



Agenda
ANNUAL MEETING
Tuesday, August 18, 2020
9:30 a.m.
Jekyll Island Convention Center
JIA Committees and Meeting

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

I. Historic Preservation/Conservation Committee

Bob Krueger, Chair

- A. Historic Bond Fund Project – Andrea Marroquin, Museum Curator and Taylor Davis, Historic Preservationist
- B. Upcoming Mosaic Promotions - Andrea Marroquin, Museum Curator and Alexa Orndoff, Director of Marketing and Communications

II. Finance Committee

Bill Gross, Chair

- A. June/Year-End Financials and July Financial Report – Bill Gross, Chair
 - a. July 2020/2019 Snapshot Comparison of Revenues – Jones Hooks, Executive Director
- B. Ratification of Acceptance of AmeriCorps Grant – Marjorie Johnson, Chief Accounting Officer

III. Human Resources Committee

Buster Evans, Chair

- A. Annual Staffing Level Report – Jenna Johnson, Human Resource Director
- B. Retirement of Timothy Stanley, Golf Course Maintenance – Jenna Johnson, Human Resource Director

IV. Marketing Committee

Joy Burch-Meeks, Chair

- A. Report from Marketing Department – Alexa Orndoff, Director of Marketing & Communications

V. Legislative Committee

Trip Tollison, Chair

- A. No Report

VI. Committee of the Whole

Joseph B. Wilkinson, Jr., Chair

1. False Alarms - O-2020-3 – First Reading – Melissa Cruthirds, General Counsel
2. Contract Amendment with ASM Global for the Jekyll Island Convention Center– Melissa Cruthirds, General Counsel and Jones Hooks, Executive Director
3. Jekyll Island Authority Strategic Plan - Jones Hooks, Executive Director
4. Executive Director’s Report– Jones Hooks, Executive Director
5. Chairman’s Comments

Adjournment

If Needed - 5 Minute Break

Board Meeting Agenda

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

Announcements

1. Committee Appointments by Chairman Wilkinson

Action Items

1. Minutes of the July 21, 2020 Board Meeting
2. Ratification of Board Actions taken in Fiscal Year 2020
3. Election of Officers
 - Vice Chairman
 - Treasurer/Secretary
4. Ratification of Acceptance of AmeriCorps Grant
5. Contract Amendment with ASM Global for the Jekyll Island Convention Center
6. Jekyll Island Authority Strategic Plan

Adjournment

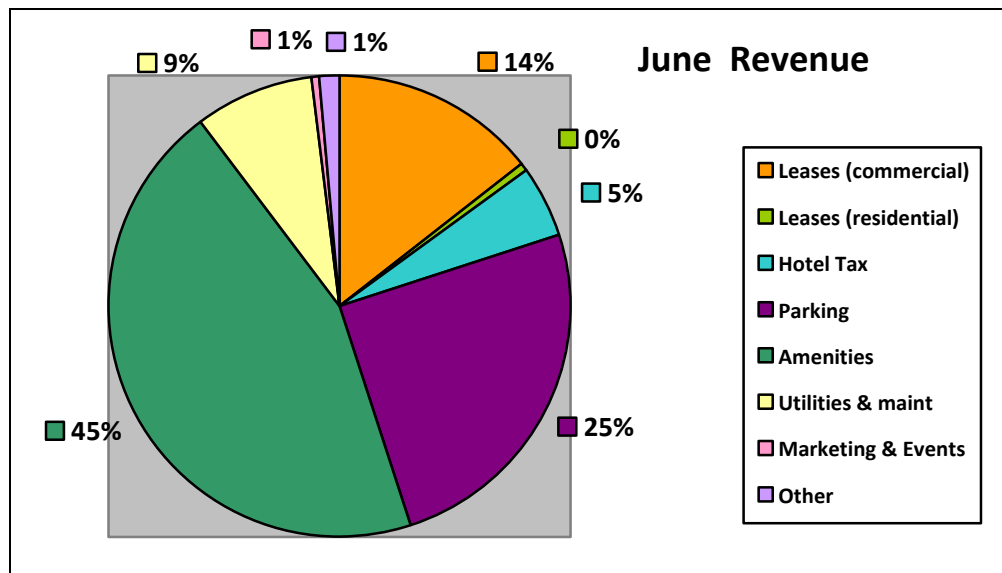
MEMORANDUM

TO: FINANCE COMMITTEE
FROM: MARJORIE JOHNSON
SUBJECT: JUNE FINANCIAL STATEMENTS
DATE: 8/11/2020

Revenues

Revenues for June were \$2,327,988 which reflects an unfavorable \$1M (31%) variance from budget. Year to date revenues reflect an unfavorable \$3.9M (13%) variance from budget and an unfavorable \$3.3M (11%) variance from the prior year to date revenues.

While all our amenities were open during June, many were operating under limited occupancy restrictions due to the social distancing requirements.



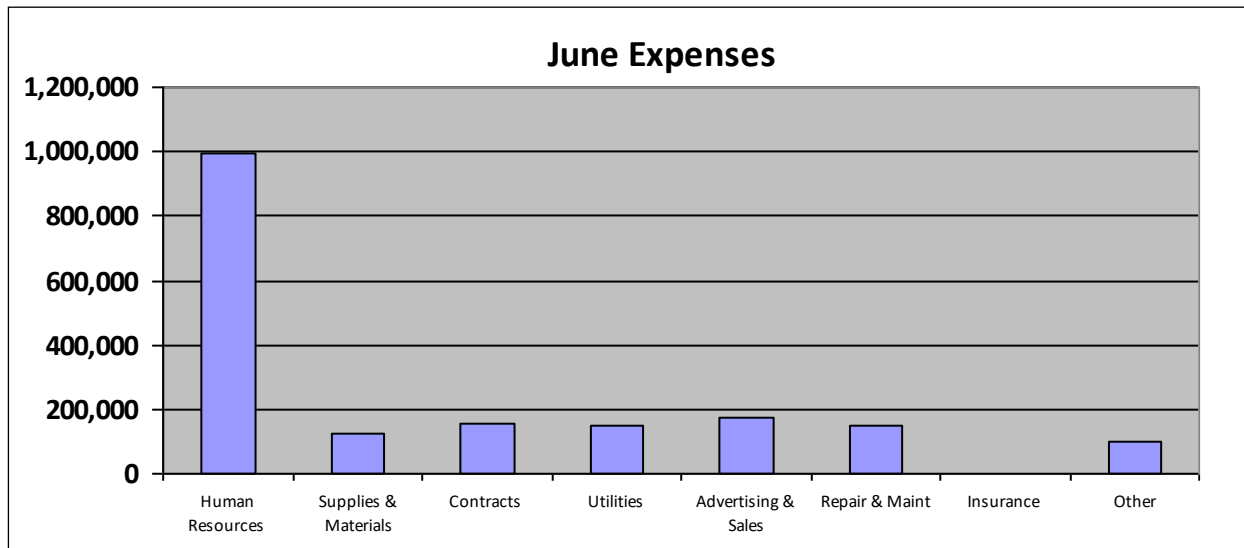
The largest variances for the month were:

- Convention Center (-\$385K) – The Center remained closed all month due to cancellations.
- Summer Waves (-\$346K) – The waterpark opened in June but implemented occupancy restrictions to accommodate social distancing requirements.
- Hotel/Motel taxes (-\$124K) – These revenues represent bed taxes from May and are significantly lower than budgeted due to COVID-19 restrictions during that month.

Expenses

Expenses were \$1,852,004 for June and reflected a favorable budget variance of \$893K (33%) for the month. Expenses also reflect a favorable \$4M (14%) variance from year to date budget and a favorable \$1.4M variance from Prior Year to Date expenses. The expense restrictions, hiring freeze and staff furloughs that were started on March 12th, remained in place for the month of June.

The largest variances for the month are in Human Resource expenses (-\$333K) and Contract expenses (-\$355K).



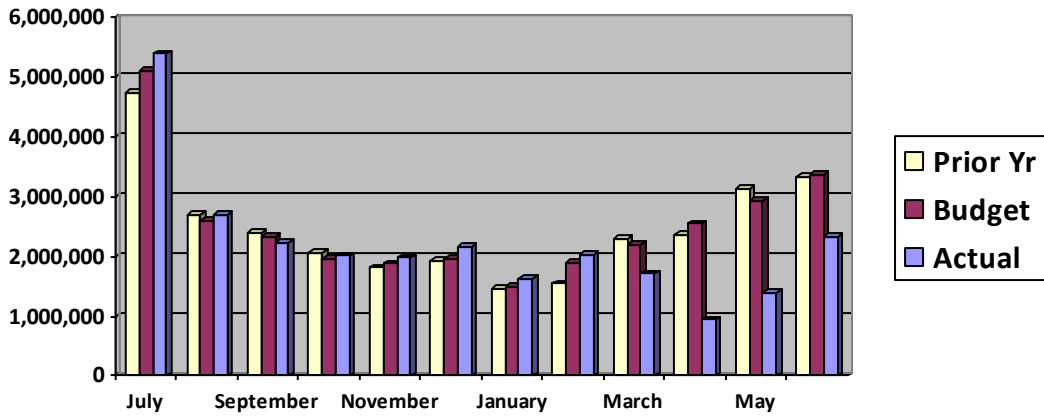
Net Operating Cash

The Net Operating Cash Income for the month is \$475,984, which is a \$149K unfavorable variance from the budgeted net operating cash income of \$624,698. Due to the expense restrictions and furloughs we put in place, we were able to complete the fiscal year with a favorable \$151K (8%) variance from budget. Net Operating Income for FY20 is \$1.9M less than FY19.

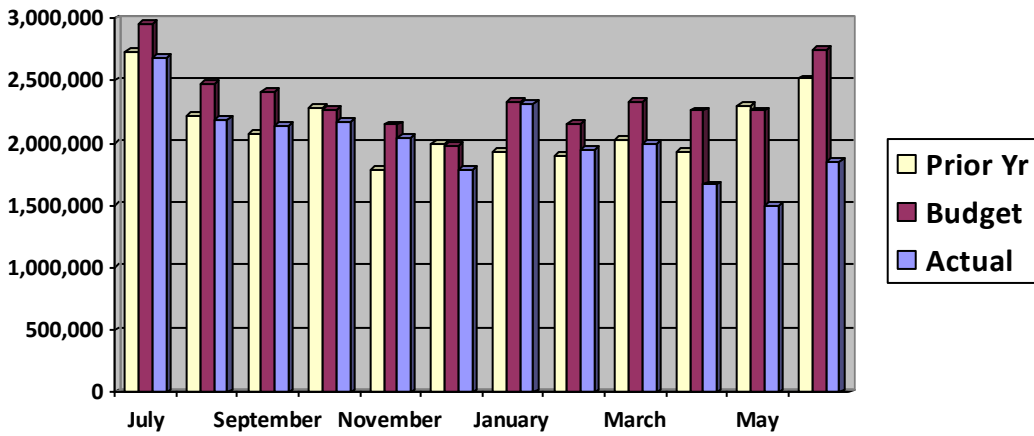
The Net Operating Cash Income for fiscal year 2020 was \$2,162,166. This amount was allocated as follows:

- \$582,567.72 - Tourism Development Fund
- \$534,217.95 - Water/Wastewater Fund
- \$294,367.43 – Fire Equipment Fund
- \$18,575.65 – Beach Village Entertainment fees (carryover)
- \$410,463.00 – Capital equipment and projects approved during the year
- \$321,974.03 – contribution to cash reserves

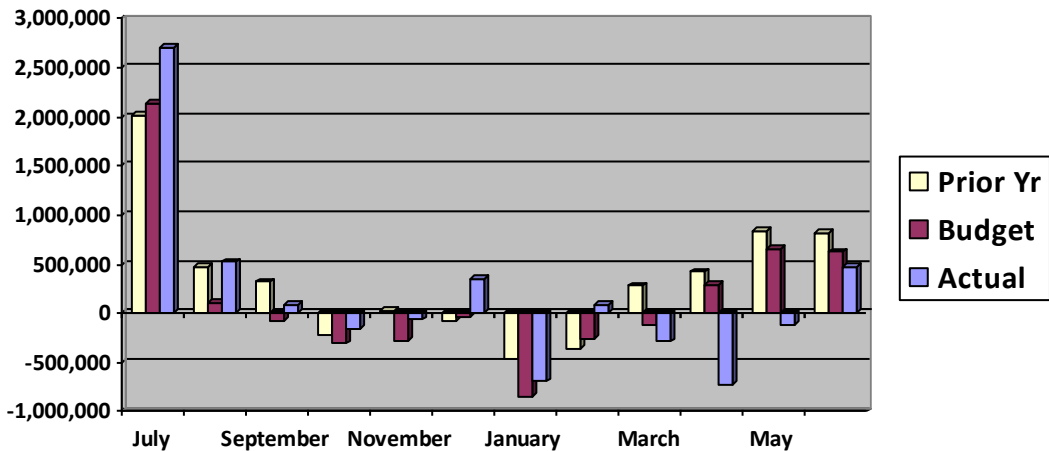
FY2020 Revenues



FY2020 Expenses



Net Operating Cash



Jekyll Island Authority
CONSOLIDATED BUDGET COMPARISON
For the Twelve Months Ending June 30, 2020

