



**Tuesday, December 14, 2021
9:30 a.m.
Jekyll Island Convention Center
JIA Committees and Meeting**

Public Remote Attendance:

This meeting will be streamed to YouTube at:

<https://www.youtube.com/channel/UCuWsJpfyPMTCr66XoVFLdOA>

Meeting documents and public comments are available at:

<https://www.jekyllisland.com/jekyll-island-authority/board-directors/>

Public Comment

Written public comments can be submitted online until 12:00 noon on Monday, December 13th at the JIA Board of Directors website. The name of the person and the topic of the comment will be read into the record. The full public comment will become part of the permanent record. Opportunities for in-person public comment will be offered at the Board meeting.

Chairman, Joseph B. Wilkinson, Jr. – Call to Order

I. Historic Preservation/Conservation Committee

Dale Atkins, Chair

- A. Update on Coastal Incentive Grant Project: Fortson Pond Restoration - Yank Moore, Natural Resources Manager

II. Finance Committee

Bill Gross, Chair

- A. November Financials – Bill Gross, Chair
- B. Request for Approval of Firefighter Supplemental Pay Grant– Marjorie Johnson, Chief Accounting Officer

III. Human Resources Committee

Buster Evans, Chair

- A. Request for Approval of Loss Prevention Policy Update – Jenna Johnson, Director of Human Resources

IV. Marketing Committee

Joy Burch-Meeks, Chair

- A. Report from Marketing Department –Alexa Hawkins, Director of Marketing and Communications

V. Legislative Committee

Trip Tollison, Chair

- A. No Report

VI. Committee of the Whole

Joseph B. Wilkinson, Jr., Chair

- A. *If no objection is received by the Legislative Oversight Committee:* Consideration of R-2021-7, Resolution Adopting the 2021 Update to the 2014 Jekyll Island Master Plan – Melissa Cruthirds, General Counsel and Leigh Askew Elkins, Carl Vinson Institute UGA
- B. Holiday Inn Lease – Melissa Cruthirds, General Counsel
 - a. Assignment of Lease from Georgia Coast Holdings, LLC to Jekyll Island Beachfront Hotel, LLC
- C. Beach House Restaurant Lease– Melissa Cruthirds, General Counsel
 - a. Memorandum of Understanding as to Future Lease Amendments
 - b. Assignment of Lease from Georgia Coast Holdings I, LLC to Jekyll Restaurant Owner, LLC
- D. Beachview Club Hotel Lease– Melissa Cruthirds, General Counsel
 - a. Memorandum of Understanding as to Future Lease Amendments
 - b. Assignment of Lease from Georgia Coast Holdings II, LLC to Jekyll Hotel Owner, LLC
- E. RFP #367, Historic Carriage and Beach Trail Rides – Maria Humphrey, Lease Manager
 - a. Consideration of Award for RFP #367
 - b. Request for Approval of Lease Terms
- F. Operations Update – Noel Jensen, Deputy Executive Director
- G. Consideration of Proposed 2022 Board Meeting Dates – Jones Hooks, Executive Director
- H. Executive Director's Report – Jones Hooks, Executive Director
- I. Chairman's Comments – Joseph B. Wilkinson, Jr., Chairman

If Needed - 5 Minute Break

Board Meeting Agenda

Chairman, Joseph B. Wilkinson, Jr. – Call to Order

Action Item

- 1. Minutes of the November 16, 2021 Board Meeting
- 2. Request for Approval of Firefighter Supplemental Pay Grant
- 3. Request for Approval of Loss Prevention Policy Update
- 4. *If no objection is received by the Legislative Oversight Committee:* Consideration of R-2021-7, Resolution Adopting the 2021 Update to the 2014 Jekyll Island Master Plan
- 5. Holiday Inn Lease
 - Assignment of Lease from Georgia Coast Holdings, LLC to Jekyll Island Beachfront Hotel, LLC
- 6. Beach House Restaurant Lease
 - Memorandum of Understanding as to Future Lease Amendments
 - Assignment of Lease from Georgia Coast Holdings I, LLC to Jekyll Restaurant Owner, LLC
- 7. Beachview Club Hotel Lease
 - Memorandum of Understanding as to Future Lease Amendments
 - Assignment of Lease from Georgia Coast Holdings II, LLC to Jekyll Hotel Owner, LLC
- 8. RFP #367, Historic Carriage and Beach Trail Rides
 - Consideration of Award for RFP #367
 - Request for Approval of Lease Terms
- 9. Consideration of Proposed 2022 Board Meeting Dates

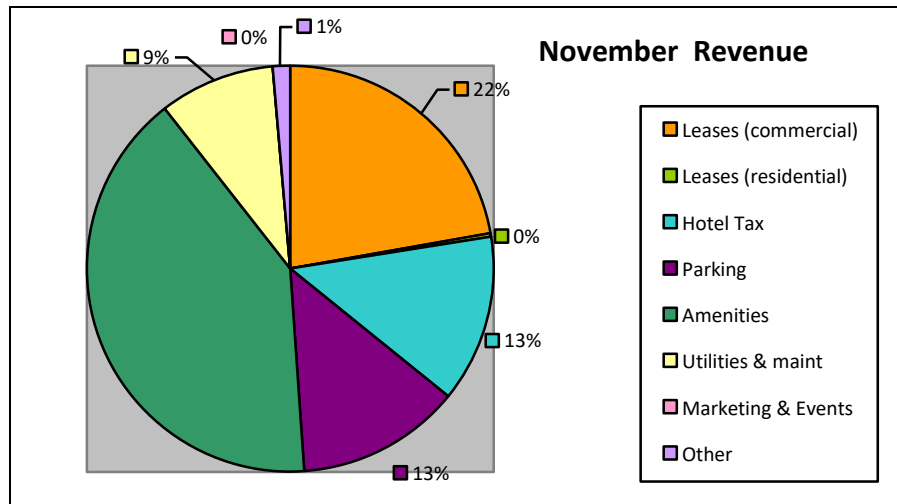
Adjournment

MEMORANDUM

TO: FINANCE COMMITTEE
FROM: MARJORIE JOHNSON
SUBJECT: NOVEMBER FINANCIAL STATEMENTS
DATE: 12/7/2021

Revenues

Revenues for November were \$2,374,569 which reflects a favorable \$468K (25%) variance from budget. Year-to-date revenues reflect a favorable \$2.8M (20%) variance from budget and a \$4.2M (34%) variance from the prior year to date revenues.



The largest variances for the month were:

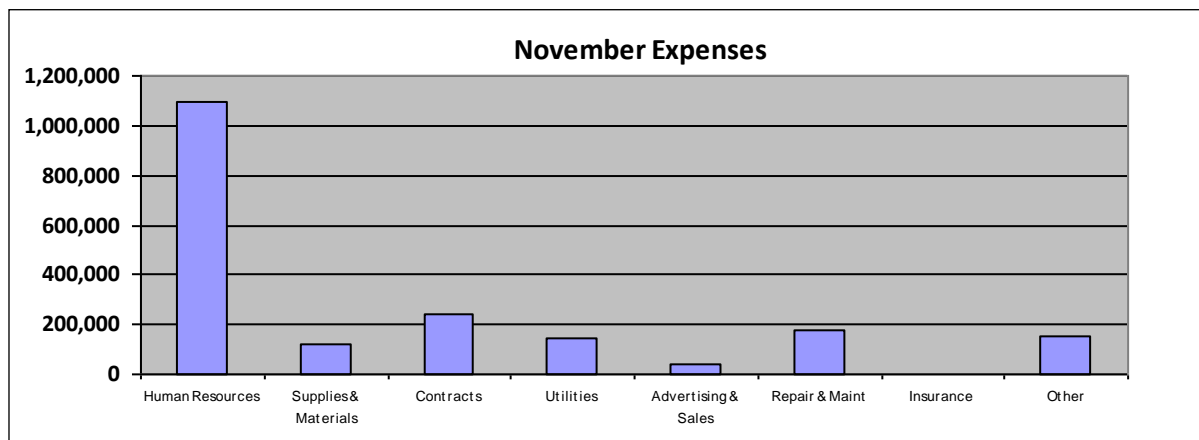
- Hotel/Motel taxes (+\$142K) – hotel revenues continue to be higher than anticipated, which results in higher hotel/motel taxes paid to JIA.
- Business Leases (+\$131K) – Businesses as well as the hotels continue to produce revenues that are higher than expected.
- Parking (+\$50K) – Annual pass sales (+\$16K) and Daily parking fees (\$34K) continue to be higher than anticipated for this time of the year.
- Campground (+\$51K) – Site rental revenues continue to exceed budget for the year. Five months into the fiscal year, campground revenues have exceeded the year to date budget by \$242K.

Expenses

Expenses were \$1,976,648 for November and reflected a favorable budget variance of \$233K (11%) for the month. Expenses also reflected a favorable \$1M variance from Year-to-date budget and reflected an unfavorable \$1.7M (19%) variance from Prior Year to Date expenses.

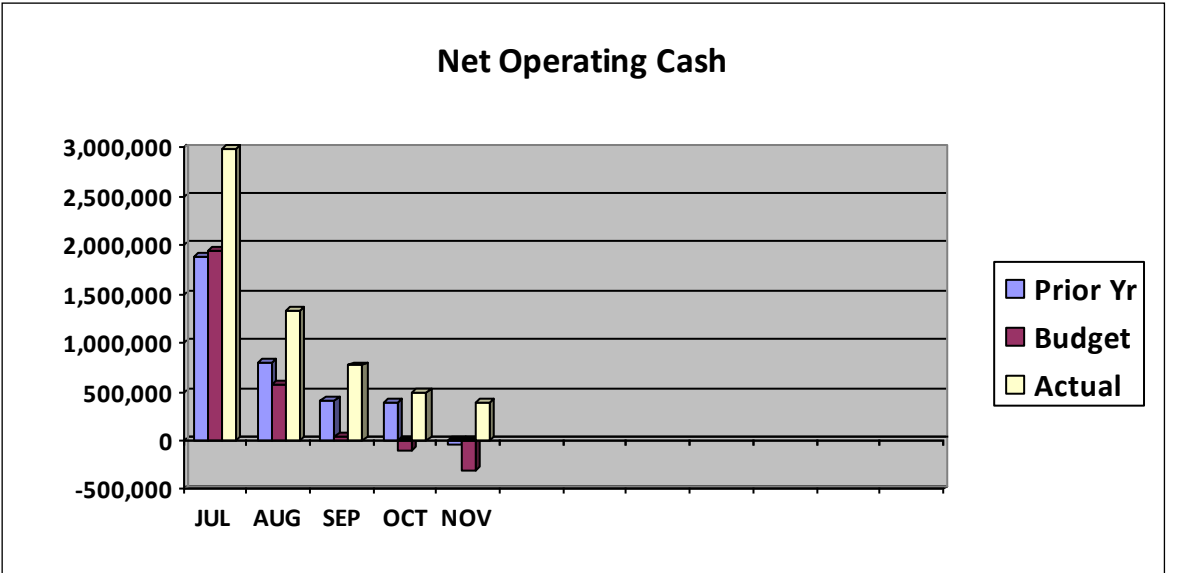
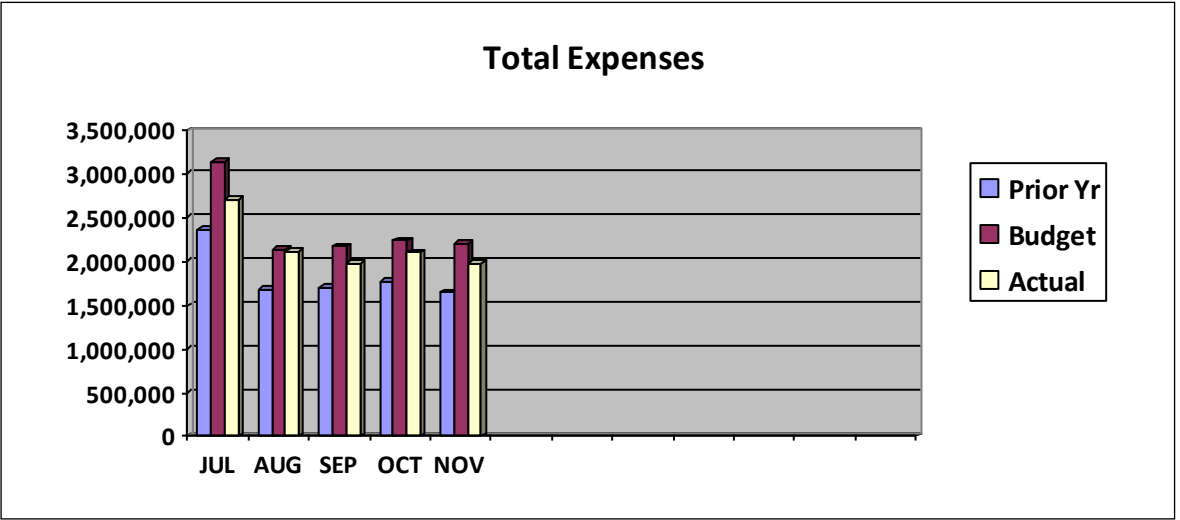
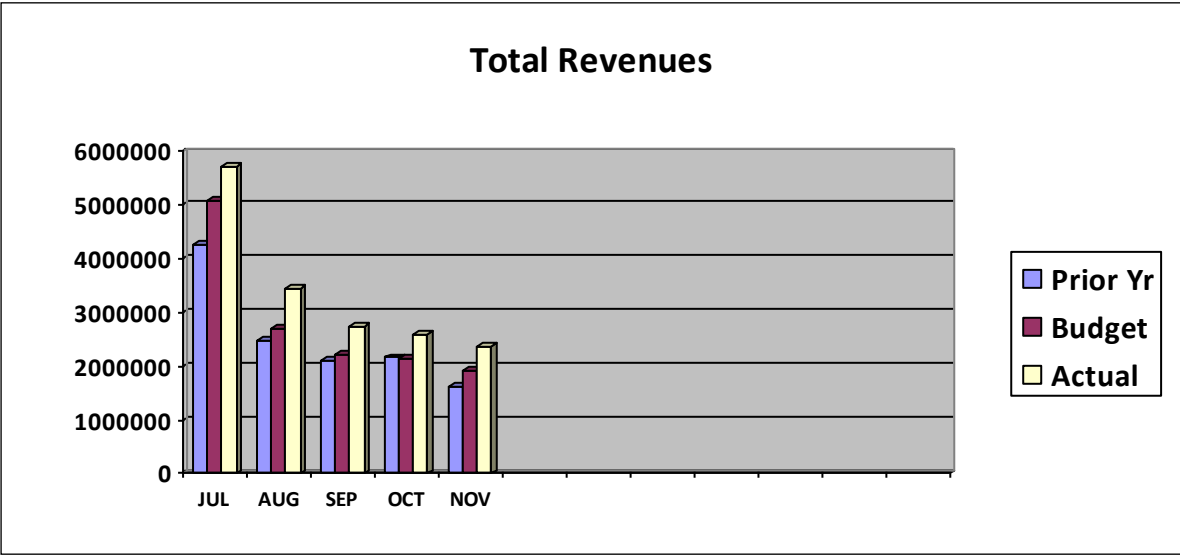
The largest budget variances for the month were:

- Human Resources (-\$88K) – vacant positions – full and part time.
- Repairs – Facilities & Grounds (-\$64K), and Supplies & Materials (-\$50K) both reflect favorable budget variances. These are timing variances and should be all spent by the end of the fiscal year.



Net Operating Cash

The Net Operating Cash Income for the month is \$397,921, which is a \$701K favorable variance from the budgeted net operating cash loss of \$303,058. Net Operating Cash Income reflects a favorable \$3.9M variance from year-to-date budget and a \$2.5M favorable variance from prior year to date income.



