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**Agenda**  
**Tuesday, March 15, 2022**  
**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 till 12:00 noon on Monday, March 14<sup>th</sup> 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.

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

**I. Historic Preservation/Conservation Committee**

Dale Atkins, Chair

- A. Advancing Terrapin Conservation and Causeway Management – Davide Zailo, Georgia Sea Turtle Center Research Specialist

**II. Finance Committee**

Bill Gross, Chair

- A. February Financials – Bill Gross, Chair
- B. Request for EMS Training Equipment – Marjorie Johnson, Chief Accounting Officer

**III. Human Resources Committee**

Buster Evans, Chair

- A. No Report

**IV. Marketing Committee**

Joy Burch-Meeks, Chair

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

**V. Legislative Committee**

Trip Tollison, Chair

- A. Legislative Report - Trip Tollison, Chair

Jekyll Island, like the rest of Georgia was “left to us as a heritage in trust for our children and their children’s children. It is never to be finished, but always to be improved.”  
- Governor M. E. Thompson, 1947

## **VI. Committee of the Whole**

Joseph B. Wilkinson, Jr., Chair

- A. Ordinance Revisions Update – Glenn Coyne, GMC Senior Planner
- B. Amendment to Maxwell’s General Store Lease Assignment – Zach Harris, General Counsel & Maria Humphrey, Lease Manager
- C. Proposed 2022 SPLOST List – Jones Hooks, Executive Director
- D. Award Recommendation for RFP #368, Market Analysis for Jekyll Island Amphitheater - Jones Hooks, Executive Director
- E. Operations Update – Noel Jensen, Deputy Executive Director
- F. Executive Director’s Report – Jones Hooks, Executive Director
- G. Chairman’s Comments – Joseph B. Wilkinson, Jr., Chairman

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I f N e e d e d - 5 M i n u t e B r e a k

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## **Board Meeting Agenda**

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

### **Action Item**

- 1. Minutes of the February 15, 2022 Board Meeting
- 2. Request for EMS Training Equipment
- 3. Amendment to Maxwell’s General Store Lease Assignment
- 4. Proposed 2022 SPLOST List
- 5. Award Recommendation for RFP #368, Market Analysis for Jekyll Island Amphitheater

### **Adjournment**

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1 5 M i n u t e B r e a k

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### **Work Session Agenda Convention Center Room 1/2 Post Meeting to 1:30 p.m.**

- 1. Understanding the 2010 Lease Extension Process
- 2. Capital Projects
- 3. Capacity Study – Event Adjustments
- 4. General Discussion

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**MEMORANDUM**

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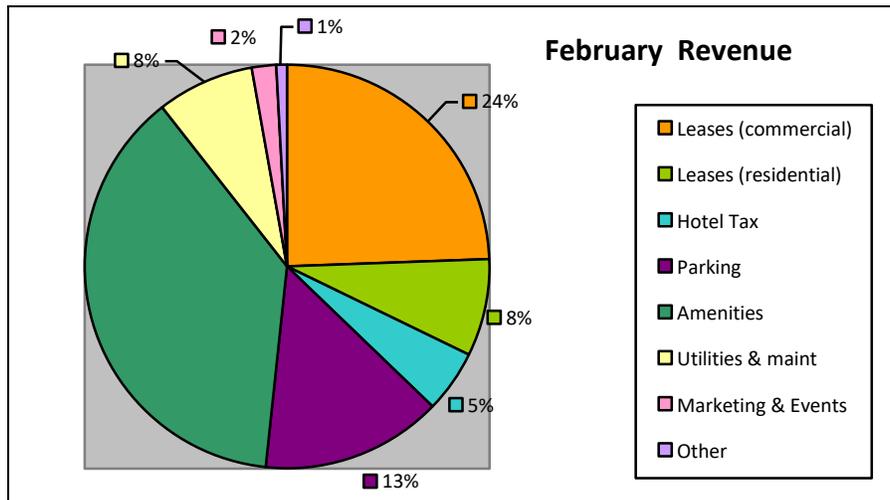
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**TO:** FINANCE COMMITTEE  
**FROM:** MARJORIE JOHNSON  
**SUBJECT:** FEBRUARY FINANCIAL STATEMENTS  
**DATE:** 3/8/2022

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## Revenues

Revenues for February were \$2,367,782 which reflects a favorable \$478K (25%) variance from budget. Year-to-date revenues reflect a favorable \$4.3M (22%) variance from budget and a \$6.1M (34%) variance from the prior year to date revenues.



The largest variances for the month were:

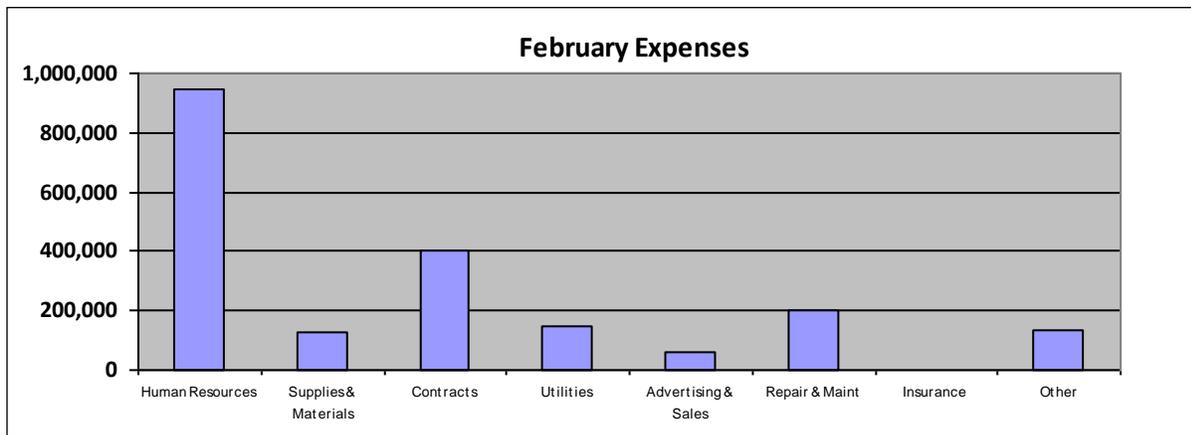
- Parking (+\$82K) – Daily parking fees and annual pass revenue were higher than budget this month. The weather was beautiful, and it brought people out to enjoy the Island.
- Lot Rentals (+180K) – Income from property transfers was significantly higher than anticipated due to sales and resales of the Moorings properties.
- Golf (+\$50K) – Golf play and revenues were up this month due to the nice weather.
- Marketing & Events (+\$47K) – This revenue was from the 75<sup>th</sup> Soiree event.

## Expenses

Expenses were \$2,028,889 for February and reflected a favorable budget variance of \$329K (14%) for the month. Expenses also reflected a favorable \$1.7M variance from Year-to-date budget and reflected an unfavorable \$2.5M (17%) variance from Prior Year to Date expenses.

The largest budget variances for the month were:

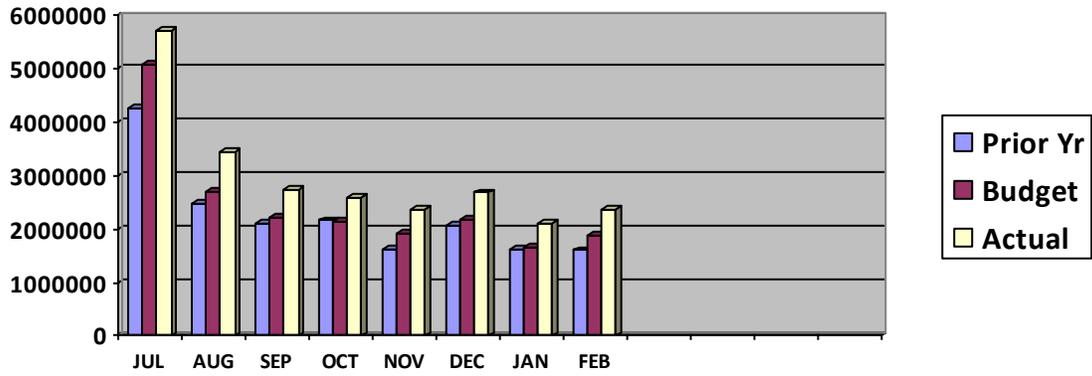
- Human Resources (-\$169K) – vacant positions – full and part time.
- Advertising & Sales (-\$97K) – variances appear to be due to timing and it is anticipated that all of these funds will be spent by the end of the fiscal year.
- Dues & Subscriptions (-\$38K) – this is a correction of an expense from January which was coded to the wrong account.



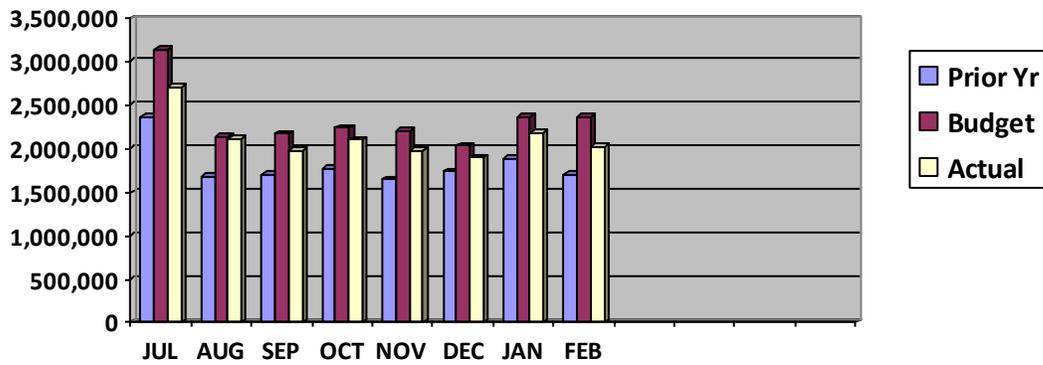
## Net Operating Cash

The Net Operating Cash Income for the month is \$338,893, which is a \$807K favorable variance from the budgeted Net Operating Cash Loss of \$468,299. Net Operating Cash Income reflects a favorable \$6M variance from year-to-date budget and a \$3.6M favorable variance from prior year to date income.

