

**BRUNSWICK AND GLYNN COUNTY
DEVELOPMENT AUTHORITY**

**MINUTES – January 22, 2018 at 10:00 AM
Chamber Large Board Room**

BOARD MEMBERS PRESENT

PAULO ALBUQUERQUE
JACK KILGORE
WAYNE JOHNSON
BILL AUSTIN
JONES HOOKS

BOARD MEMBERS ABSENT

OTHERS PRESENT

MEL BAXTER, STAFF
JOHN SCOTT, STAFF
JOAN HEARN, STAFF
SHERRI PRUITT, STAFF
REES SUMERFORD, COUNSEL
ROB BURR, GCAC
TERRA WINSLETT, GCAC
SHAWNA WILLIAMS, GCAC
BILL BRUNSON, COUNTY COMMISSIONER
ALAN OURS, COUNTY MANAGER
TRAVIS STEGALL, CITY OF BRUNSWICK
MARVIN SEIDMAN, BARBARA SEIDMAN for CONGRESS
BARBARA SEIDMAN, BARBARA SEIDMAN for CONGRESS
MATTHEW HILL, DOWNTOWN EDA
PETE SNELL, CPTC
SHAUNTIA LEWIS, CITY OF BRUNSWICK
LUCA ALBUQUERQUE, CITIZEN
ROD SAWAL, GICCA
MONICA SMITH, S.LE.A.T.
SHAWN SLAY, GDOL
DAVID MANNING, MANNING AVIATION
CHUCK SCRAGG, MICHAEL HARRIS REALTY
PAM SHEIRLING, THE ISLANDER

I. CALL TO ORDER

Chairman Paulo Albuquerque called the meeting to order at 10:00am.

II. INVOCATION, WELCOME GUESTS & PLEDGE OF ALLEGIANCE

Mel Baxter gave invocation and Chairman Paulo Albuquerque welcomed guests.

III. PUBLIC COMMENT – Chairman Paulo Albuquerque invited public comments from the guests.

Barbara Seidman reported that she is currently running for Georgia's First Congressional District and gave a summary of her goals and concerns for Glynn County.

IV. ACCEPT AGENDA

AMMEND AGENDA - A MOTION was made by Bill Austin, seconded by Jack Kilgore and passed unanimously to amend the agenda to add Real Estate OCGA Section §50-14-3(b)(1)(B). The **MOTION** carried unanimously: 5-0

V. APPROVAL OF MINUTES - December 4, 2017 Minutes

A MOTION was made by Jones Hooks and seconded by Wayne Johnson to approve the December 4, 2017 Meeting Minutes as presented. The **MOTION** carried unanimously: 5-0.

APPROVAL OF CALLED MINUTES - December 18, 2017 Minutes

A MOTION was made by Jack Kilgore and seconded by Wayne Johnson to approve the December 18, 2017 Called Meeting Minutes as presented. The **MOTION** carried unanimously: 5-0.

VI. JWSC Update - Jimmy Junkin

Jimmy Junkin gave a presentation overview to the Board highlighting their mission and vision.

VII. GCAC - Rob Burr

A. Frederica Hangar Unit #2 Assignment - McKinnon SSI Airport

A MOTION was made by Bill Austin and seconded by Jack Kilgore to approve the request to assign Frederica Hangars Unit #2 from Golden Isles Aviation FBO, Inc. to Roden Love LLC, subject to legal and financial review as presented. The **MOTION** carried unanimously: 5-0.

B. Manning Aviation Sublease Gulfstream Aerospace Corp. - Fifth Amendment to Sublease at the BGI Airport

A MOTION was made by Wayne Johnson and seconded by Jones Hooks to approve the Manning Aviation Sublease to Gulfstream Aerospace for Building E as presented. The **MOTION** carried unanimously: 5-0.

C. King Sims Request to Assignment Sublease to Island Aviation Detailing - SSI Airport

A MOTION was made by Bill Austin and seconded by Jones Hooks to approve the Assignment and Amendment of King Sims Sublease to Island Aviation Detailing with the terms as presented subject to legal and financial review as presented. The **MOTION** carried unanimously: 5-0.

D. Acceptance of the Audit Committee Report FY 2016/2017

Wayne Johnson reported that the Audit was clean with no matters requiring management attention.

A MOTION was made by Wayne Johnson and seconded by Bill Austin to approve the December 4, 2017 Meeting Minutes as presented. The MOTION carried unanimously: 5-0.

E. GCAC FY End Review

Shawna Williams presented an overview of GCAC FY End review.

VIII. CHAIRMAN ITEMS

- Airport Audit Committee Restructure
Chairman Paulo Albuquerque reported that Bill Austin will replace him on the Airport Audit Committee
- Mel Baxter's Performance Review
Chairman Paulo Albuquerque reported that both he and Jack Kilgore met with Mel Baxter and performance reviews have been completed.

IX. FINANCIALS - Joan Hearn

A. Approve Financials – November and December 2017

A MOTION was made by Jack Kilgore and seconded by Wayne Johnson to approve the November financials as presented. The MOTION carried unanimously: 5-0.

A MOTION was made by Jones Hooks and seconded by Bill Austin to approve the December financials as presented. The MOTION carried unanimously: 5-0.

B. Audit Report – Ben Lee with Coastal CPA

Ben Lee reported that the Audit was clean with no matters requiring management attention.

A MOTION was made by Wayne Johnson and seconded by Jack Kilgore to approve the Audit as presented. The MOTION carried unanimously: 5-0.

X. STRATEGY UPDATE

President's Information Items:

- EDA Manufacturing List Year End Comparison-
Mel Baxter reviewed the Manufacturing list with the Board noting an increase of 138 employees compared to the previous year.
- Glynn County Day-
Mel Baxter reported that he plans to meet with the Authorities allies and project managers in Atlanta to present an overview of our community again this year. More to come.

- Year End Presentation- Mel Baxter and John Smith gave a presentation highlighting the year end accomplishments.

XI. IMPORTANT DATES

- Development Authority Board Meeting – 10:00am, Monday, February 26th
- Ga. Brownfield Association Luncheon – 11:30, January 25, Large Chamber room
- State Leadership Recognition Luncheon- noon, Monday, February 5th, Atlanta
- Economic Outlook Luncheon – 11:30, February 8th, Jekyll Convention Center

XII. EXECUTIVE SESSION

- A. Closed Session – Pending or Potential Litigation OCGA Section §50-14-2.
- B. Closed Session – Real Estate OCGA Section §50-14-3(b)(1)(B)
- C. Closed Session - Discussion of Personnel OCGA Section §50-14-2(b)(2)

A **MOTION** was made by Jack Kilgore and seconded by Wayne Johnson to enter into Closed Session to discuss **Pending or Potential Litigation, Real Estate and Personnel**. The **MOTION** carried unanimously: 5-0.

A **MOTION** to return to Open Session was made by Jones Hooks and seconded by Bill Austin. The **MOTION** carried unanimously: 5-0.

Returned to Open Session

XIII. ADJOURN

A **MOTION** to adjourn was made by Jones Hooks and seconded by Jack Kilgore. The **MOTION** carried unanimously: 5-0. The meeting adjourned at 12:15.

Chairman Paulo Albuquerque

Attest:

Sherri Pruitt
Office Coordinator/ Brunswick and Glynn County Development Authority

