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**Agenda**

Tuesday, October 18, 2022

9:30 a.m.

Jekyll Island Convention Center  
JIA Committees and Meeting

**Public Comment**

Written public comments can be submitted online till 12:00 noon on Monday, October 17<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.

Meeting documents and public comments are available at:

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

**Chairman, Dale Atkins – Call to Order**

**I. Historic Preservation/Conservation Committee**

Bob Krueger, Chair

- A. Update on Jekyll Island’s Bobcat Population – Ben Carswell, Director of Conservation and Sustainability and Joseph Colbert, Conservation Wildlife Manager

**II. Finance Committee**

Bill Gross, Chair

- A. September Financials – Bill Gross, Chair
- B. Consideration of Grant Funds for Tennis Tournament- Noel Jensen, Deputy Executive Director
- C. Request to Award Contract for Jekyll Island Fire Department Ladder Truck – Dennis Gailey, Director of Public Safety
- D. Update on DCA Rural Innovation Grant – Jones Hooks, Executive Director

**III. Human Resources Committee**

Buster Evans, Chair

- A. Consideration of Self-Insurance Health Plan Proposal – Matt Bidwell, MSI Benefits Group, Inc.
- B. Consideration of Attendance and Hours Worked Policy Update – Jenna Johnson, Director of Human Resources

**IV. Marketing Committee**

Joy Burch-Meeks, Chair

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

‘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

## **V. Legislative Committee**

Glen Willard, Chair

- A. No report

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

Dale Atkins, Chair

- A. Second Reading and Consideration of Greenspace Ordinance – Zach Harris, General Counsel
- B. Consideration of Concept for Hilton Tapestry at the Beachview Club – Jones Hooks, Executive Director
- C. Consideration of Concept for The Anchor Restaurant at Jekyll Holiday Inn - Jones Hooks, Executive Director
- D. Consideration of Update to Mercer Medicine, LLC. Lease Agreement – Zach Harris, General Counsel
- E. Lease Updates – Maria Humphrey, Lease Manager
- F. Operations Update – Noel Jensen, Deputy Executive Director
- G. Executive Director’s Report – Jones Hooks, Executive Director
- H. Chairman’s Comments – Dale Atkins, Chair

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## **Board Meeting Agenda**

**Chairman, Dale Atkins – Call to Order**

### **Action Item**

1. Minutes of the September 20, 2022 Board Meeting
2. Consideration of Grant Funds for Tennis Tournament
3. Request to Award Contract for Jekyll Island Fire Department Ladder Truck
4. Consideration of Self-Insurance Health Plan Proposal
5. Consideration of Time and Attendance Policy Update
6. Consideration of Greenspace Ordinance
7. Consideration of Concept for Hilton Tapestry at the Beachview Club
8. Consideration of Concept for The Anchor Restaurant at Jekyll Holiday Inn
9. Consideration of Update to Mercer Medicine, LLC. Lease Agreement

### **Adjournment**

Note: Following the Board Meeting, Board Members will attend the Time Capsule Dedication Ceremony.

*‘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.”’*  
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**MEMORANDUM**

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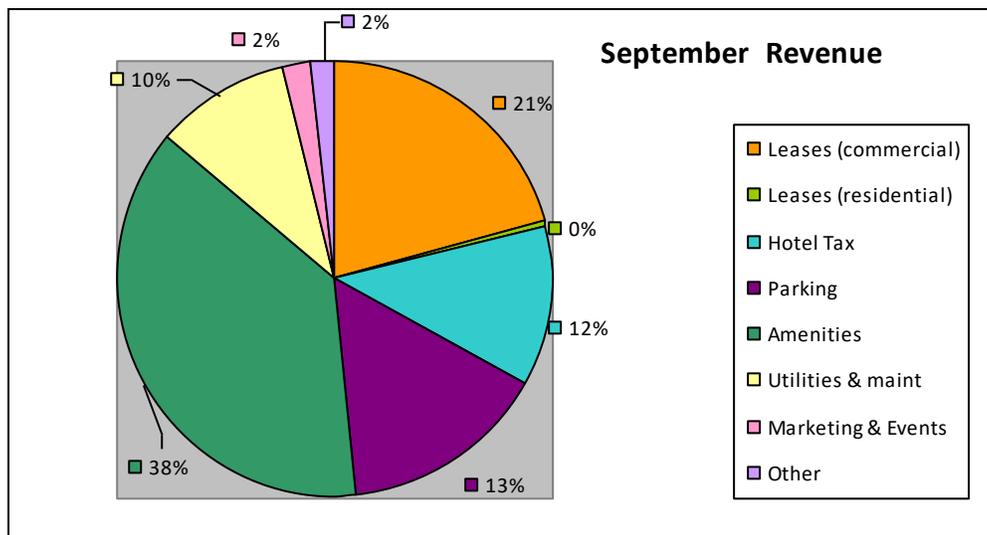
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**TO:** FINANCE COMMITTEE  
**FROM:** MARJORIE JOHNSON  
**SUBJECT:** SEPTEMBER FINANCIAL STATEMENTS  
**DATE:** 10/11/2022

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## Revenues

Revenues for September were \$2,555,966 which reflects a favorable \$100K (4%) variance from budget. Year-to-date revenues reflect a favorable \$1.3M (11%) variance from budget and a favorable \$923K (8%) variance from the prior year to date revenues.



Our revenues were negatively impacted by the weather this month. We received 13 inches of rain during the first 18 days of the month. Our average rainfall for September of 6.02 inches. Additionally, our shops and Amenities were closed on September 29<sup>th</sup> and 30<sup>th</sup> due to Hurricane Ian.

The largest variances for the month were:

- Hotel/Motel taxes (+\$86K) – Hotel/Motel taxes collected in September are based on August hotel revenues, which were higher than we had anticipated at the time the budgets were prepared.