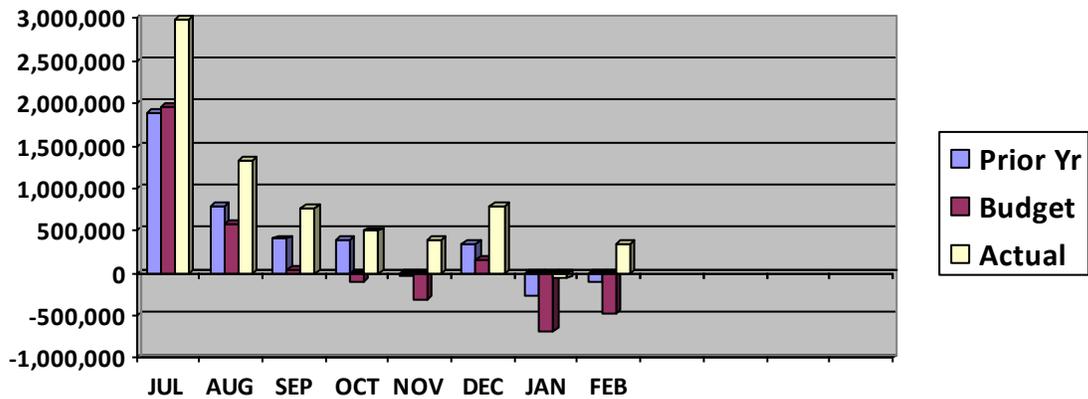
### Total Revenues



### Total Expenses



### Net Operating Cash



Jekyll Island Authority  
CONSOLIDATED BUDGET COMPARISON  
For the Eight Months Ending February 28, 2022

	MONTH ACTUAL	MONTH BUDGET	BUDGET VARIANCE		YTD ACTUAL	YTD BUDGET	BUDGET VARIANCE		PRIOR YEAR ACTUAL	VARIANCE	
			(000's)	%			(000's)	%		(000's)	%
<b>Revenues</b>											
<b>Administration</b>											
Business Leases	578,717	546,853	32	6%	4,289,910	3,650,428	639	18%	3,330,619	959	29%
Hotel Tax	78,590	85,737	(7)	-8%	1,627,144	1,070,249	557	52%	1,143,678	483	42%
Tourism Development Fund	33,681	36,744	(3)	-8%	689,311	458,678	231	50%	490,148	199	41%
Parking	348,481	266,334	82	31%	3,422,785	2,852,008	571	20%	3,005,669	417	14%
Interest	752	450	0	67%	6,208	3,600	3	72%	3,376	3	84%
Lot Rentals	187,112	7,000	180	2573%	914,143	564,980	349	62%	681,421	233	34%
Foundation	2,133	484	2	341%	6,452	7,453	(1)	-13%	6,232	0	4%
Airport	898	1,240	(0)	-28%	11,810	13,640	(2)	-13%	13,135	(1)	-10%
Administration revenue	11,650	4,128	8	182%	165,162	111,843	53	48%	223,268	(58)	-26%
Beach Village	-	-	-	0%	-	-	-	0%	1,507	(2)	-100%
Intern Housing	3,150	2,850	0	11%	29,700	29,375	0	1%	29,525	0	1%
<b>Total Administration</b>	<b>1,245,165</b>	<b>951,820</b>	<b>293</b>	<b>31%</b>	<b>11,162,625</b>	<b>8,762,254</b>	<b>2,400</b>	<b>27%</b>	<b>8,928,577</b>	<b>2,234</b>	<b>25%</b>
<b>Enterprises</b>											
Golf	204,749	154,424	50	33%	1,642,194	1,375,961	266	19%	1,216,799	425	35%
Convention Center	213,512	232,153	(19)	-8%	2,167,293	1,956,804	210	11%	276,415	1,891	684%
McCormick's Grill	-	-	-	0%	(0)	-	(0)	0%	108,410	(108)	-100%
Summer Waves	1,848	1,250	1	48%	1,444,724	1,276,421	168	13%	1,069,864	375	35%
Campground	165,709	122,097	44	36%	1,415,784	1,048,770	367	35%	1,332,777	83	6%
Life is Good	22,130	13,392	9	65%	210,614	126,409	84	67%	142,096	69	48%
Museum	65,368	57,799	8	13%	656,148	418,086	238	57%	356,138	300	84%
Georgia Sea Turtle Center	142,538	128,491	14	11%	1,538,630	1,234,562	304	25%	1,102,777	436	40%
Conservation	1,917	1,616	0	19%	8,938	6,153	3	45%	5,251	4	70%
Miniature Golf & Bikes	26,441	20,156	6	31%	298,595	242,608	56	23%	243,915	55	22%
Water/Wastewater	106,842	111,519	(5)	-4%	1,182,990	1,112,239	71	6%	1,043,070	140	13%
Sanitation	48,293	46,071	2	5%	385,356	378,964	6	2%	378,636	7	2%
Fire Department	5,722	4,360	1	31%	1,363,969	1,343,845	20	1%	1,287,107	77	6%
Tennis	14,409	10,206	4	41%	84,287	80,799	3	4%	80,695	4	4%
Marketing, Special Events & Sales	47,499	650	47	7208%	175,780	110,953	65	58%	99,267	77	77%
Guest Information Center	36,430	24,437	12	49%	173,164	122,573	51	41%	125,304	48	38%
Camp Jekyll & Soccer Fields	15,923	9,283	7	72%	109,186	104,551	5	4%	88,506	21	23%
Landscaping, Roads & Trails	3,287	250	3	1215%	16,997	9,200	8	85%	53,435	(36)	-68%
Vehicle & Equipment Maintenance	-	-	-	0%	2,572	500	2	414%	2,047	1	26%

	MONTH ACTUAL	MONTH BUDGET	BUDGET VARIANCE (000's)	%	YTD ACTUAL	YTD BUDGET	BUDGET VARIANCE (000's)	%	YEAR ACTUAL	VARIANCE (000's)	%
Facility Maintenance	-	-	-	0%	524	-	1	0%	1,540	(1)	-66%
Golf Course Maintenance	-	-	-	0%	234	-	0	0%	199	0	17%
<b>Total Enterprises</b>	<b>1,122,617</b>	<b>938,154</b>	<b>184</b>	<b>20%</b>	<b>12,877,979</b>	<b>10,949,395</b>	<b>1,929</b>	<b>18%</b>	<b>9,014,250</b>	<b>3,864</b>	<b>43%</b>
<b>Total Revenues</b>	<b>2,367,782</b>	<b>1,889,974</b>	<b>478</b>	<b>25%</b>	<b>24,040,604</b>	<b>19,711,649</b>	<b>4,329</b>	<b>22%</b>	<b>17,942,828</b>	<b>6,098</b>	<b>34%</b>
<b>Expenses</b>											
Human Resources	948,416	1,117,491	(169)	-15%	8,790,142	9,792,359	(1,002)	-10%	8,147,718	642	8%
Supplies & Materials	127,367	154,280	(27)	-17%	1,046,596	1,187,552	(141)	-12%	737,616	309	42%
Advertising & Sales	62,718	159,379	(97)	-61%	418,450	645,078	(227)	-35%	290,805	128	44%
Repairs - Facilities & Grounds	174,868	199,943	(25)	-13%	994,876	1,160,087	(165)	-14%	793,675	201	25%
Utilities	137,450	131,118	6	5%	1,282,754	1,300,843	(18)	-1%	1,211,863	71	6%
Insurance	2,355	14,028	(12)	-83%	880,071	944,388	(64)	-7%	814,104	66	8%
Contracts	403,857	388,817	15	4%	2,068,934	2,179,379	(110)	-5%	1,379,020	690	50%
Rentals	62,970	65,845	(3)	-4%	441,878	488,396	(47)	-10%	394,018	48	12%
Printing	29,138	19,379	10	50%	89,539	76,547	13	17%	44,172	45	103%
Motor Vehicle	25,680	19,977	6	29%	166,790	161,126	6	4%	117,048	50	42%
Telephone	8,924	10,085	(1)	-12%	71,079	80,986	(10)	-12%	78,982	(8)	-10%
Equipment Purchase <\$1K	5,807	2,890	3	101%	63,044	63,913	(1)	-1%	53,254	10	18%
Equipment Purchase \$1K to \$5K	13,284	21,700	(8)	-39%	82,938	62,164	21	33%	23,602	59	251%
Travel	2,426	3,265	(1)	-26%	25,698	37,680	(12)	-32%	8,880	17	189%
Dues	(12,313)	25,920	(38)	-148%	227,220	270,539	(43)	-16%	161,369	66	41%
Credit Card Fees	35,775	24,131	12	48%	340,494	221,250	119	54%	250,721	90	36%
Bank Fees	167	25	0	568%	705	200	1	253%	420	0	68%
<b>Total Expenditures</b>	<b>2,028,889</b>	<b>2,358,273</b>	<b>(329)</b>	<b>-14%</b>	<b>16,991,208</b>	<b>18,672,486</b>	<b>(1,681)</b>	<b>-9%</b>	<b>14,507,268</b>	<b>2,484</b>	<b>17%</b>
<b>Net Operating Cash Income **</b>	<b>338,893</b>	<b>(468,299)</b>	<b>807</b>	<b>172%</b>	<b>7,049,396</b>	<b>1,039,163</b>	<b>6,010</b>	<b>578%</b>	<b>3,435,560</b>	<b>3,614</b>	<b>105%</b>