Jekyll Island Authority
CONSOLIDATED BUDGET COMPARISON
For the Five Months Ending November 30, 2021

	MONTH ACTUAL	MONTH BUDGET	BUDGET VARIANCE		YTD ACTUAL	YTD BUDGET	BUDGET VARIANCE		PRIOR YEAR ACTUAL	VARIANCE	
			(000's)	%			(000's)	%		(000's)	%
Revenues											
Administration											
Business Leases	530,776	400,004	131	33%	2,696,198	2,290,796	405	18%	2,055,563	641	31%
Hotel Tax	225,807	120,685	105	87%	1,259,794	794,971	465	58%	903,331	356	39%
Tourism Development Fund	88,738	51,722	37	72%	531,875	340,702	191	56%	387,142	145	37%
Parking	312,438	262,453	50	19%	2,356,801	2,003,434	353	18%	2,121,577	235	11%
Interest	785	450	0	74%	3,832	2,250	2	70%	2,172	2	76%
Lot Rentals	6,050	6,500	(0)	-7%	92,761	33,500	59	177%	133,256	(40)	-30%
Foundation	477	439	0	9%	3,403	4,133	(1)	-18%	3,290	0	3%
Airport	1,194	2,325	(1)	-49%	6,340	8,990	(3)	-29%	9,257	(3)	-32%
Administration revenue	25,725	20,026	6	28%	103,359	63,739	40	62%	156,429	(53)	-34%
Beach Village	-	-	-	0%	-	-	-	0%	1,507	(2)	-100%
Intern Housing	3,400	3,350	0	1%	20,250	19,525	1	4%	19,625	1	3%
Total Administration	1,195,390	867,954	327	38%	7,074,614	5,562,040	1,513	27%	5,793,149	1,281	22%
Enterprises											
Golf	217,078	227,396	(10)	-5%	1,067,828	895,418	172	19%	826,179	242	29%
Convention Center	271,962	276,389	(4)	-2%	1,695,110	1,496,033	199	13%	144,260	1,551	1075%
McCormick's Grill	(1,517)	-	(2)	0%	(0)	-	(0)	0%	80,865	(81)	-100%
Summer Waves	(6)	-	(0)	0%	1,435,098	1,271,671	163	13%	1,068,609	366	34%
Campground	179,757	128,506	51	40%	912,935	670,997	242	36%	880,973	32	4%
Life is Good	17,971	10,181	8	77%	152,111	91,585	61	66%	106,264	46	43%
Museum	81,373	45,681	36	78%	407,712	325,586	82	25%	226,522	181	80%
Georgia Sea Turtle Center	150,818	110,941	40	36%	1,190,825	884,839	306	35%	823,497	367	45%
Conservation	773	50	1	1445%	4,473	3,116	1	44%	3,535	1	27%
Miniature Golf & Bikes	25,660	28,339	(3)	-9%	203,732	165,146	39	23%	167,436	36	22%
Water/Wastewater	151,928	133,960	18	13%	825,070	808,859	16	2%	763,615	61	8%
Sanitation	48,147	47,934	0	0%	240,970	237,742	3	1%	236,301	5	2%
Fire Department	4,530	2,850	2	59%	1,344,246	1,331,735	13	1%	1,272,241	72	6%
Tennis	14,583	5,415	9	169%	52,102	53,401	(1)	-2%	53,677	(2)	-3%
Marketing, Special Events & Sales	(0)	650	(1)	-100%	124,274	109,003	15	14%	48,554	76	156%
Guest Information Center	4,094	8,339	(4)	-51%	69,619	61,744	8	13%	70,860	(1)	-2%
Camp Jekyll & Soccer Fields	11,382	11,494	(0)	-1%	63,864	65,898	(2)	-3%	54,448	9	17%
Landscaping, Roads & Trails	646	500	0	29%	6,259	4,450	2	41%	3,899	2	61%
Vehicle & Equipment Maintenance	-	-	-	0%	1,926	250	2	670%	699	1	176%

	MONTH ACTUAL	MONTH BUDGET	BUDGET VARIANCE		YTD ACTUAL	YTD BUDGET	BUDGET VARIANCE		YEAR ACTUAL	VARIANCE	
			(000's)	%			(000's)	%		(000's)	%
Facility Maintenance	-	-	-	0%	399	-	0	0%	1,500	(1)	-73%
Golf Course Maintenance	-	-	-	0%	234	-	0	0%	4	0	5866%
Total Enterprises	1,179,179	1,038,626	141	14%	9,798,786	8,477,473	1,321	16%	6,833,936	2,965	43%
Total Revenues	2,374,569	1,906,580	468	25%	16,873,400	14,039,513	2,834	20%	12,627,084	4,246	34%

Expenses

Human Resources	1,094,922	1,183,093	(88)	-7%	5,544,104	6,245,566	(701)	-11%	5,193,968	350	7%
Supplies & Materials	117,358	167,072	(50)	-30%	685,164	768,190	(83)	-11%	476,230	209	44%
Advertising & Sales	38,665	52,137	(13)	-26%	261,095	332,604	(72)	-21%	113,295	148	130%
Repairs - Facilities & Grounds	166,005	230,181	(64)	-28%	640,790	771,862	(131)	-17%	445,820	195	44%
Utilities	138,330	144,446	(6)	-4%	884,719	911,598	(27)	-3%	837,420	47	6%
Insurance	2,255	3,392	(1)	-34%	679,768	712,141	(32)	-5%	622,327	57	9%
Contracts	240,167	254,502	(14)	-6%	1,197,795	1,224,436	(27)	-2%	772,427	425	55%
Rentals	62,518	76,913	(14)	-19%	280,386	312,505	(32)	-10%	236,295	44	19%
Printing	8,065	6,044	2	33%	34,394	44,537	(10)	-23%	36,818	(2)	-7%
Motor Vehicle	13,747	16,258	(3)	-15%	104,137	106,194	(2)	-2%	76,188	28	37%
Telephone	8,922	10,030	(1)	-11%	44,398	50,506	(6)	-12%	50,060	(6)	-11%
Equipment Purchase <\$1K	4,111	8,320	(4)	-51%	37,870	41,876	(4)	-10%	25,905	12	46%
Equipment Purchase \$1K to \$5K	5,486	6,250	(1)	-12%	54,310	38,964	15	39%	9,271	45	486%
Travel	3,934	4,115	(0)	-4%	17,194	23,135	(6)	-26%	6,248	11	175%
Dues	29,102	25,277	4	15%	179,516	180,875	(1)	-1%	108,746	71	65%
Credit Card Fees	42,993	21,585	21	99%	237,983	152,415	86	56%	166,915	71	43%
Bank Fees	70	25	0	180%	271	125	0	117%	7	0	3771%
Total Expenditures	1,976,648	2,209,638	(233)	-11%	10,883,894	11,917,530	(1,034)	-9%	9,177,939	1,706	19%
Net Operating Cash Income **	397,921	(303,058)	701	231%	5,989,507	2,121,983	3,868	182%	3,449,145	2,540	74%

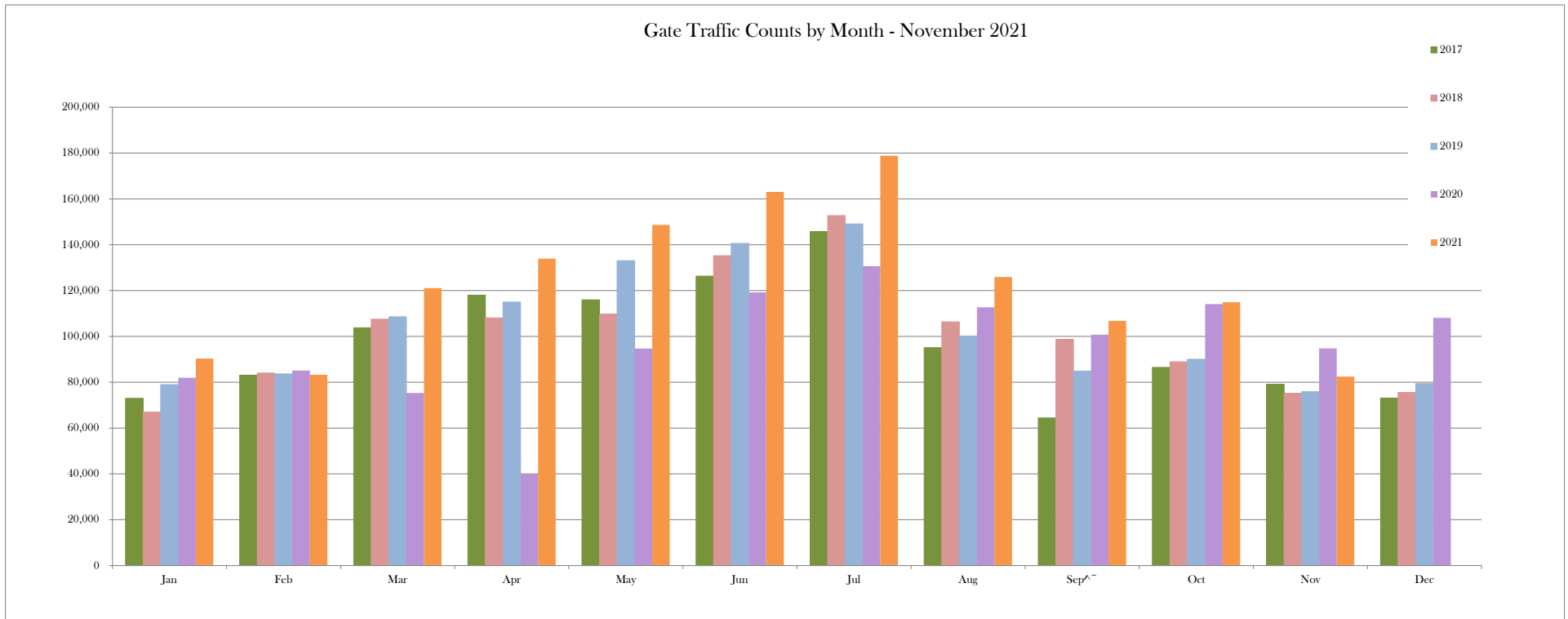
** Does not include depreciation or capital projects

Traffic Counts

	2017			2018			2019			2020			2021		
	Daily/Weekly	Annual Passes	Total	Daily/Weekly	Annual Passes	Total	Daily/Weekly	Annual Passes	Total	Gate Purchase	Pre-purchased	Total	Gate Purchase	Pre-purchased	Total
January	26,372	46,562	72,934	21,065	45,842	66,907	28,874	50,037	78,911	29,773	52,159	81,932	23,462	66,875	90,337
February	35,982	47,081	83,063	34,326	49,664	83,990	35,010	48,619	83,629	32,646	52,457	85,103	22,609	60,616	83,225
March	49,605	54,166	103,771	51,052	56,444	107,496	51,682	56,865	108,547	27,012	48,279	75,291	39,560	81,491	121,051
April	66,259	51,718	117,977	55,620	52,474	108,094	61,404	53,529	114,933	12,082	27,810	39,892	47,198	86,746	133,944
May	62,367	53,558	115,925	54,547	55,167	109,714	74,194	58,894	133,088	44,891	49,825	94,716	58,179	90,491	148,670
June	72,234	54,056	126,290	79,575	55,657	135,232	82,105	58,479	140,584	51,147	68,042	119,189	60,141	102,896	163,037
July	90,765	55,010	145,775	95,960	56,773	152,733	89,499	59,595	149,094	56,441	74,236	130,677	60,613	118,185	178,798
August	44,352	50,732	95,084	53,639	52,681	106,320	47,501	52,687	100,188	39,096	73,585	112,681	38,368	87,543	125,911
September	26,578	37,809	64,387	49,032	49,651	98,683	37,317	47,518	84,835	34,055	66,662	100,717	34,300	72,468	106,768
October	35,871	50,566	86,437	38,539	50,366	88,905	39,100	50,923	90,023	33,851	80,276	114,127	37,170	77,713	114,883
November	32,323	46,777	79,100	29,468	45,737	75,205	30,173	45,699	75,872	22,914	71,876	94,790	26,069	56,386	82,455
December	27,891	45,195	73,086	30,104	45,436	75,540	31,871	47,504	79,375	29,842	78,215	108,057	0	0	0
Totals	570,599	593,230	1,163,829	592,927	615,892	1,208,819	608,730	630,349	1,239,079	413,750	743,422	1,157,172	447,669	901,410	1,349,079

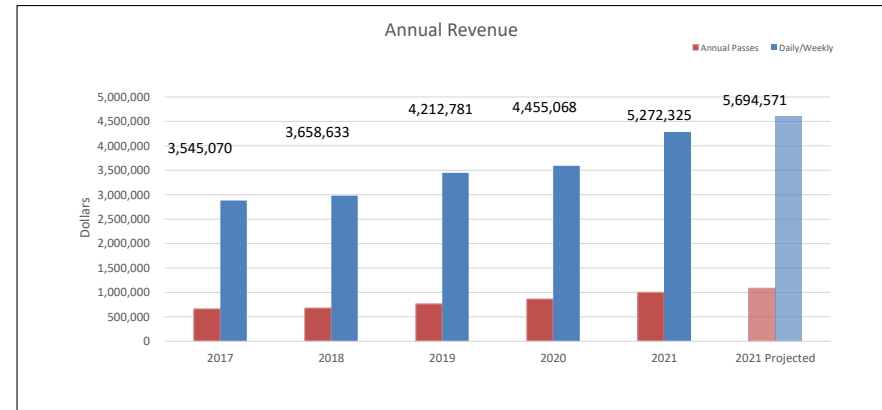
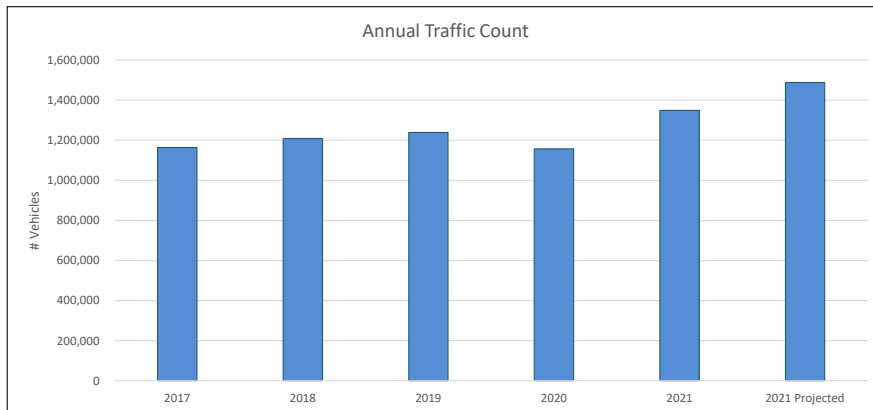
LPR System began April 2020

Year to Date	2017 YTD	2018 YTD	2019 YTD	2020 YTD	2021 YTD
Comparison	1,090,743	1,133,279	1,159,704	1,049,115	1,349,079



COVID - March 2020 through July 2020 (most significant impact)

^Sep 2017 - Hurricane Irma
 ~Sept 2019 - Hurricane Dorian



December 03, 2021
 Jekyll Island Convention Center
 JIA Sales and ASM combined
 November Financial Review

NOVEMBER FY2022 FY2021 FY 2020 FY2019 FY2018 FY2017 FY2016 FY2015 Y2014 FY2013

Number of Events	14	11	20	13	21	21	12	10	5	8
Event Days	29	14	28	20	39	25	14	20	12	11
Attendance	7371	941	8585	8593	13316	6848	4010	8304	7996	6223
Revenue	\$296,332act \$313,661bud	\$50,562	\$298,741	\$210,564	\$484,334	\$304,342	\$62,330	\$197,721	\$105,698	\$103,676
Square Feet Use	486,214	113,920	432,390	407,576	N/A	N/A	N/A	N/A	N/A	N/A

November continued to improve our outlook, though we missed projection this month. Two conventions scheduled for November canceled in spring/summer 2021 -one of them- Family Violence was budgeted at \$86K. A weeklong training for GA Department of Revenue was added to help offset losses. We hosted the Technology Student Association- 1600 middle and high school students that competed in “bot fighting”, solar car racing, and cardboard boat racing. We also added a second 3rd Infantry Division Military Ball for the calendar year. We finished the month with a laid-back Hindu wedding.