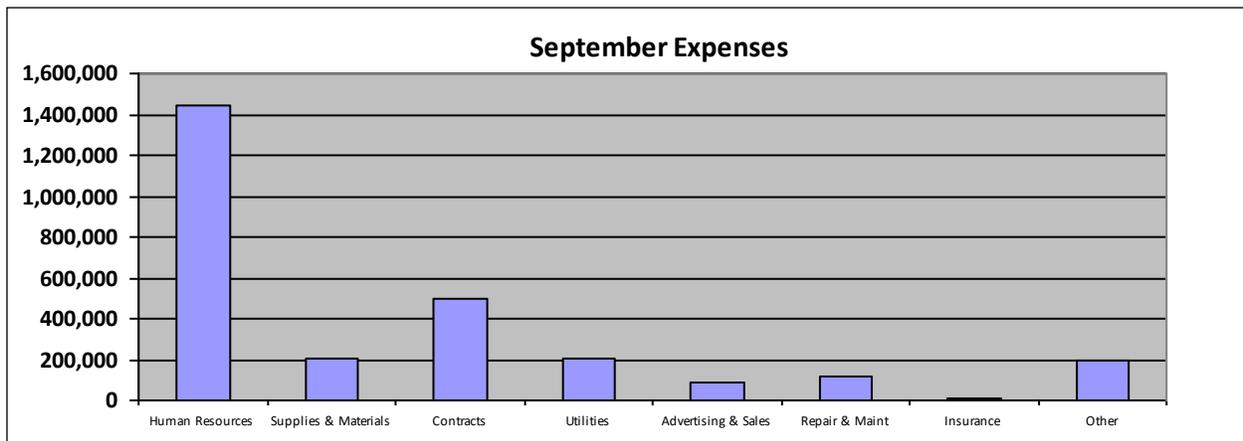
- Convention Center (-\$122K) – The largest variances are from two different groups. One group that was budgeted in September has moved their \$43K event until the Spring, so this portion of the variance is due to timing and will be captured later this fiscal year. The Association of County Commissioners decided to cancel their 4-day event due to Hurricane Ian. This event was budgeted for \$63K.

## Expenses

Expenses were \$2,761,153 for September and reflected an unfavorable budget variance of \$18K (1%) for the month. Expenses reflected a favorable \$177K variance from Year-to-date budget and reflected an unfavorable \$2M (30%) variance from Prior Year to Date expenses.

The largest budget variances for the month were:

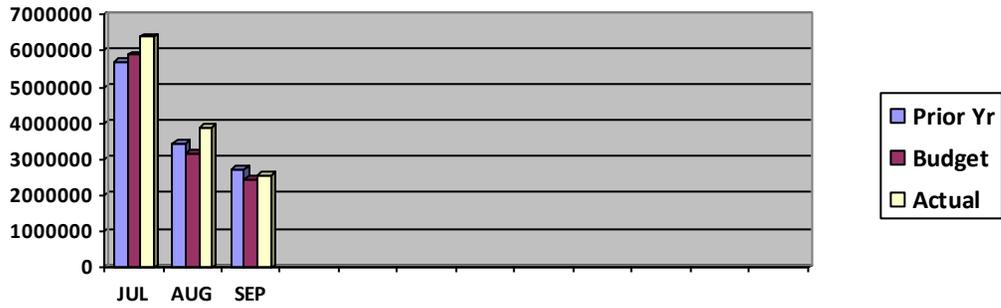
- Utilities (+\$35K) – this variance is from water/sewer fees billed to the departments by JIA. Usage was higher than anticipated for the month.
- Contracts (-\$30K) – this variance is due to timing.
- Repair & Maintenance (+\$27K) – this variance is due to timing.



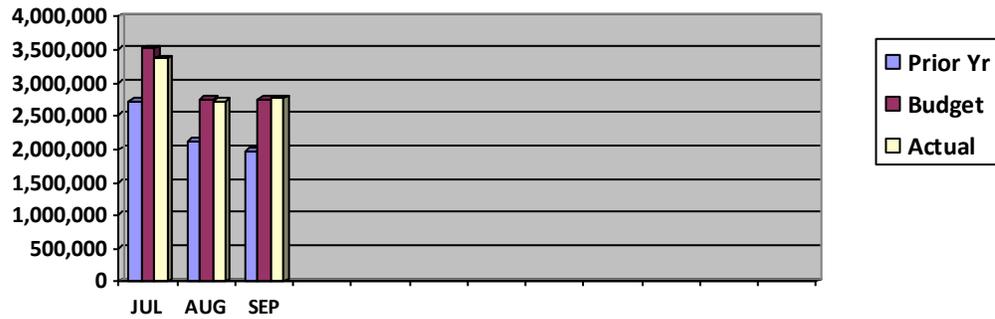
## Net Operating Cash

The Net Operating Cash Loss for the month is \$205,187, which is a \$81K favorable variance from the budgeted net operating cash loss of \$286,593. Net Operating Cash Income reflects a favorable \$1.5M variance from year-to-date budget and an unfavorable \$1.1M variance from prior year to date income.

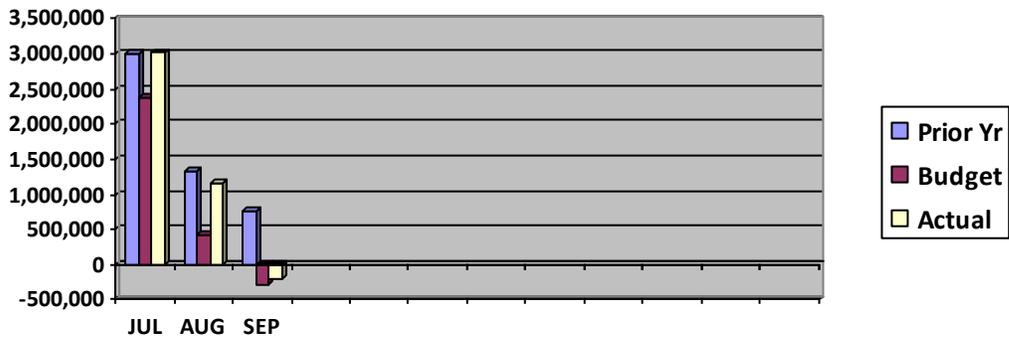
### Total Revenues



### Total Expenses



### Net Operating Cash



Jekyll Island Authority  
CONSOLIDATED BUDGET COMPARISON  
For the Three Months Ending September 30, 2022