\*\* Does not include depreciation or capital projects

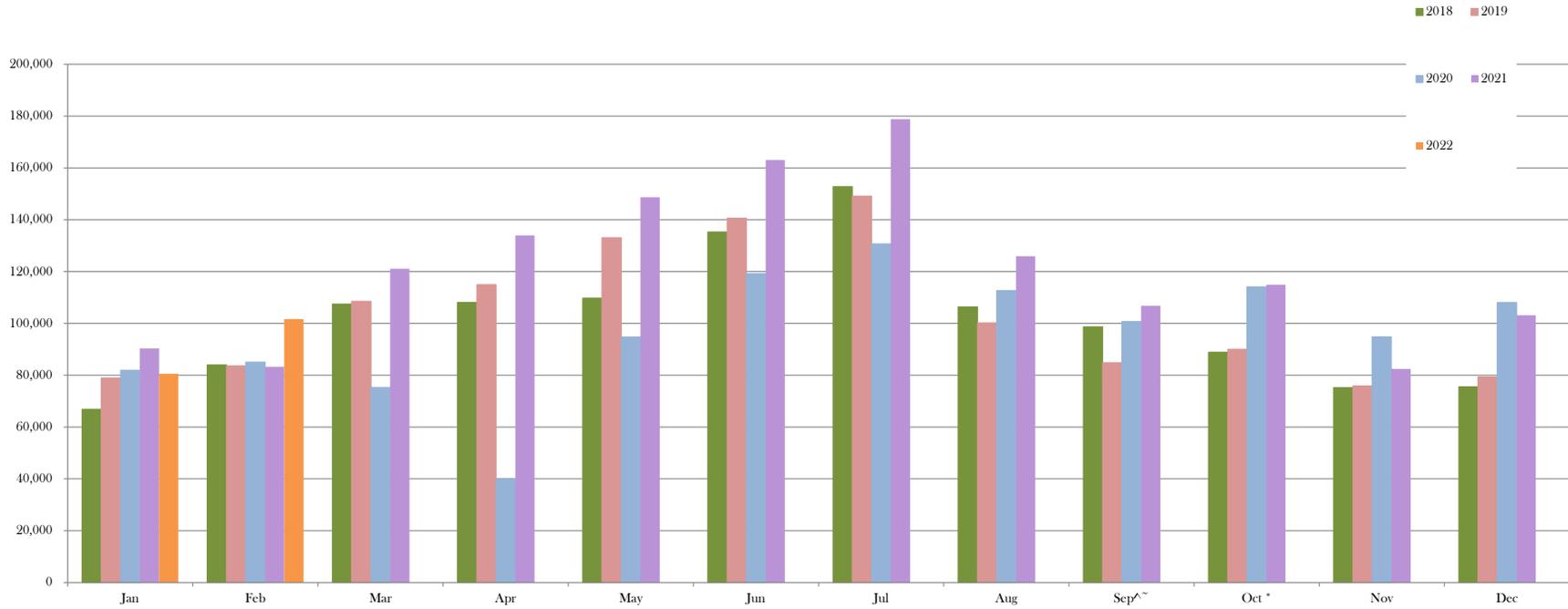
## February 2022 Traffic Counts

	2018			2019			2020			2021			2022		
	Daily/Weekly	Annual Passes	Total	Daily/Weekly	Annual Passes	Total	Gate Purchase	Pre-purchased	Total	Gate Purchase	Pre-purchased	Total	Gate Purchase	Pre-purchased	Total
January	21,065	45,842	66,907	28,874	50,037	78,911	29,773	52,159	81,932	23,462	66,875	90,337	22,696	57,843	80,539
February	34,326	49,664	83,990	35,010	48,619	83,629	32,646	52,457	85,103	22,609	60,616	83,225	29,766	71,891	101,657
March	51,052	56,444	107,496	51,682	56,865	108,547	27,012	48,279	75,291	39,560	81,491	121,051	0	0	0
April	55,620	52,474	108,094	61,404	53,529	114,933	12,082	27,810	39,892	47,198	86,746	133,944	0	0	0
May	54,547	55,167	109,714	74,194	58,894	133,088	44,891	49,825	94,716	58,179	90,491	148,670	0	0	0
June	79,575	55,657	135,232	82,105	58,479	140,584	51,147	68,042	119,189	60,141	102,896	163,037	0	0	0
July	95,960	56,773	152,733	89,499	59,595	149,094	56,441	74,236	130,677	60,613	118,185	178,798	0	0	0
August	53,639	52,681	106,320	47,501	52,687	100,188	39,096	73,585	112,681	38,368	87,543	125,911	0	0	0
September	49,032	49,651	98,683	37,317	47,518	84,835	34,055	66,662	100,717	34,300	72,468	106,768	0	0	0
October	38,539	50,366	88,905	39,100	50,923	90,023	33,851	80,276	114,127	37,170	77,713	114,883	0	0	0
November	29,468	45,737	75,205	30,173	45,699	75,872	22,914	71,876	94,790	26,069	56,386	82,455	0	0	0
December	30,104	45,436	75,540	31,871	47,504	79,375	29,842	78,215	108,057	37,396	65,769	103,165	0	0	0
Totals	592,927	615,892	1,208,819	608,730	630,349	1,239,079	413,750	743,422	1,157,172	485,065	967,179	1,452,244	52,462	129,734	182,196

LPR system began April 2020

Year to Date Comparison	2018 YTD	2019 YTD	2020 YTD	2021 YTD	2022 YTD
	150,897	162,540	167,035	173,562	182,196

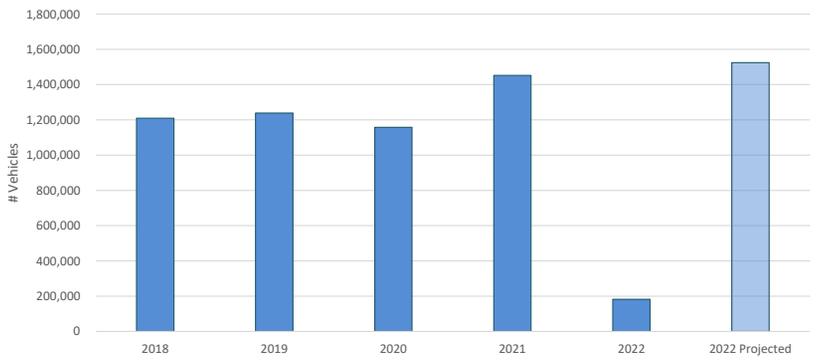
### Gate Traffic Counts by Month - February 2022



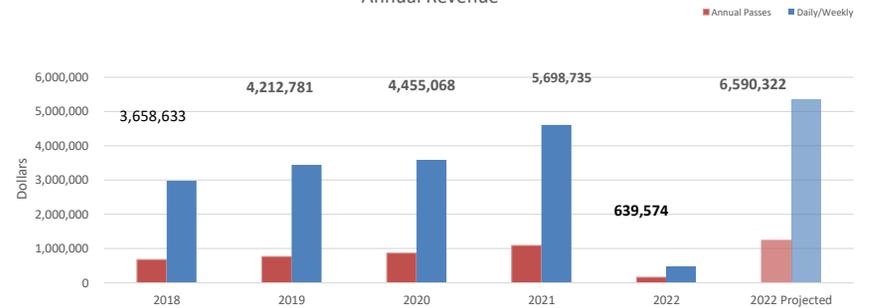
COVID - March 2020 through July 2020 (most significant impact)

~Sept 2019 - Hurricane Dorian

### Annual Traffic Count



### Annual Revenue



March 3, 2022  
 Jekyll Island Convention Center  
 February FY22 Financial Review  
 JIA Sales and ASM Combined

FEBRUARY	FY2022	FY2021	FY2020	FY2019	FY2018	FY2017	FY2016	FY2015	FY2014
Number of Events	6	3	14	9	9	9	16	10	11
Event Days	17	8	33	18	19	20	28	23	19
Attendance	5337	5100	8579	14,487	9144	9547	8359	5744	6434
Revenue	\$231,117 act \$260,615bud	\$42,900	\$420,630	\$225,929	\$233,860	\$263,652	\$232,288	\$137,531	\$168,781
Square Feet	518,580	343,400	764,030	533,636	N/A	N/A	N/A	N/A	N/A

JICC missed budget this month as we had one convention, SE Festivals and Events, and one wedding cancel due to the ongoing concern of COVID-19. Both have re-scheduled for the future.

**FUTURE CONTRACTS ISSUED – 8 – Estimated revenues \$285,100**

Conventions –3– Anticipated rev of \$164,100  
 Meetings –0–Anticipated revenue  
 Banquet 2 – Anticipated revenue 26,000  
 Weddings –1– Anticipated revenue 55,000  
 Public Event –2 – Anticipated revenue 40,000

**PROPOSALS**

CVB –14  
 Westin – 2  
 Cvent - 0

Combined sites and planning meetings with ASM staff – 16

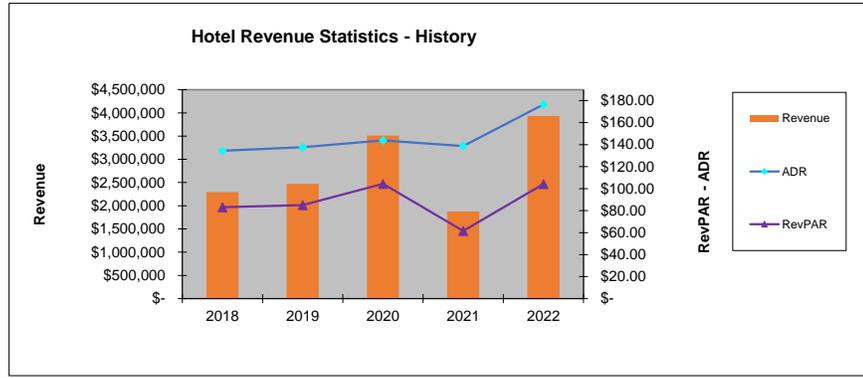
# JEKYLL ISLAND AUTHORITY

## HOTEL OCCUPANCY STATISTICS

February 2022

### HOTEL STATISTICS AT-A-GLANCE

<b>Feb-22</b>	
Total Revenue	\$ 3,933,612
Occupancy Rate	59.0%
Rev PAR	\$ 104.11
ADR	\$ 176.55
<b>Feb-21</b>	
Total Revenue	\$ 1,875,679
Occupancy Rate	44.4%
RevPAR	\$ 61.53
ADR	\$ 138.67
<b>Feb-20</b>	
Total Revenue	\$ 3,511,106
Occupancy Rate	72.5%
RevPAR	\$ 104.40
ADR	\$ 143.91



### OCCUPANCY REPORT DETAIL

Hotel	# of Rms	Units Availbl	Units Occpd	Percent Occpd	Average Daily Rate	RevPAR	2022 Room Revenue	2021 Room Revenue	Revenue Variance	
Beachview Club	38	988	474	48.0%	\$ 156.82	\$ 75.23	\$ 74,331.42	\$ 43,529.99	\$ 30,801	71%
Home2Suites	107	2,996	2,122	70.8%	\$ 163.47	\$ 115.78	\$ 346,890.82	\$ 174,755.91	\$ 172,135	99%
Holiday Inn Resort	157	4,396	2,275	51.8%	\$ 151.92	\$ 78.62	\$ 345,612.00	\$ 187,252.67	\$ 158,359	85%
Days Inn & Suites	124	3,413	2,534	74.2%	\$ 131.04	\$ 97.29	\$ 332,053.70	\$ 209,242.18	\$ 122,812	59%
Courtyard by Marriott/ Residence Inn	209	5,852	3,201	54.7%	\$ 182.12	\$ 99.62	\$ 582,964.00	\$ -	\$ 582,964	0%
Hampton Inn	138	3,864	2,220	57.5%	\$ 163.30	\$ 93.82	\$ 362,532.00	\$ 179,456.33	\$ 183,076	102%
Jekyll Island Club Resort	200	5,800	2,803	48.3%	\$ 268.91	\$ 129.96	\$ 753,754.00	\$ 474,767.00	\$ 278,987	59%
Seafarer Inn & Suites	73	1,944	901	46.3%	\$ 135.69	\$ 62.89	\$ 122,254.97	\$ 81,904.28	\$ 40,351	49%
Villas by the Sea	123	2,089	1,449	69.4%	\$ 143.32	\$ 99.41	\$ 207,670.69	\$ 140,150.47	\$ 67,520	48%
Villas by the Sea - Jekyll Realty	12	336	113	33.6%	\$ 151.28	\$ 50.88	\$ 17,094.91	\$ 8,190.00	\$ 8,905	109%
Villas by the Sea - Parker Kaufman	22	504	296	58.7%	\$ 72.47	\$ 42.56	\$ 21,451.47	\$ 7,477.00	\$ 13,974	187%
Westin	200	5,600	3893	69.5%	\$ 197.02	\$ 136.96	\$ 767,002.00	\$ 368,953	\$ 398,049	108%
<b>Feb-22 Total</b>	<b>1,403</b>	<b>37,782</b>	<b>22,281</b>	<b>59.0%</b>	<b>\$ 176.55</b>	<b>\$ 104.11</b>	<b>\$ 3,933,612</b>	<b>\$ 1,875,679</b>	<b>\$ 2,057,933</b>	<b>109.7%</b>