FUTURE CONTRACTS ISSUED — 9 Estimated revenues \$277,000

Conventions – 6– Anticipated rev of \$248,000
 Meetings – 0–Anticipated revenue
 Banquet – 2– Anticipated revenue \$23,000
 Weddings –1– Anticipated revenue \$6,000
 Public Show –0– Anticipated revenue

PROPOSALS

JIA Sales – 9
 Westin – 2
 Cvent- 3

Combined client sites and planning meetings with all staff - 16

JEKYLL ISLAND AUTHORITY

HOTEL OCCUPANCY STATISTICS

November 2021

HOTEL STATISTICS AT-A-GLANCE

Nov-21

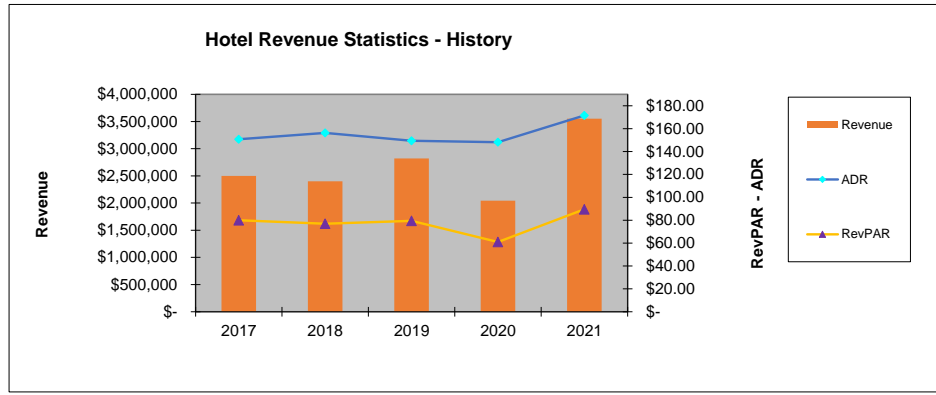
Total Revenue	\$	3,550,210
Occupancy Rate		52.2%
Rev PAR	\$	89.57
ADR	\$	171.59

Nov-20

Total Revenue	\$	2,043,125
Occupancy Rate		41.1%
RevPAR	\$	60.97
ADR	\$	148.17

Nov-19

Total Revenue	\$	2,821,818
Occupancy Rate		53.2%
RevPAR	\$	79.42
ADR	\$	149.43



OCCUPANCY REPORT DETAIL

Hotel	# of Rms	Units Avail	Units Occpd	Percent Occpd	Average Daily Rate	RevPAR	2021 Room Revenue	2020 Room Revenue	Revenue Variance	
Beachview Club	38	1,035	489	47.2%	\$ 154.02	\$ 72.77	\$ 75,315.90	\$ 18,846.51	\$ 56,469	300%
Home2Suites	107	3,210	1,864	58.1%	\$ 145.22	\$ 84.33	\$ 270,696.47	\$ 167,910.25	\$ 102,786	61%
Holiday Inn Resort	157	4,447	1,816	40.8%	\$ 155.38	\$ 63.45	\$ 282,173.54	\$ 153,263.52	\$ 128,910	84%
Days Inn & Suites	124	3,482	1,719	49.4%	\$ 130.53	\$ 64.44	\$ 224,373.88	\$ 208,940.00	\$ 15,434	7%
Courtyard by Marriott/ Residence Inn	209	6,270	3,144	50.1%	\$ 174.01	\$ 87.25	\$ 547,085.00	\$ -	\$ 547,085	0%
Hampton Inn	138	4,140	2,168	52.4%	\$ 139.56	\$ 73.08	\$ 302,570.00	\$ 161,089.00	\$ 141,481	88%
Jekyll Island Club Resort	200	6,000	3,803	63.4%	\$ 246.01	\$ 155.93	\$ 935,590.00	\$ 582,163.00	\$ 353,427	61%
Seafarer Inn & Suites	73	2,100	1,041	49.6%	\$ 115.24	\$ 57.13	\$ 119,968.63	\$ 77,913.03	\$ 42,056	54%
Villas by the Sea	123	2,298	1,124	48.9%	\$ 153.57	\$ 75.11	\$ 172,613.78	\$ 146,758.55	\$ 25,855	18%
Villas by the Sea - Jekyll Realty	9	270	102	37.8%	\$ 100.77	\$ 38.07	\$ 10,278.71	\$ 14,921.00	\$ (4,642)	-31%
Villas by the Sea - Parker Kaufman	20	384	222	57.8%	\$ 97.43	\$ 56.32	\$ 21,628.65	\$ 11,865.36	\$ 9,763	82%
Westin	200	6,000	3198	53.3%	\$ 183.84	\$ 97.99	\$ 587,915.00	\$ 499,455	\$ 88,460	18%
Nov-21 Total	1,398	39,636	20,690	52.2%	\$ 171.59	\$ 89.57	\$ 3,550,210	\$ 2,043,125	\$ 1,507,084	73.8%

JEKYLL ISLAND AUTHORITY

HOTEL OCCUPANCY STATISTICS

Calendar Year to Date - November 2021

HOTEL STATISTICS AT-A-GLANCE

2021

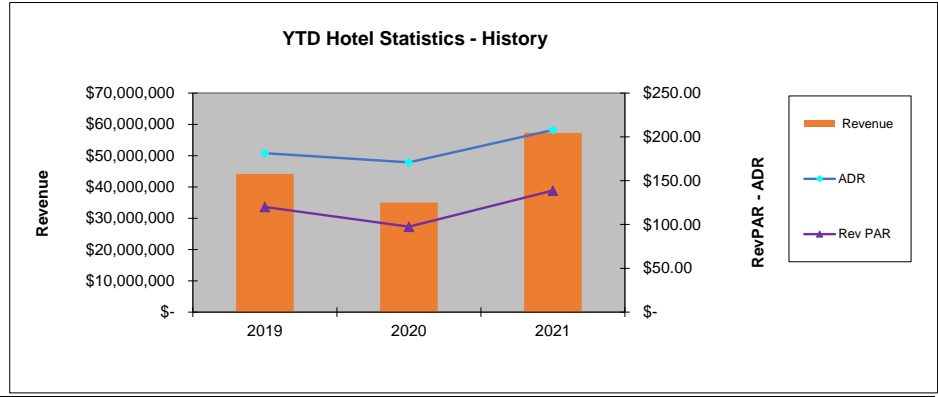
Total Revenue \$ 57,316,614
Occupancy Rate 66.7%
Rev PAR \$ 138.75
ADR \$ 207.89

2020

Total Revenue \$ 34,995,922
Occupancy Rate 57.0%
RevPAR \$ 97.50
ADR \$ 170.92

2019

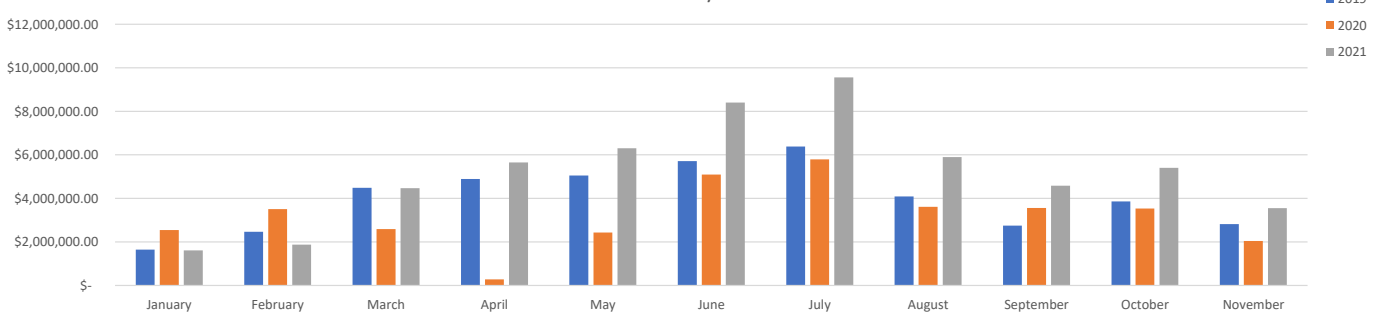
Total Revenue \$ 44,156,009
Occupancy Rate 66.1%
RevPAR \$ 119.96
ADR \$ 181.41



OCCUPANCY REPORT DETAIL

Hotel	# of Rms	Units Availbl	Units Occpd	Percent Occpd	Average Daily Rate	RevPAR	2021 Room Revenue	2020 Room Revenue	Revenue Variance	
Beachview Club	38	11,617	6,953	59.9%	\$ 212.12	\$ 126.96	1,474,856	940,185	\$ 534,671	57%
Home2Suites	107	35,068	24,196	69.0%	\$ 180.83	\$ 124.77	4,375,288	2,817,751	\$ 1,557,537	55%
Holiday Inn Resort	157	48,149	31,907	66.3%	\$ 205.72	\$ 136.32	6,563,819	4,212,162	\$ 2,351,657	56%
Days Inn & Suites	124	40,764	30,801	75.6%	\$ 161.48	\$ 122.01	4,973,815	3,412,346	\$ 1,561,469	46%
Courtyard by Marriott/ Residence Inn	209	37,829	20,610	54.5%	\$ 215.03	\$ 117.15	4,431,779	0	\$ 4,431,779	0%
Hampton Inn	138	45,954	31,550	68.7%	\$ 177.01	\$ 121.53	5,584,793	3,713,252	\$ 1,871,541	50%
Jekyll Island Club Resort	200	67,000	44,295	66.1%	\$ 275.00	\$ 181.81	12,181,102	7,769,752	\$ 4,411,350	57%
Seafarer Inn & Suites	73	24,043	14,439	60.1%	\$ 170.70	\$ 102.52	2,464,797	1,948,257	\$ 516,540	27%
Villas by the Sea	123	27,009	17,773	65.8%	\$ 188.63	\$ 124.12	3,352,447	3,081,479	\$ 270,968	9%
Villas by the Sea - Jekyll Realty	9	4,085	2,387	58.4%	\$ 179.27	\$ 104.75	427,916	401,951	\$ 25,965	6%
Villas by the Sea - Parker Kaufman	20	4,777	3,062	64.1%	\$ 113.42	\$ 72.70	347,283	279,307	\$ 67,977	24%
Westin	200	66,800	47,727	71.4%	\$ 233.38	\$ 166.75	11,138,719	6,419,481	\$ 4,719,238	74%
2021 Total		413,095	275,700	66.7%	\$ 207.89	\$ 138.75	\$ 57,316,614	\$ 34,995,922	\$22,320,692	63.8%
2020 Total		358,946	204,747	57.0%	\$ 170.92	\$ 97.50	\$ 34,995,922			
2019 Total		368,093	243,408	66.1%	\$ 181.41	\$ 119.96	\$ 44,156,009			

Revenues by Month



MEMORANDUM

TO: FINANCE COMMITTEE
FROM: MARJORIE JOHNSON, CHIEF ACCOUNTING OFFICER
SUBJECT: FY 2021 Public Safety Officials and First Responders Supplemental Grant
DATE: 4/20/2021

We were notified of a grant that was made available through the Coronavirus State Fiscal Recovery Fund through the Georgia Office of Planning and Budget.

These grant funds would be used to provide a \$1,000.00 pay supplement to the JIA Public Safety Officials and First Responders who meet the criteria of the grant.

JIA would make the payments through our normal payroll process and would be reimbursed by this grant for the \$1000.00 supplement per First Responder plus the cost of FICA taxes.

We have 10 full-time Public Safety and First Responder staff members that would qualify for the pay supplement. The total amount to be reimbursed from this grant, if approved, would be \$10,765.00.

There are no matching funds required of this grant.

Staff hereby requests board approval to accept the Public Safety Officials and First Responder Supplement grant in the amount of \$10,765.00 for payment of the \$1,000.00 pay supplement as provided by this grant.

JEKYLL ISLAND-STATE PARK AUTHORITY

POLICY MANUAL

Section: Human Resources Standards of Practice	Section: 4.25
	Effective Date:
Subject: Loss Prevention	Original Date: 6/16/2020
	Revision Dates:

STANDARD

It is the policy of the Jekyll Island Authority (JIA) that assets of the organization will be protected from loss and/or damage due to misuse and abuse. Every effort will be made to protect company assets by all employees regardless of their position or job assignment. Theft and misuse of funds, property and services by employees causes financial loss and negatively impacts JIA's public image.

PRACTICE GUIDELINES

1. ***Loss Prevention:*** Employees shall not perpetrate, engage in, or otherwise facilitate the act of committing fraud, theft, misuse or abuse of JIA assets or assets belonging to another employee, vendor or customer.
 - a. Fraud – intent to deceive in order to secure unfair or unlawful advantage or personal gain; to deprive someone of a legal right.
 - b. Theft – act or crime of stealing.
 - c. Misuse and Abuse –the wrong or improper use of information, goods, equipment or position within JIA.
 - d. This includes but is not limited to:
 - i. Fraudulent reporting of employee time, travel expenses, financial information, purchasing cards, etc.
 - ii. Theft of money, information, products, inventory, tools or other items
 - iii. Misuse or abuse of purchasing cards, computers, internet, mobile phones, software programs, vehicles and other property or information. Also includes misuse or abuse of position or power within JIA.
2. ***Prevention and Detection.*** Employees must attend all required State and JIA loss prevention training. Employees must follow all established procedures and guidelines such as, but not limited to, Cash Handling guidelines, purchasing guidelines, purchasing card policy and guidelines. JIA will use all tools available to them such as cameras, tracking software, GPS units, cash and inventory test counts, etc. to detect and prevent fraud, theft, misuse and abuse of assets.
3. ***Reporting Known or Suspected Loss.*** Employees are responsible for immediately reporting known or suspected incidents of fraud, theft, misuse or abuse of assets, resources and property to their department manager, division director, human resources or the Chief Accounting Officer. Department managers and division directors must report all suspected incidents of fraud, theft, misuse or abuse to either Human Resources Director or the Chief Accounting Officer immediately.

JEKYLL ISLAND-STATE PARK AUTHORITY

POLICY MANUAL

Section: Human Resources Standards of Practice	Section: 4.25
	Effective Date:
Subject: Loss Prevention	Original Date: 6/16/2020
	Revision Dates:

4. ***Investigation of Reports of Loss.*** Allegations of fraud, theft, misuse or abuse of assets and resources will be documented and investigated. The Chief Accounting Officer is responsible for leading all investigations of fraud, theft, misuse and abuse for the JIA. State Patrol, Office of Inspector General and other agencies will be brought into the investigations as deemed necessary. All JIA employees are expected to cooperate in any investigation. Investigations will be kept as confidential as possible without jeopardizing the investigation.
5. ***Consequences.*** If appropriate JIA officials or other State agency officials conclude that an employee has engaged in fraud, theft, misuse or abuse activities, appropriate disciplinary action will be pursued, up to and including termination of employment. It is the policy of the JIA to pursue legal action based on the merits of the case, up to the maximum extent allowed by law. Appropriate JIA personnel will cooperate and participate in the prosecution of employee theft. Ordinarily, the submission of a resignation by an employee accused or suspected of fraud or theft will not preclude later action including restitution and legal action.

COMPLIANCE: Employees are expected to comply with the guidelines of this policy. Employees who fail to follow the provisions of this policy, including failure to cooperate or provides false information in an investigation, are subject to appropriate disciplinary action, up to and including termination of employment.

For additional information or assistance, please contact the JIA Human Resources office.



MEMORANDUM

TO: BOARD OF DIRECTORS
FROM: MELISSA CRUTHIRDS, GENERAL COUNSEL
RE: 2021 UPDATE TO THE JEKYLL ISLAND 2014 MASTER PLAN
DATE: DECEMBER 14, 2021

Summary

The Jekyll Island Authority is updating the 2014 Jekyll Island Master Plan as it relates to Conservation and Development; Economic Sustainability; Historic and Cultural Resources; Natural Resources; Recreation; Transportation, Infrastructure, and Municipal Services; and Mapping Updates.

The Authority hired the University of Georgia's Carl Vinson Institute of Government ("CVIOG"), who drafted the 2014 Master Plan, to spearhead this project and draft the Update. The CVIOG sought public input for the development of this Update through two external committees, a public input session, and an online survey. After receiving public input during the development of the Update, the CVIOG drafted a proposed update to the 2014 Master Plan and presented it to the Authority's Board of Directors and for public review and comment, and JIA staff transmitted the draft Update, along with a link to view the submitted public comments and survey results, to the required state entities, including the Jekyll Island Oversight Committee. After reviewing the public comments submitted on the proposed draft Update, the CVIOG revised the Update to reflect the public input received, and the revised draft was sent to the required state entities, along with a link to view the submitted public comments.

No objection from the Jekyll Island Oversight Committee has been received. The proposed 2021 Master Plan Update is presented to you today for consideration of adoption.

Summary of Actions and Public Input Opportunities

The following presents a summary of the timeline of public input opportunities in the development of this Update:

- Development of the Update:
 - o Stakeholder Committee (providing feedback on the development of the update):
 - Jim McKenna, President, Jekyll Island Citizens Association
 - David Egan, Initiative to Protect Jekyll Island
 - Mindy Egan, Initiative to Protect Jekyll Island
 - Mac Jeffries, Jekyll Island Beach Village Business Community
 - Rita Thompson, President, Friends of Historic Jekyll Island
 - Gil McLemore, Jekyll Island Foundation and Jekyll resident
 - Bruce Westerlin, Chairman, Jekyll Island Hospitality Association
 - Maureen Lennon, Jekyll Ocean Oaks homeowner
 - Travis Stegall, City of Brunswick, DDA
 - Aaron Carone, Real Estate Professional and Jekyll resident
 - Jeff Homans, Landscape Architect
 - Susan Middleton, Board Chairman, Villas by the Sea
 - Arch Smith, Georgia 4-H
 - o External Review Committee (topical experts providing feedback on the development of the update):
 - Karl Burgess, GA Department of Natural Resources, Coastal Resources Division
 - Dialo Cartwright, Georgia Power
 - Teeple Hill, Schupe Surveyors
 - Becky Kelly, GA DNR, State Parks & Historic Sites (retired)
 - Charles McMillan, Georgia Conservancy
 - Scott McQuade, Golden Isles Convention & Visitors Bureau
 - Ralph Staffins, President, Golden Isles Chamber of Commerce
- May 18, 2021: Announcement during a public Board of Directors meeting of a public input session to be held on June 16, 2021 and the availability of an online survey for public input
- Online survey, June 3 - 30, 2021: Nearly 11,500 survey responses
 - o Online survey communicated through the following:
 - JIA Single-Topic Survey Email (6/3)
 - JIA June Newsletter (6/10)
 - JIF Single-Topic Survey Email (6/17)
 - JIF Parking Pass Database (6/24)
 - TicketLeap Programming Email (6/15)
 - Paid Social Ads (6/4 – 6/30)
 - o Survey responses made available for review by the Authority's Board of Directors, the Jekyll Island Oversight Committee, and other state entities

- June 11, 2021: Nixle notification sent: Public Input session details, link to online survey
- June 16, 2021: Public Town Hall where public input was solicited and received on suggested priorities for the Authority
- June 18, 2021 – The Brunswick News Media Announcement of Public Survey for Proposed Master Plan Update
- August 17, 2021: CVIOG provided an update at the Board of Director's meeting on the Master Plan planning process and explained the results of the online survey and the June 16th Public Input session
- August 20, 2021 – The Brunswick News Media Announcement of Survey Results for Proposed Master Plan Update
- September 21, 2021:
 - o CVIOG presented the initial draft of the 2021 Update and public comments were received at Board of Director's meeting
 - o Board of Directors authorized transmittal of draft 2021 Update to required state entities
 - o Notice to media distributed regarding proposed 2021 Update, Public Hearing details, instructions on how to submit public comments, details for December 14 Board meeting
- September 21 through October 18, 2021: Public comments received through the Authority's website
- September 22, 2021:
 - o Nixle notification sent: Public Hearing details, instructions on how to submit public comments, details for December 14 Board meeting, additional information available online
 - o Legal notices ran in The Brunswick News and the Fulton Daily Report
 - o The Brunswick News Media Announcement of Master Plan Submittal to State and Public Hearing
- September 27, 2021: The proposed draft Master Plan Updated was transmitted to the required state entities, including directions on how to view public comments
- October 5, 2021:
 - o Revised Update posted to website (changes to Appendix C)
 - o Nixle notification sent: Public Hearing details, instructions on how to submit public comments, details for December 14 Board meeting, additional information available online
- October 14, 2021:
 - o Nixle notification sent: Public Hearing details, instructions on how to submit public comments, details for December 14 Board meeting, additional information available online
 - o The Brunswick News Media Announcement of Public Hearing
 - o Public Hearing, public comments were received
- October 18, 2021: Public Hearing presentation posted to website
- October 19, 2021: Public comments received at Board of Director's meeting

- As a result of public comments received, changes were made to the proposed draft Update and forwarded to the Board of Directors, the Oversight Committee, and other state entities on October 25, 2021.
- October 28, 2021: Revised Update posted to website (changes due to public input)
- November 16, 2021:
 - o Board of Directors ratified transmittal of a revised draft Update to required state entities as a result of changes due to public input
 - o Public comments received at Board of Director’s meeting
 - o Notice to media distributed regarding revised draft Update

Procedure

Georgia law imputes several requirements to amend the Master Plan, which are outlined below.