|                                   | MONTH            | MONTH            | BUDGET      |            | YTD               | YTD               | BUDGET       |            | PRIOR             | VARIANCE    |            |
|-----------------------------------|------------------|------------------|-------------|------------|-------------------|-------------------|--------------|------------|-------------------|-------------|------------|
|                                   | ACTUAL           | BUDGET           | VARIANCE    | %          | ACTUAL            | BUDGET            | VARIANCE     | %          | YEAR              | ACTUAL      | VARIANCE   |
|                                   |                  |                  | (000's)     | %          |                   |                   | (000's)      | %          |                   | (000's)     | %          |
| <b>Revenues</b>                   |                  |                  |             |            |                   |                   |              |            |                   |             |            |
| <b>Administration</b>             |                  |                  |             |            |                   |                   |              |            |                   |             |            |
| Business Leases                   | 532,001          | 496,708          | 35          | 7%         | 1,729,142         | 1,568,975         | 160          | 10%        | 1,672,962         | 56          | 3%         |
| Hotel Tax                         | 210,734          | 150,370          | 60          | 40%        | 815,505           | 555,109           | 260          | 47%        | 838,992           | (23)        | -3%        |
| Tourism Development Fund          | 90,314           | 64,444           | 26          | 40%        | 348,645           | 237,904           | 111          | 47%        | 359,568           | (11)        | -3%        |
| Parking                           | 392,829          | 406,892          | (14)        | -3%        | 1,542,067         | 1,588,551         | (46)         | -3%        | 1,606,824         | (65)        | -4%        |
| Interest                          | 13,014           | 700              | 12          | 1759%      | 31,182            | 2,100             | 29           | 1385%      | 2,253             | 29          | 1284%      |
| Lot Rentals                       | 12,740           | 10,000           | 3           | 27%        | 51,405            | 32,000            | 19           | 61%        | 64,532            | (13)        | -20%       |
| Foundation                        | 420              | 401              | 0           | 5%         | 2,826             | 2,928             | (0)          | -3%        | 2,525             | 0           | 12%        |
| Airport                           | 807              | 1,870            | (1)         | -57%       | 3,449             | 4,629             | (1)          | -25%       | 3,351             | 0           | 3%         |
| Administration revenue            | 26,537           | 25,121           | 1           | 6%         | 59,067            | 41,160            | 18           | 44%        | 72,552            | (13)        | -19%       |
| Intern Housing                    | 3,440            | 1,240            | 2           | 177%       | 13,220            | 6,920             | 6            | 91%        | 13,500            | (0)         | -2%        |
| <b>Total Administration</b>       | <b>1,282,836</b> | <b>1,157,746</b> | <b>125</b>  | <b>11%</b> | <b>4,596,508</b>  | <b>4,040,275</b>  | <b>556</b>   | <b>14%</b> | <b>4,637,059</b>  | <b>(41)</b> | <b>-1%</b> |
| <b>Enterprises</b>                |                  |                  |             |            |                   |                   |              |            |                   |             |            |
| Golf                              | 161,903          | 174,198          | (12)        | -7%        | 545,241           | 530,997           | 14           | 3%         | 586,330           | (41)        | -7%        |
| Convention Center                 | 114,718          | 236,560          | (122)       | -52%       | 1,472,516         | 1,289,333         | 183          | 14%        | 1,124,381         | 348         | 31%        |
| McCormick's Grill                 | -                | -                | -           | 0%         | -                 | -                 | -            | 0%         | 785               | (1)         | -100%      |
| Summer Waves                      | 150,131          | 143,279          | 7           | 5%         | 1,989,462         | 1,610,375         | 379          | 24%        | 1,433,183         | 556         | 39%        |
| Campground                        | 194,811          | 169,389          | 25          | 15%        | 605,959           | 516,066           | 90           | 17%        | 525,634           | 80          | 15%        |
| Life is Good                      | 23,982           | 23,596           | 0           | 2%         | 93,236            | 88,850            | 4            | 5%         | 104,466           | (11)        | -11%       |
| Museum                            | 89,844           | 84,617           | 5           | 6%         | 264,284           | 238,034           | 26           | 11%        | 231,317           | 33          | 14%        |
| Georgia Sea Turtle Center         | 181,121          | 160,030          | 21          | 13%        | 792,564           | 788,618           | 4            | 1%         | 873,084           | (81)        | -9%        |
| Conservation                      | 792              | 2,300            | (2)         | -66%       | (22,608)          | 9,336             | (32)         | -342%      | 3,360             | (26)        | -773%      |
| Miniature Golf & Bikes            | 24,350           | 19,286           | 5           | 26%        | 121,798           | 107,456           | 14           | 13%        | 147,403           | (26)        | -17%       |
| Water/Wastewater                  | 181,014          | 139,883          | 41          | 29%        | 540,076           | 488,738           | 51           | 11%        | 509,704           | 30          | 6%         |
| Sanitation                        | 46,829           | 46,710           | 0           | 0%         | 139,843           | 137,485           | 2            | 2%         | 145,012           | (5)         | -4%        |
| Fire Department                   | 9,472            | 6,180            | 3           | 53%        | 1,437,417         | 1,426,611         | 11           | 1%         | 1,335,045         | 102         | 8%         |
| Tennis                            | 5,122            | 4,339            | 1           | 18%        | 31,508            | 28,776            | 3            | 9%         | 29,013            | 2           | 9%         |
| Marketing, Special Events & Sales | 55,114           | 57,699           | (3)         | -4%        | 106,175           | 113,548           | (7)          | -6%        | 108,774           | (3)         | -2%        |
| Guest Information Center          | 14,529           | 13,101           | 1           | 11%        | 47,858            | 44,797            | 3            | 7%         | 61,963            | (14)        | -23%       |
| Camp Jekyll & Soccer Fields       | 18,577           | 16,739           | 2           | 11%        | 56,703            | 54,958            | 2            | 3%         | 36,551            | 20          | 55%        |
| Landscaping, Roads & Trails       | 293              | 500              | (0)         | -41%       | 2,409             | 2,000             | 0            | 20%        | 4,613             | (2)         | -48%       |
| Vehicle & Equipment Maintenance   | -                | -                | -           | 0%         | 447               | 250               | 0            | 79%        | 1,926             | (1)         | -77%       |
| Facility Maintenance              | 526              | -                | 1           | 0%         | 1,267             | -                 | 1            | 0%         | -                 | 1           | 0%         |
| Golf Course Maintenance           | -                | -                | -           | 0%         | -                 | -                 | -            | 0%         | 234               | (0)         | -100%      |
| <b>Total Enterprises</b>          | <b>1,273,130</b> | <b>1,298,405</b> | <b>(25)</b> | <b>-2%</b> | <b>8,226,156</b>  | <b>7,476,228</b>  | <b>750</b>   | <b>10%</b> | <b>7,262,778</b>  | <b>963</b>  | <b>13%</b> |
| <b>Total Revenues</b>             | <b>2,555,966</b> | <b>2,456,151</b> | <b>100</b>  | <b>4%</b>  | <b>12,822,664</b> | <b>11,516,504</b> | <b>1,306</b> | <b>11%</b> | <b>11,899,837</b> | <b>923</b>  | <b>8%</b>  |