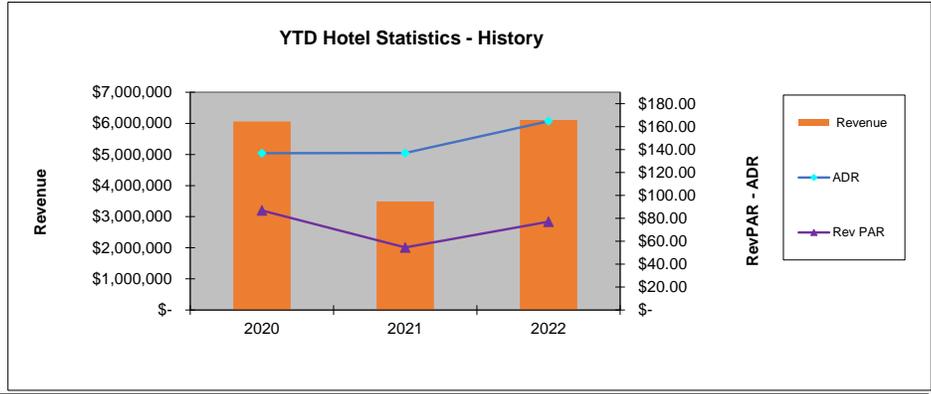
# JEKYLL ISLAND AUTHORITY

## HOTEL OCCUPANCY STATISTICS

Calendar Year to Date - February 2022

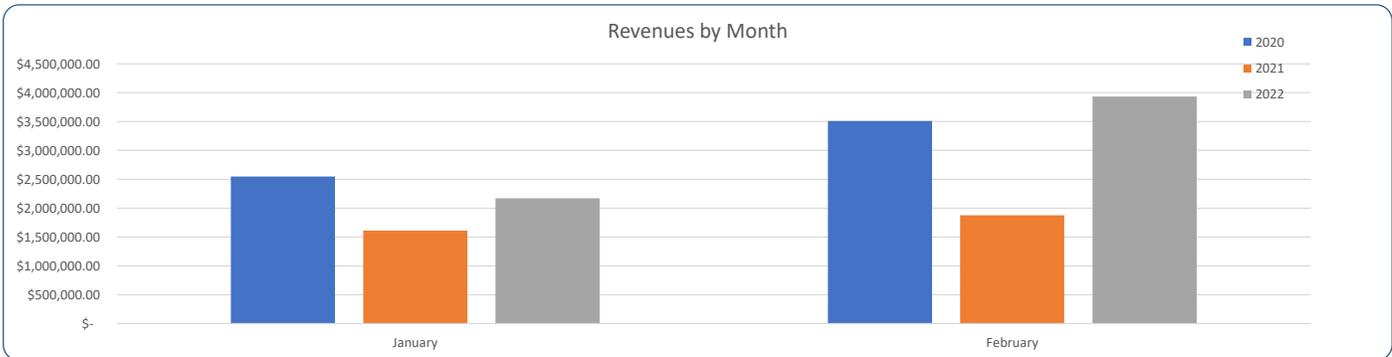
### HOTEL STATISTICS AT-A-GLANCE

<b>2022</b>	
Total Revenue	\$ 6,105,301
Occupancy Rate	46.8%
Rev PAR	\$ 77.05
ADR	\$ 164.71
<b>2021</b>	
Total Revenue	\$ 3,488,368
Occupancy Rate	39.9%
RevPAR	\$ 54.59
ADR	\$ 137.00
<b>2020</b>	
Total Revenue	\$ 6,057,733
Occupancy Rate	63.5%
RevPAR	\$ 86.83
ADR	\$ 136.80



### OCCUPANCY REPORT DETAIL

Hotel	# of Rms	Units Availbl	Units Occpd	Percent Occpd	Average Daily Rate	RevPAR	2022 Room Revenue	2021 Room Revenue	Revenue Variance	
Beachview Club	38	2,081	811	39.0%	\$ 145.26	\$ 56.61	117,803	65,760	\$ 52,043	79%
Home2Suites	107	6,313	3,271	51.8%	\$ 157.84	\$ 81.79	516,309	324,417	\$ 191,892	59%
Holiday Inn Resort	157	9,263	3,582	38.7%	\$ 141.55	\$ 54.74	507,021	311,868	\$ 195,153	63%
Days Inn & Suites	124	7,087	4,686	66.1%	\$ 120.28	\$ 79.53	563,623	404,735	\$ 158,888	39%
Courtyard by Marriott/ Residence Inn	209	12,331	4,852	39.3%	\$ 174.73	\$ 68.75	847,777	0	\$ 847,777	0%
Hampton Inn	138	8,142	3,498	43.0%	\$ 153.12	\$ 65.78	535,618	335,294	\$ 200,324	60%
Jekyll Island Club Resort	200	12,000	5,421	45.2%	\$ 232.53	\$ 105.05	1,260,553	909,775	\$ 350,778	39%
Seafarer Inn & Suites	73	4,110	1,509	36.7%	\$ 126.02	\$ 46.27	190,171	133,026	\$ 57,144	43%
Villas by the Sea	123	4,340	2,568	59.2%	\$ 136.37	\$ 80.69	350,206	234,941	\$ 115,264	49%
Villas by the Sea - Jekyll Realty	12	739	338	45.7%	\$ 93.15	\$ 42.60	31,485	13,788	\$ 17,697	128%
Villas by the Sea - Parker Kaufman	22	1,031	578	56.1%	\$ 83.45	\$ 46.78	48,234	15,177	\$ 33,057	218%
Westin	200	11,800	5,952	50.4%	\$ 190.94	\$ 96.31	1,136,502	739,586	\$ 396,916	54%
<b>2022 Total</b>		<b>79,237</b>	<b>37,066</b>	<b>46.8%</b>	<b>\$ 164.71</b>	<b>\$ 77.05</b>	<b>\$ 6,105,301</b>	<b>\$ 3,488,368</b>	<b>\$ 2,616,933</b>	<b>75.0%</b>
<b>2021 Total</b>		<b>63,896</b>	<b>25,463</b>	<b>39.9%</b>	<b>\$ 137.00</b>	<b>\$ 54.59</b>	<b>\$ 3,488,368</b>			
<b>2020 Total</b>		<b>69,765</b>	<b>44,282</b>	<b>63.5%</b>	<b>\$ 136.80</b>	<b>\$ 86.83</b>	<b>\$ 6,057,733</b>			



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MEMORANDUM

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**TO:** FINANCE COMMITTEE  
**FROM:** MARJORIE JOHNSON, CHIEF ACCOUNTING OFFICER  
**SUBJECT:** EMS TRAINING EQUIPMENT PURCHASE  
**DATE:** 3/8/2022

An opportunity to purchase an all-in-one SIM manikin at a discounted price has recently become available to us. This manikin would allow us to purchase one device instead of purchasing multiple training aids for different EMS training scenarios.

This SIM manikin (AmbuMan Advanced) is used to build proficiency in practical skills such as starting IVs, CPR, defibrillation, medication administration, and advanced airway procedures. It is an advanced interactive system which will create real-life scenarios. In addition, the software captures the decisions and actions of the EMTs and provides constructive feedback.

The device will serve us for many years to come and elevate the level of training our EMTs receive by providing a hands-on experience to coincide with our existing training program. The requested purchase for your consideration is an expenditure of \$8,800.00 which would be paid from the Fire Equipment Fund.

***Staff requests approval of the purchase of the AmbuMan Advanced manikin in the amount of \$8,800.00 to be paid from the Fire Equipment Fund as presented.***

# AmbuMan® Advanced

[A ambuusa.com/emergency-care-and-training/training-manikins/product/ambu-man-advanced-next-generation](https://ambuusa.com/emergency-care-and-training/training-manikins/product/ambu-man-advanced-next-generation)



## General information

The AmbuMan Advanced is Ambu's latest training manikin generation, which is designed for Advanced Life Support (ALS) -Training.

The manikins focus on ALS is on the algorithms and skill sets: Airway Management, ECG simulation, defibrillation and training on IV and IO access techniques.

AmbuMan has the latest, integrated Ambu Wireless Technology. The browser-based Ambu Manikin Management Module allows the wireless control, documentation and monitoring of the performance of the trainees.

The Ambu Manikin Management Module is the central interface, where all data and information come together: compression depth, right hand position, ventilation volume, stomach inflation. AmbuMan Advanced was designed for you to create customized training scenarios and adapt them to your course using the standard scenario tool.

## **Customized scenario training**

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The AmbuMan Advanced offers new possibilities for course concepts in accordance to the demand of instructors and the current AHA guidelines. Your creativity has no limits. The intuitive user interface allows for a quick and easy creation of custom scenarios. These can manually be adjusted during the training, or anytime. The CPR parameters and manual events are documented wirelessly and included into the evaluation and debriefing.

## **New level of debriefing**

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Individual trainee evaluation in group training for more efficient training. Each participant receives his personal results (up to four participants).

## **Use of open source software**

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The software included in this product contains copyrighted software that is licensed under the GPL, LGPL or other licenses.

## **Downloads**

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November 2017

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**MEMORANDUM**

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**TO:** COMMITTEE OF THE WHOLE  
**FROM:** MARIA L. HUMPHREY, LEASE MANAGER  
**SUBJECT:** MAXWELL'S OF JEKYLL, LLC  
**DATE:** 3/15/2022

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**LEASE ASSIGNMENT AND ASSUMPTION AGREEMENT AND FIRST  
AMENDMENT TO LEASE**

**TRADE NAME:** Maxwell's General Store  
**LEASEHOLDER:** Maxwell's of Jekyll, LLC  
**ADDRESS:** 10 Main Street, Suite 100  
Jekyll Island, Georgia 31527  
**Property Size:** 2,079 square feet

On July 31, 2021, James M. Bishop the sole owner of a Leasehold with the Jekyll Island Authority d/b/a Maxwell's General Store passed away.

His daughter Jessica Bishop McGregor acquired ownership of the business per Mr. Bishop's will. Ms. McGregor and Joshua Bishop as executors of their father's estate wish to assign the Lease from James M. Bishop to a newly formed LLC, (Maxwell's of Jekyll, LLC).

While preparing the assignment it was discovered the original legal description had a few small discrepancies that will be corrected with the execution of this Lease Assignment and Assumption Agreement and First Amendment to the Lease being presented to you today. In the original Lease the square feet and the suite number were incorrect. The correct amount of square feet in the legal description should be 2079, and the suite number is #100. There are no other material changes to any of the terms of the Lease.

JIA staff recommends the Board approve this assignment and amendment.



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**MEMORANDUM**

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**TO:** JIA BOARD OF DIRECTORS  
**FROM:** JONES HOOKS, JIA EXECUTIVE DIRECTOR  
**SUBJECT:** JEKYLL ISLAND'S PARTICIPATION IN PROPOSED SPLOST  
**DATE:** 3/8/2022

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We appreciate the support of the Glynn County Commission for Jekyll Island's previous SPLOST participation. I am delighted to remind everyone that all past SPLOST projects approved for Jekyll Island were completed within budget and on schedule. We feel confident in making a commitment for SPLOST 2022 that all approved Jekyll Island projects would again be completed on budget and on schedule.

Based on projects previously identified and approved by the JIA Board within our Strategic Plans and Master Plan, we are proposing to officially submit the following projects for consideration by the Glynn County Commission for the proposed 2022 SPLOST program.

**SPLOST 2022  
Proposed Jekyll Island Projects**

1) Fishing Pier Renovations	
Piling/Concrete Replacement	\$ 331,000.00
Handrail Replacement	\$ 660,000.00
Electrical/Lighting Replacement	\$ 210,000.00
	<hr/>
	<b>\$ 1,201,000.00</b>
2) Bike Path Completion to Guest Information	<b>\$ 502,255.00</b>
3) Design and Permitting Package for Driftwood Bike Path Rehabilitation	
Planning and Design	\$ 130,000.00
Surveying	\$ 30,000.00
Geotechnical Investigations	\$ 35,000.00
Permitting	\$ 50,000.00
	<hr/>
	<b>\$ 245,000.00</b>
4) Sanitary Sewer Line Repairs	<b>\$ 1,156,000.00</b>
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<b>TOTAL</b>	<b>\$ 3,104,255.00</b>

Following a conversation on February 18, with Interim County Manager Mike Stewart, we compiled information and distributed it to Mr. Stewart on February 25 for review by the County Commission. The purpose of the memo was to confirm the significant financial contributions made to Glynn County by Jekyll Island residents and businesses. Additionally, I provided the County with a brief understanding of the financial relationship between the Jekyll Island Authority and the State of Georgia.

Then on March 3, Zach Harris and I met with Glynn County District I Commissioner Sammy Tostensen and County Attorney Aaron Mumford to discuss the County's plans for a 2022 SPLOST program, and projects that would benefit Jekyll Island and Glynn County. We discussed with Commissioner Tostensen and Mr. Mumford that the JIA Board would have to review and consider the proposed project list before any projects could be considered by the County for inclusion within a 2022 SPLOST program.

