

The Jekyll Island State Park Authority (JIA) and Committees met in Public Session on Tuesday, June 16, 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 (left meeting early)
Dr. Buster Evans
Glen Willard
Dale Atkinson
Commissioner Mark Williams (intermittent participation)

Key Staff Present: Jones Hooks, Executive Director
Marjorie Johnson, Chief Accounting Officer
Jenna Johnson, Human Resources Director
Kate Harris, Marketing Director
Melissa Cruthirds, General Counsel
Benjamin Carswell, Director of Conservation
Noel Jensen, Chief Operations Officer
Michelle Webb, Executive Assistant

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

After a small technical delay, the meeting began at 9:37 a.m. Michelle Webb, Executive Assistant, acted as moderator for the digital meeting and read the meeting introduction for Board Members and public. The roll was called, and all members were present. The record should note Commissioner Mark Williams' participation was intermittent and Ms. Joy Birch-Meeks left the meeting early. Chairman Wilkinson called the committee sessions to order after a quorum was established.

I. Historic Preservation/Conservation Committee

There was no report.

II. Finance Committee

Finance Committee Chair Bill Gross opened the committee.

A. Mr. Bill Gross summarized the May financials as presented in the published packet. The May reports showed continued revenue losses due to the Covid-19 crisis including the continued closure of the Convention Center and reduced capacity at amenities. Expense cutting measures and employee furloughs continued. Traffic counts continued to be down, but were less depressed than the month before.

B. Mr. Hooks introduced (on behalf of Mr. Jensen) Resolution #R-2020-3, Corona Virus Aid, Relief, and Economic Security (CARES) Act Funding for the Jekyll Island Airport. The grant was for \$1,000 to purchase fuel, which would be re-sold at the new dispenser at the Jekyll Airport. Staff recommended the grant be accepted. Mr. Krueger moved to adopt Resolution #R-2020-3, Corona Virus Aid, Relief, and Economic Security

(CARES) Act Funding for the Jekyll Island Airport. The motion was seconded by Mr. Willard. There was no discussion and the motion was unanimously approved.

C. Ms. Marjorie Johnson introduced the replacement of a Fire Department truck radio from the Fire Equipment Fund. Per the memo included in the packet, the failed radio was over ten years old and repairs were no longer supported by the manufacturer. Dr. Evans made the motion to approve the replacement of the Fire Department truck radio from the Fire Equipment Fund. The motion was seconded by Mr. Tollison. The motion was unanimously approved.

D. The consideration of the fiscal year 2021/2022 proposed budget was announced by Mr. Gross. He reminded the public and members of the Board this item was for discussion and recommendation from the Finance Committee, but would not be passed today. Mr. Gross introduced several statistics outlining the financial constraints JIA faced in the proposed budget. The Governor's request to cut all state budgets by 11% was met by this budget.

Ms. Marjorie Johnson stated revenues for May were significantly better than had been projected. Expenses had been reduced as well, primarily due to significant employee furloughs. The budget surplus from the first half of the year had been utilized. Funds remained in surplus for mitigating losses if required.

Mr. Gross stated the budget had only a single fee increase for the Winter Campground rate of an additional dollar a night. Additionally, no personnel pay increases were in the budget this year to further control expenses. Mr. Gross stated that if the recovery is stronger than anticipated, budget revisions can be brought before the board later in the fiscal year.

Mr. Hooks further reviewed the budget with the Board. He pointed out that while the proposed budget had shrunk to 2017 levels, JIA's facilities responsibilities and footprint had significantly increased over time. Furthermore, additional sanitization costs will be incurred this year. He spoke about the importance of preserving financial reserves during hurricane season. However, JIA employee furloughs of 43% (at the peak), postponement of water sewer service fee increases, and several projects being delayed were all financial sacrifices in the current reduced budget. Although, a constant 1.1% CPI factor increase for waste management was executed. Additionally, several departments have taken the opportunity to reorganize, eliminating nine positions and adding two new positions. Finally, Mr. Hooks outlined the cancellation of events such as the Fourth of July fireworks and the Shrimp and Grits Festival.

Mr. Gross complimented the staff on the triaged priorities. Mr. Hooks then listed some of the projects which were selected to move forward in the proposed budget. These included the Golf Master Plan, the Holly Jolly season, a website redesign, tennis court resurfacing, golf cart path paving, and convention center sales efforts, and more.

Next, Mr. Hooks discussed that the allocation of funds from parking fees would completely fund the Conservation, Landscaping, as well as the Roads and Grounds Departments in this year's proposed budget. Partial funding would also be given to the Water and Sewer and Public Safety from the parking fees.

Finally, the Personnel Incentive Plans were reviewed, required annually by the state.

Mr. Krueger moved to for the Finance Committee to approve the Fiscal Year 2021/2022 as presented. The motion was seconded by Mr. Willard.

During discussion, Mr. Krueger also stated it was important to note the proposed budget could be revisited in January.

Mr. Hooks reminded the Board if the proposed budget was approved by the Finance Committee during the meeting, the Proposed Budget would then be posted to the website for public comment. The Board would then meet for a special called meeting on June 30, 2020 at 9:30 a.m. to consider adoption.