|                                     | MONTH            | MONTH            | BUDGET    |             | YTD              | YTD              | BUDGET       |            | YEAR             | VARIANCE       |             |
|-------------------------------------|------------------|------------------|-----------|-------------|------------------|------------------|--------------|------------|------------------|----------------|-------------|
|                                     | ACTUAL           | BUDGET           | VARIANCE  | %           | ACTUAL           | BUDGET           | VARIANCE     | %          | ACTUAL           | VARIANCE       | %           |
|                                     |                  |                  | (000's)   | %           |                  |                  | (000's)      | %          |                  | (000's)        | %           |
| <b>Expenses</b>                     |                  |                  |           |             |                  |                  |              |            |                  |                |             |
| Human Resources                     | 1,439,463        | 1,463,217        | (24)      | -2%         | 4,412,703        | 4,720,368        | (308)        | -7%        | 3,373,561        | 1,039          | 31%         |
| Supplies & Materials                | 205,807          | 198,852          | 7         | 3%          | 522,661          | 539,479          | (17)         | -3%        | 401,731          | 121            | 30%         |
| Advertising & Sales                 | 85,165           | 95,315           | (10)      | -11%        | 264,266          | 260,287          | 4            | 2%         | 174,428          | 90             | 52%         |
| Repairs - Facilities & Grounds      | 98,272           | 71,696           | 27        | 37%         | 385,260          | 336,540          | 49           | 14%        | 355,782          | 29             | 8%          |
| Utilities                           | 196,896          | 162,227          | 35        | 21%         | 618,643          | 536,174          | 82           | 15%        | 566,692          | 52             | 9%          |
| Insurance                           | 12,320           | 3,392            | 9         | 263%        | 683,311          | 682,591          | 1            | 0%         | 641,950          | 41             | 6%          |
| Contracts                           | 497,175          | 526,721          | (30)      | -6%         | 1,169,240        | 1,186,415        | (17)         | -1%        | 673,390          | 496            | 74%         |
| Rentals                             | 58,483           | 74,501           | (16)      | -21%        | 188,772          | 212,371          | (24)         | -11%       | 155,243          | 34             | 22%         |
| Printing                            | 7,432            | 16,562           | (9)       | -55%        | 40,967           | 57,124           | (16)         | -28%       | 11,282           | 30             | 263%        |
| Motor Vehicle                       | 18,101           | 22,303           | (4)       | -19%        | 87,666           | 71,705           | 16           | 22%        | 73,537           | 14             | 19%         |
| Telephone                           | 9,006            | 9,747            | (1)       | -8%         | 26,667           | 29,406           | (3)          | -9%        | 27,558           | (1)            | -3%         |
| Equipment Purchase <\$1K            | 8,558            | 9,300            | (1)       | -8%         | 21,828           | 22,259           | (0)          | -2%        | 26,290           | (4)            | -17%        |
| Equipment Purchase \$1K to \$5K     | 14,822           | 12,650           | 2         | 17%         | 38,597           | 39,599           | (1)          | -3%        | 23,909           | 15             | 61%         |
| Travel                              | 3,595            | 8,765            | (5)       | -59%        | 9,988            | 21,205           | (11)         | -53%       | 7,613            | 2              | 31%         |
| Dues                                | 46,799           | 31,763           | 15        | 47%         | 162,491          | 161,057          | 1            | 1%         | 134,078          | 28             | 21%         |
| Credit Card Fees                    | 59,259           | 35,736           | 24        | 66%         | 207,137          | 140,345          | 67           | 48%        | 157,865          | 49             | 31%         |
| Bank Fees                           | -                | -                | -         | 0%          | 111              | -                | 0            | 0%         | 81               | 0              | 37%         |
| <b>Total Expenditures</b>           | <b>2,761,153</b> | <b>2,742,745</b> | <b>18</b> | <b>1%</b>   | <b>8,840,305</b> | <b>9,016,924</b> | <b>(177)</b> | <b>-2%</b> | <b>6,804,992</b> | <b>2,035</b>   | <b>30%</b>  |
| <b>Net Operating Cash Income **</b> | <b>(205,187)</b> | <b>(286,593)</b> | <b>81</b> | <b>-28%</b> | <b>3,982,359</b> | <b>2,499,580</b> | <b>1,483</b> | <b>59%</b> | <b>5,094,845</b> | <b>(1,112)</b> | <b>-22%</b> |

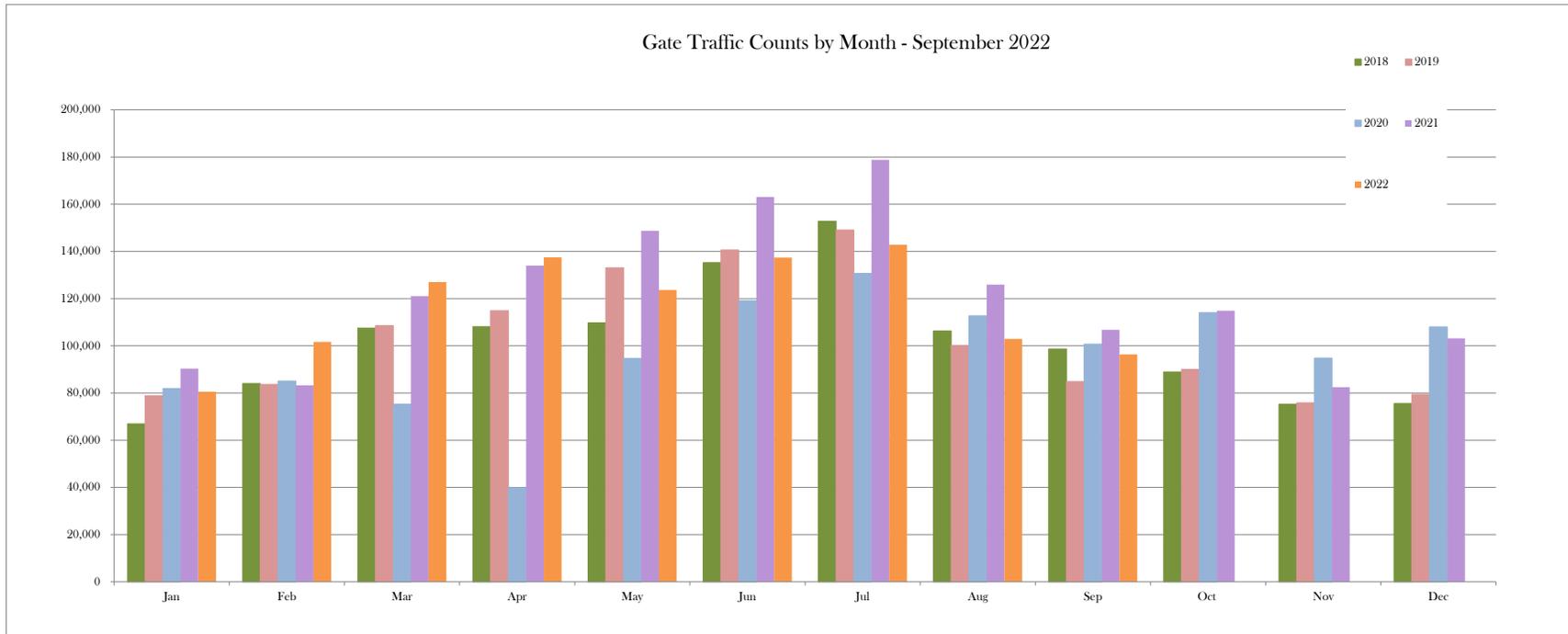
\*\* Does not include depreciation or capital projects