Statutory Requirement	Status
“Any proposed amendment to the master plan” must be “described in written form, and if capable of such description, in visual form and presented publicly at a regular meeting of the Authority”	The proposed amendment presented publicly in written and visual form at a regular meeting of the Authority on September 21, 2021;
“After the proposed amendment is presented publicly at a regular meeting of the Authority, a brief summary of the proposed amendment shall be advertised in the legal organs of Glynn and Fulton counties, distributed to the media by news release, and published in appropriate publications of the Authority”;	<p>A brief summary of the proposed amendment, including a notice of the date, time, and location of the public hearing and the December 14, 2021 meeting in which the proposed amendment would be considered by the Authority’s Board of Directors, and including the website address to submit public comments, was</p> <ul style="list-style-type: none"> • advertised in the legal organ of Glynn County on September 22, 2021; • advertised in the legal organ of Fulton County on September 22, 2021; • was placed on the Authority’s website on September 22, 2021; • distributed to media outlets on September 21, 2021; and • sent to subscribers of the Authority’s mobile notification system on October 5 and 18, 2021.
A “public hearing on the proposed amendment . . . no earlier than 15 days after the latest publication of the advertisement in the legal organ.”	A public hearing on the proposed amendment was held on October 14, 2021 at the Jekyll Island Convention Center wherein

	<p>a presentation was made and comments and feedback were received from the public.</p> <p>Comments were also received from the public through the Authority's website and to the Authority by e-mail.</p>
<p>The Authority must transmit the brief summary which is advertised in the legal organs to the "Speaker of the House, President of the Senate, members of the Jekyll Island-State Park Authority Oversight Committee, and Office of Legislative Counsel at least 60 days prior to the date of the meeting at which the proposed amendment will be considered."</p>	<p>The Authority, with Board approval, transmitted a brief summary of the proposed amendment, including a copy of the legal advertisements, to the Speaker of the House, President of the Senate, members of the Jekyll Island-State Park Authority Oversight Committee, and Office of Legislative Counsel on September 27, 2021.</p> <p>The Authority also transmitted the revised proposed draft to those same entities on October 25, 2021, and such transmittal was ratified by the Board on November 16, 2021.</p> <p>Included in these transmittal letters were links to view public comments.</p>
<p>If the Jekyll Island-State Park Authority Oversight Committee objects to the proposed amendment, the Committee is required to file an objection to the proposed amendment with the chairperson of the Authority prior to the Authority's taking action on the proposed amendment. If the Oversight Committee does file an objection to the proposed amendment, the Authority may not take any action on approving or rejecting the amendment until such time as the Committee's objection is resolved.</p>	<p>No objection to the proposed amendment has been received by the chairperson of the Authority from the Jekyll Island-State Park Oversight Committee.</p>
<p>There must be a "meeting of the Authority at which the proposed amendment will be considered for approval or rejection, which meeting shall not be held any sooner than 30 days after the meeting of the Authority at which the proposed amendment was announced."</p>	<p>That meeting is today.</p>

JIA has met all of the statutory obligations and presents to you for approval or rejection of the 2021 Update to the Jekyll Island 2014 Master Plan.

POSSIBLE BOARD ACTIONS

1. Reject the proposed amendment, which will prevent JIA from updating the 2014 Master Plan as proposed.
2. Approve and adopt the 2021 Update, through the proposed Resolution which has been circulated amongst you prior to this meeting and included in your packet, which would allow the Authority to update the 2014 Master Plan as proposed.
3. Suggest other alternatives.

RECOMMENDATION

Action Number Two is recommended if the Board wishes to update the Master Plan as proposed.

JEKYLL ISLAND AUTHORITY BOARD OF DIRECTORS
JEKYLL ISLAND, GEORGIA

Resolution #R-2021-7
Passed: _____

At the regular meeting of the Jekyll Island-State Authority Board, held at the Jekyll Island Convention Center on Jekyll Island, Georgia, there were present:

Joseph B. Wilkinson, Jr., Chairperson, Glynn County
Robert W. Krueger, Vice Chairperson, Pulaski County
William H. Gross, Camden County
Joy Burch-Meeks, Wayne County
Dr. L.C. Evans, Monroe County
Glen Willard, Bryan County
Dale Atkins, Appling County
Mark Williams, Commissioner of Department of Natural Resources

On the motion of _____,
which carried _____, the following
Resolution was passed:

**RESOLUTION ADOPTING
THE 2021 UPDATE TO THE JEKYLL ISLAND 2014 MASTER PLAN**

WHEREAS, on December 16, 2013, the Jekyll Island Authority Board of Directors adopted the current Jekyll Island 2014 Master Plan, which primarily determined the developed and undeveloped areas of Jekyll Island and provided for an implementation program through 2018; and

WHEREAS, while an update to the Jekyll Island Master Plan is not mandated or required, the Jekyll Island Authority would have begun an update earlier than 2021 if the Covid-19 Pandemic had not occurred, which resulted in the Conservation Plan Update being delayed; and

WHEREAS, following adoption of The Conservation Plan update by the Authority's Board of Directors at the end of 2020, the management team recommended moving forward with an update to the 2014 Master Plan; and

WHEREAS, the Authority engaged the services of the University of Georgia's Carl Vinson Institute of Government to develop an update to the 2014 Master Plan; and

WHEREAS, after staff and public input, a 2021 Update was developed, which amends the Jekyll Island 2014 Master Plan, to assist the Authority in managing and assessing growth over the next five years; and

WHEREAS O.C.G.A. § 12-3-243.1 requires "[a]ny proposed amendment to the master plan" to be "described in written form, and if capable of such description, in visual form and presented publicly at a regular meeting of the authority," and the 2021 Update was described in written and visual form and presented publicly at a regular meeting of the Authority on September 21, 2021;

WHEREAS, O.C.G.A. § 12-3-243.1 requires that "[a]fter the proposed amendment is presented publicly at a regular meeting of the authority, a brief summary of the proposed amendment shall be advertised in the legal organs of Glynn and Fulton counties, distributed to the media by news release, and published in appropriate publications of the authority," and a brief summary of the 2021 Update was so advertised in the legal organs of Glynn and Fulton

counties on September 22, 2021, distributed to the media on September 21, 2021; and published on the Authority's website on September 21, 2021 and

WHEREAS O.C.G.A. § 12-3-243.1 requires a "public hearing on the proposed amendment . . . no earlier than 15 days after the latest publication of the advertisement in the legal organ," and a public hearing was held on October 14, 2021; and

WHEREAS, O.C.G.A. § 12-3-243.1 requires the Authority to transmit the brief summary which is advertised in the legal organs to the "Speaker of the House, President of the Senate, members of the Jekyll Island-State Park Authority Oversight Committee, and Office of Legislative Counsel at least 60 days prior to the date of the meeting at which the proposed amendment will be considered," and such brief summary and the proposed draft of the 2021 Update was transmitted to those particular entities on September 27, 2021 and a revision of the 2021 Update was transmitted to those particular entities on November 15, 2021; and

WHEREAS O.C.G.A. § 12-3-243.1 requires a "meeting of the authority at which the proposed amendment will be considered for approval or rejection, which meeting shall not be held any sooner than 30 days after the meeting of the authority at which the proposed amendment was announced," and such a meeting was held, and the 2021 Update considered for approval or rejection, on December 14, 2021; and

WHEREAS, O.C.G.A. § 12-3-243.1 requires that, if an amendment is opposed, the Jekyll Island-State Park Authority Oversight Committee file an objection to the proposed amendment “with the chairperson of the Authority prior to the Authority’s taking action on the proposed amendment” and if the Oversight Committee does file an objection to the proposed amendment, the Authority may not take any action on approving or rejecting the amendment until such time as the Committee’s objection is resolved, and no such objection to the proposed amendment has been received by the chairperson of the Authority; and

WHEREAS, the Jekyll Island-State Authority proposes an amendment to the Jekyll Island 2014 Master Plan in the form of a 2021 Update as presented to the Jekyll Island Authority Board of Directors on December 14, 2021;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Jekyll Island Authority, as follows:

The Jekyll Island 2014 Master Plan is hereby amended through a 2021 Update as presented to the Board of Directors on December 14, 2021 and attached hereto; and

BE IT FURTHER RESOLVED that this Resolution shall become effective upon its approval by the Board of Directors.

**BOARD OF DIRECTORS,
JEKYLL ISLAND-STATE PARK AUTHORITY**

JOSEPH B. WILKINSON, JR., CHAIRPERSON

ATTEST:

WILLIAM H. GROSS, SECRETARY/TREASURER

ATTACHMENT
2021 UPDATE TO JEKYLL ISLAND 2014 MASTER PLAN

(Attachment begins on next page)



December 14, 2021

MEMORANDUM

TO: BOARD OF DIRECTORS
FROM: MELISSA CRUTHIRDS, GENERAL COUNSEL
RE: HOLIDAY INN HOTEL
ASSIGNMENT AND ASSUMPTION OF HOTEL GROUND LEASE

The Holiday Inn is currently owned by, and the ground lease is in the name of, Georgia Coast Holdings, LLC ("GCH").

GCH has entered into negotiations to sell the hotel and assign the Ground Lease to Jekyll Island Beachfront Hotel, LLC, an affiliate of New Castle Hotels & Resorts, LLC ("New Castle"). New Castle provided this information to the Authority: "Founded in 1980 with a focus on value-add acquisitions and operational turnarounds, New Castle Hotels & Resorts is a leading hotel management and development company with 15 properties in its portfolio, including two assets on Jekyll Island. New Castle has demonstrated its industry leadership in maintaining strong RevPAR indexes, operating margins, and guest satisfaction scores throughout multiple economic cycles. Over its 41-year history, New Castle has consistently been ranked as a top 100 hotel management and development company in the United States and has been recognized as a top place to work in Canada. For more information, please refer to the company's web site: www.newcastlehotels.com." New Castle will also be operating and managing the hotel.

The principals of Jekyll Island Beachfront Hotel, LLC have submitted all required documentation and passed the Authority's background checks.

POSSIBLE BOARD ACTIONS

1. Deny the Assignment and Assumption of Hotel Ground Lease.
2. Approve the Assignment by approving the Assignment and Assumption from Georgia Coast Holdings, LLC to Jekyll Island Beachfront Hotel, LLC of the Hotel Ground Lease; and
3. Suggest other alternatives.

RECOMMENDATION

Staff recommends Action 2 to assign it from Georgia Coast Holdings, LLC to Jekyll Island Beachfront Hotel, LLC.



December 14, 2021

MEMORANDUM

TO: BOARD OF DIRECTORS
FROM: MELISSA CRUTHIRDS, GENERAL COUNSEL
RE: BEACH HOUSE RESTAURANT

A. MEMORANDUM OF UNDERSTANDING AS TO PROPOSED
AMENDMENTS TO RESTAURANT GROUND LEASE
B. ASSIGNMENT AND ASSUMPTION OF RESTAURANT GROUND LEASE

The Beach House Restaurant is currently owned by, and the ground lease is in the name of, Georgia Coast Holdings I, LLC ("GCHI").

GCHI has entered into negotiations to sell the restaurant and assign the Ground Lease to Jekyll Restaurant Owner, LLC, a wholly-owned subsidiary of Jekyll Holdings, LLC. Stonecutter Opportunity Fund, a real estate investment group, is a primary investor in Jekyll Holdings, LLC. Rio Beachview Holdings, LLC, a wholly-owned subsidiary of Rio Partners, LLC, owned and managed by Rick Patton (a current partner and managing member in GCHI), is a minority investor in Jekyll Holdings, LLC. Northpointe Hospitality Management, LLC will continue to manage the restaurant.

As part of this transfer, the parties reviewed the Restaurant Ground Lease and agreed on several revisions to the lease as a condition to the assignment, which the parties have reduced to the attached Memorandum of Understanding, and which will be incorporated into an amended lease or a revised and restated lease in connection with the assignment.

Highlights of the amendments to the lease include:

- Increasing the base rent calculation from \$2,000 per acre per month to \$2,666.67 per acre per month, which brings this property in line with other recent commercial leases
- Removing broad exceptions to the requirement that the Lessee must obtain the Authority's approval prior to assigning this lease
- Removing the limitation of damages provision
- The current lease allows the restaurant to close for remodeling, repair, etc. This provision is amended to restrict closure to no more than 20 seats for more than 30 days if the work is done during April through September and expands the time period for completing such work from 120 days to 180 days.
- Clarifies that Authority approval is required prior to constructing new buildings or repairs or renovations.

- Increases the reserve account deposits from 2% of gross revenue to 4% at the earlier of either substantial completion of 2022 Construction or Lessee's receipt of an invoice from its general contractor for 100% of work completed for 2022 Construction, but in no event later than January 1, 2023.
- Requires the Authority's approval prior to subletting
- Rescinds the First Amendment, which was executed due to requirements from a previous leasehold mortgage and will be moot upon assignment

The principals of Jekyll Restaurant Owner, LLC have submitted all required documentation and passed the Authority's background checks.

There are three items to be considered by this board to effectuate this assignment:

- 1) Approval of the Memorandum of Understanding;
- 2) The Assignment and Assumption from Georgia Coast Holdings I, LLC to Jekyll Restaurant Owner, LLC of the Restaurant Ground Lease contingent upon execution of an amended lease pursuant to the Memorandum of Understanding; and
- 3) Authorize an amended lease to be executed without additional board approval so long as such amendment reflects the intention of the parties as set forth in the Memorandum of Understanding.

POSSIBLE BOARD ACTIONS

1. Deny the Memorandum of Understanding and Assignment and Assumption of Restaurant Ground Lease.
2. Approve the Assignment by:
 - a. Approving the Memorandum of Understanding;
 - b. Assignment and Assumption from Georgia Coast Holdings I, LLC to Jekyll Restaurant Owner, LLC of the Restaurant Ground Lease contingent upon execution of an amended lease pursuant to the Memorandum of Understanding; and
3. Authorize an amended lease to be executed without additional board approval so long as such amendment reflects the intention of the parties as set forth in the Memorandum of Understanding.
4. Suggest other alternatives.

RECOMMENDATION

Staff recommends Actions 2 and 3 to amend the Beach House Restaurant Ground Lease and assign it from Georgia Coast Holdings I, LLC to Jekyll Restaurant Owner, LLC.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is made and entered into on December __, 2021, by **Georgia Coast Holdings I, LLC**, a Georgia limited liability company (“**Lessee**”) and **Jekyll Island-State Park Authority**, a public authority created by the General Assembly of the State of Georgia and deemed an instrumentality of the State of Georgia and a public corporation (“**Lessor**”). This MOU outlines proposed amendments (the “**Proposed Amendments**”) to the Restaurant Ground Lease, dated September 10, 2015, as further amended by the First Amendment to Restaurant Ground Lease dated March 21, 2016 (the “**Ground Lease**”). Any implementation of the Proposed Amendments are strictly conditioned upon Lessor’s express written approval of Lessee’s assignment of the Ground Lease (the “**Proposed Assignment**”) to Jekyll Restaurant Owner, LLC, a Delaware limited liability company (“**Proposed Assignee**”) and Lessor’s approval of the Proposed Assignment is strictly conditioned upon the execution of the Proposed Amendments.

