol to help with aircraft marshalling and keeping the aircraft and movement areas secure and free from wandering visitors. The GFD Chief, the AD and Mrs. Quick presented their plan and it was met with tremendous support from the AAB. Chairman Lavender asked for a motion to support the 4<sup>th</sup> of July - Family Fun Day Event, Mr. Thacker made the motion to support the event, and Mr. Pruet seconded the motion, the motion was passed unanimously.

**[Issue Status – Closed]**

- c. **3 Phase Power:** AD updated the AAB that since the previous meeting where several of the tenants were requesting 3 phase power. Initially they were told it was very costly as the need for 3 phase was requested from only one or two individuals. With that in mind the earliest it could be put in would have been during the Airport Road Widening Project, which was at best several months away. However, in light of the additional number of tenants that attended the meeting also expressing their desire to have 3 phase power, the City Manager helped expedite the matter and the Griffin Power Department installed the poles, ran the line and now 3 phase it is available for those who require it.

**[Issue Status – Closed]**

**V. New Business:**

- a. **Letter of Complaint:** AD informed the AAB that a complaint letter (Copy Enclosed in AAB Briefing Package) drafted by several (5) of the tenants dated 29 April, 2008, was sent to Mr. William Garrison of the FAA, Southern Region, District Office. Mr. Garrison called the AD to discuss. Mr. Garrison asked the AD write a response to each question / complaint and email it to his office. The AD complied in which the FAA then responded to each complainant in a letter dated 3 June 2008 (Copy Enclosed in AAB Briefing Package), addressing each point, culminating in the final paragraph of the letter which states:

**“Based on our preliminary evaluation, it is our opinion that the sponsor of the Griffin Spalding Airport, does not appear to have violated the airport grant assurances as set forth by the Airport Improvement Program with respect to these complaints. We consider this matter closed and recommend that you continue to work with the airport manager to resolve any outstanding local matters.”**

**[Issue Status – Closed]**

- b. **Other:** Mr. Thacker reiterated his position that if the S<sup>3</sup> and our attempts to move this airport to another location fail for whatever reason, we need to have a “Plan B” of what we need to do, to this airport to make it viable. He stated that allowing entities that are not aviation related to build their buildings on airport property is allowing our resources to slip away that we may need in the future. “We better protect our resources” should we need them to develop, we do not need them to be whittled away. AD stated that he will be working with LPA to obtain additional funds including an “Air Georgia Grant”. We will need to make improvements to this airfield in the event that we do not succeed in moving the airport to a new location. He stated those projects will include tree removal to mitigate obstructions especially off the end of Runway 14 and other development opportunities.
- c. **Citizens Government Academy:** AD stated that the next CGA is upcoming and if members of the AAB want to attend or if they know of people that want to get more involved to learn about Griffin City Government to give him the names so that a letter can be sent out to invite them to attend. Commissioner Morrow reiterated the positive value of the CGA program.
- d. Chairman Lavender expressed his gratitude to the AD for all the hard work done especially in preparing for these AAB meetings. He stated that he goes to a lot of meetings and that this one is well prepared and professional. Commissioner Morrow & Mr. Thacker also wished to express their gratitude and appreciation to Mr. James Landham who is leaving the employment of the City of Griffin to take a position as a Law Enforcement Officer for Clayton County in their Aviation Division, he continued that Mr. Landham has been a positive advocate for the Airport and the Aviation Community and will be greatly missed. We wish him great success in his new job.

**VI. Audience Comments:** None

**VII. Adjournment**

At 7:39PM Mr. Pruet called for a motioned to adjourn. Mr. Thacker seconded, it was unanimously approved and the meeting was adjourned.

**VIII. Next Aviation Advisory Board Meeting:** 3 July, 2008. 6:00 PM  
The 3 July, 2008 Advisory Board Meeting was postponed until the next regularly scheduled meeting to be held on **7 August, 2008**.

**Location: One Griffin Center 3<sup>rd</sup> Floor Conference room**

Respectfully Submitted:

Robert Mohl  
Airport Manager

C:  
Aviation Advisory Board Members  
Kenny Smith  
William Wilson  
Paul Vanhaute  
Frederick Gardiner