## September 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          | 36,635         | 90,333         | 126,968          |
| 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          | 44,680         | 92,799         | 137,479          |
| 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          | 44,071         | 79,550         | 123,621          |
| 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          | 58,450         | 78,894         | 137,344          |
| 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          | 62,840         | 79,953         | 142,793          |
| 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          | 36,217         | 66,712         | 102,929          |
| 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          | 32,371         | 63,952         | 96,323           |
| 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                |
| <b>Totals</b> | <b>592,927</b> | <b>615,892</b> | <b>1,208,819</b> | <b>608,730</b> | <b>630,349</b> | <b>1,239,079</b> | <b>413,750</b> | <b>743,422</b> | <b>1,157,172</b> | <b>485,065</b> | <b>967,179</b> | <b>1,452,244</b> | <b>367,726</b> | <b>681,927</b> | <b>1,049,653</b> |

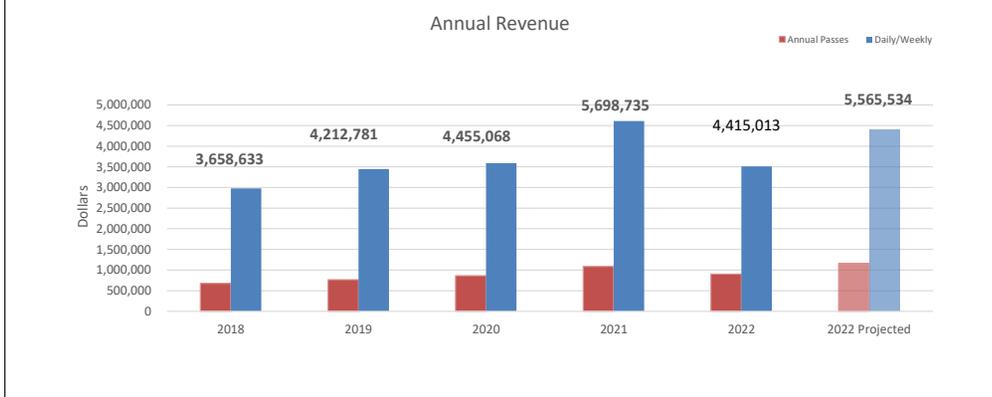
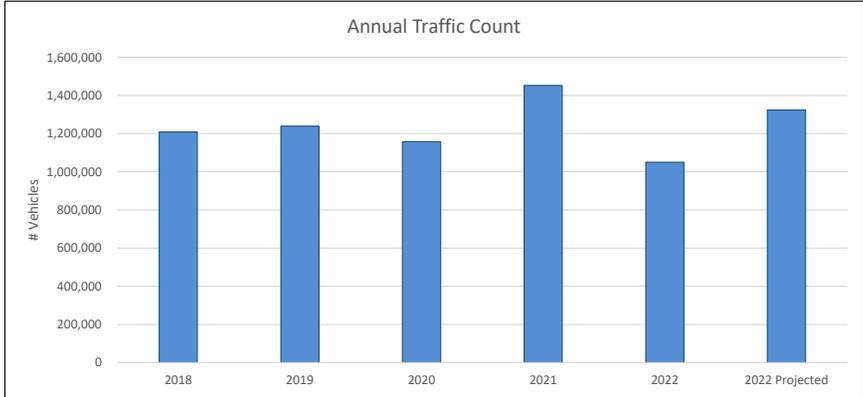
LPR system began April 2020

| Year to Date Comparison | 2018 YTD | 2019 YTD | 2020 YTD | 2021 YTD  | 2022 YTD  |
|-------------------------|----------|----------|----------|-----------|-----------|
|                         | 969,169  | 993,809  | 840,198  | 1,151,741 | 1,049,653 |



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

~Sept 2019 - Hurricane Dorian  
Sept 2022 - Hurricane Ian



October 5, 2022

Jekyll Island Convention Center ASM Global and JIA combined

**September FY23 Financial Review**

|                  | <b>FY 23</b> | <b>FY 22</b> | <b>FY 21</b> | <b>FY20</b> | <b>FY19</b> | <b>FY18</b> | <b>FY17</b> | <b>FY 16</b> | <b>FY15</b> |
|------------------|--------------|--------------|--------------|-------------|-------------|-------------|-------------|--------------|-------------|
| Number of Events | 18           | 11           | 14           | 7           | 18          | 18          | 18          | 22           | 15          |
| Event Days       | 29           | 14           | 20           | 30          | 39          | 27          | 22          | 41           | 18          |
| Attendance       | 1,930        | 2,104        | 379          | 3,672       | 6,881       | 6,126       | 4,424       | 7,426        | 3,249       |
| Sq Feet Used     | 218,320      | 231,100      | 20,000       | 353,400     | N/A         | N/A         | N/A         | N/A          | N/a         |
| Revenue          | \$123,529.60 | \$265,923    | \$16,457     | \$268,138   | \$400,202   | \$314,074   | \$224,600   | \$291,937    | \$133,581   |

The month of September tracked a bit lower than anticipated. The Lean Frontiers were projected to hold a meeting in September but shifted their dates to spring 2023, allowing for revenue to still be captured in FY23. Following the June GA Pupil Transportation event, the Center captured an additional meeting for the month bringing in some unanticipated revenue. Contracts have been issued thus becoming a reoccurring fall meeting for the group. The GA Association of School Psychologist also held strong numbers and better than projected revenues. Due to time of year, park rentals remained consistent. However, the arrival of Hurricane Ian caused the Association of County Commissioners to vote on the cancellation for their four-day event.

**FUTURE Contracts Issued – 8 estimated revenue - \$356,00**

Conventions –5– Anticipated rev of \$235,000  
 Meetings –2 –Anticipated revenue \$46,000  
 Weddings –1- Anticipated revenue \$75,000