1. The following portions of the lease shall be deleted:

- a. The first sentence in Section 7.8.
- b. The phrase “and in Section 11.1(b)” in Section 11.1(a).
- c. Section 11.1(b) in its entirety.
- d. The phrase “except in connection with an assignment under 11.1(b) above” in Section 11.1(d).
- e. Section 13.5 in its entirety.

2. Restaurant Renovations. Section 1.5(c)(ii) is deleted and replaced with the following:

“Lessee shall have the right to temporarily cease operation of the Hotel or portions thereof during the Term for remodeling, renovation, repair, and/or reconstruction; however, if such work occurs during the months of April through September, such work shall not decrease by more than twenty (20) seats, as compared to the number of seats available for seating during normal operations, for more than thirty (30) days without prior, written authorization from Lessor, and such work shall be completed as soon as possible, but in no event completed later than one hundred eighty (180) days after the date of commencement of such work and shall be prosecuted and completed with all due diligence.”

3. Utilities. The last sentence of Section 3.1 is deleted and replaced with the following: “Lessor shall not be liable for any interruption or failure in the supply of utility services to the Premises unless the interruption or failure is caused by the gross negligence or willful misconduct of Lessor or its employees or agents.”

4. Design and Construction of Improvements. Section 5.2(c) is deleted and replaced with the following:

“Subject to prior written approval by Lessor, at any later time and from time to time during the Term of this Lease, Lessee may design and construct or cause to be designed and constructed new Buildings and other Improvements on all or any part of the Premises and to demolish, remove,

replace, alter, relocate, reconstruct, or add to or renovate any Buildings and other Improvements now and hereafter constituting part of the Premises in whole or in part, and to modify or change the contour or grade, or both, of the land, provided that Lessee shall comply with all applicable environmental laws and other applicable laws in so doing, and Lessee shall remediate the property after completion of contouring or grading with appropriate grasses or groundcover and shall meet all soil erosion and storm water control requirements of Glynn County, and shall comply with all applicable environmental laws. Any design, construction, demolition, removal, replacement, alteration, relocation, reconstruction, addition, or renovation of any Buildings or other Improvements shall be in compliance with Sections 1.5(c)(ii) and Section 5.3. All salvage shall belong to Lessee. Notwithstanding the foregoing, except as necessary to comply with Lessee's obligation to maintain the Premises in compliance with this Lease and all requirements of law, Lessee shall not have the right to commence any work under this Section if there is then a continuing Default on the part of Lessee hereunder as to which Lessor has given the required notices and all applicable periods of grace and periods for cure by Lessee and any Leasehold Mortgagees have expired without cure or commencement of cure as provided herein.

5. Reserve Account. Section 5.7(b) is deleted and replaced with the following:

- (i) Lessee shall, at its sole cost and expense, establish, and maintain a segregated, interest bearing capital expenditure reserve account (the "Reserve Account") for the purpose of defraying the annual cost of capital improvements renovations.
- (ii) An accounting of the Reserve Account shall be submitted to Lessor each calendar quarter.
- (iii) Payment Into the Reserve Account.
 - a. Lessee intends to conduct renovations in Calendar Year 2022 ("2022 Construction").
 - b. Commencing with the Operations Commencement Date and simultaneously thereafter on the due dates of each successive monthly installment of Base Rent payment and until the earlier occurrence of either substantial completion of 2022 Construction or Lessee's receipt of an invoice from its general contractor for 100% of work completed for 2022 Construction, but in no event later than January 1, 2023, Lessee shall pay into the Reserve Account an amount not less than 2% of the Gross Revenue calculated on the immediately preceding Percentage Rent Calculation Date (each a "Reserve Deposit" and collectively the "Reserve Deposits"), which will be held in the Reserve Account to be used as a capital expenditure reserve for the Premises.
 - c. Commencing with the earlier occurrence of either substantial completion of 2022 Construction or receipt of an invoice from Lessee's general contractor for 100% of work completed for 2022 Construction, but in no event later than January 1, 2023, Lessee shall pay into the Reserve Account an amount not less than 4% of the Gross Revenue calculated on the immediately preceding Percentage Rent Calculation Date (each a "Reserve Deposit" and collectively the "Reserve Deposits"), which will be held in the Reserve Account to be used as a capital expenditure reserve for the Premises.
- (iv) All interest earned on the Reserve Account will be added to and become a part of the Reserve Deposits.
- (v) Lessee may make withdrawals from the Reserve Account from time to time for capital repairs, replacements, improvements, upgrades and any other capital or maintenance items (and not other non-capital or maintenance related operating expenses) for which the funds in such a Reserve Account are customarily utilized.
- (vi) Any portions of any Reserve Deposits which are not expended in any Lease Year shall be retained in the Reserve Account until expended.

- (vii) Lessee hereby grants a security interest to Lessor in the Reserve Account to secure Lessee's performance of its obligations under this Lease, which security interest shall be subject and subordinate to the security interest of any Leasehold Mortgagee, provided that such Leasehold Mortgagee agrees that the proceeds in the Reserve Account shall be used in accordance with the provisions of this Section. Should such Leasehold Mortgagee not so agree, the Reserve Account shall not be subordinate to the security interest of Lessor. Lessee need not obtain Lessor's consent to withdraw funds from the Reserve Account if used for the purposes set forth herein.
- (viii) Lessee agrees to expend such additional amounts for capital improvements in excess of the funds in the Reserve Account or in excess of any Reserve Deposit as may be required to maintain the quality of services set forth in Section 5.9 below.

6. Quality Standards. The words in Section 5.9(a) "under the Hotel Ground Lease and/or any related license agreement" is deleted.

7. Limit on Rent Abatement. . The following shall be added to Section 6.3: "In no event shall the rent be abated more than six (6) months without written approval from Lessor, which approval shall be in Lessor's sole discretion.

8. Base Rent. As of the effective date of the Assignment, the Base Rent in Section 2.2(a)(i) shall be calculated at \$2,666.67 per acre per month multiplied by the acreage contained in the legal description of Exhibit A.

9. Subletting. The following shall be added to Section 11.2: "and (iii) such sublease is approved in writing by Lessor, in Lessor's sole discretion."

10. Release of Lessee and Guarantors. The sixth sentence of Section 11.3 shall be deleted and replaced with the following: "Upon termination, Lessee and all Guarantors shall be relieved from all further obligations under the Lease and any guaranties of the Lease except for those obligations which expressly or by implication survive termination of this Lease, including obligations of payment to Lessor."

11. Interest. The first sentence of Section 15.12 is deleted and replaced with the following: "Except as otherwise specifically provided herein, any amounts due from Lessee to Lessor pursuant to the terms of this Lease, including amounts to be reimbursed, shall bear interest ("Interest") from the due date or the date the right to reimbursement accrues at the prime rate of interest published in the Wall Street Journal or similar publisher of business statistical data, plus two percent (2%); provided, however, that such rate shall not exceed, in any event, the highest rate of interest which may be charged under applicable law without the creation of liability for penalties or rights of offset or creation of defenses."

12. First Amendment. The parties will execute a mutual rescission and release of the First Amendment to Restaurant Ground Lease.

13. Non-Binding Effect. Notwithstanding any provision herein to the contrary, this MOU is not intended to be and is not a binding commitment or contract to enter into any transaction or any offer or other agreement with respect to the Proposed Amendments but is merely an unenforceable statement of the present intentions of the parties. The terms of the Proposed Amendments will be binding upon the parties only in accordance with their execution in an Amended and Restated Restaurant Ground Lease executed by Lessor and Lessee or Proposed Assignee.

[Signature page follows]

Agreed to and accepted as of this ____ day of December, 2021.

GEORGIA COAST HOLDINGS I, LLC

BY: _____

Name: Rick Patton

Title: Manager

JEKYLL ISLAND-STATE PARK AUTHORITY

BY: _____

Name: _____

Title: _____



December 14, 2021

MEMORANDUM

TO: BOARD OF DIRECTORS
FROM: MELISSA CRUTHIRDS, GENERAL COUNSEL
RE: BEACHVIEW CLUB HOTEL

- A. MEMORANDUM OF UNDERSTANDING AS TO PROPOSED
AMENDMENTS TO HOTEL GROUND LEASE
B. ASSIGNMENT AND ASSUMPTION OF HOTEL GROUND LEASE

The Beachview Club Hotel is currently owned by, and the ground lease is in the name of, Georgia Coast Holdings II, LLC ("GCHII").

GCHII has entered into negotiations to sell the hotel and assign the Ground Lease to Jekyll Hotel Owner, LLC a wholly-owned subsidiary of Jekyll Holdings, LLC. Stonecutter Opportunity Fund, a real estate investment group, is a primary investor in Jekyll Holdings, LLC. Rio Beachview Holdings, LLC, a wholly-owned subsidiary of Rio Partners, LLC, owned and managed by Rick Patton (a current partner and managing member in GCHII), is a minority investor in Jekyll Holdings, LLC. Northpointe Hospitality Management, LLC will continue to manage the hotel.

The hotel will be franchised as a part of the Tapestry Collection by Hilton and will be submitting a request to the naming committee to change the hotel's name to "Beachview Club Hotel Jekyll Island, Tapestry Collection by Hilton." "Often located in destinations off the beaten path, Tapestry Collection inspires travelers to get out and explore the neighborhood and immerse themselves in the local food, culture and art. After a day of adventure, guests can look forward to returning to the comfort and amenities of each Tapestry Collection hotel."

As part of this transfer, the parties reviewed the Hotel Ground Lease and agreed on several revisions to the lease as a condition to the assignment, which the parties have reduced to the attached Memorandum of Understanding, and which will be incorporated into an amended lease or a revised and restated lease in connection with the assignment.

Highlights of the amendments to the lease include:

- Increasing the base rent calculation from \$2,000 per acre per month to \$2,666.67 per acre per month upon approval from the Board of Directors for

any room expansion or January 1, 2025, whichever occurs first, which would bring this property in line with other recent commercial leases

- Decreases the date the first CPI adjustment takes effect from 120 months to 60 months, which brings the property in line with other similar leases
- Removes provision that disallowed an increase or decrease in base rent if the acreage under the lease changed
- Removing broad exceptions to the requirement that the Lessee must obtain the Authority's approval prior to assigning this lease
- Removing the limitation of damages provision
- The current lease allows the hotel to close for remodeling, repair, etc. This provision is amended to restrict closure to no more than 5 rooms if the work is done during April through September.
- Requires the Authority's approval prior to subletting

The principals of Jekyll Hotel Owner, LLC have submitted all required documentation and passed the Authority's background checks.

There are three items to be considered by this board to effectuate this assignment:

- 1) Approval of the Memorandum of Understanding;
- 2) The Assignment and Assumption from Georgia Coast Holdings II, LLC to Jekyll Hotel Owner, LLC of the Hotel Ground Lease contingent upon execution of an amended lease pursuant to the Memorandum of Understanding; and
- 3) Authorize an amended lease to be executed without additional board approval so long as such amendment reflects the intention of the parties as set forth in the Memorandum of Understanding.

POSSIBLE BOARD ACTIONS

1. Deny the Memorandum of Understanding and Assignment and Assumption of Hotel Ground Lease.
2. Approve the Assignment by:
 - a. Approving the Memorandum of Understanding;
 - b. Approving the Assignment and Assumption from Georgia Coast Holdings II, LLC to Jekyll Hotel Owner, LLC of the Hotel Ground Lease contingent upon execution of an amended lease pursuant to the Memorandum of Understanding; and
3. Authorize an amended lease to be executed without additional board approval so long as such amendment reflects the intention of the parties as set forth in the Memorandum of Understanding.
4. Suggest other alternatives.

RECOMMENDATION

Staff recommends Actions 2 and 3 to amend the Beachview Club Hotel Ground Lease and assign it from Georgia Coast Holdings II, LLC to Jekyll Hotel Owner, LLC.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is made and entered into on December __, 2021, by **Georgia Coast Holdings II, LLC**, a Georgia limited liability company (“**Lessee**”) and **Jekyll Island-State Park Authority**, a public authority created by the General Assembly of the State of Georgia and deemed an instrumentality of the State of Georgia and a public corporation (“**Lessor**”). This MOU outlines proposed amendments (the “**Proposed Amendments**”) to the Revised and Restated Hotel Ground Lease, dated April 5, 2017, and recorded at Deed Book 3735, Page 145 on May 1, 2017 in the records of the Clerk of Superior Court of Glynn County, Georgia (the “**Ground Lease**”). Any implementation of the Proposed Amendments are strictly conditioned upon Lessor’s express written approval of Lessee’s assignment of the Ground Lease (the “**Proposed Assignment**”) to Jekyll Hotel Owner, LLC, a Delaware limited liability company (“**Proposed Assignee**”) and Lessor’s approval of the Proposed Assignment is strictly conditioned upon the execution of the Proposed Amendments.

1. The duplicate heading at Section 1.2(b) shall be changed to: “Section 1.2(c).”
2. The following portions of the Ground Lease shall be deleted:
 - a. The phrase, “Any increase or decrease in acreage as a result of any such amendment will not result in any change in Base Rent” in Section 1.3(a).
 - b. The phrase “through 2014” in Section 5.2(c).
 - c. The first sentence of Section 7.7.
 - d. The phrase “and in Section 11.1(b)” in Section 11.1(a).
 - e. Section 11.1(b) in its entirety.
 - f. Section 13.5 in its entirety.
3. Section 1.5(c)(ii) is deleted and replaced with the following:

“Lessee shall have the right to temporarily cease operation of the Hotel or portions thereof during the Term for remodeling, renovation, repair, and/or reconstruction; however, if such occurs during the months of April through September, such work shall not decrease by more than five (5) the number of rooms available for booking as compared to the number of rooms available for booking prior to the work commencing without prior, written authorization from Lessor, and such work shall be completed as soon as possible, but in no event completed later than one hundred eighty (180) days after the date of commencement of such work and shall be prosecuted and completed with all due diligence.”

4. Base Rent. Section 2.2 introduction and 2.2(a) is deleted and replaced with the following. Section 2.2(b) and (c) remain unchanged.

“2.2 Rent.

For each month until approval is granted from by Lessor’s Board of Directors for any additional hotel rooms or January 1, 2025, whichever occurs first, for each calendar year (or portion thereof), the Lessee shall pay Lessor the greater of either the Base Monthly Rent set forth in Section 2.2(a)(i) or Percentage Rent for such month as set forth in Section 2.2(b) to the extent Percentage Rent exceeds the Base Monthly Rent Amount. Upon approval by Lessor’s Board of Directors for any additional hotel rooms or January 1, 2025, whichever occurs first, for each calendar year (or portion thereof) of the Term, Lessee shall pay Lessor the greater of either the Base Monthly Rent set forth in Section 2.2(a)(ii) or Percentage Rent for such month as set forth in Section 2.2(b) to the extent Percentage Rent exceeds the Base Monthly Rent Amount. Additional Rent shall be paid at the times specified in this Lease.

- (a) Base Monthly Rent, Base Rent. Subject to the CPI Adjustment set forth in Section 2.2(a)(iii) below, the Base Monthly Rent and the Base Rent shall be as set forth in this Section 2.2(a).
 - (i) Effective Date of Second Amendment to Lessor’s Board of Director’s approval for additional hotel rooms or January 1, 2025, whichever occurs first. The Annual Base Rent shall be Sixty Two Thousand Eight Hundred and Eighty and 00/100 Dollars (\$62,880.00) (calculated at \$2,000.00 per acre per month multiplied by 2.62 acres (based upon the legal description at Exhibit A then in effect), (or \$5,240.00 per month) payable in advance on the first calendar day of each month of the period. Thereafter, the Base Rent shall be increased in accordance with Section 2.2(a)(iii).
 - (ii) Lessor’s Board of Director’s approval for additional hotel rooms or January 1, 2025, whichever occurs first, to Expiration Date. The Annual Base Rent shall be Sixty Two Thousand Eight Hundred and Eighty and 00/100 Dollars (\$83,840.11) (calculated at \$2,666.67 per acre per month multiplied by 2.62 acres (based upon the legal description at Exhibit A then in effect), (or \$6,986.68 per month) payable in advance on the first calendar day of each month of the period. Thereafter, the Base Rent shall be increased in accordance with Section 2.2(a)(iii).
 - (iii) CPI Adjustment to Base Rent. On the first day of the sixtieth (60th) month after the Lease Commencement Date, and again on every fifth (5th) anniversary thereof during the Term (each an "Adjustment Date"), the Base Monthly Rent provided for in Section 2.2(a)(i) and (ii) shall be increased by a "Cost of Living Adjustment." Such Cost of Living Adjustment shall be calculated by multiplying the then current amount of Base Rent by a fraction, the numerator of which shall be the CPI (defined below) for the month which is three (3) months prior to the applicable Adjustment Date (a "CPI Month"), and the denominator of which shall be the CPI for the same month that is ten (10) years prior to the CPI Month for the first Adjustment Date and five (5) years prior to the CPI Month for each Adjustment Date thereafter. As used in this Lease, the term "CPI" shall mean the Consumer Price Index for All Urban Consumers, All Items (1982-1984=100), as published by the United States Department of Labor, Bureau of Labor Statistics. Notwithstanding anything herein to the contrary, each such CPI adjustment to Base Rent shall be limited to a maximum increase (for each Adjustment Date) of fifteen percent (15.0%). The Base Rent, as so adjusted on each Adjustment Date, shall be the Base Rent payable under this Lease until the next succeeding Adjustment Date. If the CPI is no longer published on an Adjustment Date,

Lessor shall substitute, in its reasonable business judgment, an index which is published by the Bureau of Labor Statistics or similar agency and which is most nearly equivalent to the index described above.