	MONTH	MONTH	BUDGET		YTD	YTD	BUDGET		PRIOR	VARIANCE	
	ACTUAL	BUDGET	VARIANCE	%	ACTUAL	BUDGET	VARIANCE	%	YEAR	VARIANCE	%
			(000's)	%			(000's)	%		(000's)	%
Revenues											
Administration											
Business Leases	336,101	386,605	(51)	-13%	4,618,744	4,608,348	10	0%	4,654,565	(36)	-1%
Hotel Tax	84,816	171,500	(87)	-51%	1,387,803	1,648,745	(261)	-16%	1,598,711	(211)	-13%
Tourism Development Fund	36,350	73,500	(37)	-51%	582,568	706,605	(124)	-18%	697,323	(115)	-16%
Parking	576,772	563,099	14	2%	4,242,380	4,575,804	(333)	-7%	3,775,280	467	12%
Interest	328	546	(0)	-40%	8,738	6,502	2	34%	10,967	(2)	-20%
Lot Rentals	11,510	3,000	9	284%	693,622	408,026	286	70%	966,093	(272)	-28%
Foundation	894	583	0	53%	9,352	10,024	(1)	-7%	66,091	(57)	-86%
Airport	1,761	1,980	(0)	-11%	1,780	26,255	(24)	-93%	-	2	0%
Administration revenue	4,180	10,576	(6)	-60%	165,738	127,865	38	30%	216,319	(51)	-23%
Beach Village	1,507	-	2	0%	18,079	-	18	0%	18,079	-	0%
Intern Housing	4,600	5,830	(1)	-21%	97,425	100,975	(4)	-4%	97,200	0	0%
Total Administration	1,058,818	1,217,219	(158)	-13%	11,826,228	12,219,148	(393)	-3%	12,100,627	(274)	-2%
Enterprises											
Golf	136,690	161,773	(25)	-16%	1,623,071	2,225,119	(602)	-27%	1,883,239	(260)	-14%
Convention Center	3,235	388,683	(385)	-99%	2,709,332	3,512,713	(803)	-23%	4,123,882	(1,415)	-34%
McCormick's Grill	13,350	23,296	(10)	-43%	230,359	300,598	(70)	-23%	278,227	(48)	-17%
Summer Waves	313,682	660,098	(346)	-52%	1,523,117	2,416,656	(894)	-37%	2,534,024	(1,011)	-40%
Campground	204,529	147,273	57	39%	1,632,185	1,548,401	84	5%	1,543,481	89	6%
Life is Good	31,197	21,000	10	49%	158,281	169,500	(11)	-7%	172,254	(14)	-8%
Museum	36,588	89,539	(53)	-59%	591,070	1,101,050	(510)	-46%	815,681	(225)	-28%
Georgia Sea Turtle Center	242,369	298,913	(57)	-19%	1,790,587	2,121,494	(331)	-16%	2,181,394	(391)	-18%
Conservation	17,234	34,065	(17)	-49%	27,463	46,081	(19)	-40%	5,754	22	377%
Miniature Golf & Bikes	26,531	50,877	(24)	-48%	274,410	404,451	(130)	-32%	362,676	(88)	-24%
Water/Wastewater	135,787	137,812	(2)	-1%	1,478,117	1,494,943	(17)	-1%	1,335,751	142	11%
Sanitation	46,354	46,439	(0)	0%	562,196	556,168	6	1%	543,116	19	4%
Fire Department	(3,921)	4,115	(8)	-195%	1,259,721	1,247,993	12	1%	1,041,496	218	21%
Tennis	13,159	9,102	4	45%	104,425	111,930	(8)	-7%	115,495	(11)	-10%
Destination Mktg & Special Events	11,649	51,500	(40)	-77%	347,513	490,564	(143)	-29%	390,036	(43)	-11%
Guest Information Center	18,674	13,422	5	39%	143,975	181,810	(38)	-21%	175,140	(31)	-18%
Sales	-	-	-	0%	2,000	-	2	0%	-	2	0%
Camp Jekyll & Soccer Fields	9,789	12,327	(3)	-21%	144,277	172,376	(28)	-16%	165,467	(21)	-13%
Landscaping, Roads & Trails	2,872	2,216	1	30%	15,672	23,087	(7)	-32%	43,338	(28)	-64%
Vehicle & Equipment Maintenance	503	-	1	0%	10,294	500	10	1959%	287	10	3487%

	MONTH ACTUAL	MONTH BUDGET	BUDGET VARIANCE		YTD ACTUAL	YTD BUDGET	BUDGET VARIANCE		YEAR ACTUAL	VARIANCE	
			(000's)	%			(000's)	%		(000's)	%
Facility Maintenance	-	-	-	0%	-	-	-	0%	787	(1)	-100%
Golf Course Maintenance	8,898	-	9	0%	8,898	-	9	0%	-	9	0%
Total Enterprises	1,269,169	2,152,449	(883)	-41%	14,636,963	18,125,433	(3,488)	-19%	17,711,526	(3,075)	-17%
Total Revenues	2,327,988	3,369,668	(1,042)	-31%	26,463,190	30,344,581	(3,881)	-13%	29,812,154	(3,349)	-11%

Expenses

Human Resources	995,782	1,329,266	(333)	-25%	12,525,005	14,503,467	(1,978)	-14%	12,667,952	(143)	-1%
Supplies & Materials	123,942	186,444	(63)	-34%	1,583,258	2,035,301	(452)	-22%	1,850,741	(267)	-14%
Advertising & Sales	174,420	193,317	(19)	-10%	785,625	1,239,115	(453)	-37%	1,505,090	(719)	-48%
Repairs - Facilities & Grounds	132,880	176,881	(44)	-25%	1,647,083	1,916,428	(269)	-14%	1,575,952	71	5%
Utilities	136,869	168,623	(32)	-19%	1,807,866	1,909,891	(102)	-5%	1,787,646	20	1%
Insurance	220	3,902	(4)	-94%	840,638	824,633	16	2%	878,690	(38)	-4%
Contracts	157,681	512,410	(355)	-69%	3,010,864	3,763,707	(753)	-20%	3,292,478	(282)	-9%
Rentals	45,128	50,113	(5)	-10%	810,302	740,903	69	9%	619,900	190	31%
Printing	10,328	19,991	(10)	-48%	129,385	131,957	(3)	-2%	272,859	(143)	-53%
Motor Vehicle	17,028	33,674	(17)	-49%	271,446	294,664	(23)	-8%	256,277	15	6%
Telephone	10,657	10,462	0	2%	124,542	125,891	(1)	-1%	122,969	2	1%
Equipment Purchase <\$1K	8,426	2,200	6	283%	88,227	86,883	1	2%	123,774	(36)	-29%
Equipment Purchase \$1K to \$5K	(1,564)	-	(2)	0%	50,936	77,405	(26)	-34%	140,362	(89)	-64%
Travel	3,677	12,692	(9)	-71%	80,850	111,586	(31)	-28%	96,829	(16)	-17%
Dues	13,486	14,919	(1)	-10%	247,870	265,315	(17)	-7%	231,694	16	7%
Credit Card Fees	23,045	30,041	(7)	-23%	296,517	306,149	(10)	-3%	318,057	(22)	-7%
Bank Fees	-	35	(0)	-100%	610	420	0	45%	333	0	83%
Total Expenditures	1,852,004	2,744,970	(893)	-33%	24,301,025	28,333,715	(4,033)	-14%	25,741,602	(1,441)	-6%
Net Operating Cash Income **	475,984	624,698	(149)	-24%	2,162,166	2,010,865	151	8%	4,070,552	(1,908)	-47%

Board Designated Fund Contributions

Parking Fee - Fire equipment reserve	150,000.00	200,000.00	100,000.00
Parking Fee - Water/Sewer Improvements	200,000.00	300,000.00	0.00
Water/Sewer reserves	334,217.95	257,911.03	351,836.00
Fire Equipment reserves	144,367.43	22,000.00	94,162.00
Tourism Development Fund	582,567.72	706,605.00	697,323.00
Beach Village Entertainment Fees - carryover	18,575.65	-	10,194.00
Public area & Utilities improvement fund	-	275,555.53	0.00
Mosaic Contribution	-	-	300,000.00

Total Board Designated Fund Contributions

1,429,728.75	1,762,071.56	1,553,515.00
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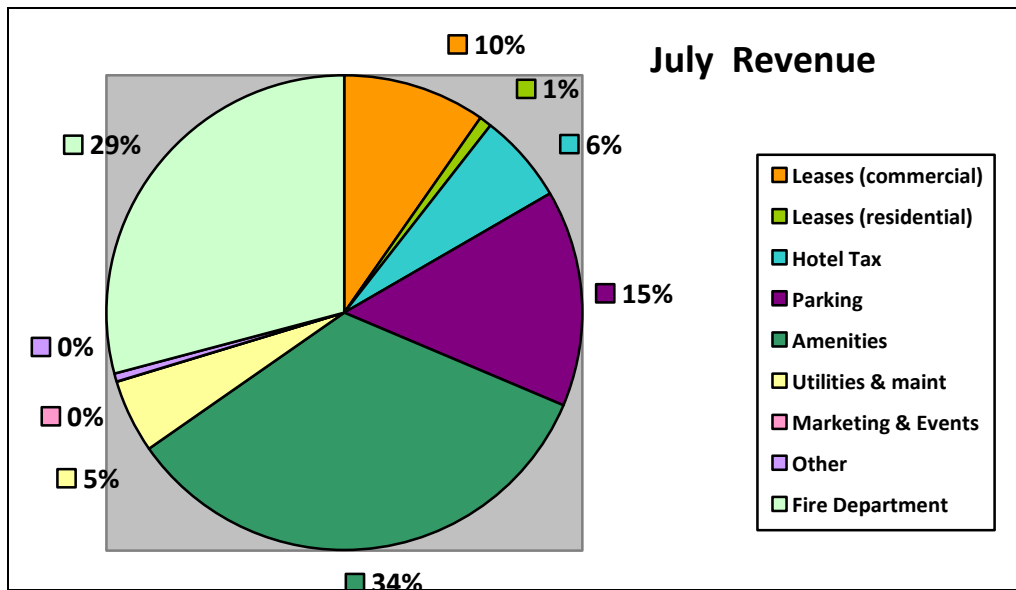
	MONTH	MONTH	BUDGET		YTD	YTD	BUDGET		YEAR	VARIANCE	
	ACTUAL	BUDGET	(000's)	%	ACTUAL	BUDGET	(000's)	%	ACTUAL	(000's)	%
Amount Available for Capital or Cash Reserves					732,437.03	248,793.93			2,517,036.86		
Capital Projects and Equipment (previously approved)					410,463.00	-			2,092,016.16		
Capital Projects and Equipment (current request)					-	-			-		
Balance Available for Cash Reserves					321,974.03	248,793.93			425,020.70		

MEMORANDUM

TO: FINANCE COMMITTEE
FROM: MARJORIE JOHNSON
SUBJECT: JULY FINANCIAL STATEMENTS
DATE: 8/11/2020

Revenues

Revenues for July were \$4,256,359 which reflects a favorable \$359K (9%) variance from budget. We were very conservative when budgeting for the first quarter of the fiscal year as we are still dealing with the impacts of COVID-19 on our visitation and revenues. Revenues for July 2020 were \$1.1M or 20% less than July 2019.



The largest variances for the month were:

- Parking (+\$165K) – Daily parking fees (+\$131K) and annual pass sales (+\$34K) exceeded budget for the month.
- Convention Center (-\$32K) – The Center remained closed all month due to cancellations and COVID-19 restrictions. This department saw the most significant drop in revenues from July 2019, which was \$681K.
- Campground (+\$35K) – Both concession sales (+\$2.6K) and site rental (+\$29K) were higher than budgeted for the month. This is one amenity that has stayed strong throughout the pandemic. Campground revenues surpassed July 2019 \$38K (22%).