**PROPOSALS**

CVB – 11  
 Westin Leads - 2  
 C Vent- 4  
 Meetings Planner Tours/Visits - 7

# JEKYLL ISLAND AUTHORITY

## HOTEL OCCUPANCY STATISTICS

Calendar Year to Date - September 2022

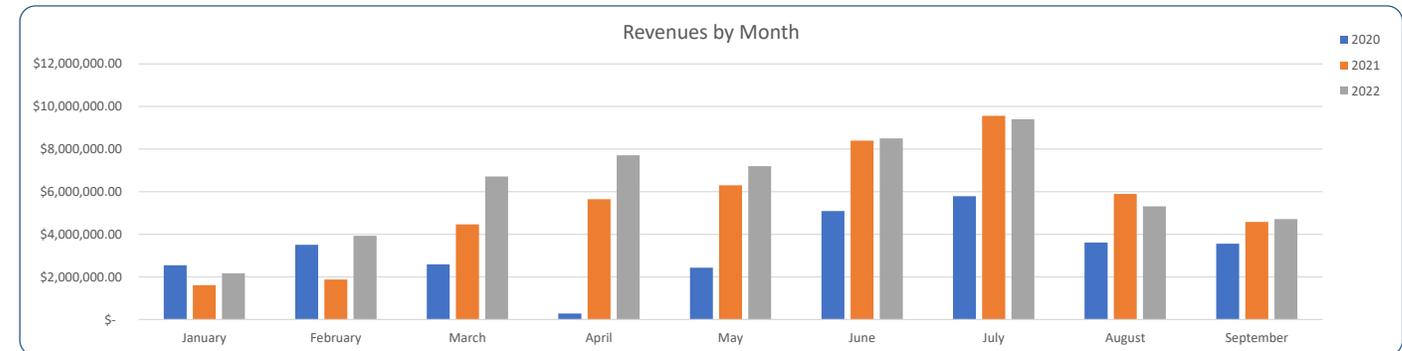
### HOTEL STATISTICS AT-A-GLANCE

|                |    |            |
|----------------|----|------------|
| <b>2022</b>    |    |            |
| Total Revenue  | \$ | 55,667,764 |
| Occupancy Rate |    | 63.9%      |
| Rev PAR        | \$ | 150.65     |
| ADR            | \$ | 235.87     |
| <b>2021</b>    |    |            |
| Total Revenue  | \$ | 48,361,498 |
| Occupancy Rate |    | 68.4%      |
| RevPAR         | \$ | 145.64     |
| ADR            | \$ | 212.92     |
| <b>2020</b>    |    |            |
| Total Revenue  | \$ | 29,421,638 |
| Occupancy Rate |    | 58.2%      |
| RevPAR         | \$ | 101.40     |
| ADR            | \$ | 174.17     |



### 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       | 9,933          | 6,046          | 60.9%         | \$ 237.49          | \$ 144.56        | 1,435,895            | 1,285,999            | \$ 149,895          | 12%          |
| Home2Suites                          | 107      | 29,211         | 18,868         | 64.6%         | \$ 214.84          | \$ 138.77        | 4,053,671            | 3,687,354            | \$ 366,317          | 10%          |
| Holiday Inn Resort                   | 157      | 42,861         | 23,724         | 55.4%         | \$ 226.48          | \$ 125.36        | 5,373,019            | 5,828,434            | \$ (455,415)        | -8%          |
| Days Inn & Suites                    | 124      | 33,037         | 22,720         | 68.8%         | \$ 193.36          | \$ 132.98        | 4,393,112            | 4,348,063            | \$ 45,049           | 1%           |
| Courtyard by Marriott/ Residence Inn | 209      | 56,848         | 35,217         | 61.9%         | \$ 231.99          | \$ 143.72        | 8,170,155            | 3,182,716            | \$ 4,987,439        | 157%         |
| Hampton Inn                          | 138      | 37,674         | 22,907         | 60.8%         | \$ 214.04          | \$ 130.15        | 4,903,101            | 4,837,449            | \$ 65,652           | 1%           |
| Jekyll Island Club Resort            | 200      | 54,432         | 33,960         | 62.4%         | \$ 326.33          | \$ 203.60        | 11,082,245           | 9,932,818            | \$ 1,149,427        | 12%          |
| Seafarer Inn & Suites                | 73       | 18,488         | 10,616         | 57.4%         | \$ 191.56          | \$ 110.00        | 2,033,593            | 2,153,954            | \$ (120,361)        | -6%          |
| Villas by the Sea                    | 112      | 22,641         | 14,582         | 64.4%         | \$ 212.50          | \$ 136.86        | 3,098,629            | 2,888,609            | \$ 210,020          | 7%           |
| Villas by the Sea - Jekyll Realty    | 19       | 4,159          | 2,673          | 64.3%         | \$ 162.29          | \$ 104.30        | 433,796              | 387,909              | \$ 45,886           | 12%          |
| Villas by the Sea - Parker Kaufman   | 25       | 5,423          | 3,419          | 63.0%         | \$ 134.69          | \$ 84.91         | 460,490              | 290,350              | \$ 170,140          | 59%          |
| Westin                               | 200      | 54,800         | 41,279         | 75.3%         | \$ 247.83          | \$ 186.68        | 10,230,059           | 9,537,844            | \$ 692,215          | 7%           |
| <b>2022 Total</b>                    |          | <b>369,507</b> | <b>236,011</b> | <b>63.9%</b>  | <b>\$ 235.87</b>   | <b>\$ 150.65</b> | <b>\$ 55,667,764</b> | <b>\$ 48,361,498</b> | <b>\$ 7,306,265</b> | <b>15.1%</b> |
| <b>2021 Total</b>                    |          | <b>332,051</b> | <b>227,134</b> | <b>68.4%</b>  | <b>\$ 212.92</b>   | <b>\$ 145.64</b> | <b>\$ 48,361,498</b> |                      |                     |              |
| <b>2020 Total</b>                    |          | <b>290,151</b> | <b>168,923</b> | <b>58.2%</b>  | <b>\$ 174.17</b>   | <b>\$ 101.40</b> | <b>\$ 29,421,638</b> |                      |                     |              |



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**MEMORANDUM**

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**TO:** FINANCE COMMITTEE  
**FROM:** MARJORIE JOHNSON, CHIEF ACCOUNTING OFFICER  
**SUBJECT:** SOUTHERN TENNIS ASSOCIATION GRANT  
**DATE:** 10/11/2022

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The Jekyll Island Tennis department has been awarded a 2022 ATCC Player Experience Grant for \$700.00 grant from the Southern Tennis Association (USTA Southern). There are no matching funds required for this grant.

The grant can be used is for food and supplies for the Banana Open Challenge tournament that will be held December 1, 2022 – December 4, 2022.

Staff requests the Board's consideration in accepting the grant award from the Southern Tennis Association in the amount of \$700.00.

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MEMORANDUM

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**TO:** FINANCE COMMITTEE  
**FROM:** MARJORIE JOHNSON, CHIEF ACCOUNTING OFFICER  
**SUBJECT:** LADDER TRUCK PURCHASE  
**DATE:** 10/18/2022