The motion for the Finance Committee to adopt and recommend the Fiscal Year 2021/2022 Budget was unanimous.

The Chairman reminded members of the public to submit public comments online.

III. Human Resources Committee

A. Dr. Evans introduced Jenna Johnson who presented the proposed Loss Prevention Policy. She stated this policy formalizes and communicates the expectations of the authority regarding loss, damage, fraud, theft, misuse, and abuse. This policy puts the JIA in line with the State of Georgia Department of Administrative Services, which provides JIA with insurance. Staff recommended adoption. The motion to approve the policy as presented was made by Dr. Evans. Mr. Atkins seconded the motion. There was no discussion. The motion was unanimously approved.

B. Ms. Jenna Johnson then presented the COVID 19 Employment Update. She stated that 43% of employees had been impacted by full or partial furlough. As amenities started to re-open and visitors returned to the island the number of both full time and part time employees effected by furlough had decreased. She reported there had been no significant issues recalling furloughed employees. It was the goal for all furloughed employees to be back to work by the week ending July 9th. There were no questions from the Board. Dr. Evans and Chairman Wilkinson complimented the staff for their work and sacrifices during this difficult time.

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

IV. Marketing Committee

A. Kate Harris presented the Marketing report. Jekyll Island hotels had been open since the third week in May and had been using additional safety and sanitation protocols. Booking numbers had been good, facing a pent-up demand from leisure travelers. Outdoor activities have been popular, and Marketing has been working with hotel partners to push the Mosaic and the Sea Turtle Center as safe indoor options. The previous weekend average occupancy rate of approximately 90% which had helped hotel partners mitigate the big impact of lack of Convention Center business. The Convention Center has been working with Marketing and scheduled groups to show how the new safety procedures and spacing will work, including a new video and website update. Ms. Harris then spoke about leisure travel and the resurgence of road trips, and noted the Marketing Department is adapting their promotional efforts to address.

In discussion, Mr. Willard complimented the Marketing Department how up to date and professional the material looked.

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

V. Legislative Committee

A. Mr. Tollison provided a short update report regarding the interrupted legislative session. The main items now being discussed were the State budget, hate crimes legislation, and Corona Virus business protections as the session finished.

The Chairman commented on the peaceful protests at the capital and reminded the listening public comments were to be submitted online.

VI. Committee of the Whole

A. Mr. Hooks introduced the consideration of revised construction timeframe for the Moorings at Jekyll Harbor. A letter received from the Moorings developer, Mr. Gary Wadsten dated June 8, 2020 outlined concerns about the current building schedule due to the COVID-19 crisis. Ms. Cruthirds explained the substantial completion date and vertical completion date could be extended due to force majeure issues. It was staff's recommendation to extend the infrastructure substantial completion date to July 20, 2021 and the vertical substantial completion until January 20, 2023. The motion to extend the revised construction timeframe as recommended by staff was made by Mr. Krueger and seconded by Mr. Willard. There was no discussion and the motion was unanimously approved.

B. Mr. Hooks stated in the Executive Director's Report that it is not unusual for there to be pending litigation. However, due to the nature of several of the current cases, Mr. Hooks introduced Ms. Cruthirds to provide an update to the Board.

a. Ms. Cruthirds outlined the pending litigation as provided in the meeting materials. This included updates on on-going discussions with: the disputed "Official Website of Jekyll Island", the Jekyll Island Package Store, and an alleged injury on JIA property of a Canadian resident.

b. Mr. Hooks reviewed the Villas by the Sea update materials also provided in the packet. A \$7 million-dollar renovation project of the Villas by the Sea property is planned. Villas was originally established as a Sheraton Hotel in the 1970s. This renovation will replace roofs, vinyl siding, balcony railings, landscaping, and more. This renovation will be phased and is scheduled to begin in September 2020.

The committee meetings were adjourned by Chairman Wilkinson.

The Board moved directly into the Board Meeting Agenda.

The Jekyll Island State Park Authority (JIA) Board Meeting June 16, 2020

1. Mr. Willard moved to approve the minutes of the May 19, 2020 Board Meeting as presented. The motion was seconded by Mr. Gross. There was no discussion and motion was approved without objection.

2. Resolution #R-2020-3, Corona Virus Aid, Relief, and Economic Security (CARES) Act Funding for the Jekyll Island Airport recommendation from the Finance Committee was adopted unanimously without discussion.
3. Replacement of Fire Department Truck Radio from the Fire Equipment Fund recommended by the Finance Committee was approved without objection. There was no discussion.
4. The Loss Prevention Policy recommendation from the Human Resources Committee was adopted unanimously without discussion.
5. The Revised Construction Timeframe for the Moorings at Jekyll Harbor recommendation from the Committee of the Whole was adopted unanimously without discussion.

Chairman Wilkinson reminded the public that the adoption of the Fiscal Year 2021/2022 Budget would be considered at a special called digital meeting on June 30, 2020 at 9:30 a.m. Public comments about this meeting and the budget could be submitted to the JIA Board of Directors website.

The motion to adjourn was made by Mr. Krueger and there was no objection. The meeting adjourned at 11:03 a.m.