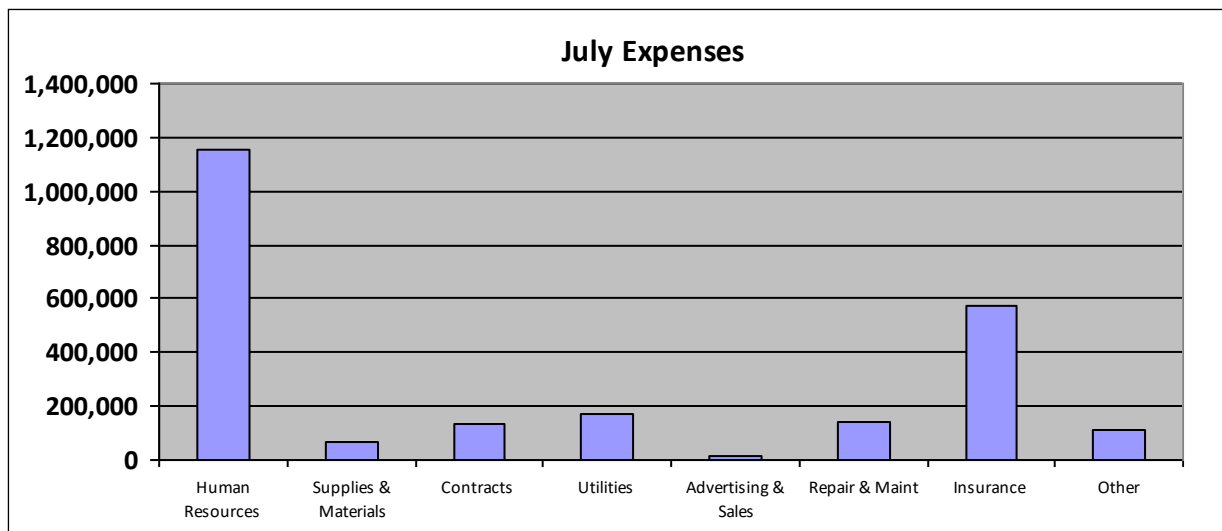
- Georgia Sea Turtle Center (+\$53K) – Operating under continued occupancy restrictions in order to provide appropriate social distancing in the Center. We estimated a revenue reduction of approximately 25% in July, however the revenues were only 18% less (-\$61K) than July 2019.

Expenses

Expenses were \$2,364,519 for July and reflected a favorable budget variance of \$260K (10%). Expenses also reflect a favorable \$320K (12%) variance from prior year. Except for staff furloughs, the expense restrictions will continue for the near future.

The largest variances for the month are:

- Human Resource expenses (-\$41K) – primarily due to vacant positions that have not yet been filled.
- Contracts (-\$78K) – Convention Center contract labor is lower (-\$60K) due to not having groups at the Center during the month. At this time, ASM is continuing furloughs for their staff due to a lack of business and they will continue to monitor and adjust accordingly.
- Supplies & Materials (-\$50K) – variance is due to current expense restrictions and will likely be spent by the end of the fiscal year.



Net Operating Cash

The Net Operating Cash Income for the month is \$1,891,840, which is a \$619K favorable variance from the budgeted net operating cash income of \$1,272,906. Net Operating Cash Income reflects an unfavorable \$777K (29%) variance from July 2019.

Jekyll Island Authority
CONSOLIDATED BUDGET COMPARISON
For the One Month Ending July 31, 2020

	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	419,708	427,104	(7)	-2%	419,708	427,104	(7)	-2%	444,675	(25)	-6%
Hotel Tax	182,604	170,370	12	7%	182,604	170,370	12	7%	223,726	(41)	-18%
Tourism Development Fund	78,259	73,016	5	7%	78,259	73,016	5	7%	95,883	(18)	-18%
Parking	626,778	461,849	165	36%	626,778	461,849	165	36%	610,921	16	3%
Interest	406	800	(0)	-49%	406	800	(0)	-49%	1,002	(1)	-59%
Lot Rentals	23,876	2,000	22	1094%	23,876	2,000	22	1094%	41,085	(17)	-42%
Foundation	-	1,860	(2)	-100%	-	1,860	(2)	-100%	-	-	0%
Airport	2,051	2,334	(0)	-12%	2,051	2,334	(0)	-12%	-	2	0%
Administration revenue	7,859	7,751	0	1%	7,859	7,751	0	1%	9,421	(2)	-17%
Beach Village	1,507	1,507	-	0%	1,507	1,507	-	0%	1,507	-	0%
Intern Housing	4,550	4,750	(0)	-4%	4,550	4,750	(0)	-4%	4,750	(0)	-4%
Total Administration	1,347,597	1,153,339	194	17%	1,347,597	1,153,339	194	17%	1,432,970	(85)	-6%
Enterprises											
Golf	166,154	135,392	31	23%	166,154	135,392	31	23%	167,385	(1)	-1%
Convention Center	6,040	37,827	(32)	-84%	6,040	37,827	(32)	-84%	686,817	(681)	-99%
McCormick's Grill	22,425	17,314	5	30%	22,425	17,314	5	30%	19,767	3	13%
Summer Waves	602,352	586,911	15	3%	602,352	586,911	15	3%	854,758	(252)	-30%
Campground	211,895	176,861	35	20%	211,895	176,861	35	20%	173,557	38	22%
Life is Good	28,905	19,517	9	48%	28,905	19,517	9	48%	16,946	12	71%
Museum	50,570	34,080	16	48%	50,570	34,080	16	48%	69,976	(19)	-28%
Georgia Sea Turtle Center	278,290	225,413	53	23%	278,290	225,413	53	23%	339,674	(61)	-18%
Conservation	1,177	229	1	414%	1,177	229	1	414%	915	0	29%
Miniature Golf & Bikes	51,580	43,481	8	19%	51,580	43,481	8	19%	59,293	(8)	-13%
Water/Wastewater	161,070	149,085	12	8%	161,070	149,085	12	8%	148,943	12	8%
Sanitation	46,661	47,659	(1)	-2%	46,661	47,659	(1)	-2%	47,398	(1)	-2%
Fire Department	1,243,710	1,230,373	13	1%	1,243,710	1,230,373	13	1%	1,182,679	61	5%
Tennis	6,135	8,859	(3)	-31%	6,135	8,859	(3)	-31%	11,241	(5)	-45%
Destination Mktg & Special Events	(0)	0	(0)	-160%	(0)	0	(0)	-160%	108,442	(108)	-100%
Guest Information Center	20,144	13,438	7	50%	20,144	13,438	7	50%	16,359	4	23%
Camp Jekyll & Soccer Fields	10,884	15,753	(5)	-31%	10,884	15,753	(5)	-31%	14,928	(4)	-27%
Landscaping, Roads & Trails	769	1,450	(1)	-47%	769	1,450	(1)	-47%	1,402	(1)	-45%

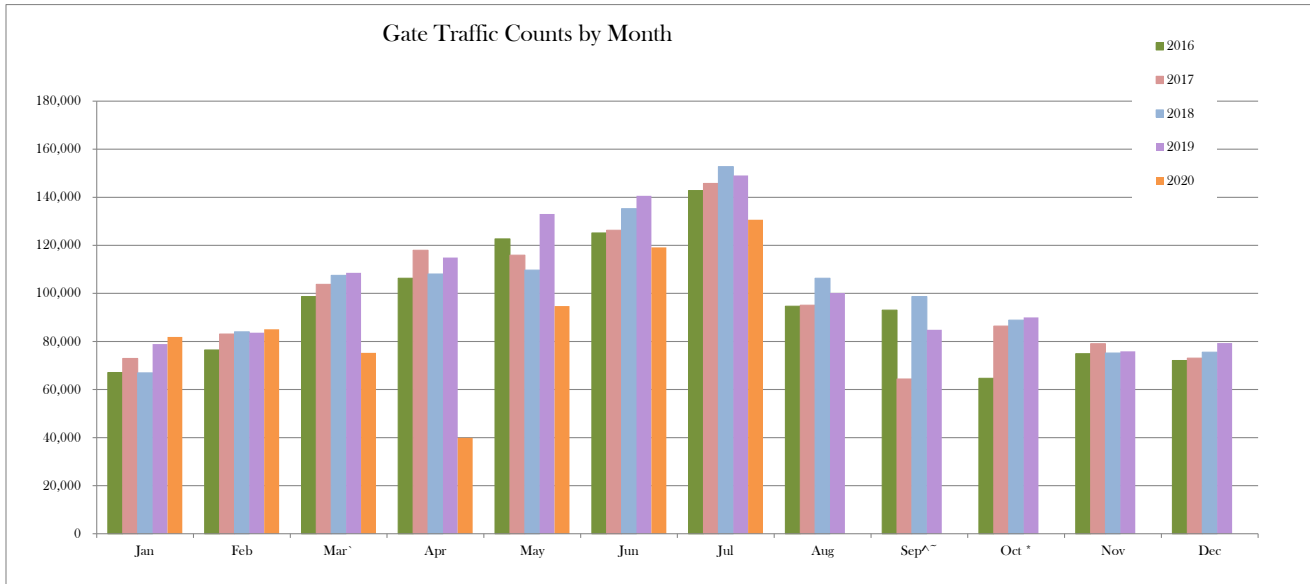
	MONTH ACTUAL	MONTH BUDGET	BUDGET VARIANCE		YTD ACTUAL	YTD BUDGET	BUDGET VARIANCE		YEAR ACTUAL	VARIANCE	
			(000's)	%			(000's)	%		(000's)	%
Total Enterprises	2,908,762	2,743,642	165	6%	2,908,762	2,743,642	165	6%	3,920,481	(1,012)	-26%
Total Revenues	4,256,359	3,896,981	359	9%	4,256,359	3,896,981	359	9%	5,353,450	(1,097)	-20%
Expenses											
Human Resources	1,154,751	1,195,657	(41)	-3%	1,154,751	1,195,657	(41)	-3%	1,173,024	(18)	-2%
Supplies & Materials	64,240	113,983	(50)	-44%	64,240	113,983	(50)	-44%	136,734	(72)	-53%
Advertising & Sales	14,901	34,665	(20)	-57%	14,901	34,665	(20)	-57%	75,520	(61)	-80%
Repairs - Facilities & Grounds	125,965	138,314	(12)	-9%	125,965	138,314	(12)	-9%	165,897	(40)	-24%
Utilities	159,371	168,070	(9)	-5%	159,371	168,070	(9)	-5%	180,779	(21)	-12%
Insurance	572,935	579,159	(6)	-1%	572,935	579,159	(6)	-1%	553,611	19	3%
Contracts	132,710	211,099	(78)	-37%	132,710	211,099	(78)	-37%	212,892	(80)	-38%
Rentals	39,612	46,113	(7)	-14%	39,612	46,113	(7)	-14%	47,666	(8)	-17%
Printing	1,799	4,860	(3)	-63%	1,799	4,860	(3)	-63%	3,055	(1)	-41%
Motor Vehicle	14,464	32,916	(18)	-56%	14,464	32,916	(18)	-56%	30,880	(16)	-53%
Telephone	10,182	10,203	(0)	0%	10,182	10,203	(0)	0%	10,052	0	1%
Equipment Purchase <\$1K	1,367	2,992	(2)	-54%	1,367	2,992	(2)	-54%	6,842	(5)	-80%
Equipment Purchase \$1K to \$5K	-	5,600	(6)	-100%	-	5,600	(6)	-100%	7,722	(8)	-100%
Travel	31	4,035	(4)	-99%	31	4,035	(4)	-99%	5,483	(5)	-99%
Dues	35,013	42,662	(8)	-18%	35,013	42,662	(8)	-18%	36,344	(1)	-4%
Credit Card Fees	37,179	33,711	3	10%	37,179	33,711	3	10%	37,867	(1)	-2%
Bank Fees	-	35	(0)	-100%	-	35	(0)	-100%	15	(0)	-100%
Total Expenditures	2,364,519	2,624,075	(260)	-10%	2,364,519	2,624,075	(260)	-10%	2,684,384	(320)	-12%
Net Operating Cash Income **	1,891,840	1,272,906	619	49%	1,891,840	1,272,906	619	49%	2,669,067	(777)	-29%