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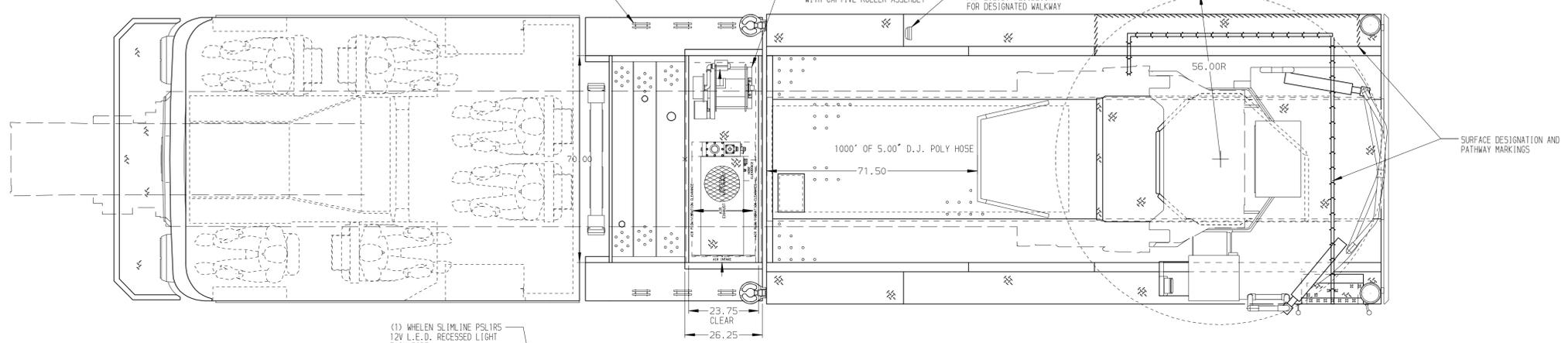
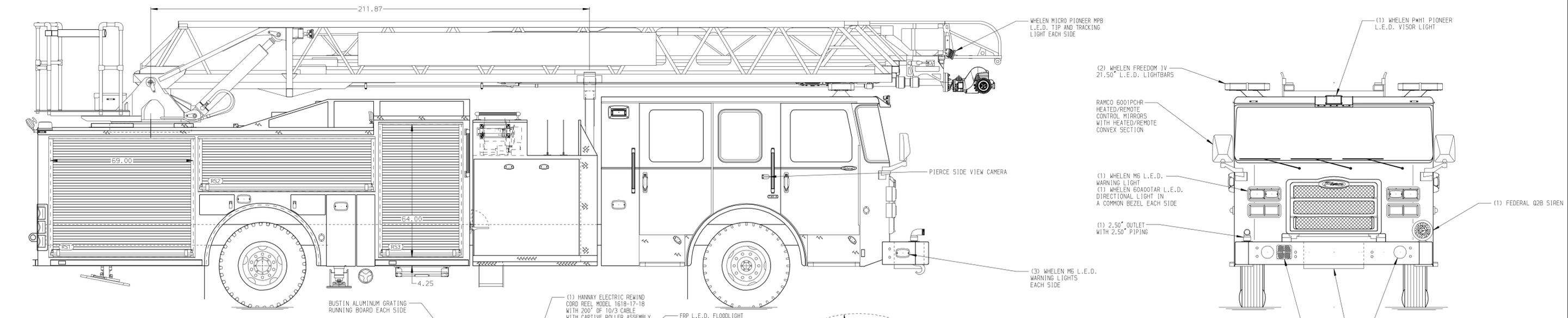
For the past two years, JIFD staff have been researching the ladder truck specifications that would best suit operations on Jekyll Island. Staff recommends utilizing the Sourcewell cooperative purchasing program to purchase a 2024 Pierce 107' ladder truck from Ten-8 Fire and Safety. JIA and Pierce Manufacturing are participating members of the Sourcewell purchasing program, which offers additional discounts under this program. In addition, Pierce offers discounts associated with pre-pay options we plan to take advantage of. The total cost of the ladder truck, after discounts is \$1,136,525.00. By ordering before November 1, 2022, we will avoid a planned 6.5% price increase.

The timing for delivery of the ladder truck is planned to coincide with the construction schedule of the new Public Safety Complex and with an expected ISO evaluation soon after the completion of the Public Safety Complex. The ladder truck is expected to arrive between May 2024 and November 2024.

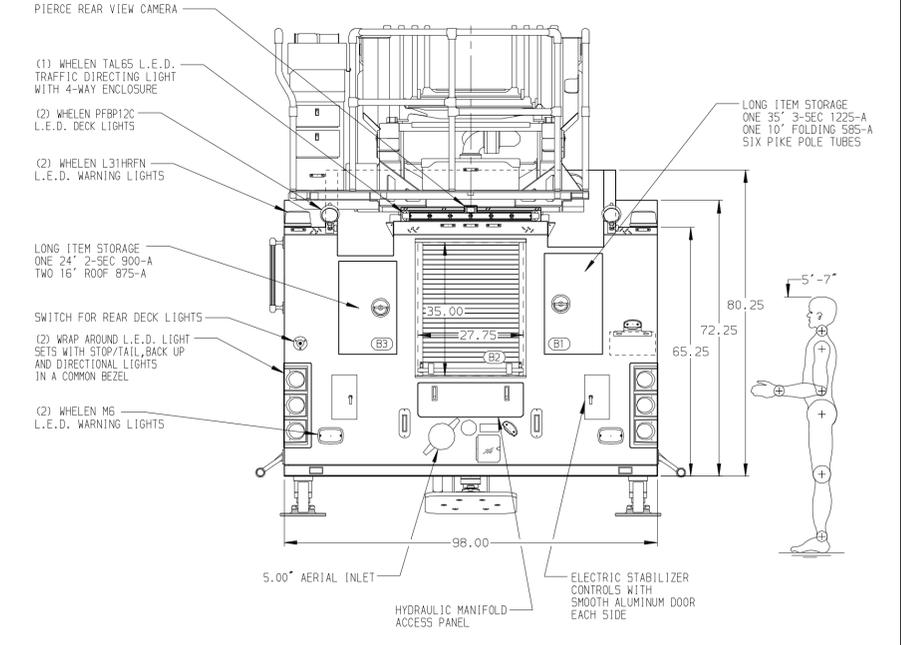
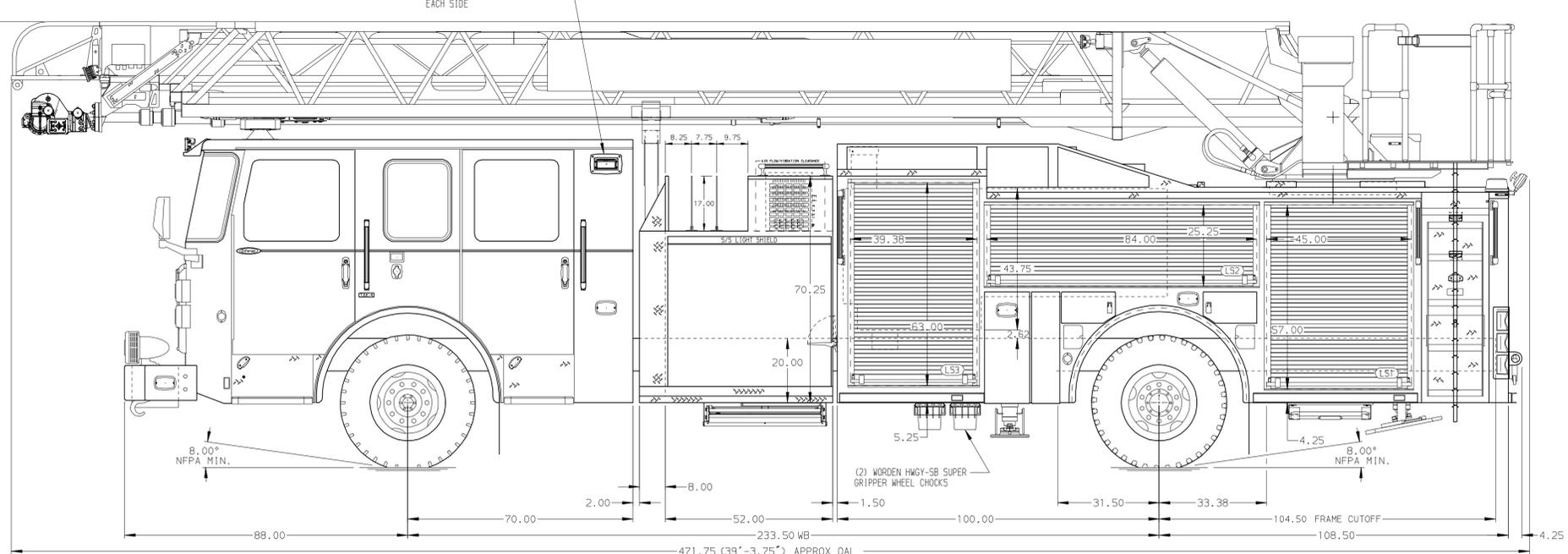
Funding for the purchase of the ladder truck will come from the Fire Equipment Reserve Fund. We currently have \$900,000.00 set aside in this fund, with an additional \$175,000.00 approved in the FY2023 budget. The remaining funding for this purchase will be requested from parking fees in the FY2024 budget.