5. Utilities. The last sentence of Section 3.1 is deleted and replaced with the following: “Lessor shall not be liable for any interruption or failure in the supply of utility services to the Premises unless the interruption or failure is caused by the gross negligence or willful misconduct of Lessor or its employees or agents.”

6. Franchise Agreement. Section 5.2(a) shall be amended to refer to the franchise agreement currently under negotiation with Tapestry Hilton.

7. New Construction. The following shall be added to Section 5.2(d): “Any design, construction, demolition, removal, replacement, alteration, relocation, reconstruction, addition, or renovation of any Buildings or other Improvements shall be in compliance with Sections 1.5(c)(ii) and Section 5.3.

8. Limit on Rent Abatement. The following shall be added to Section 6.3: “In no event shall the rent be abated more than six (6) months without written approval from Lessor, which approval shall be in Lessor’s sole discretion.”

9. Sublease. Sublease under Section 11.2 must be approved in writing by Lessor at Lessor’s sole discretion.

10. Release of Lessee and Guarantors. The sixth sentence of Section 11.3 shall be deleted and replaced with the following: “Upon termination, Lessee and all Guarantors shall be relieved from all further obligations under the Lease and any guaranties of the Lease except for those obligations which expressly or by implication survive termination of this Lease, including obligations of payment to Lessor.”

11. Interest. The first sentence of Section 15.12 is deleted and replaced with the following: “Except as otherwise specifically provided herein, any amounts due from Lessee to Lessor pursuant to the terms of this Lease, including amounts to be reimbursed, shall bear interest (“Interest”) from the due date or the date the right to reimbursement accrues at the prime rate of interest published in the Wall Street Journal or similar publisher of business statistical data, plus two percent (2%); provided, however, that such rate shall not exceed, in any event, the highest rate of interest which may be charged under applicable law without the creation of liability for penalties or rights of offset or creation of defenses.”

12. Non-Binding Effect. Notwithstanding any provision herein to the contrary, this MOU is not intended to be and is not a binding commitment or contract to enter into any transaction or any offer or other agreement with respect to the Proposed Amendments but is merely an unenforceable statement of the present intentions of the parties. The terms of the Proposed Amendments will be binding upon the parties only in accordance with their execution in an Amended and Restated Hotel Ground Lease executed by Lessor and Lessee or Proposed Assignee.

[signature blocks on next page]

Agreed to and accepted as of this ____ day of December, 2021.

GEORGIA COAST HOLDINGS II, LLC

BY: _____

Name: Rick Patton

Title: Manager

JEKYLL ISLAND-STATE PARK AUTHORITY

BY: _____

Name: C. Jones Hooks

Title: Executive Director

MEMORANDUM

TO: JEKYLL ISLAND AUTHORITY BOARD
FROM: MARIA HUMPHREY, LEASE MANAGER
SUBJECT: RFP # 367 – VENDOR SERVICES FOR PROVISION OF HISTORIC CARRIAGE TOURS AND BEACH TRAIL RIDES
DATE: 12/8/2021

Prior to the deadline of November 5, 2021, at 2:00 p.m. ET, JIA staff received 2 bids for RFP #367, to gather and evaluate responses from a company or person desiring to do business with the Jekyll Island Authority (JIA), to provide horse drawn carriage tours within the historic district and single rider horseback tours at Clam Creek and on Driftwood Beach. The two bidders were: Allie Zorn Equestrian, Inc. and Golden Isles Carriage and Trail at Three Oaks Farm.

The selection committee reviewed and ranked each of the proposals. Both candidates were invited to give a presentation to the selection committee.

Through the presentation and interview process, Golden Isles Carriage and Trail at Three Oaks Farm emerged as the apparent finalist.

Based on the selection committee's findings, staff recommends awarding RFP 367 to Golden Isles Carriage and Trail at Three Oaks Farm, pending contract completion and legal review.

MEMORANDUM

TO: COMMITTEE OF THE WHOLE
FROM: MARIA HUMPHREY, LEASE MANAGER
SUBJECT: HORSE/CARRIAGE RIDES OPERATIONS AGREEMENT
DATE: 12/10/2021

RENTAL AGREEMENT SUMMARY

TENANT: Golden Isles Carriage and Trail at Three Oaks Farm, LLC

LOCATION: The Leased space will be in several locations on Jekyll Island

- A portion of an office space consisting of 44 square feet, located in the Jekyll Historic District on Riverview Drive
- A building identified as the "Actors' Building" located near the Amphitheater, 250 Stable Road, Jekyll Island, Georgia. The Actor's Building is 2,296 square feet
- A portion of land upon which to locate a horse corral approximately, but no more than 1000 square feet in size, located near the "Actors' Building"
- Approximately a half-acre of land known, until such time as a street address is designated, as the Clam Creek Leased Area, located on Clam Creek Road, Jekyll Island, Georgia

Term of Lease: Five (5) years, Option to renew at sole discretion of Lessor

Annual Rent: Base Rent for all leased space, plus percentage rent

- Base Rent- \$2,327.67/ month
- Percentage Rent- 3% of gross revenue payable monthly

Security Deposit: Letter of credit equal to two times monthly base rent

Specified Use of Premises: Tenant shall provide horse drawn carriage rides through the Historic District and offer beach trail rides along a specified route from its Clam Creek location.

Insurance coverage: \$2 million aggregate



2022 BOARD MEETING DATES

Board meetings fall on the **THIRD Tuesday** of each month unless otherwise noted

DRAFT 11/12/2021

Month	Date	Location
January	Tuesday, January 18, 2022	Jekyll Island Convention Center
February	Tuesday, February 15, 2022	Jekyll Island Convention Center
March	Tuesday, March 15, 2022	Jekyll Island Convention Center
April	Tuesday, April 12, 2022*	The Morgan Center
May	Tuesday, May 17, 2022	Jekyll Island Convention Center
Called Budget Meeting	Thursday, June 02, 2022	JIA Admin Conference Room/Via Teleconference
June	Tuesday, June 21, 2022	The Morgan Center
August Annual Meeting	Tuesday, August 16, 2022	Jekyll Island Convention Center
September	Tuesday, September 20, 2022	Jekyll Island Convention Center
October	Tuesday, October 18, 2022	Jekyll Island Convention Center
November	Tuesday, November 15, 2022	Jekyll Island Convention Center
December	Tuesday, December 13, 2022*	Jekyll Island Convention Center

*2nd Tuesday

The Jekyll Island State Park Authority (JIA) and Committees met in Public Session on Tuesday, November 16, 2021 at the Jekyll Island Convention Center and via teleconference.

Members Present: Mr. Joseph B. Wilkinson Jr., Chairman
Mr. Bill Gross, Secretary/Treasurer
Dr. Buster Evans
Mr. Dale Atkins
Mr. Bob Krueger, Vice Chairman via Teleconference
Commissioner Mark Williams via Teleconference
Ms. Joy Burch-Meeks via Teleconference

Members Absent: Mr. Trip Tollison
Mr. Glen Ward

Key Staff Present: Jones Hooks, Executive Director
Noel Jensen, Deputy Executive Director
Marjorie Johnson, Chief Accounting Officer
Melissa Cruthirds, General Counsel
Alexa Hawkins, Director of Marketing and Communications
Ben Carswell, Director of Conservation and Sustainability
Maria Humphrey, Lease Manager
Anna Trapp, Executive Assistant

Various members of the public, JIA staff, and press were also present.

Chairman Wilkinson called the committee session to order at 9:32 a.m. Roll was called for members attending in person and those attending via teleconference. Ms. Joy Burch-Meeks joined the meeting via teleconference at 10:09 AM.

There were two public comments received online for this meeting. A copy of the full comment was given to each Board member and becomes part of the permanent record.

- Mindy Egan – Development and the Master Plan
- Susan Inman, Coastal Advocate with One Hundred Miles – Master Plan Update Revisions

I. Historic Preservation/Conservation Committee

A. Ben Carswell, Director of Conservation and Sustainability, introduced Jared Teutch, Executive Director of Georgia Audubon. Teutch introduced Georgia Audubon as a statewide nonprofit organization, dedicated to building places where birds and people thrive. He noted that their main areas of focus include conservation, restoration, education, and community engagement. He then introduced Gabe Andriele, Georgia Audubon's Habitat Conservation Program Manager. Andriele elaborated on Georgia Audubon's Habitat Program and their project on Jekyll Island. He explained that the funding for this project will come from a Five Star grant through the National Fish and Wildlife Foundation. The project will begin with a targeted herbicide application to kill the non-native turf grass which will be replaced with other plants such as pink Muhly grass and native wildflowers. The purpose of the project is to create a beach prairie habitat on Jekyll along the bike path east of Beachview Drive, which will benefit not only many species of birds but other wildlife such as reptiles, amphibians, and pollinators as well.

B. Ben Carswell, Director of Conservation and Sustainability, provided a Conservation Update. Highlights of his presentation included:

- The recent “King Tide” event, during which Jekyll saw record high tides which caused wave splash over the revetment into the sand berm.
- The first survey two years post construction the Revetment showed that the peak elevation has not dropped.
- The successful Ranger led “Gatorolgy” program has increased its participants by 67% since 2019.

There were no public comments.

II. Finance Committee

A. Mr. Bill Gross, Finance Committee Chair summarized the October Financials including an overview of Revenues, Expenses, Net Operating Cash, Traffic Statistics, and Hotel Statistics.

- Revenues were \$2,598,995
- Expenses were \$2,102,254.
- Net Operating Cash Income was \$496,741.
- Total Traffic Counts were 114,883 vehicles.
- Hotel Revenues were reported at \$5.4million with a 67.3% Occupancy Rate.

There were no public comments.

IV. Marketing Committee

A. Alexa Hawkins, Director of Marketing and Communications, presented the Marketing Department Report. Her report focused on Holly Jolly Jekyll which consists of six weeks of holiday events and activities beginning on Friday, November 26th starting with the lighting of the *Great Tree*. Seasonal events continue through January 2, 2022 including:

- Peppermint Land at Jekyll Island Mini Golf
- Holly Jolly Light Tours at Mosaic, plus self-guided tours
- Holly Jolly Trading Post at Skeet House, the official retail shop.
- Santa sightings around the island

Additional scheduled events include:

- The Cold-Stunned Plunge on November 27th, a new event with proceeds supporting the Georgia Sea Turtle Center.
- The Holly Jolly Jekyll Light Parade on December 4th
- Holiday Big Truck Roundup at Great Dunes Beach Park on December 4th
- Fireworks at Great Dunes Beach Park on December 11th and 18th
- Drive-In Movie: Frosty the Snowman on December 12th and 19th

Hawkins ended her presentation by reminding everyone that www.Jekyllisland.com/holiday is the official site for all things Holly Jolly.

There were no public comments.

VI. Committee of the Whole

- A. Maria Humphrey, Lease Manager, presented the lease renewals for three locations on Pier Road: Something for Everyone, Just by Hand, and Cotton & Copper. The term for each lease begins January 1, 2022 and ends December 21, 2023.

A motion to recommend approval of the Pier Road Lease Renewals was made by Dr. Evans and seconded by Mr. Gross. The motion carried unanimously.

- B. Melissa Cruthirds, General Counsel, presented the first amendment to the Verizon Lease for the communications tower located at 2 Stable Road. She noted that the original lease was effective July 17th, 2009, and Verizon Wireless now wishes to sublease out a portion of their tower to AT&T, which is allowed pursuant to the Lease. As part of this process, Verizon and the JIA have agreed to amend Verizon's Lease Agreement to modify various provisions that needed updating and strengthening.

A motion to recommend approval of the Amendment to the Lease with Verizon Wireless at 206 Stable Road was made by Mr. Gross and seconded by Mr. Krueger. The motion carried unanimously.

- C. Melissa Cruthirds, General Counsel, called on Leigh Askew Elkins with Carl Vinson Institute of Government to present revisions made to the 2021 Master Plan Update. Elkins noted that these revisions were made following a Public Hearing held on October 14, 2021 during which a summary presentation of the Master Plan Update was given. There were approximately 75 attendees, 3 of which provided in-person comments. Forty-three additional comments were received through an online comment portal, which closed on October 18, 2021. These comments were submitted to the JIA Board and Oversight Committee.

Elkins continued by summarizing the Master Plan Update Revisions and Clarifications as follows:

- Additional Appendix that pulls out each recommendation into a bulleted “to do” list.
- Clarification that as a five-year plan, there are no short- or long-term goals, all recommendations should be addressed over the next five years.
- The inclusion of a cover letter to recognize and reiterate the importance of managing capacity.
- Recommendation that a process be developed to provide for public input should the redevelopment of Developed land change the use of that land.
- Addition of a section on Land Use to further clarify how land is categorized (based on recommendations of task forces that informed the 2014 plan) and addition of the maps from the 2014 plan that highlight those changes. Several “to-do” list items were also added to this Land Use section to assist with managing the carrying capacity of the island.

Cruthirds noted that the red-line version of the 2021 Master Plan revisions was submitted to the Legislative Oversight Committee and other statutorily required state entities on October 25, 2021. She requested that the Board ratify that submission.

A motion to recommend ratification of the Submission of the Revised Proposed Master Plan Update sent to Georgia State Officials on October 25, 2021 was made by Mr. Gross and Seconded by Dr. Evans. Roll was called and the motion carried by unanimous consent.

- D. Noel Jensen, Deputy Executive Director, provided an Operations Update focusing predominantly on the Campground Expansion noting the following points:
- A Tree Survey with Shupe Surveying Company was recently completed, and in-house tree inventory continues.
 - Drawings for the expansion are being adjusted as needed to avoid interfering with significant trees and clusters of trees.
 - Proposed Yurt Site Concept Drawing was provided.
 - The relocation of the entrance will improve safety.
 - Four new bathrooms will be built which include ADA compliant showers.
 - Timeline of Construction:
 - January 2022: Final EAP Release and Tree Inventory/Survey Completion
 - February 2022: Begin Bathhouse Construction, Begin Selective Clearing, and Install Infrastructure
 - March 2022: Finalize Store Drawings
 - May 2022: Begin Store Construction, Complete Infrastructure, Begin RV Pads, and Begin Pervious/Asphalt Paving
 - July 2022: Begin Yurt Construction

Additionally, Jensen thanked Roads and Grounds, Facilities, and all other employees who have put in an extraordinary effort to ensure the lights on Jekyll are nothing short of spectacular through creating and building hundred of unique ornaments.

- E. Jones Hooks, Executive Director, Presented the Executive Director's Report. He discussed the following points:
- The Proposed Board Meeting Schedule for 2022 and the JIA Holidays for 2022
 - Golf Course Master Plan
 - The Golf Course Archeological Study is still on-going, and the final results of that study are expected during the first quarter of 2022.
 - Hooks referenced the Golf Digest Article, "The Revival of These Muny Courses is an Inspiration for Public Golf".
 - The JIA Landscaping Crew received a letter from the City of Brunswick thanking the team for their assistance in renovating Queen Square in Downtown Brunswick.
 - No responsive submissions were received for the Amphitheater Project RFP by the November 12th deadline. This RFP will be revised and brought before the Board at a later date.
 - Verizon received approval from the Federal Aviation Administration to raise the height of a temporary tower located on the south end of the island.
- F. Mr. Wilkinson presented the Chairman Comments and thanked the JIA Staff for their efforts and dedicated service.

Mr. Wilkinson opened the floor to public comments. There were two public comments made during the meeting:

- Jim McKenna, President of the Jekyll Island Citizen Association (JICA), provided a copy of a letter that JICA submitted to the Legislative Oversight Committee expressing the association's concerns regarding overdevelopment of Jekyll Island.
- Mindy Egan spoke on the historic precedents regarding land use on Jekyll Island.

The Chairman continued directly into the JIA Board Meeting.

The Jekyll Island State Park Authority (JIA) Board Meeting
November 16, 2021

The roll was called at 10:45 a.m., and all members were present either in-person or via teleconference except for Mr. Trip Tollison and Mr. Glen Willard, who were absent.

Action Items

1. Mr. Gross moved to accept the minutes of the October 19, 2021 board meeting as presented. The motion was seconded by Mr. Krueger. There was no discussion, and the minutes were approved unanimously.
2. The recommendation from the Committee of the Whole to approve the Pier Road Lease Renewals carried by unanimous consent.
3. The recommendation from the Committee of the Whole to approve the Amendment to the Lease with Verizon Wireless at 206 Stable Road carried by unanimous consent.
4. The recommendation from the Committee of the Whole to Ratify the Submission of the Revised Proposed Master Plan Update sent to Georgia State Officials on October 25, 2021 carried by unanimous consent.

