

BRUNSWICK AND GLYNN COUNTY DEVELOPMENT AUTHORITY

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

BOARD MEMBERS PRESENT

PAULO ALBUQUERQUE
JACK KILGORE
JONES HOOKS
WAYNE JOHNSON
BILL AUSTIN

BOARD MEMBERS ABSENT

OTHERS PRESENT

RYAN MOORE, STAFF
JOAN HEARN, STAFF
SHERRI PRUITT, STAFF
REES SUMERFORD, COUNSEL
ROB BURR, GCAC
TERRA WINSLETT, GCAC
DOUG HUTSON, GCAC
BEN LEE, COASTAL CPA
JOSLYN SLOAN, COASTAL CPA
WOODY WOODSIDE, CHAMBER
BILL BRUNSON, COUNTY COMMISSIONER
MAYOR HARVEY, CITY OF BRUNSWICK
ROD SAWALL, GICCA
DON HOGAN, STATE REPRESENTATIVE
CHRIS AMOS, CSEC, INC.
MARTY CRABTREE, BISHOP LAW FIRM
JIMMY JUNKIN, JWSC
MONICA SMITH, S.L.E.A.T.
PAM SHEIRLING, THE ISLANDER
TYLER JONES, BRUNSWICK NEWS

I. CALL TO ORDER

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

II. INVOCATION

Chairman Paulo Albuquerque gave invocation.

III. PLEDGE OF ALLEGIANCE & WELCOME GUESTS

Chairman Paulo Albuquerque welcomed guests.

IV. PUBLIC COMMENT

Chairman Paulo Albuquerque invited public comments from the guests.

V. ACCEPT AGENDA

A MOTION was made by Jack Kilgore, seconded by Bill Austin and passed unanimously to accept the agenda as presented. The MOTION carried unanimously: 5-0.

VI. APPROVAL OF MEETING MINUTES

A MOTION was made by Wayne Johnson and seconded by Jones Hooks to approve the September 24, 2018 Meeting Minutes as presented. The MOTION carried unanimously: 5-0.

VII. CHAIRMAN ITEMS

No items to discuss.

VIII. FINANCIALS - Joan Hearn

A. Approve Financials – September 2018

A MOTION was made by Wayne Johnson and seconded by Bill Austin to approve the September financials as presented. The MOTION carried unanimously: 5-0.

B. Audit Update – Ben Lee and Wayne Johnson

Ben Lee reported that he met with Chairman Paulo Albuquerque and Wayne Johnson prior to the board meeting. Wayne Johnson reported that he and Paulo agree with Ben Lee's findings and recommend approval of the 2018 audit.

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

IX. NEW BUSINESS – Ryan Moore

A. Request to Modify Easement

Ryan Moore reported that Chris Amos with CSEC Engineering is working with his client, Custom Products International, to develop 275 Indigo Drive. The Authority owns the drainage easement for the site. In order for Custom Products to develop their facility at the property, they are requesting the Authority modify its easement. Authority approval would be contingent on review by Glynn County Public Works, the Authority's engineer, and upon legal review with no liability for the Authority or the County and authorization for the Chairman to sign appropriate documents.

A MOTION was made by Bill Austin and seconded by Jack Kilgore to approve the easement modification for 275 Indigo Drive as presented. The MOTION carried unanimously: 5-0.

X. UPDATES

President's Information Items:

- **Projects Report**

Ryan Moore reported 13 active projects: 2 are Revolving Loan Funds, 1 is an existing industry expansion, 10 are new attraction projects. The Authority has had 1 new project and 1 site visit since the last meeting. Activity is picking up with more to come.

- **Board Retreat**

Ryan Moore reported that the Authority is currently working on a board retreat to review the strategic plan previously completed by Ady Advantage, and to develop midterm goals and objectives. The Authority is looking at 1 day to 1 ½ day retreat. More to come.

- **New Board Meeting Date**

After reviewing dates with the Board, Ryan Moore recommends, and the board agreed to cancel January's Board meeting and have a board retreat instead. The regular board meeting date will be changed effective February 2019 to the first Tuesday of each month at 9am.

- **Brunswick and Glynn County EDA-GCAC Memorandum of Understanding**

Ryan Moore reported that the staff, board committee and legal team have reviewed the MOU with the GCAC and will get the first draft back to the GCAC. More to come.

- **Aviation and Aerospace Strategic Plan**

Ryan Moore reported on an opportunity to create a comprehensive aviation and aerospace strategic plan that would include partners from the workforce development, real estate development, and aviation communities. Ryan Moore spoke with Ady Advantage and they provided a report to include a comprehensive aviation growth plan. Ryan Moore shared the report with Rob Burr with GCAC for more feedback. Jones Hooks also suggest looking at additional firms geared towards the aviation sector. More to come.

- **Action Items Outcomes**

- **Budget** – The staff analyzed the budget and will continue to review the budget and make amendment's if necessary.

- **New Action Items**

- None currently.

XI. GCAC

A. Frederica Hangar Unit #5 Assignment – SSI Airport – Terra Winslett

A MOTION was made by Wayne Johnson and seconded by Jack Kilgore to approve the request to assign Frederica Hangar Unit #5 from Raymond Boyd to Ansley Aire LLC, subject to legal and financial review. The MOTION carried unanimously: 5-0.

Informational Items:

- **Brunswick and Glynn County EDA-GCAC Memorandum of Understanding**
Rob Burr and Jeff Culwell have been assigned to coordinate the MOU revisions with the authority committee members Jones Hooks and Wayne Johnson.
- **Glynn County Airport Commissioner nominations**
A MOTION was made by Wayne Johnson and seconded by Jack Kilgore to approve David Furnish to complete Airport Commissioner Kevin Haley's 2018 remaining term and be reappointed for a four0year term effective January 2019 as presented. The MOTION carried unanimously: 5-0.

XII. IMPORTANT DATES

- Development Authority Board Meeting – December 3rd, Large Board Room, Monday at 10am

XIII. EXECUTIVE SESSION

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

A MOTION was made by Jack Kilgore and seconded by Wayne Johnson to enter into Closed Session to discuss Real Estate OCGA Section §50-14-3(b)(1)(B) and Pending or Potential Litigation OCGA Section §50-14-2. The MOTION carried unanimously: 5-0.

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

Returned to Open Session

XIV. 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 11:50am.

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Chairman Paulo Albuquerque

Attest:

Sherri Pruitt
Office Coordinator/ Brunswick and Glynn County Development Authority

Attachments may be viewed on our website or in the Minutes Book at the Brunswick and Glynn County Development Authority office at 1505 Richmond Street, Brunswick, Ga 31520.