The essence of my February 25 memo is provided below:

*While Jekyll Island is owned by the State of Georgia and is designated a State Park, Jekyll is NOT part of the State Park System, and consequently, receives no annual operational appropriations from the State. Jekyll Island operates much like a small town. If JIA experiences a deficit, we must cover it – not the State. When the State provides bonding opportunities or loans for capital improvements, the Jekyll Island Authority must often repay the bonds/loans.*

*Over the past 15 years, more than \$357,740,000 has been spent on Jekyll Island, primarily by the private sector, in revitalizing Jekyll's hotels, restaurants, retail shops, restaurants, and amenities. Today there are 28 retail shops, 29 dining options, 12 hotel brands. Three hotels with a total of 311 rooms have opened on Jekyll since the 2016 SPLOST. In a report by the Golden Isles Development Authority, NV LNWA JIC Hotel, LLC was listed as a Top Ten Taxpayer for 2019 among other large contributors in Glynn County such as King and Prince Seafood Corp and Gulfstream Aerospace Corp. According to Community Development Department records, since 2016, commercial establishments on Jekyll paid approximately \$78,000 to Glynn County for building and permit fees. Revitalization expenditures on Jekyll will continue for the foreseeable future as additional public facilities, lodging, and housing facilities are constructed. Consequently, Jekyll's fiscal impact on Glynn County will continue to increase.*

*Additionally, the Convention Center on Jekyll attracted over 70 groups with more than 35,000 attendees during Calendar Year 2021. There were 1,452,244 vehicles through the Jekyll gates in calendar year 2021 – an increase of 28% since 2016. Convention attendees and Jekyll visitors shop, dine, and purchase gasoline throughout Glynn County.*

*Of particular interest, a January 2018 study of the economic impact of Jekyll Island on Glynn County conducted by the Selig Center for Economic Growth of the Terry College of Business at the University of Georgia found that 22% of the Gross Sales and 28.5% of all jobs within Glynn County are attributed to Jekyll Island. The study further found that the annual tax revenues generated by Jekyll Island were \$29 million compared to \$22 million from Sea Island.*

*There are 1000 residential and multi-unit properties on Jekyll Island today. This includes 39 homes in the Ocean Oaks community which sold its last unit in 2019 (most recent sales reflect prices of \$795,000 to \$809,000) and 48 units at The Moorings Condominiums, where all units are sold even though construction will not be completed until the end of 2022 (most recent sales reflect prices of \$580,000 to \$587,500). Glynn County property taxes levied for Jekyll Island residents in FY 2021 totaled \$904,323 which makes up about 4% of the total levied property taxes for Glynn County. Jekyll Island homeowners also contribute to Glynn County financially through inspection services, school taxes, sales taxes, and court fees. From 2016 to 2021, approximately \$87,000 was paid directly to Glynn County for residential building and permit fees.*

*Since Jekyll residents and businesses do not receive Glynn County fire/emergency services and Joint Water/Sewer Authority water/sewer, property taxes on Jekyll are exempt from these Glynn County charges. Jekyll residents/businesses secure these services through the JIA, and in addition to annual lease fees, Jekyll residents/businesses pay fire/emergency service fees and water/sewer service and capital fee charges to the JIA.*

*In recent years, the JIA Lease Manager has worked with the Glynn County Tax Assessor's and the Glynn County Tax Commissioner's offices to assure Jekyll Island properties are properly assessed and paying their fair share of property taxes. Internal reviews identified more than 11 large commercial parcels that had not been platted which resulted in those commercial establishments paying property taxes they had previously not been required to pay. Furthermore, JIA reviews also discovered that 55 residential parcels were incorrectly claiming homestead exemptions. The JIA will continue our cooperative efforts and communications with Glynn County to assure accurate valuations and assessments.*

*Historically, sales tax allocations between local governments have been based on the distribution of population and then adjusted for several other factors. In the case of Jekyll Island, population would only be a portion of its impact on Glynn County. Because of this, we have retained the KB Advisory Group, experts in municipal financial issues, to conduct an economic analysis of the amount of sales taxes generated annually from businesses operating on Jekyll Island. The results of this analysis will be shared with you when it is completed within the next three weeks.*

*We appreciate the support of the Board of Commissioners for Jekyll's participation in the 2022 SPLOST. Once our recommended projects are considered by the JIA Board, we look forward to providing you with the approved listing. In the meantime, should you or others have any questions, please contact me.*



**MEMORANDUM**

**TO:** JEKYLL ISLAND AUTHORITY BOARD  
**FROM:** JONES HOOKS, EXECUTIVE DIRECTOR  
**SUBJECT:** RFP # 368 – MARKET ANALYSIS FOR JEKYLL ISLAND AMPHITHEATER  
**DATE:** 3/15/2022

Prior to the deadline of March 1, 2022, at 2:00 p.m. ET, Jekyll Island Authority (JIA) staff received seven bids for RFP #368, which requested proposals from firms interested in completing a market analysis for the Jekyll Island Amphitheater, including advising on the feasibility of the redevelopment, restoration, and operation of the historic amphitheater.

After a thorough review and rank of each proposal, the selection committee invited three bidders to be interviewed: DLR Group, Huden Strategic Partners, and Johnson Consulting.

Through the presentation and interview process, DLR Group emerged as the apparent finalist.

Based on the selection committee's findings, staff recommends awarding RFP #368 to DLR Group, pending contract completion and legal review.

The Jekyll Island State Park Authority (JIA) and Committees met in Public Session on Tuesday, February 15, 2022 at the Jekyll Island Convention Center and via teleconference.

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

Key Staff Present: Jones Hooks, Executive Director  
Noel Jensen, Deputy Executive Director  
Zachary Harris, General Counsel  
Marjorie Johnson, Chief Accounting Officer  
Jenna Johnson, Director of Human Resources  
Alexa Hawkins, Director of Marketing & Communications  
Terry Norton, Director of Veterinary Services & Wildlife Health  
Tom Alexander, Manager of Mosaic  
Ben Carswell, Director of Conservation and Sustainability  
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 9:33 a.m. Roll was called for members attending in person and those attending via teleconference. Commissioner Williams joined the meeting around 9:45 a.m., and Ms. Burch-Meeks joined at 10:28 a.m.

There were no public comments received online for this meeting.

## **I. Historic Preservation/Conservation Committee**

A. Terry Norton, Director of Veterinary Services & Wildlife Health provided an update on the Georgia Sea Turtle Center (GSTC) veterinary operations and accomplishments. He noted several staffing updates including Rachel Overmeyer's promotion to Rehabilitation Manger, Jamie Gamby's promotion to Rehabilitation Tech II, and the hiring of two Rehabilitation Tech I staff members, June Katie Dixon and Makayla Siesta. He further commented on the accomplishments of the GSTC noting that approximately 100 peer reviewed publications and several books and book chapters on wildlife health and veterinary medicine have been published since the center opened in 2007. He highlighted three of the five publications published within the past six months:

- "Health and nutrition of loggerhead sea turtles (*Caretta caretta*) in the southeastern United States" published in the *Journal of Animal Physiology and Animal Nutrition*.
- The other two publications focused on a pain management drug used in sea turtles:
  - Pharmacokinetic Behavior of Meloxicam in loggerhead (*Caretta caretta*), Kemp's ridley (*Lepidochelys kempii*) and green (*Chelonia mydas*) sea turtles after subcutaneous administration" published in *Journal of Zoo and Wildlife Medicine*
  - "Pharmacokinetics of multi-dose SQ meloxicam in Kemp's Ridley and green sea turtles" published a special sea turtle issue in the journal *Animal*.

Norton discussed several rehab patients.:

- Coco, a juvenile green turtle who was treated and released off Jekyll in October 2021 with a satellite transmitter, which is still active showing her travels from St. Augustine to Cape Canaveral, Fl.
- Frontera, a kemp's ridley, who came to the Center with many life-threatening dredge injuries. The team treated her wounds, fractures, and eyes over several months, and she was able to be released back into the wild.
- Genie, a loggerhead sea turtle suffered a boat strike to the nasal and skull region. She had difficulty swimming normally and did not eat for four months, during which time she received IV nutrition and cold laser therapy. Her injuries are healed, she is swimming and eating normally, and she should be released soon.

Jones Hooks, Executive Director, thanked Norton and his team, commenting on the significance of being able to operate a hospital on Jekyll, not just an entertainment aquarium.

- B. Jones Hooks, Executive Director, introduced Tom Alexander who has been a historical interpreter with JIA since 2016, and he has continued in that role as well as now managing the Mosaic, Jekyll Island Museum.

Tom Alexander, Manager of Mosaic, provided an update on Museum operations. He first reviewed the recent changes to the management and operating model noting his position as Museum Manager, the Museum Assistant Manager, Will Story, and Museum Lead Interpreter, Emily Robertson. He mentioned that a collaborative model is being utilized to properly manage the entire Historic Resources department.

Along with this collaborative model, Mosaic has reset many objectives to improve the overall function of the museum. These objectives include: improving staff morale, increasing communications with all internal departments, increasing the variety and quality of programs offered by Mosaic, updating marketing strategies, implementing a structured training program for interpreters, and creating efficient staff schedules. Alexander ended his presentation by highlighting the financial successes seen at the museum which includes generating \$51,000 from Holly Jolly Light Tours during the 2021 season and January 2022 seeing the best revenues when compared to the past five years.

There were no public comments.

## **II. Finance Committee**

- A. Mr. Bill Gross, Finance Committee Chair summarized the January Financials including an overview of Revenues, Expenses, Net Operating Cash, Traffic Statistics, and Hotel Statistics.
- Revenues were \$2,115,279.
  - Expenses were \$2,179,073.
  - Net Operating Cash Income was \$63,794.
  - Total Traffic Counts were 80,539 vehicles.
  - Hotel Revenues were reported at \$2.2 million with a 34.7% Occupancy Rate.

There were no public comments.

### **III Human Resources Committee**

- A. Jenna Johnson, Director of Human Resources, presented several policy updates. The first two recommended updates impact the Recruitment and Selection Policy. Upon review of the policy handbook, J. Johnson recommended that that section on Employment of Relatives and Non-Fraternization should be established as its own policy that will better assist supervisors as they need to reference the policy manual. The Board first considered updating the Recruitments and Selection Policy by removing the Employment of Relatives and Non-Fraternization section.

A motion to recommend Approval of the Updated Recruitment and Selection Policy as recommended by staff was made by Mr. Krueger and seconded by Mr. Atkins. The motion carried unanimously.

- B. The Board then considered adding the Recruitment and Selection Policy as a separate and new section in the manual.

A motion to recommend Approval of Adding the Employment of Relatives Policy as recommended by staff was made by Mr. Krueger and seconded by Mr. Atkins. The motion carried unanimously.

- C. J. Johnson presented an update to the Employee Records Policy which addresses the use of electronic systems and states that personnel records will be kept in accordance with the records retention scheduled.

A motion to recommend Approval of the Updated Employee Records Policy as recommended by staff was made by Mr. Krueger and seconded by Mr. Atkins. The motion carried unanimously.

- D. J. Johnson also presented an update to the Employee Pay Policy which incorporates the previously standalone Direct Deposit Policy and clarifies additional items such as: what is considered a standard work week, payroll deductions, and other basic rules relating to employee pay.

A motion to recommend Approval of the Updated Employee Pay Policy as recommended by staff was made by Mr. Atkins and seconded by Mr. Krueger. The motion carried unanimously.

- E. J. Johnson then presented the Immigration Law Compliance Policy as a new policy to be added to the manual. This policy defines E-Verify and the explains the procedures utilized to establish identity and verify work eligibility in accordance with the guidelines provided by the U.S. Department of Homeland Security.