There were no public comments.

The motion to adjourn was made by Mr. Krueger and was seconded by Dr. Evans. There was no objection to the motion and the meeting adjourned at 10:49 a.m.

MEMORANDUM

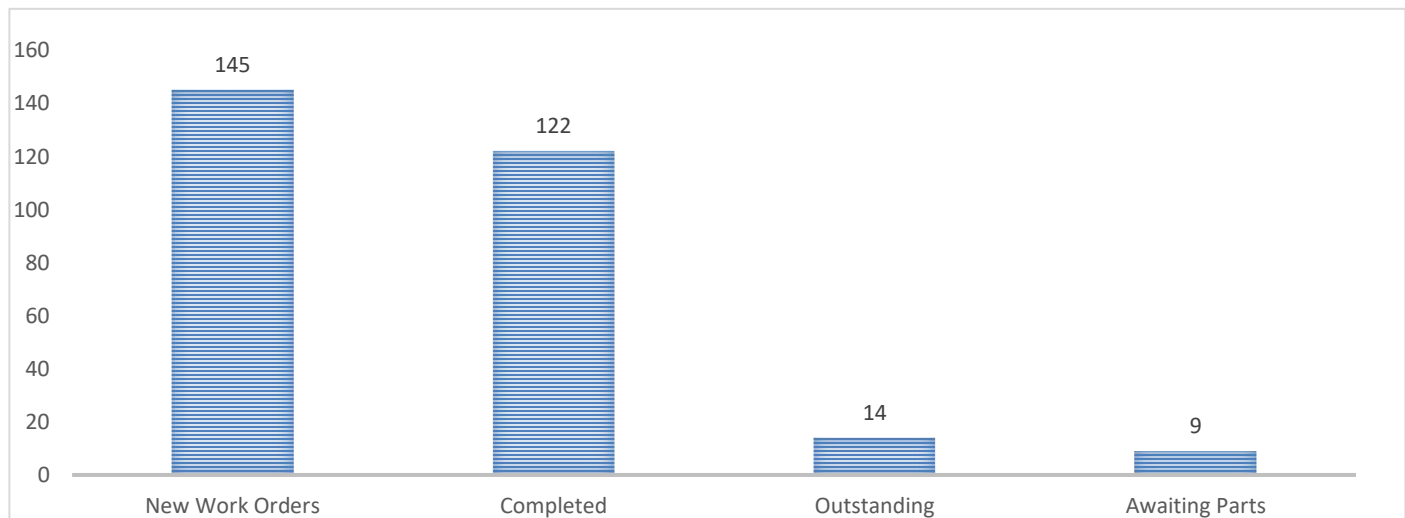
TO: COMMITTEE OF THE WHOLE
FROM: NOEL JENSEN, DEPUTY EXECUTIVE DIRECTOR
SUBJECT: OPERATIONS MONTHLY REPORT – NOVEMBER 2021
DATE: 12/06/2021

PUBLIC SERVICES

November Highlights:

- Jekyll Island Airport (09J) self-serve aviation fuel (100LL) sold 1,283.61 gallons of 100LL aviation fuel totaling \$6,863.05 in sales for the month of November.
- Crossovers at Tyler, Porter, Thorne, and Ellis have been damaged by a steel two-ton cylindrical portion of the environmental protection barrier that enclosed the capsized Golden Ray. JIA is currently awaiting an estimate for the necessary repairs which will be invoiced to the Unified Command for reimbursement.
- Campground expansion preparation continues onsite with JIA Landscape, Roads and Grounds, and water/wastewater staff. Shupe Surveying has delivered a staking plan for the building and roadway locations, and staff are currently waiting for the final EAP (Environmental Assessment Procedure) report.
- Task 1 of the Public Safety Center design has been completed by Jericho Design Group with delivery of a design development set of drawings.
- Roads & Grounds, Park Services, and Facilities staff have completed installation of Christmas lights display and Holly Jolly Jekyll has commenced.
- The campground reached 76% occupancy, and revenue is up 38% in November FY22 vs. November FY2019.

Operations Department Work Orders

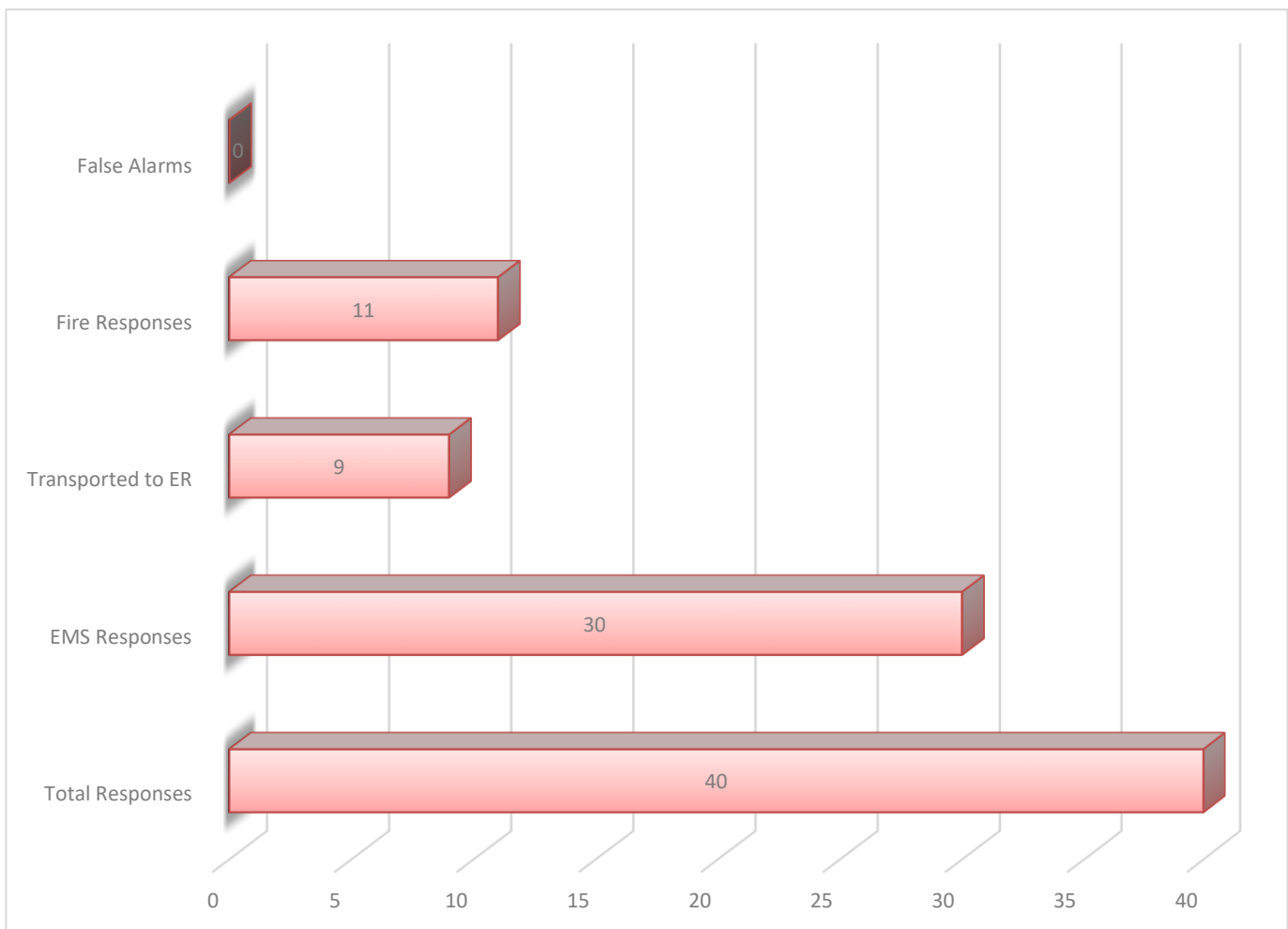


PUBLIC SAFETY – Fire & EMS

November Highlights:

- Completed 379 hours in staff training for the month.
- Five (5) building permits were issued, and there was one (1) complaint investigated by Code Enforcement.
- FireWise Annual Renewal was accepted by the NFPA.
- Supported the Conservation Controlled Burn on North Beachview Drive.
- Supported the on-island COVID-19 vaccination clinic.

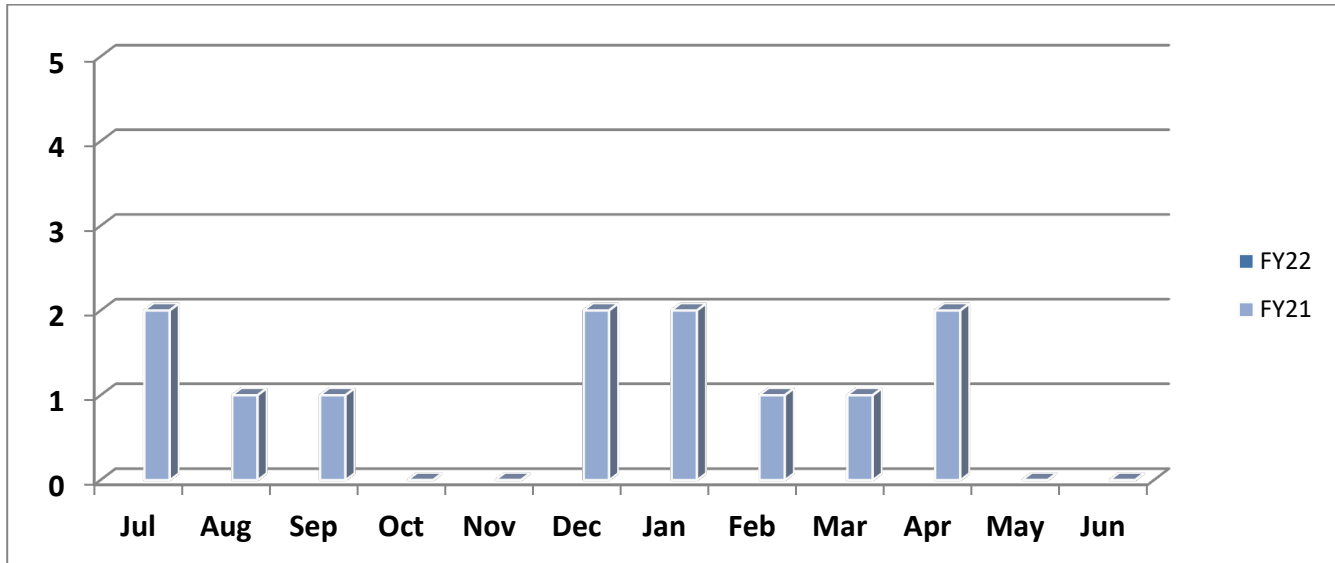
Jekyll Island Fire & EMS Responses



MEMORANDUM

TO: HUMAN RESOURCES COMMITTEE
FROM: JENNA JOHNSON, HR DIRECTOR
SUBJECT: HUMAN RESOURCES COMMITTEE REPORT
DATE: 12/7/2021

JIA Workers Compensation Claims: (Target goal for FY21 = 9).



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
FY22	0	1	2	1	0								4
FY21	2	1	1	0	0	2	2	1	1	2	0	0	12

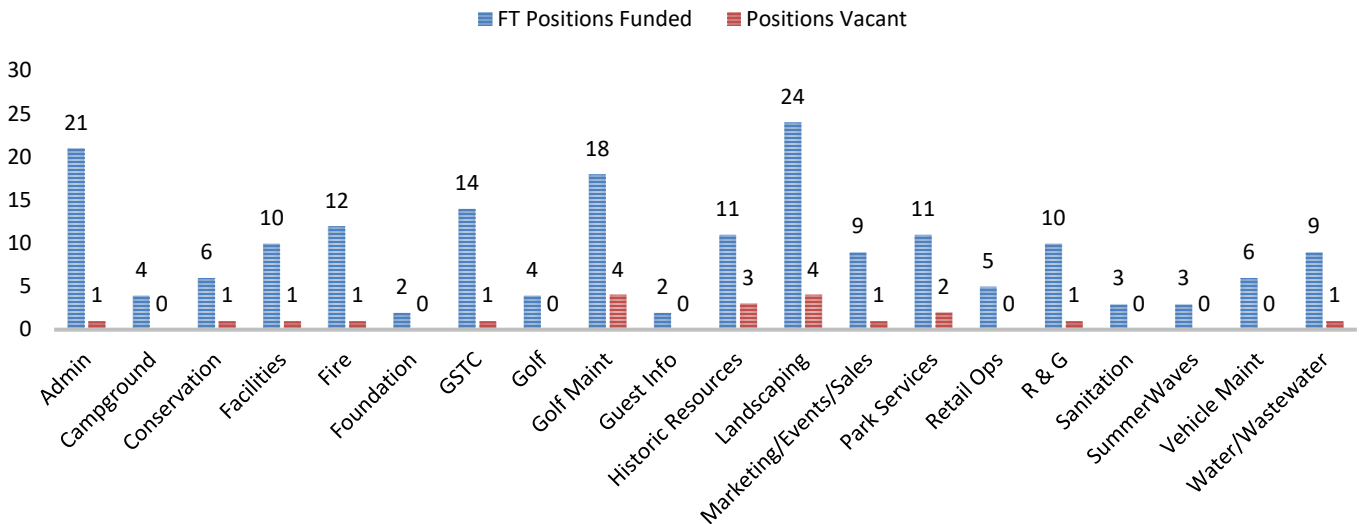
JIA Employee Census:

Month	Full time	Part Time	Seasonal	Interns/ Members	Total Employees
November	159	108	0	15	282

Retirements:

- None

FULL TIME STAFFING



Full-time Staffing as of 12/03/2021

Recognition:

○ **Meet our December Featured Employee: Mark Horton**



Originally from Douglas, Georgia, Mark has lived in the Golden Isles for 4 years. Mark began his career with the Jekyll Island Authority (JIA) in May of 2019. As the Facilities Maintenance Superintendent Mark is responsible for overseeing the facilities maintenance of all the state-owned structures on the island and the mechanical systems in the buildings. Also, non-facility items such as beach crossovers, foot bridges and the pond fountains. Mark says, “We fix broken things...and try to ensure they don’t break again”.

Mark says his favorite part of working for the Jekyll Island Authority is “coming from a manufacturing background, I really appreciate having a highly skilled team of tradesmen to call on and the laid-back island environment that we get to work in.” Mark was asked, if you could improve one thing about Jekyll Island what would it be and he said, “encourage the continual improvement in regard to reporting issues when they are first noticed...if you see something-say something”.

When not working, Mark enjoys spending time with his wife, his two sons and their wives, but especially his two grandchildren.

Mark, we appreciate all that you do, thank you for your service!

MEMORANDUM

TO: HISTORIC PRESERVATION/CONSERVATION COMMITTEE
FROM: BEN CARSWELL, DIRECTOR OF CONSERVATION AND SUSTAINABILITY
SUBJECT: CONSERVATION UPDATE
DATE: 12/7/2021

Research and Monitoring

- Led by Wildlife Biologist Joseph Colbert, two articles will be submitted for peer-reviewed publication this month. One, to be submitted in the journal Southeastern Naturalist, describes only the third known record of hybridization in the wild between an eastern diamondback rattlesnake and a canebrake rattlesnake. This is the first ever hybrid of this type to be radio tracked and the most thorough description of a hybrid for any species of venomous snake to date. Another submission, titled “Survivorship, Home Range, Growth and Reproduction of Eastern Box Turtles Head-Started to Subadult Size on Jekyll Island, Georgia, USA” will be submitted to Herpetological Conservation and Biology. This work involved extensive inter-departmental collaboration with the GSTC.

Management and Planning

- The Conservation team supported a comprehensive tree inventory, led by Cliff Gawron, Director of Landscape and Planning, and digital mapping effort, led by Yank Moore Natural Resources Manager, for the forested area involved in the campground expansion project. 1,314 trees were identified to species, precisely located, measured, and evaluated for health and structural integrity. This information, including that summarized in the figure below, further informed the Environmental Assessment Procedure (EAP) for the project.
- A draft EAP report has been prepared for the campground expansion project, making recommendations about how best to accomplish the project in an environmentally sensitive manner that is compatible-with and supportive-of the Jekyll Island Conservation Plan. Commitment to high standards of tree protection and preservation is particularly important among the report’s recommendations.
- The construction phase of the Coastal Incentive Grant funded Fortson Pond restoration effort that took place along Crane bike path is now complete including installation of Jekyll Island’s first “living shoreline”. A project update will be presented to the Board by Yank Moore at the December meeting.
- The JIA Conservation, GSTC, and Landscape Departments are collaborating in preparing for the deployment this winter of a trial barrier that will be installed and closely monitored near the causeway “entrance towers” with the goal of preventing access to the roadway by diamondback terrapins. This location is a hotspot for terrapin crossings and if crossing can successfully be deterred, it is hoped that this effort could substantially reduce the number of terrapins killed on this part of the causeway.