** Does not include depreciation or capital projects

July 2020 Traffic Counts

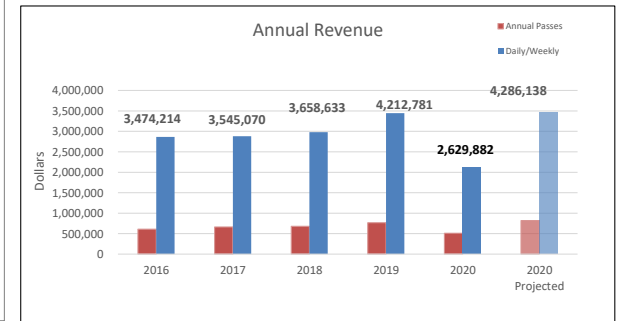
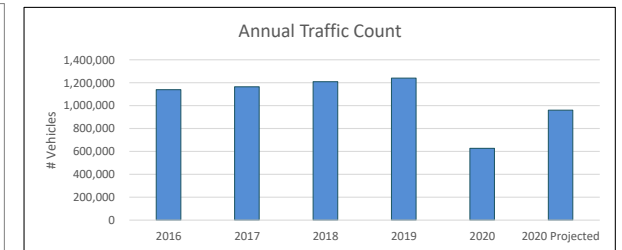
	2016			2017			2018			2019			2020		
	Daily/Weekly	Annual Passes	Total	Daily/Weekly	Annual Passes	Total	Daily/Weekly	Annual Passes	Total	Daily/Weekly	Annual Passes	Total	Daily/Weekly	Annual Passes	Total
January	24,977	42,084	67,061	26,372	46,562	72,934	21,065	45,842	66,907	28,874	50,037	78,911	29,773	52,159	81,932
February	31,332	45,113	76,445	35,982	47,081	83,063	34,326	49,664	83,990	35,010	48,619	83,629	32,646	52,457	85,103
March	46,104	52,582	98,686	49,605	54,166	103,771	51,052	56,444	107,496	51,682	56,865	108,547	27,012	48,279	75,291
April	57,158	49,140	106,298	66,259	51,718	117,977	55,620	52,474	108,094	61,404	53,529	114,933	12,082	27,810	39,892
May	69,981	52,704	122,685	62,367	53,558	115,925	54,547	55,167	109,714	74,194	58,894	133,088	44,891	49,825	94,716
June	74,618	50,525	125,143	72,234	54,056	126,290	79,575	55,657	135,232	82,105	58,479	140,584	51,147	68,042	119,189
July	90,544	52,276	142,820	90,765	55,010	145,775	95,960	56,773	152,733	89,499	59,595	149,094	56,441	74,236	130,677
August	46,949	47,693	94,642	44,352	50,732	95,084	53,639	52,681	106,320	47,501	52,687	100,188	0	0	0
September	47,555	45,509	93,064	26,578	37,809	64,387	49,032	49,651	98,683	37,317	47,518	84,835	0	0	0
October	26,241	38,461	64,702	35,871	50,566	86,437	38,539	50,366	88,905	39,100	50,923	90,023	0	0	0
November	31,634	43,245	74,879	32,323	46,777	79,100	29,468	45,737	75,205	30,173	45,699	75,872	0	0	0
December	29,947	42,132	72,079	27,891	45,195	73,086	30,104	45,436	75,540	31,871	47,504	79,375	0	0	0
Totals	577,040	561,464	1,138,504	570,599	593,230	1,163,829	592,927	615,892	1,208,819	608,730	630,349	1,239,079	253,992	372,808	626,800

Year to Date Comparison	2016 YTD	2017 YTD	2018 YTD	2019 YTD	2020 YTD
	739,138	765,735	764,166	808,786	626,800



* Mar 2020 - COVID-19 outbreak

* Oct 2016 - Hurricane Matthew
 ^ Sep 2017 - Hurricane Irma
 ~ Sept 2019 - Hurricane Dorian



July Traffic 2019 vs 2020

Total Traffic Numbers

Day of Week	2019 July		2020 July		Difference	Percentage
Wednesday	3	5,294	1	4,082	1,212	-23%
Thursday	4	6,956	2	4,533	2,423	-35%
Friday	5	5,637	3	5,520	117	-2%
Saturday	6	6,379	4	5,366	1,013	-16%
Sunday	7	4,143	5	3,427	716	-17%
Monday	8	4,003	6	3,394	609	-15%
Tuesday	9	4,040	7	3,187	853	-21%
Wednesday	10	3,865	8	3,245	620	-16%
Thursday	11	4,435	9	3,899	536	-12%
Friday	12	4,692	10	4,622	70	-1%
Saturday	13	6,177	11	5,730	447	-7%
Sunday	14	5,981	12	4,504	1,477	-25%
Monday	15	4,658	13	3,469	1,189	-26%
Tuesday	16	4,879	14	3,428	1,451	-30%
Wednesday	17	4,703	15	3,665	1,038	-22%
Thursday	18	4,259	16	4,002	257	-6%
Friday	19	4,564	17	4,570	6	0%
Saturday	20	6,931	18	6,098	833	-12%
Sunday	21	5,523	19	4,531	992	-18%
Monday	22	4,397	20	3,870	527	-12%
Tuesday	23	4,368	21	3,725	643	-15%
Wednesday	24	3,711	22	3,828	117	3%
Thursday	25	4,408	23	4,121	287	-7%
Friday	26	4,752	24	4,658	94	-2%
Saturday	27	5,461	25	5,891	430	7%
Sunday	28	4,573	26	4,485	88	-2%
Monday	29	3,820	27	3,551	269	-7%
Tuesday	30	3,667	28	3,730	63	2%
Wednesday	31	3,552	29	3,341	211	-6%
Thursday	1	3,659	30	3,641	18	0%
Thursday	2	3,852	31	4,564	712	16%
TOTALS	147,339	130,677	16,662	-11%		

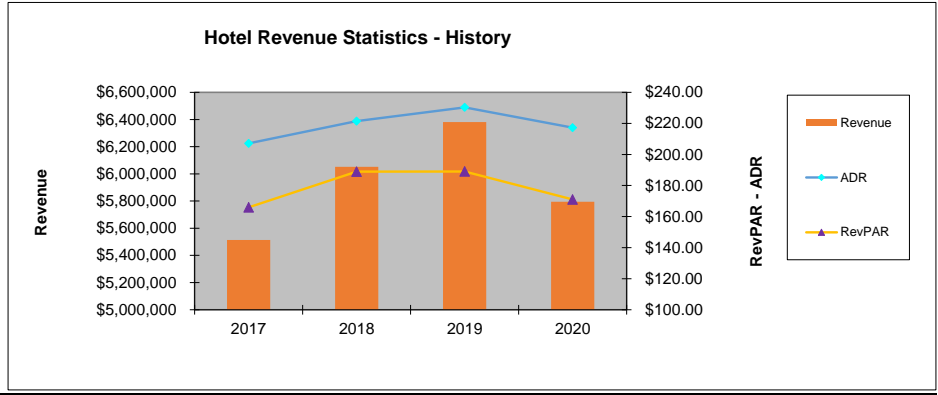
JEKYLL ISLAND AUTHORITY

HOTEL OCCUPANCY STATISTICS

July 2020

HOTEL STATISTICS AT-A-GLANCE

Jul-20		
Total Revenue	\$	5,794,380
Occupancy Rate		78.7%
Rev PAR	\$	171.03
ADR	\$	217.31
Jul-19		
Total Revenue	\$	6,380,779
Occupancy Rate		82.1%
RevPAR	\$	189.02
ADR	\$	230.32
Jul-18		
Total Revenue	\$	6,052,471
Occupancy Rate		85.3%
RevPAR	\$	188.92
ADR	\$	221.46



OCCUPANCY REPORT DETAIL

Hotel	# of Rms	Units Availbl	Units Occpd	Percent Occpd	Average Daily Rate	RevPAR	2020 Room Revenue	2019 Room Revenue	Revenue Variance
Beachview Club	38	1,178	901	76.5%	\$ 233.69	\$ 178.74	\$ 210,553.31	\$ 142,907.57	\$ 67,646 47%
Home2Suites	107	3,193	2,593	81.2%	\$ 186.22	\$ 151.23	\$ 482,877.55	\$ -	\$ 482,878 0%
Holiday Inn Resort	157	4,221	3,674	87.0%	\$ 226.34	\$ 197.01	\$ 831,571.34	\$ 955,222.89	\$ (123,652) -13%
Days Inn & Suites	124	3,844	3,300	85.8%	\$ 190.90	\$ 163.88	\$ 629,953.56	\$ 634,811.24	\$ (4,858) -1%
Hampton Inn	138	4,278	3,134	73.3%	\$ 198.65	\$ 145.53	\$ 622,570.00	\$ 797,810.00	\$ (175,240) -22%
Jekyll Island Club Resort	200	6,200	4,086	65.9%	\$ 288.54	\$ 190.16	\$ 1,178,989.00	\$ 1,299,840.00	\$ (120,851) -9%
Seafarer Inn & Suites	73	2,663	1,898	71.3%	\$ 185.05	\$ 131.89	\$ 351,221.10	\$ 355,637.24	\$ (4,416) -1%
Villas by the Sea	133	3,674	2,832	77.1%	\$ 211.37	\$ 162.93	\$ 598,597.42	\$ 645,066.20	\$ (46,469) -7%
Villas by the Sea - Jekyll Realty	19	372	344	92.5%	\$ 287.09	\$ 265.49	\$ 98,760.46	\$ 77,493.16	\$ 21,267 27%
Villas by the Sea - Parker Kaufman	12	372	344	92.5%	\$ 139.30	\$ 128.82	\$ 47,920.16	\$ 42,299.40	\$ 5,621 13%
Westin	200	3,885	3558	91.6%	\$ 208.37	\$ 190.83	\$ 741,366.00	\$ 1,429,691	\$ (688,325) -48%
Jul-20 Total	1,201	33,880	26,664	78.7%	\$ 217.31	\$ 171.03	\$ 5,794,380	\$ 6,380,779	\$ (586,399) -9.2%

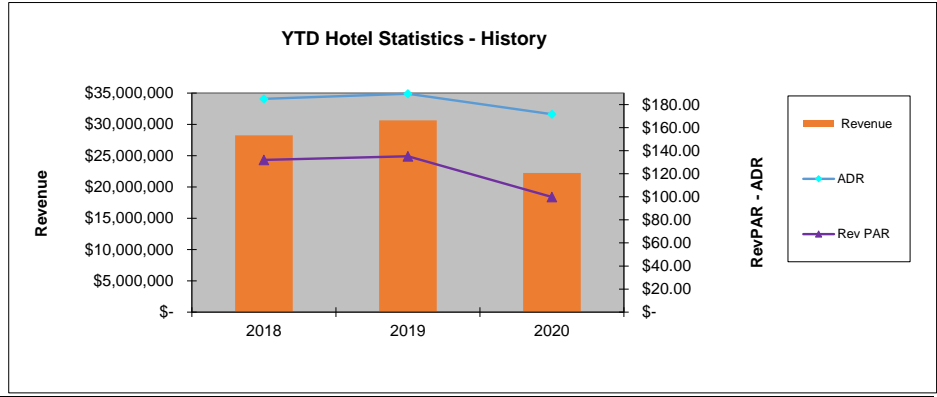
JEKYLL ISLAND AUTHORITY

HOTEL OCCUPANCY STATISTICS

Calendar Year to Date - July 2020

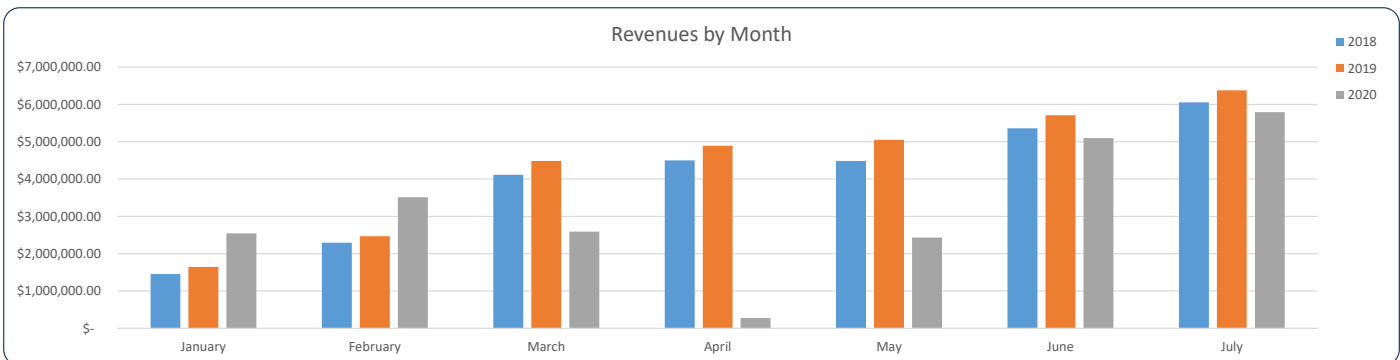
HOTEL STATISTICS AT-A-GLANCE

2020		
Total Revenue	\$	22,246,238
Occupancy Rate		58.2%
Rev PAR	\$	99.87
ADR	\$	171.68
2019		
Total Revenue	\$	30,634,895
Occupancy Rate		71.4%
RevPAR	\$	135.19
ADR	\$	189.42
2018		
Total Revenue	\$	28,256,033
Occupancy Rate		71.3%
RevPAR	\$	132.03
ADR	\$	185.06



