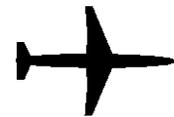




Athens Airport Authority Meeting
February 25, 2020
3:00 p.m.
Athens Flight Center - Conference Room



Authority: Lester Shindelman, Chair
Michael Pierce, Diane Napier, David Asman

Airport: Mike Mathews, Airport Director
Josh Edwards, ACC Assistant Manger
Angela Dalton, Airport Business Coordinator

Public Comments: N/A

Approval January Authority Minutes: Approved as submitted.

Chairman Update: Mr. Shindelman reported on the progress made over the past month and also reviewed the meeting agenda. He also noted that the Airport was successful in obtaining an award for the SCASDP grant and thanked everyone for their assistance.

Airport Manager Reports

- a. **Financial Report:** Mr. Mathews reviewed the monthly report as of 12/31/19.
- b. **Project Updates:** Mr. Mathews noted Holt Consulting has provided a project schedule for the Taxiway A project which sets the date for bid opening prior to or on May 8. It was noted that this is a very tight timeline as far as obtaining all the necessary approvals, but Holt and management feels it is achievable.
- c. **Marketing & Outreach Activities:** Mr. Mathews noted that he attended the Lexington Road Corridor Committee meeting with Mrs. Napier. During this meeting discussions were held concerning adequate Airport way finding signage. Mrs. Napier also noted the Committee is also discussing the possibility of a greenway walking path around the Airport property.

Old Business

- a. **Airport Park:** Mrs. Napier noted that she and Mr. Mathews have met with representatives from Leisure Services and they are surveying potential areas within the pecan orchard to present possible park options to the Authority.
- b. **Official Vote on Officer Elections:**
 - Chair:** Mr. Asman made a motion to elect Mr. Shindelman as Chair. Mrs. Napier 2nd. Motion passed with unanimous approval.
 - Vice Chair:** Mr. Pierce made a motion to elect Mrs. Napier as Vice-Chair. Mr. Asman 2nd. Motion passed with unanimous approval.
 - Secretary:** Mrs. Napier made a motion to elect Ms. Dalton as Secretary. Mr. Asman 2nd. Motion passed with unanimous approval.

Business, Finance & Planning Committee

- a. **Strategic Plan Monitoring:** Mr. Shindelman noted that the spreadsheet in the Authority's Google Docs has been updated and requested the members review.

- b. **Strategic Goals 4.1: Annual Report:** Mr. Mathews noted that he met with Sarah Gardiner, UGA Intern, to review a draft submittal of the report. It was noted that the report this year is not for publishing, only a draft to be used as a format to produce the FY20 report. A final document will be ready for the Authority to review at the March meeting.
- c. **Strategic Goal 5.1: Performance Measures:** Mr. Shindelman distributed and discussed an updated spreadsheet.

Operations Committee

- a. **Strategic Goal 3.1: Restaurant & Self Service Gas:** Mr. Shindelman distributed a handout explaining developing a Request for Information (RFI) document. This will be used to solicit what vision and interest there may be from businesses to occupy the space at the commercial terminal for a possible restaurant. Mr. Asman noted that he and Mr. Mathews will discuss further concerning a location and financial and the financial aspect of a self-service gas area. They will provide a more detailed report at the March meeting.
- b. **Strategic Goal 4.3: BPM Class Project:** Mr. Asman and Ms. Dalton will be meeting with students from the UGA Business Project Management class to discuss the Airport's operational procedures for their review.
- c. **Strategic Goal 4.4: Aviation Technology Curriculum Partnership:** Mr. Shindelman reported that he attended a joint meeting with representatives from ACC and the Clarke County Board of Education in order to network and meet leaders that may be able to assist in providing information and possible partnership for this initiative.

Air Service Development & Marketing Committee

- a. **Strategic Goal 2.1: SCASDP Update:** Mr. Mathews noted that the Chamber of Commerce will be assisting in soliciting community funding. Noted that he will be attending a conference next week where he will meet with several airlines, including American.
- b. **Strategic Goal 4.2 Communications Plan:** Mr. Shindelman distributed a handout outlining reasons to market the airport and marketing initiatives.
- c. **Strategic Goal 4.2: Public Events:** Mrs. Napier noted that during the last Committee meeting it was discussed that more time may be needed to plan because of the possibility of a large number of attendees. The Committee will have further discussions within the next month and will report at the March meeting.

New Business

- a. **2020 Committees:** Mr. Shindelman distributed a handout with the 2020 committee assignments as discussed with each member. See attached.

Adjourn: 4:35 p.m.

Respectfully Submitted



Angela Dalton, Secretary