Outreach, Leadership, and Personnel

- Natural Resource Manager Yank Moore has been accepted to the prestigious [Institute for Georgia Environmental Leadership \(IGEL\)](#) program and will participate in the program as part of the 2021/22 IGEL cohort.

Figure 1. Relative abundance of tree species in the campground expansion area

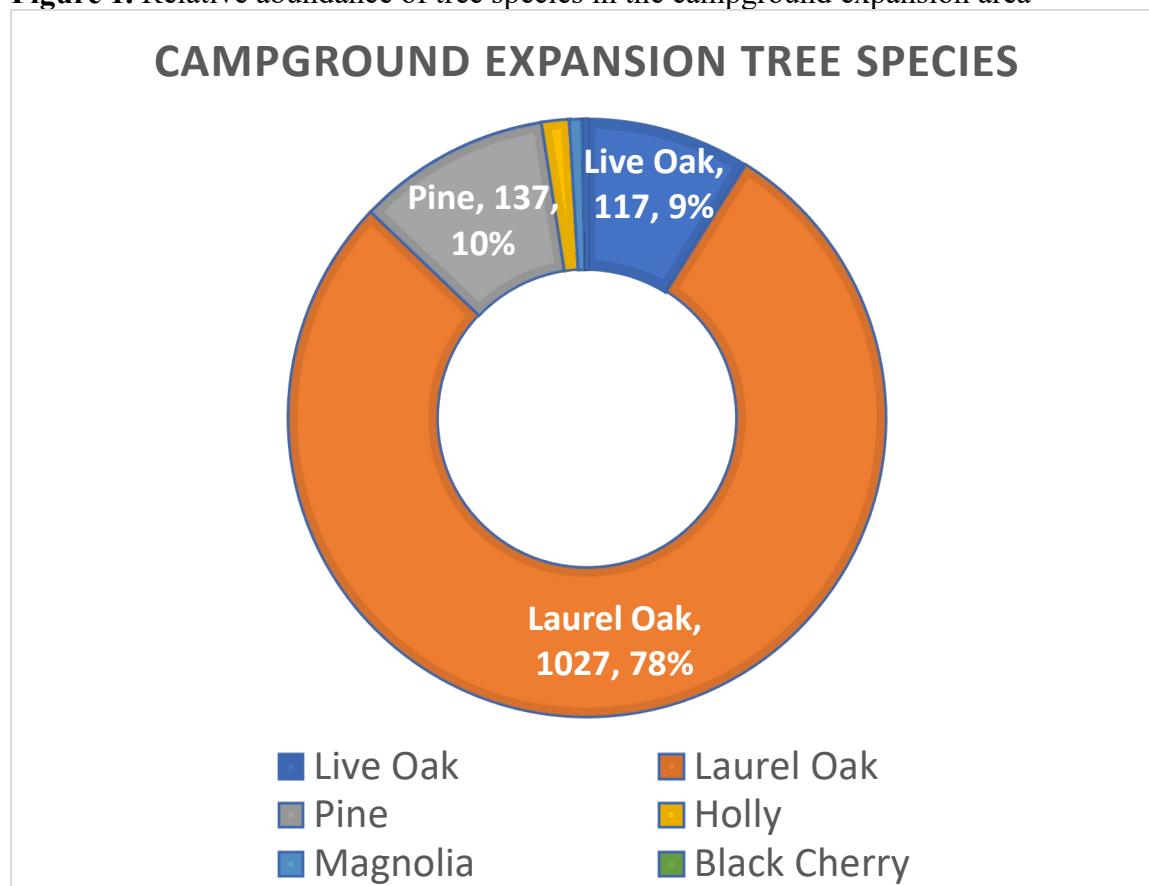
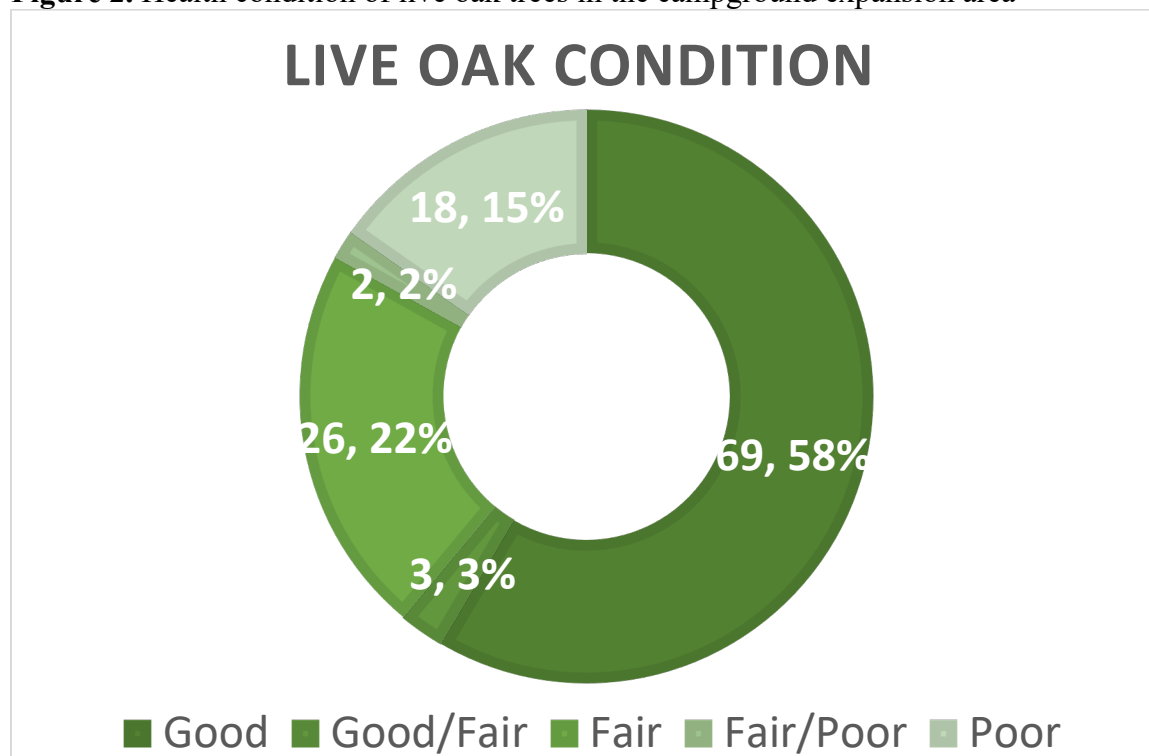


Figure 2. Health condition of live oak trees in the campground expansion area



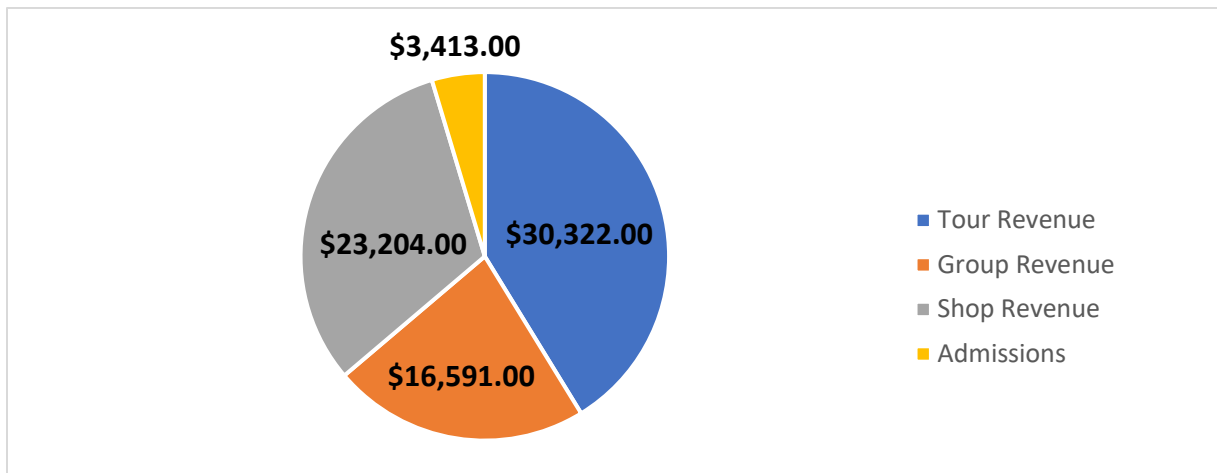
MEMORANDUM

TO: COMMITTEE OF THE WHOLE
FROM: ANDREA MARROQUIN, CURATOR
SUBJECT: HISTORIC RESOURCES UPDATE
DATE: 12/7/2021

November Visitation and Revenue

Mosaic, Jekyll Island Museum achieved its highest Public Tour Revenue, Group Revenue, and Total Revenue ever recorded for the month of November. The return of group business this fall represents a significant improvement in market conditions for tour operations.

Mosaic 2021		<u>Visitors</u>	<u>Revenues</u>
October:	Public Tours:	1805	\$30,322
	Group Tours:	556	\$16,591
	Museum Store	--	\$23,204
	Admissions:	481	\$3,413
	Totals	2842	\$73,530



Special Events

- **Historic District Property Rentals** - In November, the Mosaic hosted 3 wedding ceremonies at Faith Chapel as well as 1 wedding at Hollybourne Cottage.
- **Holly Jolly Light Tours** – Beginning in November, the Mosaic provided guests an opportunity to sit back, relax, and view more than half a million lights around the island, from the Beach Village to the Historic District. Trolley riders enjoy festive holiday beverages and seasonal music.

- **Louis Comfort Tiffany at the Jekyll Island Club** – In November, the Mosaic offered guests opportunities to learn about the life of Louis Comfort Tiffany and the time he spent at the Jekyll Island Club. Visitors explored Tiffany’s creative and glassmaking processes through a look at his studio and created a stained glass-inspired craft to take home.

Curatorial/Research

- **Christmas Decorating** – Museum staff coordinated and oversaw the interdepartmental installation of Christmas decorations throughout the Historic District, including cottage interiors and exteriors, in preparation for the Holly Jolly Season.
- **Golf Course Archaeology Project** – In November, staff received a draft archaeological report from Terracon, documenting Phase I and II Archaeological Investigations of the Historic District. The report is currently undergoing review.
- **Collections** – During the month of November, 314 items were added or updated in Past Perfect, primarily slides, books, and blueprints. Responded to 1 research request and 1 photo request. Reviewed one document to fact check for possible publication.

Archives and Records

- **Records Software** - Continued with Records software development and digital records migration. Worked with IT to continue migration of JIA records onto SharePoint.
- **SOPs** - Created SOP’s to document proper procedures for the front-of-house of the museum. Learned how to use ResortSuite to assist staff with learning how to book tours and rentals.
- **Research Requests** – Responded to 2 internal research requests

Preservation

- **Clubhouse Wood Pavers** – Utilized experienced staff and volunteers to prep and lay a 220 square foot pathway of wood block pavers to reconstruct the original corridor connecting the courtyard to the croquet lawn.
- **Power Plant** – Completed window project at the Georgia Sea Turtle Center
- **Hollybourne** – Worked with volunteers to create a mold to replicate historic finials to replace damaged newel caps for the porch at Hollybourne Cottage.

MEMORANDUM

TO: COMMITTEE OF THE WHOLE
FROM: MICHELLE KAYLOR, GSTC DIRECTOR
SUBJECT: GEORGIA SEA TURTLE CENTER UPDATE – NOVEMBER 2021
DATE: 12/7/2021

Admissions Comparison with Prior Year (November 2020 vs. November 2021)

<u>November 2020</u>	<u>November 2021</u>
4,091	2,067

(Note: There were capacity restrictions in place during the month of November 2020. Capacity restrictions were lifted at the end of May in 2021.)

Revenue Categories*

- November concessions \$76,391.03 was \$25,060.18 more than budgeted
- November admissions \$56,429.33 was \$14,039.33 more than budgeted
- Adoptions 54 | \$2,700 | Donations (General) 26 | \$1,195
- Memberships 13 | \$1,086.20
- Public Programs | \$2,810.00
- Daily Programs | 120

Marketing/PR/Events/Grants/Pubs

Social Media, Website, and Communications Updates: Trip Advisor: 2,265 reviews, ranking GSTC #4 out of #17 Jekyll attractions.

- 53.7K Facebook Followers
 - Impressions: 143K
 - Number of Posts: 7
 - The top social media post for Facebook was the “Cold-Stunned Plunge” post on the day of the event, Saturday, 11/27. It reached 33,742 people and received 1,503 engagements.
- 24.6K Instagram Followers
 - Impressions: 31K
 - Number of Posts: 7
 - The top social media post for Instagram was the announcement of Ember as the hatchling’s new name on Thursday, 11/4. It reached 6,817 people and received 727 engagements.

Education

- Nicki Thomas and Celeste Rivenbark attended the Georgia Association of Marine Educators annual conference November 13th.
- November 18th the Adopt-a-Sea Turtle program was transitioned to a species-level adoption
 - Adoptions are now time-bound
 - Patrons can choose to symbolically adopt any named sea turtle
 - Updates will include species-level information (Greens, Loggerheads, Kemp’s Ridleys)
 - The inaugural Cold-Stunned Plunge event took place November 27th and had 217 registrants. Scute made an appearance for photos ops during registration before participants were called to the beach.
- Turtles at Twilight kicked off November 27th for the Holly Jolly season. The first event sold out, and we look forward to additional dates in December.
- In addition to daily programs, the Education team led 18 group tours educating 421 participants.

Research

- Our study investigating the movements and habitat use of box turtles around neighborhoods and golf courses with GPS loggers is progressing smoothly. Over the past month our GPS loggers have acquired over 4,000 location estimates among eight box turtles that are equipped with tracking devices. Comparatively, over the same time-period, our standard radio-tracking method resulted in 16 location estimates. It is our hope that with data gained from these GPS loggers we will be able to finely examine movement, travel corridors, and habitat use in box turtles within residential and semi-residential areas.

Rehabilitation

	Sea Turtle	Other Patients
New Patients	14	12
Current Patients	15	12
Released Patients	0	4
Transferred Patients	0	7
Total Since 2007	993	2220

- The GSTC husbandry department accepted 11 cold stun sea turtles, 4 turtles from New England Aquarium, and 7 from National Marine Life Center, in efforts to help with increasing numbers of cold stun patients stranding in Massachusetts.
- Jamie Gamby and Dr. Norton presented at The Southeast Regional Diamondback Terrapin Working Group Meeting.

AmeriCorps Program, Volunteer Program, and Marine Debris Initiative

- Our next beach cleanup event for volunteers is December 17th at the Jekyll Island Fishing Pier & Driftwood Beach.

Service Hours			
	Monthly Total	YTD Date Total <i>(See YTD period definitions)</i>	Cumulative Total
AmeriCorps Service Hours**	2,133.50	6,877.25	433,070.42
Volunteer Hours*	310.25	1,735.67	77,651.26
Marine Debris Hours*	68.50	395.75	11,117.33
MDI & Volunteer Program			
MDI Clean Ups	0	1	73
MDI Items Collected	484	484	369,050
New Volunteers Oriented	0	4	244
Volunteer Shadow Shifts	0	0	242
Volunteer Advancements	0	0	265

**YTD Based off fiscal year (July 1, 2021-June 30, 2022) | **YTD Based off AmeriCorps Program Year (September 1, 2020-August 31, 2021)*



Board of Directors Committee Assignments
Effective August 18, 2021

<p style="text-align: center;"><u>HISTORIC PRESERVATION/CONSERVATION</u></p> <p>Dale Atkins, Chair Joe Wilkinson Bob Krueger Mark Williams Joy Burch-Meeks Buster Evans</p> <p><u>Staff:</u> Ben Carswell Michelle Kaylor Cliff Gawron</p>	<p style="text-align: center;"><u>FINANCE</u></p> <p>Bill Gross, Chair Joe Wilkinson Bob Krueger Mark Williams Trip Tollison Buster Evans Glen Willard Joy Burch-Meeks Dale Atkins</p> <p><u>Staff:</u> Jones Hooks Marjorie Johnson</p>
<p style="text-align: center;"><u>HUMAN RESOURCES</u></p> <p>Buster Evans, Chair Joe Wilkinson Bob Krueger Joy Burch-Meeks Dale Atkins</p> <p><u>Staff:</u> Jenna Johnson</p>	<p style="text-align: center;"><u>MARKETING</u></p> <p>Joy Burch-Meeks, Chair Joe Wilkinson Bill Gross Trip Tollison Buster Evans Glen Willard Bob Krueger</p> <p><u>Staff:</u> Alexa Hawkins</p>
<p style="text-align: center;"><u>LEGISLATIVE</u></p> <p>Trip Tollison, Chair Joe Wilkinson Bob Krueger Bill Gross Mark Williams Joy Burch-Meeks Dale Atkins</p> <p><u>Staff:</u> Jones Hooks</p>	<p style="text-align: center;"><u>COMMITTEE OF THE WHOLE</u></p> <p>Joseph B. Wilkinson, Jr., Chair Bob Krueger Bill Gross Mark Williams Joy Burch-Meeks Trip Tollison Buster Evans Glen Willard Dale Atkins</p> <p><u>Staff:</u> Jones Hooks</p>