

Minutes
Athens Ben Epps Airport Authority Meeting
July 27, 2021
3:00PM
Live Stream on ACCGOV YouTube Channel
<https://youtu.be/EuGljhCN2ns>

In attendance: Mike Mathews, Keith Sanders, Grant Tribble, David Asman, Robert Miles, Craig Westwood, Chris Lowry

Apologies: Diane Napier (medical emergency), Blaine Williams, Jacob Redwine.

Note-takers: Mike Mathews, Keith Sanders.

1) Chair Update and announcements

- a) Mr. Craig Westwood was introduced as a new Authority member.
- b) Mr. Mathews provided an update about the departure of the Airport Authority Secretary. ACC will enact a search/hire procedure to fill the position.

2) Guest Visit: Brad Griffin (ACC Planning Director)

Mr. Griffin reviewed new plans to improve the process of obtaining the Airport's input regarding new zoning requests that are within the Airport overlay zones and approaches.

The new plan includes the following steps:

- a. ACC Planning staff will write a report on planned projects, well in time for the Airport to review
- b. The airport will vote and comment back to ACC Planning on each proposal
- c. The Planning Commission will vote on proposals

Note that this new process will exclude Planned Developments, although the Airport will still be asked to comment, and Mr. Griffin wants to still include any comments in ACC Planning department's notes. In reference to agenda item 6-b below, Mr. Griffin asked that for the Authority's comments today regarding the Lowes project, only. For the Oak Street project, Mr. Griffin stated that we will follow the new 3-step process and the Authority's comments will be requested in September/October.

3) Corrected draft Minutes: Approved as submitted per unanimous vote.

4) Airport Manager Reports

- a) Financial & Operations Report: Mr. Mathews reviewed the Financial Report for June 2021. He stated that, starting with the July Authority meeting, the new FY 2022 budget numbers will be used for review vs actuals.
- b) Capital Improvement Project Updates: Mr. Mathews stated that he had hoped that the Alpha 1 and 2 projects would be completed before the start of UGA's football season. That might not be the case now. Mr. Mathews has spoken with Delta Airlines about this; however, they have no concerns. Regarding the Localizer, the old Localizer will be kept in operation during the football season. Related to capital projects, Mr. Mathews mentioned that the 5-year Request for Quote process is in the works now for the Airport's engineering consulting contract.
- c) Marketing & Outreach Activities: Mr. Mathews announced that he was sworn in by Governor Kemp as a member of the Georgia Aviation History Hall of Fame Board. Congratulations were expressed to Mr. Mathews.
- d) Clear Point Data System Update: Mr. Mathews briefly reviewed the status per this report. Specifically for Milestone 2.2.2, Mr. Mathews stated that he expects to follow up with airlines who expressed interest in commercial service at AHN.
- e) In-person meetings update: No official update yet.

5) Old Business

- a) Lexington Highway Projects: Mr. Mathews shared the Draft list of Recommended Projects for submission to the M&C: Mr. Mathews stated that we are still on the list at #8. The list contains the projects that the Lexington Highway User Group recommends to the M&C for funding with TSPLOST 2018 funds that are currently available.
- b) “*AHN as a Destination—Dimensions*” and “*AHN Fact Sheet*” distribution update: Mr. Mathews mentioned that the documents have been printed; they are being distributed and are available for use; and they are on the website.

6) New Business

- a) TSPLOST 2023 application, letter of support from Authority: Mr. Mathews read Dr. Napier’s proposed letter of support, with the focus being on T-Hangers and the Multi-use trail. Mr. Sanders asked each member for any comments and all confirmed agreement with the letter that will be submitted with the Airport application for TSPLOST 2023 funding.
- b) Planning Proposals for review: 473/481 Little Oak St/Dublin St.; Lowes: (See item 2 b, above). Since the Lowes project is the only one of the two needing Authority input at this time according to Mr. Griffin, the Authority voted on the Lowes project and approved it unanimously.
- c) Clarke County School District & Ben Epps Airport: Outreach Opportunity: Mr. Miles stated that this effort ties to our Dimension diagram, pertinent to expanding the community’s awareness of the Airport and bringing people to the Airport. Mr. Miles suggested that the Airport be available for field trips of Clarke County school children, with agreed-upon protocols (for safety, etc.) and for scheduling to be followed. Mr. Mathew shared his prior experience with similar programs, and he agreed with Mr. Miles’ suggested plan.

Action item: Mr. Miles will contact the CCSD Office of Community Engagement, and he will provide an update at the Airport Authority August meeting.

- d) FY 2021 Annual Report: Mr. Mathews stated that ACC will be closing the books in August/September, providing final financial information for FY21.

Action Item: The Airport Authority, working with the Airport Administration, needs to complete the FY21 Annual Report by end of September. Both our new Fact Sheet and Dimensions Diagram need to be utilized for input. Dr. Napier will remind Authority members to review the FY2020 Annual Report to consider updates and revisions for the FY2020 Report.

- e) AHN Strategic Plan updating: Mr. Mathews stated that this will need to be updated in approximated two years, in 2023.

7) Standing Committees: Issues & Updates

- a) Business/Finance: Mr. Sanders stated no updates
- b) Operating: Mr. Asman stated that he has spoken with the new president of the UGA Aviation Club regarding more involvement with Airport activities, come Fall.
- c) Air Service Development/Marketing: Mr. Tribble stated that there are currently no updates.

8) Other Business: None

9) Adjourn: 4:10 PM