



Griffin Spalding Airport

"Developing Aviation Commerce"

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Minutes of Airport Advisory Board Meeting

20 May, 2009

6:00PM

Attendees:

Mr. Louis Thacker (Vice Chairman)
Cmr. Dick Morrow
Mr. Roger Miller
Mr. Gerry Bilbro

Cmr . Eddie Freeman
Mr. Carl Pruett
Mrs. Jean Clark
Mr. Keith Smith

Also in Attendance:

Mr. Kenny Smith (City Manager)
Mr. William Wilson (County Manager)
Mr. Frederick Gardiner (Director Planning & Development)
Ms. Virginia Martin (Asst. to City Manager)
Mr. Robert Mohl (Airport Director)

I. Call to Order:

At 6:02 PM with a quorum present the Vice Chairman called the meeting to order.

II. Adopt Minutes & Agenda:

Mr. Pruett motioned to adopt the current agenda and accept the minutes from the 02 April, 2009 meeting, Mr. Smith seconded, and the motion was unanimously approved.

III. Budget Update:

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

- a. Budgetary:** AD provided expenditure report for Apr 09 of the current fiscal year. With 83% of the fiscal year now behind us, AD detailed again the few accounts that were reported over budget and the reasons why: Overall the airport is on budget. AD reported that he is trying to operate as lean as possible making decisions with an eye always on the cost. AD detailed his plan to freeze all expenditures with the exception of operational necessities in allowing for a definitive delineation between fiscal year reporting.
- b. Activity & Fuel Report:** AD reported an increase in operations activity for April, 2009 as compared to this time last year. AD reported that revenue from April 09 fuel sales were very close to last year's revenues however, the ratio is very different. Last year, at this time, we sold 8500 gallons of Jet fuel and 5000 gallons of Av Gas, whereas this year we only sold 6200 gallons of Jet fuel and 7000 gallons of Av Gas. For the year fuel sales have not matched last year's sales and are not expected to catch up. The loss of the last jet here at Griffin has drastically affected or Jet-A sales. (See attached activity report).

VI. Old Business

- a. **S³ Study Update:** AD introduced Mike Reiter, Jim Duguay and Amanda Hill from the LPA Group Inc., who presented the results of the Phase II Site Selection Survey (S³). **[Issue Status – Open]**

- b. **AIP (Airport Improvement Program) Update:** AD stated that he attended the bid opening for the AIP project on the 19th of June. Six bidders submitted bids. LPA is in the process of reviewing all bids. They will submit the apparent successful proposal to GDOT on our behalf. They will then complete the contract documents, assist GDOT in completing their contracts and deliver to us a completed package for City Attorney's & Finance Dept.'s review and City Commission's Approval. AD stated that he hopes to have everything in place for construction to begin in late July. Mr. Thacker stated that we need to be cognizant of the Osh-Kosh event to try not to shut down the airport for construction during that time as we would not want to lose out on an opportunity to provide service and fuel during a heavy traffic event. AD stated that he would research when Osh-Kosh is to occur and attempt to work it out so that the construction schedule would not conflict. **[Issue Status – Open]**

- c. **Consideration of Airport LOGO Change:** AD provided several potential new logo designs to the AAB. The AAB reviewed them and decided to discuss it at the next meeting.

VII. New Business:

- a. **New Fuel Supplier Concessionaire:** The Fuel Service Agreement with Hiller ended in April 09. An RFP was put out and Perry Brothers, a Georgia Company out of Americus, is the apparent successful bidder. Pending approval from the City Commission, the airport will begin the transition from Hiller Group (a Chevron Branded Supplier) to Perry Brothers (a Phillips 66 Branded Supplier).

- b. **FBO Roof Repair:** AD reported that he and the City Procurement Officer conducted a Pre-Bid meeting this afternoon and expect to open bids in two weeks.

VIII. Audience Comments: None

- IX. Agenda Requests & Adjournment:** Mr. Thacker asked AD to investigate 6A2's ability to transmit AWOS / weather information through online & GPS type venues. AD stated that he has begun to research this capability. AD stated that it may be a service that we may have to subscribe.

The Chairman asked for a motion to adjourn. Mr. Thacker made the motion and Mr. Miller seconded, the motion was unanimously accepted, the meeting was adjourned at 6:46PM

X. Next Aviation Advisory Board Meeting: Joint City & County BOC.
Set for 16 July, 2009.

Location: Griffin-Spalding Welcome Center 2nd Floor Conference room

Respectfully Submitted:

Robert Mohl
Airport Manager

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