

SOUTHWEST GEORGIA REGIONAL AIRPORT
ALBANY DOUGHERTY COUNTY AVIATION COMMISSION
August 19, 2019
AIRPORT CONFERENCE ROOM

TRANSPORTATION DIRECTOR: DAVID HAMILTON, present

CHAIRMAN: FRANK MIDDLETON, present

VICE CHAIRMAN: Ken Hodges, present

COMMISSIONERS PRESENT: CHARLES GILLESPIE, BOB LANGSTAFF, SANFORD HILLSMAN, CHANDU KUNTAWALA

COMMISSIONERS ABSENT: ANTHONY PARKER (excused)

MEETING WAS CALLED TO ORDER AT 5:00 PM

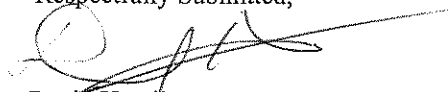
- **AGENDA** – Commissioner Middleton introduced Kyle Jackson, newly appointed G2 Secure Staff manager for Delta Operations at SWGA Regional Airport. Kyle is originally from Jacksonville, FL and has been in the airline industry for twenty years. Commissioner Middleton asked if anyone had any changes to the agenda. Commissioner Hodges moved to approve, and Commissioner Hillsman seconded. Agenda will stand as distributed.
- **MINUTES** – Commissioner Middleton moved to approve April’s meeting minutes. Commissioner Hodges moved to approve. Minutes will stand as approved.
- **FINANCIAL BRIEFING** – Commissioner Middleton asked if anyone had any questions regarding financial reports. Financial reports will stand as distributed.
- **OLD BUSINESS:**
 - Bob from Kellerman Construction gave an update on the building construction portion of the passenger boarding bridge. He informed the Commission Board that they would be finishing up the painting and touch-ups. Bob stated that they asked Ameribridge to come to the airport to speak with the Aviation Commission regarding the delay in delivering the passenger boarding bridge. The representative from Ameribridge said that they are experiencing weldment issues for portions of the bridge. Ameribridge uses five to six different vendors to build the bridge, and one of the vendors fell through, leaving portions of the project without supplies. Ameribridge did a presentation on the passenger boarding bridge and all its parts and functions. The representative stated that the second cause in delay of delivering the bridge is their manufacturing facility size. Ameribridge is willing to give the City of Albany a five-year extended warranty on the passenger boarding bridge, which includes technicians flying down to address any issues within a 24-hour period. The value of the extended warranty is at an estimate of \$8,300 per year. On the preventative maintenance side, technicians would fly in to do any of the preventative maintenance to ensure there will not be an interruption in bridge operations.
- **NEW BUSINESS:**
 - Kevin Weeden, Vice President of Ken Weeden and Associates gave a presentation about the DBE (Disadvantaged Business Enterprise) program, which is one of the 39 different grant assurances, and is a requirement if you are accepting grants through the AIP (Airport Improvement Plan) program. The program is designed to level the playing field so that minority business, particularly in the fields of transportation construction. Each state has a uniform certification program, and in Georgia, all certification applications are reviewed by the Georgia Department of Transportation Equal Opportunity Division with assistance from MARTA. The submittals that organizations put together seeking grant funds ask how the recipient will adhere to the DBE program. There are certain participation goals for the DBE program that recipients are expected to achieve or make the effort to achieve. The FAA is pushing

- for increased contract monitoring, making sure that if a DBE firm is listed in a contract, that someone is on site making sure that the firm is doing the work, and that the firm is also getting paid in a timely fashion. FAA is also putting an emphasis on making sure grant recipients are adhering to prompt payment requirements. Once a recipient pays a contractor, federal regulations state they have up to 30 days to pay their subcontractors. Commissioner Middleton called for a vote to have the DBE program proposal to go before the City Commission for approval. Commissioner Kuntawala seconded.
- Hunter Hines, Superintendent of Operations at the SWGA Regional Airport, introduced Captain Charles McKenna of the Young Marines Program. The Young Marines would like to share an occupied space with the Civil Air Patrol, who are currently renting the space in the old ARFF building. Captain McKenna is the unit commander for the Albany Young Marines program. The Young Marines program is a non-profit organization developed for youth ages 8-18 years. The program is run by the kids that are enrolled, with adult supervision. The program is meant to better prepare them to become citizens of the United States, and has a military focus geared towards the Marines. The program does not force the youth into joining the military, however, those who are interested in enlisting once they complete the program are considered for Merritt promotion. The program offers community outreach, summer programs, and leadership schools that they may be able to participate in across the county. Commissioner Middleton motioned for a recommendation from the Aviation Commission to allow the Young Marine's to share tenancy with Civil Air Patrol. Commissioner Kuntawala seconded.
 - Harold Muth, TSA Manager, presented about a CCTV Video system request that would allow them to be able to have access to camera footage in their baggage and screening area. The agreement is for a CCTV viewing station that would be in the TSA office that would give them immediate access to those designated areas. David Hamilton stated that the Nathan Davis has viewed the agreement as well as the TAC department Director Steven Carter and both have approved. Harold stated that the footage would still belong to the airport, so if at any time a third party requested a copy of any video footage, the City of Albany would have to give their approval. Commissioner Middleton motioned to approve the TSA CCTV agreement, Aviation Commissioners seconded.
 - Michael Bencko of Buffalo Rock Vending Company gave a presentation on the Micro Market that would act as a convenient store inside of the concessions area of the airport. The micro market is an unmanned, self-service marketplace that has over 200 options of food and beverage items for the traveling passengers. Passengers would pick their items, and once they are ready to pay, they will use a pay kiosk in order to submit their payment for items purchased. Since the area is open to the public, there will be cameras set up in the concession area that monitors patrons as they are shopping. The cameras are not on a live feed but are being recorded on a DVR. Buffalo Rock assumes all liability for any theft, although they have not seen more than 3% in loss of product. Michael Bencko stated that there are no commissions paid on micro markets, however after six months to a year of seeing how the sales go, they are willing to consider discussing commission payments. Hunter Hines stated that adding the micro market would require some build out of the concessions area to allow for the space to install the market coolers. Once the build out is complete, there is a 6-8 week turn around to set up the micro market. Commissioner Middleton motioned to recommend the Buffalo Rock Micro Market to the City Commission. Commissioner Hodges seconded.
 - Holt Consulting also gave an update on the interior and architectural design for the new GA Terminal plans. Jacob Redwine gave an update on the civil side of the General Aviation Terminal. Slight modifications have been done as far as location of the GA terminal. Holt is looking to have one big hangar built along with the construction of the GA terminal, which will allow for the project to be completed sooner than expected. Jacob stated that there will be two t-hangars to be built on the south end,

more tenant parking.

The meeting was adjourned at 6:40pm. The next scheduled Aviation Commission Meeting is October 21, 2019 at 5pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'David Hamilton', with a long horizontal line extending to the right.

David Hamilton,
Transportation Director