OCCUPANCY REPORT DETAIL

Hotel	# of Rms	Units Availbl	Units Occpd	Percent Occpd	Average Daily Rate	RevPAR	2020 Room Revenue	2019 Room Revenue	Revenue Variance	
Beachview Club	38	7,764	3,431	44.2%	\$ 190.24	\$ 84.07	652,725	540,503	\$ 112,221	21%
Home2Suites	107	19,409	12,356	63.7%	\$ 147.90	\$ 94.16	1,827,509	0	\$ 1,827,509	0%
Holiday Inn Resort	157	27,961	16,589	59.3%	\$ 169.87	\$ 100.78	2,817,932	4,290,535	\$ (1,472,603)	-34%
Days Inn & Suites	124	22,692	14,692	64.7%	\$ 143.99	\$ 93.23	2,115,535	3,100,364	\$ (984,829)	-32%
Hampton Inn	138	28,340	15,757	55.6%	\$ 157.85	\$ 87.76	2,487,227	4,081,251	\$ (1,594,024)	-39%
Jekyll Island Club Resort	200	36,600	19,359	52.9%	\$ 234.68	\$ 124.13	4,543,235	7,005,113	\$ (2,461,878)	-35%
Seafarer Inn & Suites	73	15,303	8,801	57.5%	\$ 158.77	\$ 91.31	1,397,347	1,518,402	\$ (121,055)	-8%
Villas by the Sea	133	24,245	13,571	56.0%	\$ 155.33	\$ 86.95	2,108,041	2,821,305	\$ (713,264)	-25%
Villas by the Sea - Jekyll Realty	19	3,609	2,044	56.6%	\$ 136.14	\$ 77.10	278,266	256,242	\$ 22,025	9%
Villas by the Sea - Parker Kaufman	12	2,544	1,870	73.5%	\$ 100.03	\$ 73.53	187,059	186,536	\$ 523	0%
Westin	200	34,285	21,111	61.6%	\$ 181.49	\$ 111.75	3,831,362	6,834,645	\$ (3,003,283)	-44%
2020 Total		222,752	129,581	58.2%	\$ 171.68	\$ 99.87	\$ 22,246,238	\$ 30,634,895	\$ (8,388,658)	-27.4%
2019 Total		226,606	161,733	71.4%	\$ 189.42	\$ 135.19	\$ 30,634,895			
2018 Total		214,020	152,688	71.3%	\$ 185.06	\$ 132.03	\$ 28,256,033			



2020 - Impacts from COVID-19 from March - July

JIA JULY 2020/2019 AMENITY REVENUE COMPARISON

Week Ending: July 31st

Revenue Days Remaining: 0

31 **Days Passed**

31 Days Available

100% Pacing Target

Department	Subset	2020 MTD Rev	MTD % vs 2019	2019 MTD Rev
Museum		\$ 48,515.60	89%	\$ 54,326.75
	All Tours	\$ 29,615.30	80%	\$ 37,090.30
	Retail Sales	\$ 18,900.30	110%	\$ 17,236.45
Info Center	Parking Fee	\$ 626,509.00	106%	\$ 592,691.00
Info Center	Gift Shop	\$ 29,996.06	90%	\$ 33,292.96
GSTC		\$ 299,237.10	88%	\$ 338,769.75
	Concessions	\$ 180,602.89	99%	\$ 181,555.90
	Admissions	\$ 118,634.21	75%	\$ 157,213.85
Campground		\$ 217,328.00	117%	\$ 186,135.00
	Site Rental	\$ 193,426.00	118%	\$ 164,344.00
	Concessions	\$ 23,902.00	110%	\$ 21,791.00
Golf		\$ 182,200.54	102%	\$ 177,983.13
Mini-Golf/Bikes		\$ 52,032.11	85%	\$ 61,312.67
Tennis		\$ 6,551.05	52%	\$ 12,512.50
Summer Waves		\$ 633,728.66	73%	\$ 868,743.65
	Admissions	\$ 594,750.79	71%	\$ 832,293.31
	Gift Shop	\$ 38,977.87	107%	\$ 36,450.34
Life Is Good		\$ 71,527.86	135%	\$ 53,118.72
McCormick's		\$ 33,034.73	97%	\$ 34,224.81
TOTAL REVENUES		\$ 2,200,660.71	91%	\$ 2,413,110.94

Notes: Tennis had 2 tournaments cancel. Summer Waves running at approximately 50-60% capacity. GSTC operating at 60% capacity for guests. Campground added 14 new pull thru / back in sites in T section.

MEMORANDUM

TO: FINANCE COMMITTEE
FROM: MARJORIE JOHNSON, CHIEF ACCOUNTING OFFICER
SUBJECT: AMERICORPS GRANT 2020-2021
DATE: 8/11/2020

We were recently notified by The Georgia Department of Community Affairs that we have been awarded the 2020-2021 AmeriCorps grant for the Georgia Sea Turtle Center (GSTC).

- The Grant Year is September 1, 2020 through August 31, 2021.
- This will be our 12th year participating in this grant program.
- The amount of the award is \$337,564.00.
- The grant requires a 50% match from JIA in the form of staff salaries, benefits and program supplies for the GSTC program.
- Funding for this grant year includes 31 members.
- These funds and expenses were included in the GSTC budget for FY21, which was approved by the Board on 6/30/2020.

According to the press release from the Governor's office this past week, \$3.7M was awarded in the form of AmeriCorps grants in Georgia this year. The funding went to 22 organizations and will fund 597 AmeriCorps members state-wide. The AmeriCorps program at the GSTC is the third largest program in the State.

August 11, 2020

MEMORANDUM

TO: BOARD OF DIRECTORS
FROM: MELISSA CRUTHIRDS, GENERAL COUNSEL
RE: FIRST READING, O-2020-3
CHAPTER 12, ARTICLE II – FALSE ALARMS

BACKGROUND

The Authority’s Fire/EMS Department has seen an increase in the past six months in responding to false alarms, mainly false fire alarms. Each response costs the Department at least \$ 150.00 per run. In addition, unnecessary responses put the responders and the public at a greater risk for vehicle accidents while responding to the alarm. Most importantly, it delays resources from responding to actual emergencies that happen during that time. The Authority seeks to introduce a False Alarm ordinance that would penalize recurring false alarms from the same person or entity.

SUMMARY

This ordinance would penalize false alarms, which includes fire alarms and burglar alarms. The owner of the property is held responsible. The first and second false alarms within a twelve-month period result in written warnings; progressive fines are imposed beginning with the third false alarm.

This ordinance also requires alarm contractors to provide a copy of this ordinance to their customers.

POSTING AND PUBLIC COMMENT

This proposed ordinance will be posted on the JIA website for review and comment before the second reading.

NO BOARD ACTION REQUIRED FOR THIS FIRST READING

1 JEKYLL ISLAND AUTHORITY BOARD OF DIRECTORS

2 JEKYLL ISLAND, GEORGIA

3 Ordinance #O-2020-3

4 Adoption: _____

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

- 7 Joseph B. Wilkinson, Jr., Chairperson, Glynn County
- 8 Robert W. Krueger, Vice Chairperson, Pulaski County
- 9 William H. Gross, Camden County
- 10 Hugh Tollison, Chatham County
- 11 Joy Burch-Meeks, Wayne County
- 12 Dr. L.C. Evans, Monroe County
- 13 Glen Willard, Bryan County
- 14 Dale Atkins, Appling County
- 15 Mark Williams, Commissioner of Department of Natural Resources

16 After a first reading held on _____, 2020, and after allowing time
17 thereafter for public comment, and after a second reading on _____,
18 which carried _____, the following Ordinance was
19 adopted:

20 **AN AMENDMENT TO THE FIRE PREVENTION ORDINANCE, ARTICLE**
21 **II, CHAPTER 12 OF THE CODE OF ORDINANCES, JEKYLL ISLAND,**
22 **GEORGIA, TO ADD A SECTION RELATED TO FALSE ALARMS; AND**
23 **FOR OTHER PURPOSES.**

24 **SECTION 1. BE IT ORDAINED**, by the Jekyll Island Board of Directors, this ____
25 day of _____, 2020, that Article II, Chapter 12 of the Code of Ordinances,
26 Jekyll Island-State Park Authority of Georgia, is hereby amended by adding an Section
27 to be numbered 12-27, which article reads as follows:

FALSE ALARMS

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Sec. 12-27. False Alarms.

(a) The following definitions shall apply in the interpretation and enforcement of this section, unless otherwise specifically stated.

(1) *Alarm contractor* shall mean any person who installs, maintains, repairs, alters, monitors or services alarm systems for compensation.

(2) *Alarm signal* shall mean the audible sound or a transmission of a signal or a message as the result of the activation of an alarm system or an audible alarm.

(3) *Alarm system* shall mean any mechanical, electrical, or radio-controlled device which is designed to be used for the detection of smoke, heat, hazardous condition, or of any unauthorized entry into a building, structure or facility, or for alerting others of the commission of an unlawful act within a building, structure or facility, or both, which emits a sound or transmits a signal or message when activated. Alarm systems include audible, silent, fire and panic alarms and proprietor alarms.

(4) *Audible alarm* shall mean a device designed for the detection of heat, smoke, hazardous condition, or of unauthorized entry on premises which generates an audible sound when it is activated.

(5) *False alarm* shall mean

(a) an alarm signal which is responded to by the Georgia Department of Public Safety or fire department of Jekyll Island when there is no evidence of a crime, heat, medical emergency, hazardous condition, or other activity; or

(b) an unwanted activation of a signaling system or an alarm initiating device in response to a stimulus or condition that

(i) is not the result of a potentially hazardous condition;

(ii) is the result of deficient management of operations, or

(iii) is the result of the failure to meet the National Fire Protection Association or International Building Code standards, as adopted by the State of Georgia at the time of construction of the premises.

Only those false alarms occurring on Jekyll Island are punishable by this chapter.

(6) *Hazardous Condition* shall mean a circumstance in which a person is exposed to a condition(s) that poses an immediate threat to the safety of life or damage to property.

(7) *Person* shall mean any individual, association, partnership, firm or corporation, or any combination of one or more of them, and includes any officer, employee, department, agency or instrumentality of the state.

65 (8) *Short-term Rental* shall mean, for the purpose of this section, a rental of a
66 residential property of fewer than thirty consecutive days.

67 (b) The following rules shall govern the use of alarm systems on Jekyll Island.

68 (1) No person shall make, cause to be made or suffer to be made any false alarm
69 from any location on Jekyll Island.

70 (2) No person shall allow, sound or permit the sounding of any burglar or fire alarm
71 or any motor vehicle burglar alarm on Jekyll Island, which is audible outside the
72 building or vehicle it is installed in unless such alarm is automatically terminated
73 within 15 minutes of activation.

74 (3) No company or individual shall connect or cause to be connected, by any means
75 whatsoever any alarm system or alarm that transmits directly into the Glynn-
76 Brunswick 911 Center or to any telephone line located at the Jekyll Island Fire
77 Department, Georgia State Patrol substation, or Georgia State Patrol Dispatch
78 Center.

79 (4) No individual or company shall test or cause to be tested any alarm system on
80 Jekyll Island without at least 30 minutes prior notification of the test to the Glynn-
81 Brunswick 911 Center and the Jekyll Island Fire Department. Notwithstanding
82 subsection (d) below, failure to make such prior notifications will be subject to a
83 \$300.00 fine for each occurrence.

84 (c) Responsibility for false alarms under this chapter shall be borne by the owner of the
85 leased property.

86 (d) The following penalties will be assessed for each violation within a 12-month period:

87 (1) First and second false alarms: Written warning

88 (2) Third false alarm: \$300.00

89 (3) Fourth false alarm: \$500.00

90 (4) After the fourth false alarm: \$1,000.00 for each violation.

91 Written warnings for first and second false alarms shall be hand delivered or mailed
92 to the location of the false alarm. Failure to make, deliver, mail or receive any warning
93 shall not affect any subsequent enforcement efforts or the penalty for any subsequent
94 false alarm. The fire marshal or his/her designee shall be given the power to issue
95 warnings related to false alarms at their discretion upon each violation.

96 (e) *False alarms: Requirements for alarm contractors.*

97 (1) Shall provide each alarm customer with a copy of this section and shall obtain a
98 written acknowledgment of receipt of a copy of this false alarm ordinance signed
99 by the customer.

100 (2) Shall retain on file for the duration of each alarm contract a copy of this section
101 containing the signed acknowledgment of the customer.

102 (f) Each and every time a violation occurs, it shall be deemed a separate offense. No
103 provision of this chapter shall be construed to impair any common law or statutory

104 cause of action, or legal remedy there from of any person for injury or damage arising
105 from any violation of this section or other law.

