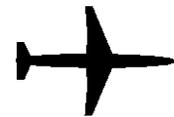




**Athens Airport Authority Meeting**  
**October 22, 2019**  
**3:00 p.m.**  
***Athens Flight Center - Conference Room***

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**Authority:** Lester Shindelman, Chair  
Robert Miles, Michael Pierce, Diane Napier

**Airport:** Mike Mathews, Airport Director  
Josh Edwards, ACC Assistant Manger

**Public Comments:** N/A

**A. Approval September Authority Minutes:** Approved as submitted.

**B. Chairman Update:** Mr. Shindelman reflected back on the progress made during the month and also reviewed the meeting agenda.

**C. Airport Manager Reports**

- a. Financial Report:** Mr. Mathews reviewed the monthly report as of 9/30/19.
- b. Operations Report:** The operations report compiled with data received from the Control Tower Chief has been updated and was reviewed.
- c. Project Updates:** Mr. Mathews updated the work authorization has been executed by ACC and work should begin within the next week for the survey and geo-tech phase for 3 upcoming projects; Taxiway A, Runway 2/20 and the ROFA. He also noted that it is time to update the Airport's Capital Improvement Plan (CIP). He is currently working with Holt to review and update. The plan is still in draft form and will be distributed for the Authority at the November meeting.
- d. Marketing & Outreach Activities:** Mr. Shindelman noted that he and Mr. Mathews hosted a presentation table at a recent Envision Athens reception. The Chamber of Commerce held a successful bi-annual meeting event at the Airport. And he and Mr. Mathews met with Paul Cramer, Classic Center President, to discuss the SCASDP grant and the next steps.

**D. Old Business**

- a. Website & FB Page Update:** Mr. Mathews noted that a conference call is scheduled with CivicPlus concerning the draft build of the new website that was released this week and is on schedule to be completed and uploaded prior to the November Authority meeting. The FB page is now online and can be found at AHN – Athens-Ben Epps Airport.
- b. SPLOST “Vote Strategy”:** Mr. Shindelman noted that early voting has begun in Athens-Clarke County and efforts are still ongoing from different organizations to support the referendum and get out the vote.
- c. Lexington Corridor Update:** As a current member of this user group, Mrs. Napier detailed their roles and responsibilities. She reported that recommendations stemming from a recent study that was performed by contracted consultants included issues concerning the Airport and Airport property that fronts Lexington Road. Their next meeting will be held next week and she plans to discuss with the group the Airport's newly adopted strategic plan and also the intended uses of the said property.

- d. Bylaws Change-Chairman Election Date:** ACC Attorneys have determined that any changes will have to be approved by an amendment to the current enabling legislation that created the Authority. Mr. Edwards noted that this request could be added to next year's ACC Mayor & Commission legislative list for their review.

**E. Business, Finance & Planning Committee**

- a. Strategic Plan Monitoring:** Mr. Shindelman distributed and reviewed the updated spreadsheet.

**F. Operations Committee**

- a. Strategic Goal #4.3: Utilize UGA Students for Projects:**

(1)**Assist in preparing an Annual Report/Marketing Brochure:** Mr. Shindelman distributed and reviewed a suggested timeline for recruiting a student and also noted that he has been working with UGA's Grady College. Currently, a job description has been posted with 1 response received to date. A review of the posted job description may result in reducing the recommendations concerning graphic artist qualifications and work with a different college to find a student with graphic artist skills.

(2)**Increase revenue by implementing additional products and services:** The skill set needed for this initiative includes market research and analysis. Mr. Shindelman distributed a handout outlining proposed services and noted that he has spoken with a UGA Professor that is interested in this project for her Marketing Research Honors Project class. The handout distributed included information that could be given to the Professor and her students as the framework for the project.

- b. Strategic Goal #4.4: Athens Tech Partnership Update:** No report at this time.

**H. Air Service Development Committee**

- a. Strategic Goal #2.1: Recruit Scheduled Air Service SCASDP:** Mr. Mathews talked with Doug Blissett, Mead & Hunt Consulting, and he noted that he believes the grant is on track for a release between Thanksgiving and the New Year. It was also noted that Athens is the only airport in the state of Georgia that submitted an application, which is statistically is favorable.
- b. Strategic Goal #4.2: Update-Communications Plan for Community Outreach & Engagement:** Tabled.

- I. New Business:** A reminder that the November meeting has been rescheduled to 11/19/19 and the December meeting to 12/17/19.

- J. Public Event Brainstorming Session:** Mr. Shindelman noted that this session has been postponed. Mrs. Napier distributed a handout of suggested activities and events that could be held in an attempt to make the Airport a destination and for community engagement that she compiled for the members to review. It was requested that members rank up to their top 5 suggestions for discussion at the November meeting.

- K. Adjourn:** 4:30 p.m.

Respectfully Submitted



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Angela Dalton, Secretary