A motion to recommend Approval of Adding the Immigration Law Compliance Policy as recommended by staff was made by Mr. Atkins and seconded Mr. Krueger. The motion carried unanimously.

There were no public comments.

### **IV. Marketing Committee**

- A. Alexa Hawkins, Director of Marketing & Communications, provided an update highlighting the following items:
- The 75<sup>TH</sup> Anniversary Soiree was held on January 28<sup>th</sup> and featured one-of-a-kind entertainment by the internationally acclaimed synchronized swimmers the Aqualillies as well as an artist who created a live painting of the evening, which will be displayed in the Jekyll Island Museum, Mosaic.

- A “throwback” billboard sign has been installed at the end of the Jekyll Causeway that is reminiscent of the original State Era “Fabulous Jekyll Island” sign. A planter has also been designed by the JIA Landscape team to celebrate the anniversary.
- The latest issue of 31•81 was distributed to approximately 30,000 targeted lists and an additional 10,000 subscribers.
- The new Visitor Guide is also available. The number of printed copies has been reduced as JIA increasingly promotes of the online version of the guide.
- A new social media presence has been established for Mosaic, Jekyll Island Museum.
- Digital Performance saw improvements during CY 2021 including a 9.3% increase in total engagements and a 145% increase in total impressions on social media as well as a 29% increase in website sessions, compared to the previous year.

Board Members were provided with copies of the 2022 Visitor Guide, the 2021 Jekyll Island Progress report, and Volume 5.1 of 31•81, which are all available online.

There were no public comments.

## **V. Legislative Committee**

- A. Trip Tollison, Legislative Committee Chair, provided an update noting that the Georgia House of Representatives passed the amended budget which includes funds for the Public Safety Facility on Jekyll Island.

Jones Hooks, Executive Director, commented on a news article which incorrectly reported that \$15 million was included in the amended budget allocated to Jekyll Island for deferred maintenance. He clarified that this number was reported in error.

There were no public comments.

## **VI. Committee of the Whole**

- A. Ben Carswell, Director of Conservation and Sustainability presented Request for Proposal (RFP) #369 for a Georgia Sea Turtle Center Affiliate Scientist (GSTC). This proposal would establish a contractual agreement with a GSTC Affiliate Scientist associated with an academic institution. The GSTC anticipates allocating between \$60,000 and \$80,000 to fund an Affiliate Scientist and seeks to maximize the return on investment for the JIA and the GSTC by reallocating funds that would otherwise go to salary and benefits for an on-staff scientist. Under the proposed arrangement, staff anticipates the leverage of additional investments from the Affiliated Scientist’s host institution in the form of foundational funds that could support graduate students, technicians, and research activities as well as the leverage of additional grant funding.

Carswell noted that additional legal review is needed before the RFP can be released.

A motion to recommend approval of RFP #369 for a Georgia Sea Turtle Center Affiliate Scientist, pending further legal review was made by Mr. Krueger and seconded by Mr. Willard. The motion carried unanimously.

- B. Jones Hooks, Executive Director presented Resolution #R-2022-1 Supporting Fiber-to-the Premises Broadband Networks and Infrastructure on Jekyll Island. He provided background

information on the topic explaining that Governor Kemp has made it a priority to expand broadband in Georgia, particularly rural communities, and an appointed committee is focusing on funding broadband expansion.

Through the Golden Isles Development authority, Ronin Technology Advisors, reached out to the JIA to discuss potentially providing fiber-to-the-premises broadband networks and infrastructure on Jekyll Island in the future. This company has also presented to the Glynn County Board of Commissioners.

Resolution #R-2022-1 outlines support for improved telecommunications technology that provides enhanced internet access and communication capabilities to Jekyll Island residents and businesses, and it is not a binding agreement with Ronin Technology Advisors.

Mr. Krueger supported the Resolution as a good start to providing quality broadband access to Jekyll Island, reinforcing the importance of resident access as well as commercial. He also commented on the necessity of having a buried network infrastructure on Jekyll Island.

A motion to recommend Adoption of Resolution #R-2022-1 Supporting Fiber-to-the Premises Broadband Networks and Infrastructure on Jekyll Island was made by Dr. Evans and seconded by Mr. Willard. The motion carried unanimously.

- C. Noel Jensen, Deputy Executive Director, presented the request for Proclaiming April as Jekyll Island's Safe Digging Month. He explained that the Glynn County Local Utility Coordinating Council requested that JIA declare April as Safe Digging Month to encourage all employees, contractors, and residents to take precautions and call Georgia 811 before digging in order to avoid damaging underground infrastructure.

Anna Trapp, Executive Assistant, read the Proclamation into the record.

A motion to recommend Approval of April 2022 as Jekyll Island's Safe Digging Month and Accept the Proclamation as presented by staff was made by Mr. Krueger and seconded by Mr. Gross. The motion carried unanimously.

- D. Noel Jensen, Deputy Executive Director, provided an Operations Update highlighting on-going projects:
- 11,205 linear feet of concrete bike paths are scheduled for renovations beginning in early March 2022 with an end date of April 15, 2022.
  - At Summer Waves, a pool liner has been installed at the Man'O War Slide and the interior and exterior of the slides have been painted. Additionally, a splash pad expansion is under construction.
  - Wastewater Plant updates include replacement of a grit screen and replacement of all residential meters. Additionally, JIA applied for Recovery Act Funding that is still pending, since no awards have been announced yet.
  - New Convention Center Furniture is scheduled to ship in March 2022.
  - JIA has performed vegetative management to 1.35 miles of the Jekyll Causeway and crews have collected: 65 sixty-gallon bags of trash, 1 hot water heater, 5 tires, 1 floating dock, and 2 trailer loads of lumber.

- E. Jones Hooks, Executive Director, Presented the Executive Director’s Report. He discussed the following points:
- JIA has 13 employees with twenty plus years of service.
  - JIA Fleet Management was recognized by the Office of Fleet Management and the Department of Administrative Services for their tenth report in a row where they received Rank 1, the highest possible ranking.
  - Golf Course Improvement Strategy
    - The archaeological report is being reviewed at the state level by the State Historic Preservation Office. They have requested additional information from Terracon, our contractors for the Phase I and II Archaeological Investigations.
    - The National Golf Foundation (NGF) has begun reviewing and analyzing data on Jekyll Island golf and how those number related to findings throughout the country. NGF will present their findings at an upcoming Board meeting.
  - Our partners from GA Audubon began the initial phase of treatment/restoration in the designated areas between the Jekyll Island Club Beach Pavilion and Holiday Inn to expand our existing Beach Prairies. They began treating the turf grass in early February.
  - New Castle acquired Holiday Inn Resort for \$41 Million with equity raised through crowdfunding.
  - The Lake Lanier Islands Development Authority sent a letter to the Board congratulating them on JIA celebrating its 75<sup>th</sup> anniversary.
  - Jekyll was named a 2021 Tree City USA and received a Growth Award from the Arbor Day Foundation. Hooks recognize Cliff Gawron for his efforts in educating businesses and residents about the importance of preserving our trees.
- F. Chairman Mr. Wilkinson presented the Chairman Comments. He thanked the JIA staff for their work and noted how impressive this month’s reports were,

There were two public comments:

- Al Tate thanked the JIA staff and Board for their efforts in positively responding to the concerns of the public and Jekyll Island residents. He also stated that natural resources and assets on Jekyll Island should be made a priority over revenue sources.
- Beverly Hopkins thanked Mr. Hooks for clarifying the purpose of Resolution #R-2022-1, and she conveyed delight in the new retro billboard as well as the new planter.

The Chairman continued directly into the JIA Board Meeting.

**The Jekyll Island State Park Authority (JIA) Board Meeting**  
**February 15, 2022**

The roll was called at 11:20 a.m., and all members were present either in-person or via teleconference.

**Action Items**

1. Mr. Kruger moved to accept the minutes of the January 18, 2022 board meeting as presented. The motion was seconded by Mr. Gross. There was no discussion, and the minutes were approved unanimously.
2. The recommendation from the Human Resources Committee to approve the Updated Recruitment and Selection Policy carried by unanimous consent.
3. The recommendation from the Human Resources Committee to approve the Addition of the Employment of Relatives Policy carried by unanimous consent.
4. The recommendation from the Human Resources Committee to approve the Updated Employee Records Policy carried by unanimous consent.
5. The recommendation from the Human Resources Committee to approve the Updated Employee Pay Policy carried by unanimous consent.
6. The recommendation from the Human Resources Committee to approve the Addition of the Immigration Law Compliance Policy carried by unanimous consent.
7. The recommendation from the Committee of the Whole to approve RFP #369 for a Georgia Sea Turtle Center Affiliate Scientist, pending additional legal review, carried by unanimous consent.
8. The recommendation from the Committee of the Whole to adopt Resolution #R-2022-1 Supporting Fiber-to-the Premises Broadband Networks and Infrastructure on Jekyll Island carried by unanimous consent.
9. The recommendation from the Committee of the Whole to approve April 2022 as Jekyll Island's Safe Digging Month and to Accept the Proclamation as presented by staff carried by unanimous consent.

The motion to adjourn was made by Mr. Krueger and was seconded by Mr. Willard. There was no objection to the motion and the meeting adjourned at 11:26 a.m.

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**MEMORANDUM**

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**TO:** COMMITTEE OF THE WHOLE  
**FROM:** NOEL JENSEN, DEPUTY EXECUTIVE DIRECTOR  
**SUBJECT:** OPERATIONS MONTHLY REPORT – FEBRUARY 2022  
**DATE:** 3/7/2022

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**PUBLIC SERVICES**

**February Highlights:**

- Jekyll Island Airport (09J) self-serve aviation fuel (100LL) sold 1,128.47 gallons of 100LL aviation fuel totaling \$6,251.73 in sales for the month of February.
- Roads and Grounds department completed assigned annual causeway vegetative management areas on north side of the Jekyll Island Causeway.
- Campground expansion preparation continues onsite with JIA Landscape, Roads and Grounds, and water/wastewater staff. Construction entrance is installed, and selective tree management is underway.
- Jekyll Island Airport engineering firm, POND, is in the process of bidding in association with GDOT Intermodal for the replacement airport terminal to be constructed on the site of the existing terminal.
- Vehicle maintenance retained Jekyll Island fleet’s Tier One status for the 10<sup>th</sup> reporting period in a row, which is a record in the State of Georgia. Only 2% of the fleets in the state system have Tier One status.
- The campground reached 93% occupancy which is considered “full capacity”.