106 (g) Any person charged with a violation of this false alarm ordinance may offer proof at
107 any hearing relating to such violation that the false alarm in question was caused by:

108 (1) A lightning strike or other act of God;

109 (2) The act of some third party whom the person could not control, but which shall not
110 include invited guests, licensees, or short-term tenants of hotels, motels, or short-
111 term rental properties; or

112 (3) Failure of an alarm contractor to repair the alarm system which made the false
113 alarm after being employed by the person to make such repair; provided
114 however, the person has again made a good faith attempt to have the alarm
115 system repaired after the false alarm which is the subject of the charge.

116
117 **SECTION 2.** If any portion of the ordinance is held invalid, the remaining
118 provisions continue in full force and effect.

119 **SECTION 3.** This Amendment shall become effective immediately upon adoption.

120
121 **BOARD OF DIRECTORS,**
122 **JEKYLL ISLAND-STATE PARK AUTHORITY**

123
124 _____
125 JOSEPH B. WILKINSON, JR., CHAIRPERSON

126 ATTEST:

127
128 _____
129 William H. Gross, Secretary/Treasurer



August 12, 2020

MEMORANDUM

TO: BOARD OF DIRECTORS

FROM: JONES HOOKS, EXECUTIVE DIRECTOR
MELISSA CRUTHIRDS, GENERAL COUNSEL

RE: THIRD AMENDMENT TO MANAGEMENT AGREEMENT
JEKYLL ISLAND CONVENTION CENTER

BACKGROUND

On January 1, 2012, the Authority entered into a contract with SMG to manage the Jekyll Island Convention Center. The Authority pays to SMG an “Operator Fee,” which is a set fee to manage the Convention Center, and an “Incentive Fee,” which is an annual bonus based on qualitative and quantitative measures. Of course, the JIA also pays monthly operational expenses for the Center.

The term of the original contract was through June 30, 2017, with an extension to June 30, 2022. In October 2015, the Authority extended the renewal term to 2025, and in exchange, SMG waived collection of Incentive Fees for the years 2013-2016, approximately \$440,000.00, provided the Authority did not terminate the agreement prior to June 30, 2022.

ISSUE

Due to COVID-19, the last booking at the Convention Center was on March 14, 2020. However, the Authority has continued incurring and paying the Operator and Incentive Fees, in addition to operational expenses. To relieve the burden on the Authority during this pandemic, SMG, now operating as ASM Global, has agreed to waive the next six months of the Operator Fee (August through January) and half of the FY21 Incentive Fee (which is due August 2021), which fees are estimated to be \$127,109.88. In return, the Authority will extend the current contract term by one year, which would now end on June 30, 2022. The 5-year option to extend at the end of the current contract term would remain intact with the five-year period now ending on June 30, 2026.



POSSIBLE BOARD ACTIONS

1. Vote to approve the Third Amendment to the Qualified Management Agreement with SMG Venue Services Joint Venture, LLC d/b/a ASM Global.
2. Do not approve the Third Amendment to the Qualified Management Agreement.
3. Suggest other alternatives.

RECOMMENDATION

Action Number One is recommended if the Board wishes to amend the contract as outlined.

VI. 3. Jekyll Island Authority Strategic Plan

On 8/14/2020 this item is still under administrative review and will be available following the Board meeting.

The Jekyll Island State Park Authority (JIA) and Committees met in Public Session on Tuesday, July 21, 2020 in a digital meeting via conference call broadcast to the public via YouTube.

Members Present: Joseph B. Wilkinson, Jr., Chairman
Bob Krueger, Vice Chairman
Bill Gross, Secretary/Treasurer
Trip Tollison
Joy Burch-Meeks
Commissioner Mark Williams
Buster Evans
Glen Willard
Dale Atkinson

Key Staff Present: Jones Hooks, Executive Director
Marjorie Johnson, Chief Accounting Officer
Noel Jensen, Chief Operations Officer
Kate Harris, Director of Strategic Partnerships
Alexa Orndoff, Director of Marketing and Communications
Melissa Cruthirds, General Counsel
Michelle Webb, Executive Assistant

Various members of the public, JIA staff, and press listened live via broadcast on YouTube.

The meeting began at 9:33 a.m. Michelle Webb, Executive Assistant, acted as moderator for the digital meeting and read the introduction for Board Members and members of the public. The roll was called, and all members were present except Mr. Dale Atkins. Mr. Atkins joined several minutes into the meeting due to a technical issue. Chairman Wilkinson called the committee sessions to order and a quorum was established.

I. Historic Preservation/Conservation Committee

There was no report.

II. Finance Committee

A. Mr. Bill Gross introduced Marjorie Johnson and Jones Hooks who presented the financial update for June. Ms. Johnson reported it appeared that the Authority would not have to tap into Financial Reserves due to the COVID-19 crisis as amenities were tracking above the revised COVID-19 budgeted amounts. She then reviewed the traffic reports as included in the packet materials. Mr. Hooks commented on the traffic reports and related the 15%-22% daily decrease in traffic over last year. He suspected this decrease was related to the lack of convention center business, tour bus traffic, and the limited capacity of Summer Waves. Ms. Johnson also reviewed the hotel statistics from the published materials. While hotels rooms were technically available, some hotels were internally choosing to restrict occupancy due to COVID-19.

B. Ms. Johnson then discussed the purchase of manhole liners from the Water/Wastewater Reserves. Wastewater staff discover through a spike in flow rate the manholes for Lift Station 15 had deteriorated. The most cost-effective solution was fiberglass liner inserts at a cost of approximately \$4,000. The purchase was recommended by staff. Mr. Krueger moved to approve the emergency capital expenditure from the

Water/ Wastewater Reserves of up to \$4,000 for parts and materials to line the manholes. The motion was seconded by Mr. Tollison and there was no discussion. The motion was unanimously approved.

C. Marjorie Johnson then reviewed the purchase of Mistletoe Cottage's HVAC System from Reserve Funds. In order to install the elevator in Mistletoe Cottage, the HVAC system needed to be replaced. Noel Jensen explained that the old HVAC systems had reached the end of its life and this was an emergency replacement. Dr. Evans moved to ratify the approval of the capital expenditure from reserves of \$19,500 for the replacement of the HVAC system at Mistletoe Cottage. The motion was seconded by Mr. Krueger. There was no discussion and the motion was unanimously approved.

D. Marjorie Johnson then introduced the replacement of fire alarm panels at the Beach Village. The panels, sensors, and strobes were in need of replacement due to frequent issues coupled with the scarcity of their replacement parts. The service provider recommended replacements estimated a price of \$44,577.80. Mr. Krueger moved for approve the capital project in the amount of \$44,577.80. The motion was seconded by Mr. Willard. During discussion, Mr. Krueger asked how old the system was. Mr. Jensen answered the systems were seven or eight years old. Mr. Jensen suspected this equipment was dated when it was installed. Mr. Gross asked which company was performing the work. Ms. Johnson answered Brewer Technology Solutions and clarified she believed the original installation company had gone out of business. Mr. Gross confirmed similar issues with his own business dealings regarding fire alarm panels. Mr. Hooks stated this was probably an example of value engineering during construction that saved money initially, but not long term. The motion was unanimously approved.

E. Noel Jensen then reported on Jekyll Island Airport grant funding from the Georgia Department of Transportation and local share requirement. JIA received notice of financial assistance on 7/1/2020 for \$343,668.00 to partially fund rehabilitation of runway 18, lighting displays for runway 36, threshold markings on runway 36, and design of runway safety area improvements. Georgia Department of Transportation provided 50% of the eligible non-federal share which amounted to \$18,166.00. CARES Act Funding reduced the amount of Jekyll Island Authority matching funds to \$1,500.00. Mr. Jensen elaborated these projects were part of the ongoing capital improvement program at the airport. Mr. Hooks stated this was a spectacular investment of \$1,500.00 for \$343,668.00 of grant funding. Mr. Willard moved to accept the federal grant funding for the airport with the Georgia Department of Transportation and the local shares, as presented by staff. The motion was seconded by Dr. Evans. The motion was unanimously approved.

Due to the nature of the digital meeting, the public was asked to submit any comments to the Jekyll Island Authority Board of Directors website.

III. Human Resources Committee

A. No Report

IV. Marketing Committee

A. Committee Chair Ms. Joy Burch-Meeks introduced Kate Harris for the Marketing report. Before Ms. Harris presented, Mr. Hooks announced the re-alignment of the

Marketing Department. Ms. Harris had become the new Director of Strategic Partnerships, and Ms. Alexa Orndoff would serve as Director of Marketing and Communications.

Ms. Harris briefly presented items included in the packet materials: the loss of convention center bookings resulting in \$3 million in lost revenue, the JIA's efforts and new video to "Meet Safely", social media amplification of group sales targets, and possible key sales segments.

Ms. Orndoff presented her report from the board materials which included: Travel + Leisure's award of the Golden Isles named #1 in the continental U.S., the media coverage of Tsunami the Sea Turtle, enhanced E-Commerce offerings, and the positive organic growth of Marketing for the JIA.

Chairman Wilkinson spoke about his work with Callaway Gardens that echoed the sentiments expressed by Travel + Leisure about Jekyll Island.

The Chairman reminded the public listening to submit any comments online.

V. Legislative Committee

A. Mr. Tollison provided a short update about the legislative session, which had ended on June 26. The budget, the hate crimes bill, and safe harbor legislation were all passed. There were some tax and economic incentives, as well as short term rental regulation, that did not pass. Heritage Preserve property legislation, a matter of importance to Mr. Tollison was not passed either. Finally, Mr. Tollison informed the Chairman and the State of Georgia Division of Historic Preservation had been moved to the Department of Community Affairs.

Chairman Wilkinson stated for the record that public comments may be submitted online.

VI. Committee of the Whole

A. Mr. Noel Jensen presented information to the Board on Jekyll's flood plain ratings. Mr. Jensen explained this was a voluntary program which recognized and encouraged community flood plain management. In turn the program would reduce premium rates in participating communities. Jekyll Island had recently received an improved class rating as a class five. Mr. Jensen stated the class five rating would result in a 25% discount to a flood insurance policy to customers. The Jekyll Island team would continue to work towards an even better class four rating. Mr. Jensen praised Yank Moore of the Conservation Department and Reid Trawick of the Public Safety Department for their work on the flood rating program.

B. Ms. Melissa Cruthirds briefed the Board on the Larry's Giant Subs lease/rental agreement. Larry's had been a concession provider at the Summer Waves Water Park since 2002. Changes in the proposed contract included an increase in the tenant's maintenance and repair responsibilities and the requirement for the pricing of items to be within 10% of other Larry's Giant Sub locations. Additionally, in the proposed agreement the Authority had an option to terminate the agreement if there was a change in General Managers. Mr. Gross moved to recommend approval of the Larry's Giant Subs rental agreement as recommended by staff. Mr. Krueger seconded the motion. There was no discussion and the motion was unanimously approved.

It was noted for the record Commissioner Williams had to leave the meeting to attend a Georgia Department of National Resources Foundation meeting.

C. Ms. Cruthirds then spoke to the Board about the proposed Lighthouse Trolleys Lease Agreement. Lighthouse Trolleys acted as a private business conducting various tours and pick-ups around the island and elsewhere in St. Simons/Brunswick area. The proposed contract agreed to set aside four parking spaces in the lot behind the Morgan Center for Lighthouse Trolleys parking use for one to two trolleys for the next two years. Rent would be retroactive to May 11th, when negotiations began. Base rent was stated at \$2,660.04 a year in addition to a percentage rate of 3% of tours originating on Jekyll Island, and 1% for tours originating off island. The agreement stated they cannot conduct business at the parking spots, at the Mosaic museum, or use JIA branding. Mr. Hooks stated this agreement was significant as the discussion of how to collect revenue for tours on Jekyll Island, while not using Jekyll facilities or space, had been ongoing for some time. Mr. Hooks was recommended of this agreement and would like it to become a model for other tour operators. Mr. Gross moved to approve of the Lighthouse Trolleys rental agreement as recommended by staff. Mr. Atkins seconded the motion. There was no discussion, and the motion was unanimously approved.