**Operations Department Work Orders**

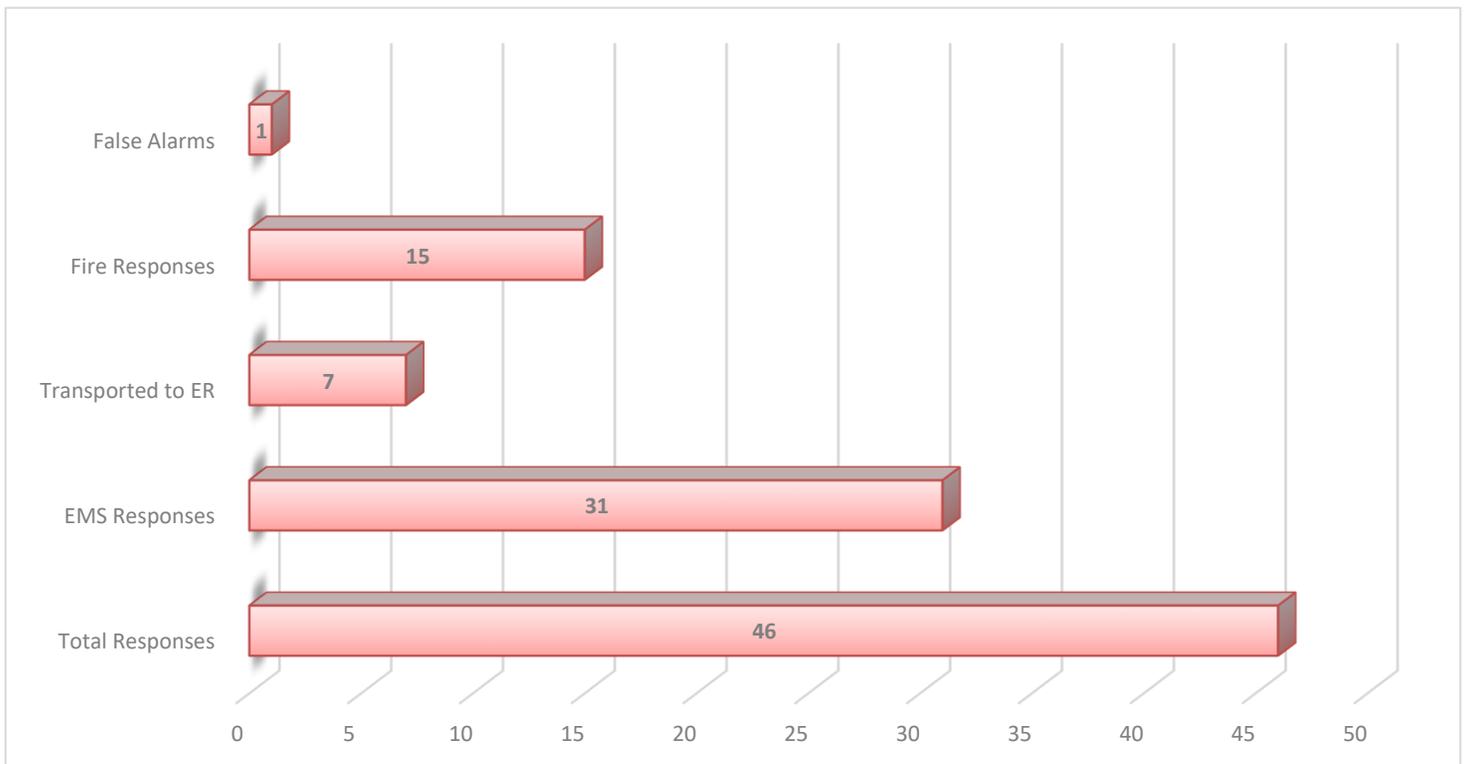


## **PUBLIC SAFETY – Fire & EMS**

### **February Highlights:**

- Completed 465 hours of staff training for the month.
- Eleven (11) building permits were issued, and there was one (1) complaint investigated by Code Enforcement.
- Fire extinguisher classes continue with the hotels and businesses which include Beach Village and Pier Rd.
- Staff held its kick-off training session at BFD Station 3 using their training tower. This training area is one we were lacking in the last ISO evaluation. We have scheduled one day each month to hold sessions for off-duty staff to attend to receive credit.
- Filled one vacant FF/Paramedic position with Thomas Zuzich who served with us in a part-time role.

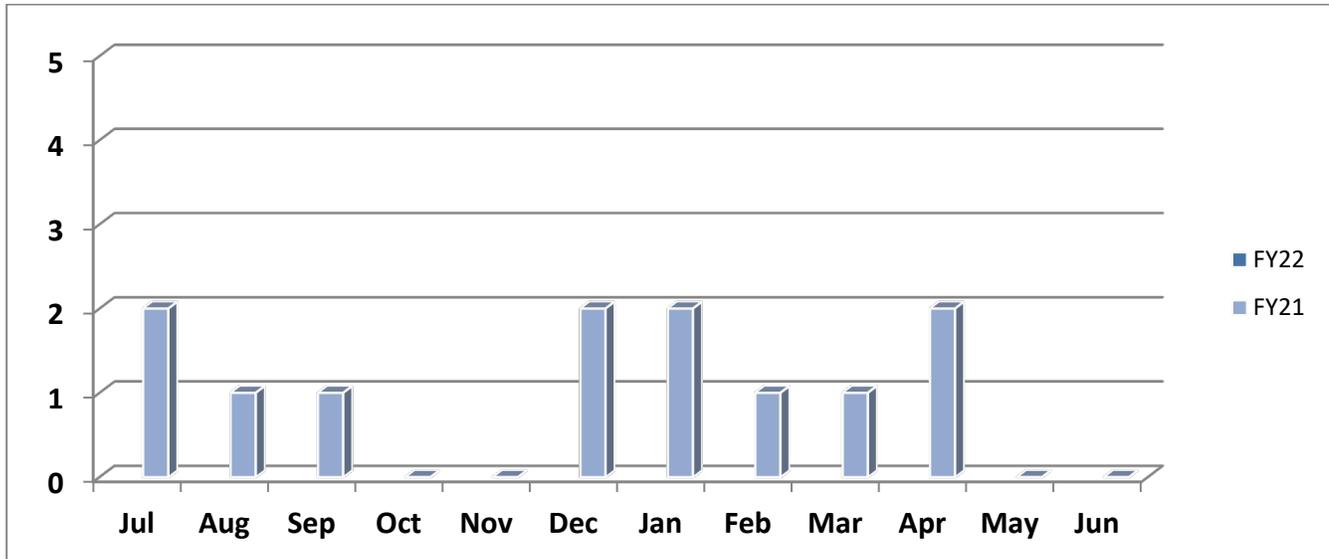
### **Jekyll Island Fire & EMS Responses**



**MEMORANDUM**

**TO:** HUMAN RESOURCES COMMITTEE  
**FROM:** JENNA JOHNSON, HR DIRECTOR  
**SUBJECT:** HUMAN RESOURCES COMMITTEE REPORT  
**DATE:** 3/8/2022

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



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

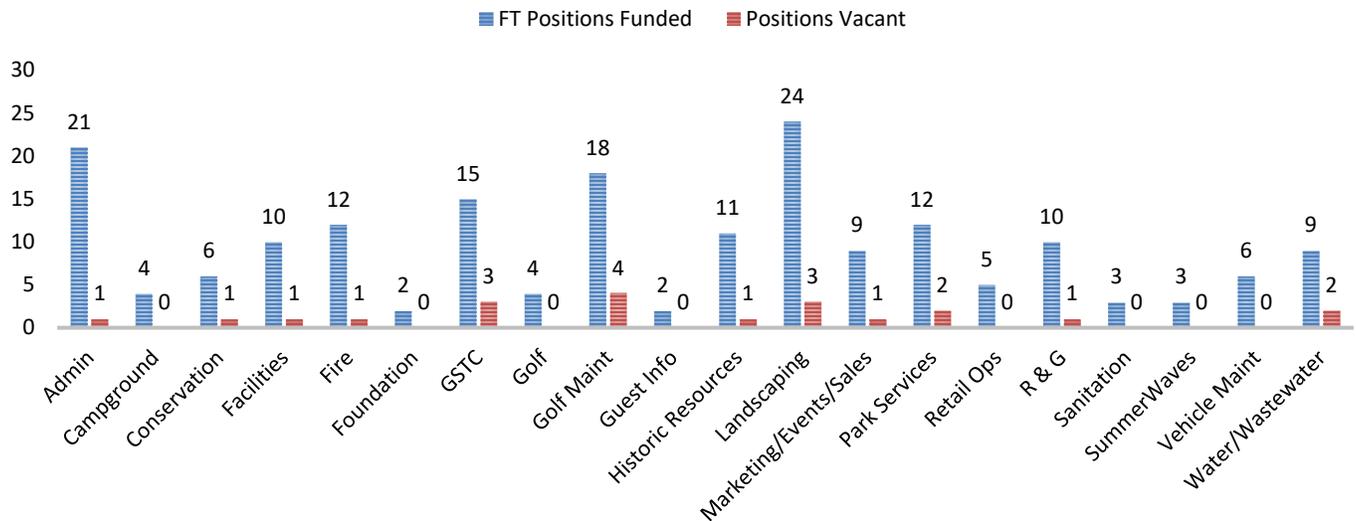
**JIA Employee Census:**

Month	Full time	Part Time	Seasonal	Interns/ Members	Total Employees
Feb	160	108	2	11	281

**Retirements:**

- None

# FULL TIME STAFFING



Full-time Staffing as of 03/02/2022

## **Recognition:**

### o **Meet our March Featured Employee: Nicki Thomas**



Originally from Alamogordo, New Mexico, Nicki has lived in the Golden Isles for six and a half years. She began her career with the Jekyll Island Authority (JIA) on June 8, 2015. As the Education Program Manager at the GSTC, Nicki is responsible for overseeing tours, school field trips and public education presentations. Nicki loves creating experiences to move individuals from environmental awareness to action. Her favorite aspect is teaching professionals the fundamentals of interpretation and environmental education to ignite community change.

When Nicki was asked what she like most about working for the Jekyll Island Authority, she said “I love working for an organization that balances public access with environmental stewardship and sustainability. Also, I love collaborating across departments on big projects. It’s so rewarding to work with so many passionate and talented people.” If she could improve one thing about Jekyll Island, she said, “A new and improved Georgia Sea Turtle Center, of course!”

When Nicki is not at work, she is hiking, kayaking, and visiting new places, especially public lands. When she travels, she also loves checking out local breweries and breakfast/bakery places. Now that she has kids, afternoon naps are also an interest and hobby of mine.

Something else to know about Nicki is her husband’s name is Mike, she has a springer spaniel named Tallulah, a 2-year-old Eliza Marie and they are expecting a second baby girl in May 2022!

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

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MEMORANDUM

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**TO:** HISTORIC PRESERVATION/CONSERVATION COMMITTEE  
**FROM:** BEN CARSWELL, DIRECTOR OF CONSERVATION AND SUSTAINABILITY  
**SUBJECT:** CONSERVATION UPDATE  
**DATE:** 3/8/2022

**Research and Monitoring**

- Unfortunately, both of Jekyll Island's nesting pairs of bald eagles were unsuccessful this year in rearing young. One of our nests has been active since at least 2013 and this is the first year that pair has failed to fledge at least one chick. Eagles, along with other birds of prey, are known to have low survival rates in their first year of life, being faced with a wide array of natural and human-caused threats and challenges. Conservation staff are in communication with DNR regarding this year's unsuccessful nesting.

**Management and Planning**

- Conservation staff have been contributing to the comprehensive ordinance/code revisions project.
- Construction of the new causeway terrapin fence project is expected to be underway this week near the entrance towers. This project has the potential to positively influence recruitment and longevity of terrapin along an area of road that is responsible for ~20% of at-risk terrapin encounters since 2007. The project is a collaboration between JIAs Landscaping, Conservation, and Georgia Sea Turtle Center departments.

**Outreach, Leadership, and Personnel**

- Wildlife Biologist Joseph Colbert attended the Georgia Chapter of The Wildlife Society's annual meeting in Covington and presented updates on our eastern diamondback rattlesnake research program. He made a promising new connection with a potential academic partner with whom he discussed National Science Foundation grant prospects.
- Director Ben Carswell and Natural Resources Manager Yank Moore will be attending the Southeastern Estuarine Research Society (SEERS) meeting later this month. Yank will be presenting an update on the Fortson Pond marsh restoration project and living shoreline installation. The JIA is a sponsor of the meeting, which is being held at the Marriott Courtyard Jekyll Island.
- The JIA is also sponsoring Georgia Audubon's annual Bird Fest event, the largest bird and nature festival in the state featuring a full month of activities, including guided field trips to Georgia's best birding hotspots, nature-based workshops, and guest speakers. Visibility for the JIAs contribution to this event, and the SEERS event above, help establish and communicate our reputation in the conservation arena both statewide and regionally.