D. Ms. Cruthirds also brought forward the Jekyll Island Marina Assignment of Lease and Assignment of Easement for consideration. In April of 2020 the Jekyll Island Authority Board declined the right of first refusal to purchase the Jekyll Island Marina from the current owner. Pending the approval of bank financing, the proposed new owners, the Gilberts doing business as Tidelands Marine Inc., were moving forward with their purchase. After a recent meeting with all parties, the next steps were before the Board. First action was the Jekyll Island Marina Assignment of Lease from Jekyll Island Marina Inc. to Tidelands Marine Inc. Then, the assignment from Jekyll Island Marina to Tidelands Marine of the joint and reciprocal easement of Harbor Road with the Moorings. Of note and as listed in the packet, the proposed new owners would no longer allow ships with non-seaworthy hulls or subletting live aboard vessels. The contract also included the return of six months of security deposit upon the installation and approval of an automatic fire sprinkler system in the dry boat storage area. Other proposed differences were outlined in Ms. Cruthirds memo in the published Board documents. Mr. Krueger moved to recommend approval of the Jekyll Island Marina Assignment of Lease and the Assignment of Joint and Reciprocal Easement, pending loan approval and the closing of the sale as recommended by staff. Mr. Gross seconded the motion. The motion was unanimously approved.

E. Finally, Ms. Cruthirds clarified the Board needed to take action also on the Second Revised and Restated Jekyll Island Marina Revised Lease with Tidelands Marines. Dr. Evans moved to approve of the Jekyll Island Marina Second Revised and Restated Lease pending loan approval and the closing of the sale as recommended by a staff. The motion was seconded by Mr. Willard. The motion was unanimously approved.

F. Finally, Ms. Cruthirds presented The Moorings at Jekyll Harbor Lease Amendment. The developer had requested from the Board an extension of the rent due dates. Last months, due to the pandemic, the board extended construction deadlines for the Moorings. This proposed amendment would extend all rent deadlines six months as outlined in the memo. Mr. Hooks explained no rent forgiveness was being requested, just deferment. Additionally, this proposed action would also include ability of the Executive Director to sign the amended lease as appropriate to effectuate the proposed extensions. An error in the published Board memo was acknowledged by Ms. Cruthirds. On page 3 of the memo,

under recommendations, in the second paragraph “extend the project substantial completion dates” should have read “extend the rental due dates”. Mr. Krueger moved to approve the Mornings at Jekyll Harbor Lease Amendment as recommended by staff. The motion was seconded by Mr. Willard. The motion was unanimously approved.

G. The Executive Director’s Report was presented by Mr. Hooks. First, Mr. Hooks reiterated for the Board members that all JIA employees have been given face masks and instructed to wear them when working with the public, indoors or outdoors, as well as any JIA facilities including all common areas, halls, and meeting rooms. JIA amenities were still working under a 50% capacity. This included not only facilities like Summer Waves Water Park, but also in the historic district and included efforts to enforce social distancing. While all JIA amenities were operational, some programs and activities had been cancelled or reformatted due to COVID-19. Mr. Hooks was please to note that some additional programing, such as daily tours of Hollybourne Cottage had been added.

Next, Mr. Hooks spoke to the new entrance gate system, which had been successfully operating for several weeks. He was happy to report the system was working well and there had been very few complaints. Despite the system’s effectiveness, Saturday during peak hours the sheer volume of cars had caused some backups. During weekend peak hours the gates were fully staffed to expedite processing.

The Golf Master Plan was in progress and the JIA had begun working with the Bleakly Advisory Group to create an economic feasibility analysis. Another public meeting was hoped for in the month of August with a final presentation to the Board tentatively in September.

Mr. Hooks announced that the Marriot/Courtyard Residence Inn had been topped out.

Finally, Mr. Hooks was negotiations financial relief with ASM Global, the management company for Jekyll Island Convention Center. Mr. Hooks highlighted ASM’s work to make sure facilities such as Jekyll’s are top of mind when meetings return.

There were no questions from the Board

The Board moved directly into the Board Meeting Agenda.

The Jekyll Island State Park Authority (JIA) Board Meeting
July 21, 2020

1. Mr. Krueger moved to approve the minutes of the June 16, 2020 Board Meeting as presented. The motion was seconded by Mr. Gross. There was no discussion and motion was approved without objection.
2. Mr. Tollison moved to approve the minutes of the June 30, 2020 Board Meeting as presented. The motion was seconded by Mr. Atkins. There was no discussion and motion was approved without objection.
3. The purchase of manhole liners from the Water/Wastewater Reserves, a recommendation from the Finance Committee, was adopted unanimously.
4. The ratification of the purchase of Mistletoe Cottage HVAC System from Reserve Funds, a recommendation from the Finance Committee, was adopted unanimously.

-
5. The replacement of fire alarm panels at the Beach Village, a recommendation from the Finance Committee, was adopted unanimously.
 6. Jekyll Island Airport grant funding from Georgia Department of Transportation and local share moneys, a recommendation from the Finance Committee, was adopted unanimously.
 7. Larry's Giant Subs Rental Agreement, a recommendation from the Committee of the Whole was adopted unanimously.
- During discussion it was noted that Mr. Gross needed to leave the meeting. Also of note, Dr. Evans dropped the call due to technological issues during this time. A quorum was remained present.
8. Lighthouse Trolleys Lease Agreement, a recommendation from the Committee of the Whole, was adopted unanimously.
 9. Jekyll Island Marina Assignment of Lease and Assignment of Joint and Reciprocal Easement pending loan approval and the closing of the sale, a recommendation from the Committee of the Whole, was adopted unanimously.
 10. Jekyll Island Marina Revised and Restated Lease pending loan approval and the closing of the sale, a recommendation from the Committee of the Whole, was adopted unanimously.
 11. The Moorings at Jekyll Harbor Amendment to Lease, a recommendation from the Committee of the Whole, was adopted unanimously.

The motion to adjourn was made by Mr. Atkins; Mr. Willard seconded. There was no objection to the motion, and the meeting adjourned at 11:09 a.m.

MEMORANDUM

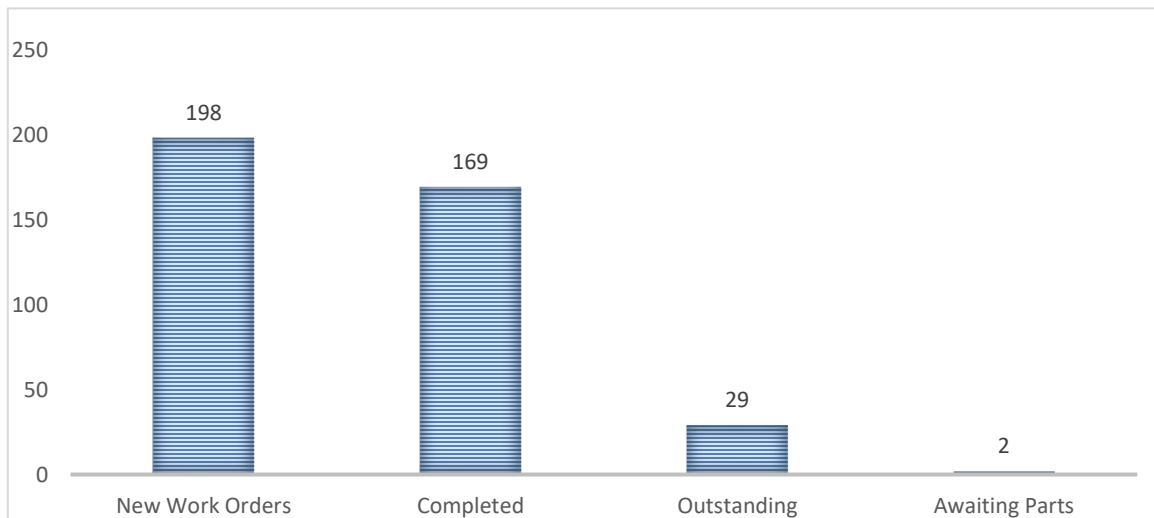
TO: COMMITTEE OF THE WHOLE
FROM: NOEL JENSEN, CHIEF OPERATIONS OFFICER
SUBJECT: OPERATIONS MONTHLY REPORT – JULY 2020
DATE: 8/12/2020

PUBLIC SERVICES

July Highlights:

- Jekyll Island Airport (09J) self-serve aviation fuel (100LL) was opened for business and sold 1,026 gallons of 100LL aviation fuel totaling \$4,304.72 in sales for the month of July.
- Beach crossover construction continues with the opening of Ellis Lane. Tyler Lane is currently under construction. Updates can be found at <https://www.jekyllisland.com/jekyll-island-authority/beach-crossover-construction/>
- Pine Lakes and Indian Mound Golf Courses are undergoing cart path repairs funded by FEMA due to Hurricane Irma. Carts are only available for checkout until 4:00PM due to COVID staffing levels.
- Summer Waves staff continues to take all precautions as detailed in Gov. Kemp's Executive Order due to COVID-19.
- Operations departments completed review of hurricane planning and prepared for potential Hurricane Isaias. In preparation, the GSTC pavilion and Faith Chapel stained glass were boarded.

Operations Department Work Orders

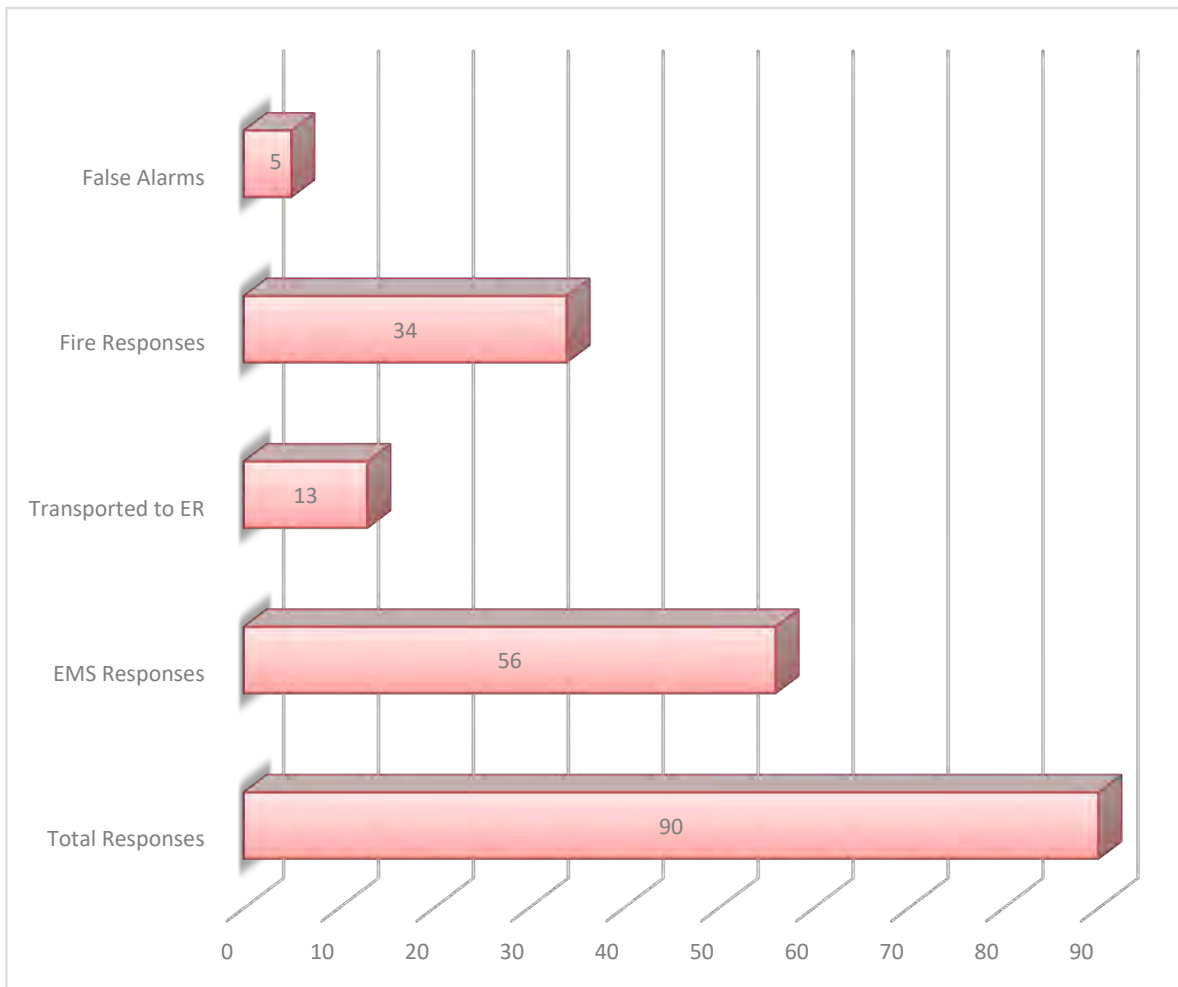


PUBLIC SAFETY – Fire & EMS

July Highlights:

- Independence Day weekend was uneventful. In preparation, JIFD setup a forward Command Post at the Convention Center and closed it early on Saturday due to smaller crowds.
- One water response with JIFD Jet Ski performing three rescue events for a total of three persons.
- Completed 268 hours in staff training for the month.
- Fire Marshall performed fourteen fire commercial inspections.
- Mutual Aid support to Glynn County Fire for EMS calls has increased. Being able to staff a backup ambulance during those times, JIFD has made some adjustments to their availability.
- JIFD continues to work with Jekyll Island legal department concerning a new ordinance to cover nuisance fire alarms.
- Twelve permits were issued, and nine complaints were investigated by Code Enforcement.