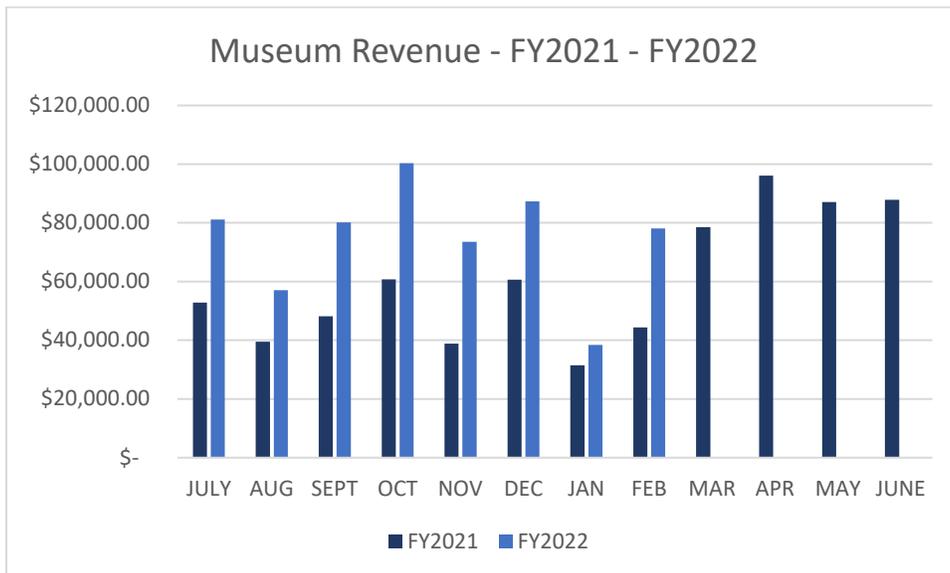
**MEMORANDUM**

**TO:** COMMITTEE OF THE WHOLE  
**FROM:** ANDREA MARROQUIN, CURATOR  
**SUBJECT:** HISTORIC RESOURCES UPDATE  
**DATE:** 3/8/2022

**February Visitation and Revenue**

Mosaic, Jekyll Island Museum achieved the best Public Tour Revenue, Museum Store Revenue, and Total Revenue on record for the month of February. It also attained the best Public Tour Visitation for February ever documented for the museum.

<b>Mosaic</b>	<b>Visitors</b>	<b>Revenues</b>
Public Tours:	2,467	\$41,860
Group Tours:	455	\$6,830
Museum Store	--	\$24,563
Admissions:	618	\$4,820
<b>Totals</b>	<b>3,540</b>	<b>\$78,073</b>



## Special Events

- **Historic District Property Rentals** - In February, the Mosaic hosted 2 special events at Faith Chapel.
- **Fabulous Jekyll Island Exhibit Opening** – On February 3, 2022, the Mosaic hosted a special exhibit opening, as part of kickoff celebrations for the island’s 75<sup>th</sup> anniversary as a state park. The new exhibit celebrates the island’s state park story, including the state park purchase and the creation of “Fabulous Jekyll Island.” Attendees enjoyed images from the island’s opening in 1947, themed activities and refreshments, and an oral history listening station.
- **Dolphin Club Days** – In celebration of Black History Month and the 75<sup>th</sup> anniversary of state ownership of Jekyll Island, the museum showcased the island’s unique African American history and music history from the 1950s and 1960s, with a selection of stories, songs, and oral histories. This guided trolley tour included a visit to St. Andrews Beach, a live musical performance by Ace Winn, and refreshments on the grounds of the historic Dolphin Club.
- **Wanderer Presentation** –The Mosaic developed a presentation sharing the story of the Wanderer, offered as a Black History Month special event for America’s Boating Club.
- **Georgia History Day** - The Jekyll Island Museum engaged students in Club Era games and educational activities at Oglethorpe Point Elementary School in honor of Georgia History Day.

## Collections Team

- **Dubignon Cottage** – Completed inventory reconciliations and condition assessments of artifacts on exhibit at Dubignon Cottage.
- **Gould Casino** – Launched an inventory and condition assessment of materials that have been stored in Gould Casino since the early 2000s. Beginning research and documentation process to determine appropriate disposition of materials.
- **STEPS Committee** – Created a committee to participate in STEPS, a self-assessment program created by the American Association for State and Local History (AASLH) specifically designed for small to mid-sized history museums. Committee discussed process for reviewing museum policies and practices and to evaluate progress towards meeting national museum standards.
- **College of Coastal Georgia** – Provided a public outreach program at CCGA by speaking with history students about Archival and Records Management as a possible career path.
- **Mosaic Gallery Flipbooks** – Arranged for the replacement of damaged flip books in the Mosaic Gallery with a more durable and permanent stainless-steel solution.
- **Oral History Project** – Completed two oral history transcriptions as part of a commemorative state era oral history project, in recognition of Jekyll Island’s 75<sup>th</sup> anniversary as a state park.
- **Archaeology** – Monitored excavation of a swimming pool at 5 Austin Lane.
- **Collections** – During the month of February, 1,285 objects were added or updated in Past Perfect, including archival records, blueprints, books, furnishings, artwork, textiles, housewares, personal accessories, slides, negatives, photographs, postcards, brochures, oral history recordings, and state era souvenirs. Met with 2 donors, including a Club Era descendant family. Responded to 10 research requests and 4 image requests.

## Preservation

- **Wanderer Memory Trail** – Completely refurbished the Wanderer Memory Trail, with updates to interpretive panels, audio boxes, interactives, and trail improvements. Updates conducted as part of a grant from the Friends of Coastal Georgia History, Inc. through the Jekyll Island Foundation.
- **Hollybourne** – Historic preservation volunteers continued window rehab, rebuilt basement steps, restored and reinstalled original basement door, installed drywall for the wall and ceiling in the dining room, and repainted and retouched two service porch entries for Hollybourne Cottage.
- **Infirmery** – Rehabbed the cellar door and addressed deteriorated steps at the Infirmery through volunteer assistance.
- **Lift Station** – Removed paint on exterior shingles, began window restoration, and identified building material conservation issues for the Lift Station behind Goodyear Cottage.
- **RFP 368** – Provided in-person and virtual tours of the Amphitheatre for proposers.

**MEMORANDUM**

**TO: COMMITTEE OF THE WHOLE**  
**FROM: MICHELLE KAYLOR, GSTC DIRECTOR**  
**SUBJECT: GEORGIA SEA TURTLE CENTER UPDATE – FEBRUARY 2022**  
**DATE: 3/7/2022**

**Admissions Comparison with Prior Year**

<u>February 2021</u>	<u>February 2022</u>
5,054	7,867

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

**Revenue Categories**

- February admissions \$73,372.92 was \$18,696.92 more than budgeted
- February concessions \$89,802.32 was \$21,949 more than budgeted
- Adoptions 46 | \$2,300 | Donations (General) 20 | \$400.00
- Memberships 24 | \$3105.80
- Public Programs | \$1,492.00
- School Programs | \$630.00
- Virtual Field Trips | \$385.00
- Daily Programs | 135

**Marketing/PR/Events/Grants/Pubs**

**Social Media, Website, and Communications Updates:** Trip Advisor: 2,271 reviews, ranking GSTC #4 out of #17 Jekyll attractions.

53.8K Facebook Followers  
Impressions: 160K  
Number of Posts: 11

- The top social media post for Facebook was the “New Patient Alert” post of the green sea turtle with an eastern murex on its carapace on 2/4. It reached 21,771 people and received 990 engagements.

24.9K Instagram Followers  
Impressions: 83K  
Number of Posts: 8 posts 1 story

- The top social media post for Instagram was the “Sleeping in on Sunday” video of Margo the loggerhead napping on 2/27. It reached 11,716 people and received 1,766 engagements.

Science Saturday “Diving into Citizen Science” was held February 19<sup>th</sup> from 10 a.m. to 3 p.m. This event was primarily educational in focus and was successfully executed by two staff, two AmeriCorps Members, and nine volunteers. The event welcomed 815 participants.

Marketing campaigns began for Turtle Crawl which will be held on April 30<sup>th</sup> in conjunction with a Shell-e-Brate event at the GSTC celebrating the start of nesting season.

## Education

- Guests on the early inquiry list for Sea Turtle Camp 2022 were notified of our decision to not host camp this summer due to staffing shortages.
- The education team led 8 tours educating 173 participants this month.

## Research

- Installation of fencing to improve diamondback terrapin survival along the Jekyll Island Causeway is set to begin in the coming weeks.
- Warmer weather has triggered an increase in reptile activity on and around the island. Diamondback terrapin hatchlings have been observed along the causeway after leaving their overwintering nests.

## Rehabilitation

	Sea Turtle	Other Patients
<b>New Patients</b>	<b>0</b>	<b>13</b>
<b>Current Patients</b>	<b>17</b>	<b>13</b>
<b>Released Patients</b>	<b>0</b>	<b>2</b>
<b>Transferred Patients</b>	<b>0</b>	<b>0</b>
<b>Total Since 2007</b>	<b>997</b>	<b>2261</b>

## AmeriCorps Program, Volunteer Program, and Marine Debris Initiative

	Service Hours		
	Monthly Total	YTD Date Total	Cumulative Total
		<i>(See YTD period definitions)</i>	
AmeriCorps Service Hours**	1,784.50	12,882.25	439,075.40
Volunteer Hours*	443.75	2,846.92	78,762.51
Marine Debris Hours*	127.50	758.25	11,479.83
	<b>MDI &amp; Volunteer Program</b>		
MDI Clean Ups	0	2	74

MDI Items Collected	0	1,996	370,562
New Volunteers Oriented	0	5	245
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 align="center"><b><u>HISTORIC PRESERVATION/CONSERVATION</u></b></p> <p><b>Dale Atkins, Chair</b>          Joe Wilkinson          Bob Krueger          Mark Williams          Joy Burch-Meeks          Buster Evans</p> <p><u>Staff:</u>          Ben Carswell          Michelle Kaylor          Cliff Gawron</p>	<p align="center"><b><u>FINANCE</u></b></p> <p><b>Bill Gross, Chair</b>          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 align="center"><b><u>HUMAN RESOURCES</u></b></p> <p><b>Buster Evans, Chair</b>          Joe Wilkinson          Bob Krueger          Joy Burch-Meeks          Dale Atkins</p> <p><u>Staff:</u>          Jenna Johnson</p>	<p align="center"><b><u>MARKETING</u></b></p> <p><b>Joy Burch-Meeks, Chair</b>          Joe Wilkinson          Bill Gross          Trip Tollison          Buster Evans          Glen Willard          Bob Krueger</p> <p><u>Staff:</u>          Alexa Hawkins</p>
<p align="center"><b><u>LEGISLATIVE</u></b></p> <p><b>Trip Tollison, Chair</b>          Joe Wilkinson          Bob Krueger          Bill Gross          Mark Williams          Joy Burch-Meeks          Dale Atkins</p> <p><u>Staff:</u>          Jones Hooks</p>	<p align="center"><b><u>COMMITTEE OF THE WHOLE</u></b></p> <p><b>Joseph B. Wilkinson, Jr., Chair</b>          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>