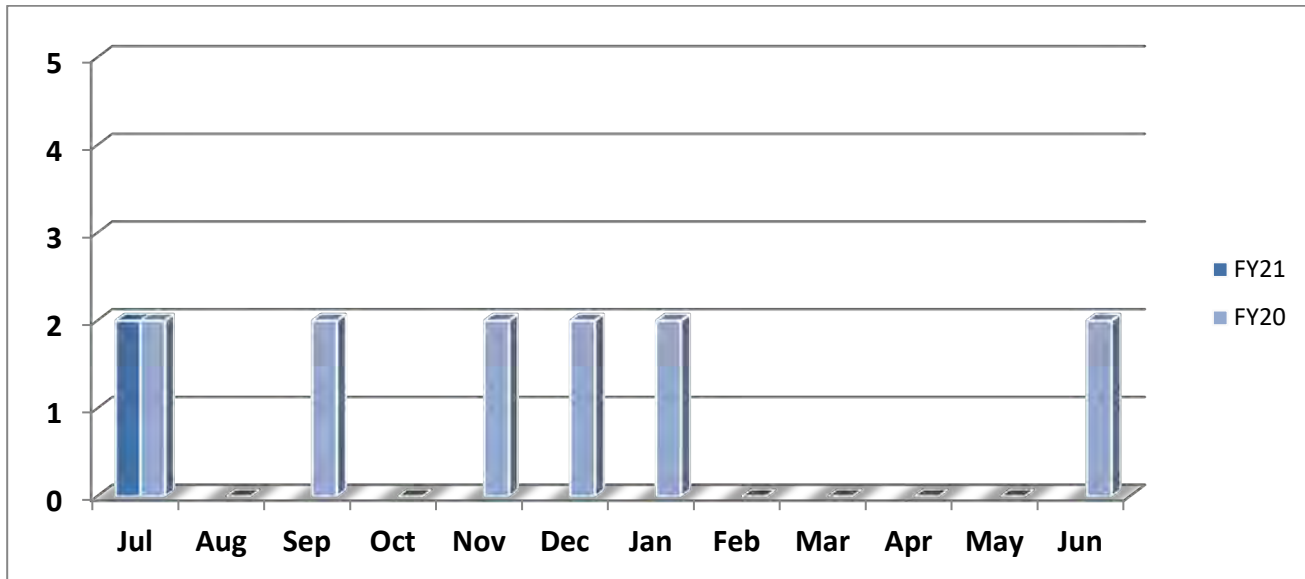
Jekyll Island Fire & EMS Responses



MEMORANDUM

TO: HUMAN RESOURCES COMMITTEE
FROM: JENNA JOHNSON, HR DIRECTOR
SUBJECT: HUMAN RESOURCES COMMITTEE REPORT
DATE: 8/11/2020

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



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
FY21	2												2
FY20	2	0	2	0	2	2	2	0	0	0	0	2	12

JIA Employee Census: 415

Month	Full time	Part Time	Seasonal	Interns	Total Employees
July	160	130	103	22	415

- **Retirements:**
 - Timothy Stanley with Golf Course Maintenance will retire September 1, 2020 with 10 years of service.

Recognition:

○ Meet our August Featured Employee: Rachel Sommer



Originally from Plant City, Florida, Rachel Sommer began her career with the JIA as an AmeriCorps Service member in 2010. Once her term of service was complete, she joined the Georgia Sea Turtle Center in a part-time role in 2012, going on to become a full-time Hospital Technician in 2015. As a hospital technician, Rachel is responsible for calculating and administering medications, assisting with medical treatments and surgeries, scheduling treatments and maintaining patient medical records, ordering medications and supplies as well as training new AmeriCorps service members.

Rachel was asked what she liked most about working for the JIA and she replied, “All the amazing people I get to work with on a daily basis, and of course, the animals!” When she is not in the hospital caring for and treating turtles and other animals, Rachel enjoys crafting, scrapbooking, reading, baking and going to the beach.

Thank you for your service, Rachel! We appreciate all you do!

MEMORANDUM

TO: HISTORIC PRESERVATION/CONSERVATION COMMITTEE
FROM: BEN CARSWELL, DIRECTOR OF CONSERVATION
SUBJECT: CONSERVATION UPDATE
DATE: 8/11/2020

Research and Monitoring

- The Conservation Team is collaborating with the Georgia Sea Turtle Center to test and develop a process for predicting whether a female diamondback rattlesnake will soon be reproductively gravid, based on blood-sample testing. Rattlesnakes do not reproduce annually, but the periodicity of reproductive fertility is unknown for these animals in the wild and has important implications for understanding the population dynamics and resiliency of the species. This project idea was developed and is being led by Conservation AmeriCorps member Mallory Harmel, who will be staying on with us as a member for another year.

Management and Planning

- The Conservation Plan update is on track for an initial presentation to the Board in September, to be followed by a public input session and period of online public comment on the draft.
- The capital project completed in late February / early March to install a clay layer in the causeway entrance ponds to reduce their leakiness was successful in reducing the permeability of the underlying sediment by 75%.
- Director Ben Carswell supported the Golf Master Plan project by developing a preliminary basic concept and cost estimation for restoration of natural areas that could be converted from golf if the Plan goes forward.

Outreach and Leadership

- Ben Carswell gave an interview with Public Service Commissioner Tim Echols for his radio show and podcast, Energy Matters which airs on WGAU in Athens and Atlanta markets. The podcast, Episode 84, is available here: <https://www.wgauradio.com/on-demand/energy-matters-podcast/>

Personnel and Professional development

- Both of the 6-month AmeriCorps positions in the Conservation Department are rolling over at the end of this month. We wish Scott Kreeger and Sergi Picas well in their career journey and thank them for their service. We are looking forward to welcoming Kirsten Steininger and Blaine Hiner to the team. They will be concentrating on invasive plant control work and other habitat management/enhancement efforts through this coming Fall/Winter.

Special Events

- **Historic District Property Rentals – 60 Attended** - In July, the Jekyll Island Museum provided a meeting space at Villa Ospos for a partner agency for 21 days, and hosted 2 wedding ceremonies at Faith Chapel, for a total value of \$4,450.
- **Cottage Tours** – The Jekyll Island Museum offered several of its historic properties for daily public experiences in July. Limited capacity stand-alone tours of Indian Mound Cottage and Faith Chapel returned, and tours of Hollybourne Cottage became available on a daily basis for the very first time.

Curatorial/Research

- **Women’s Suffrage Exhibit** – Collaborated with the marketing department to develop a new exhibit celebrating the 100th anniversary of the 19th amendment, guaranteeing and protecting women’s right to vote. Researched Jekyll Island’s connections to women’s suffrage, created content, and provided images and artifacts for use in exhibit.
- **Marketing**– Worked with marketing department to prepare additional marketing materials for the Beach Village and social media.
- **Blueprint & Map Project** – The first batch of 4,756 blueprints from the residential collection have been digitized. The digital copies are in the process of being uploaded to Islandora, the Jekyll Island Authority’s online archives database. Blueprints associated with the Jim Broadwell collection are being processed in Past Perfect.
- **Collection Management** – Received donation of historical research materials from author. Adding images to rare book collection records.

Historic District/Preservation

- **Mistletoe Cottage** – Completed plaster ceiling, wall, and molding repair in the sunroom and stairwell at Mistletoe Cottage. Identified the original wall color in the sunroom and color-matched the paint for the wall in the stairwell.
- **Villa Ospos** – Resumed rehabilitation of the woodwork in the Villa Ospos Great Room to return it to its original appearance.
- **Historic District Gates** – Identified problems with the gates and met with the contractor and JIA maintenance staff to determine the corrective action. Oversaw contractor’s site visits and work.

	Sea Turtle	Other Patients
New Patients	5	26
Current Patients	18	66
Released Patients	2	12
Transferred Patients	1	3
Total Since 2007	896	1,843

Research & Patrol

- We are continuing our long-term efforts to understand the ecology and conservation of turtles on and around Jekyll Island. One turtle was released from the study and the remaining 15 radio-telemetered Box Turtles continue to be tracked once per week on the golf courses and near residential homes. We processed **four** previously captured Eastern Box Turtles brought in for radio transmitter removals/replacements and **one** Pond Slider that was found deceased on South Beachview Drive after being struck by a vehicle. Incidental nesting observations and systematic x-rays of captured turtles continue to yield reproductive activity and clutch size information.
- The Loggerhead Sea Turtle nesting continues and was diversified by a sighting of a Green Sea Turtle whose emergence did not result in a nest. In the past month, we documented **58** sea turtle encounters, **40** nests, and **69** crawls that did not result in a nest. Our encounters required the application of **16** new flipper tags. Hatchling season also commences, and this month yielded hatchling emergences at **34** nests and 24 nest inventories. In the course of our patrols, we interacted and educated **457** and **1,603** people in dawn and night patrol, respectively. We found over **645** people on the beach in violation of the Jekyll Island Lighting Ordinance. After receiving information about sea turtle nesting, **272** people (42%) voluntarily turned off their white lights and **373** additional people (58%) were given red filters for white lights they wished to keep on.
- Efforts to mitigate the impacts of marine debris on Jekyll Island continue with the help of scientific geospatial data collected by members of the community in addition to the GSTC research team. During the past month alone, a total of **3,324** pieces of marine debris were collected from the beaches of Jekyll Island, which includes **522** pieces collected during in the route of routine morning and overnight patrols related to sea turtle research.

AmeriCorps Program, Volunteer Program, and Marine Debris Initiative

Service Hours			
	Monthly Total	YTD Date Total <i>(see YTD period definitions)</i>	Cumulative Total
AmeriCorps Service Hours**	3,942	33,765.92	389,493.92
Volunteer Hours**	96.25	3,894.42	74,630.01
Marine Debris Hours*	35	848	9,877.58
MDI & Volunteer Program			
MDI Clean Ups	0	4	72
MDI Items Collected	1,963	10,486	365,362
New Volunteers Oriented	0	33	242
Volunteer Shadow Shifts	0	34	242
Volunteer Advancements	0	0	265

*YTD Based off fiscal year (July 1, 2019-June 30, 2020) | **YTD Based off of AmeriCorps Program Year (September 1, 2019-August 31, 2020)

MEMORANDUM

TO: COMMITTEE OF THE WHOLE
FROM: DION DAVIS, E.D.
SUBJECT: JEKYLL ISLAND FOUNDATION UPDATE
DATE: 8/6/20

Nominating Committee (NC) Meeting: The NC held a scheduled meeting on Wednesday, July 22, 2020 via teleconference. Agenda included board term appointments and review of nominees.

Finance (FC)/Executive Committee (EC) Meeting: The FC/EC will hold its next scheduled meeting via teleconference on August 13, 2020. Agenda includes approval of May/June disbursements and financials, FY20 year in review, and discussion/approval of the FY21 budget, marketing calendar, operational policy/forms review, Corporate Sponsor program, and annual appeal.

Board of Director's Meeting: The board will hold its first scheduled meeting of FY21 on Thursday, August 27, 2020. Agenda includes introduction of new board members: Ember Bishop Bentley, Guyton Cochran, Teresa MacCartney, Johnathan Roberts, and Del Ross, consent agenda approvals, FY20 year in review, discussion/approval of FY21 budget, marketing calendar, operational policy/forms review, Corporate Sponsor program, and annual appeal.



Board of Directors Committee Assignments

<p align="center"><u>HISTORIC PRESEVATION/CONSERVATION</u></p> <p>Bob Krueger, Chair Joe Wilkinson Mark Williams Joy Burch-Meeks Buster Evans</p> <p><u>Staff:</u> Ben Carswell Director of Historic Resources Cliff Gawron</p>	<p align="center"><u>FINANCE</u></p> <p>Bill Gross, Chair Joe Wilkinson Bob Krueger Mark Williams Trip Tollison Buster Evans Glen Willard</p> <p><u>Staff:</u> Jones Hooks Marjorie Johnson</p>
<p 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 align="center"><u>MARKETING</u></p> <p>Joy Burch-Meeks, Chair Joe Wilkinson Bill Gross Trip Tollison Buster Evans Glen Willard</p> <p><u>Staff:</u> Kate Harris Alexa Orndoff</p>
<p 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 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>