Staff requests approval for the purchase of the ladder truck in the amount of \$1,136,525.00 from Ten-8 Fire and Safety (Pierce Manufacturing). A down payment of \$568,262.50 will be required to begin the manufacturing process for the ladder truck.





| BODY                        | WATER TANK                 |
|-----------------------------|----------------------------|
| 107' ASL Aluminum Body      | 500 Gallon Poly Water Tank |
| COMPT, LEFT SIDE FRONT      | Foam System                |
| Full Height RollUp Forward  | Foam System Not Required   |
| COMPT, LEFT SIDE REAR       | Foam Cell                  |
| Full Height RollUp Rearward | Foam Cell Not Required     |
| COMPT, RIGHT SIDE FRONT     |                            |
| Full Height RollUp Forward  |                            |
| COMPT, RIGHT SIDE REAR      |                            |
| Full Height RollUp Rearward |                            |



| CHASSIS   | CAB                        | AXLE, FRONT, CUSTOM    | TRANSMISSION                | PUMPHOUSE                   | CROSSLAYS, 1.50"            | SPEEDLAYS                  | CUSTOMER APPROVAL  | Pierce MANUFACTURING INC.                      |  | JOB NO.          |
|---|----------------------------|------------------------|-----------------------------|-----------------------------|-----------------------------|----------------------------|--------------------|--|--|------------------|
| Enforcer Chassis  | 7000 Enforcer Cab          | 22,800 Lb TAK-4 Axle   | Allison 5th Gen, 3000 EVS P | 52' Control Zone Side Mount | (2) 1.50" Standard Capacity | Speedlays Not Required     | APPROVED BY: _____ | 107' ASCENDANT AERIAL LADDER AND BODY ASSEMBLY |  | 36420            |
| ENGINE  | BUMPER                     | AXLE, REAR             |                             | PUMP                        | CROSSLAYS, 2.50"            | GENERATOR                  | DATE: _____        | FIRE DEPARTMENT                                |  | SCALE            |
| 450 HP Cummins L9 Engine  | 19" Extended Painted Steel | 33,500 Lb Meritor Axle |                             | 1500 GPM Waterous CSU       | (1) 2.50" Standard Capacity | Harrison 6kW MCR Hydraulic |                    | DRAWN BY TKA                                   |  | 1:24             |
| NOTE  |                            |                        |                             |                             |                             |                            |                    | CHECKED BY -                                   |  | DATE             |
| DIMENSIONS SHOWN ARE APPROXIMATE AND ARE SUBJECT TO MINOR DEVIATIONS AS MAY OCCUR OR BE NECESSARY IN CONSTRUCTION. MINOR DETAILS NOT SHOWN. |                            |                        |                             |                             |                             |                            |                    | DWG NO. 36420AD                                |  | SHEET NO. 1 OF 1 |
| 1. ONE 1.50 OUTLET WITH 2.00 PIPING AND SWIVEL LOCATED IN CENTER BUMPER TRAY  |                            |                        |                             |                             |                             |                            |                    | REV  |  |                  |
| 2. SHORELINE RECEPTACLE WITH KUSSMAUL SUPER AUTO-EJECT LOCATED ON DRIVER SIDE OF THE CAB  |                            |                        |                             |                             |                             |                            |                    | DATE   |  |                  |
| 3. AIR INLET WITH DISCONNECT COUPLING IN THE DRIVER SIDE STEPIWELL  |                            |                        |                             |                             |                             |                            |                    | BY   |  |                  |
| 4. BATTERY CHARGER LOCATED BEHIND DRIVER SEAT   |                            |                        |                             |                             |                             |                            |                    | CH   |  |                  |
| 5. BATTERY CHARGE INDICATOR LOCATED ON DRIVER SIDE OF THE CAB   |                            |                        |                             |                             |                             |                            |                    | ENFORCER                                       |  |                  |
| 6. DUAL L.E.D. LIGHT STRIPS LOCATED IN HOSE BED   |                            |                        |                             |                             |                             |                            |                    |  |  |                  |
| 7. FOUR ADJUSTABLE FULL WIDTH/FULL DEPTH SHIELDS IN COMPARTMENTS PER SHOP ORDER   |                            |                        |                             |                             |                             |                            |                    |  |  |                  |
| 8. TWO FLOOR MOUNTED SLIDE-OUT TRAYS IN COMPARTMENTS PER SHOP ORDER   |                            |                        |                             |                             |                             |                            |                    |  |  |                  |
| 9. ONE ADJUSTABLE TOOL BOARD MOUNTED TO SLIDE-OUT TRAY IN COMPARTMENT PER SHOP ORDER  |                            |                        |                             |                             |                             |                            |                    |  |  |                  |
| 10. CIRCUIT BREAKER PANEL IN COMPARTMENTS PER SHOP ORDER  |                            |                        |                             |                             |                             |                            |                    |  |  |                  |
| 11. NON-RAISED AERIAL PEDESTAL  |                            |                        |                             |                             |                             |                            |                    |  |  |                  |
| 12. LIFTING EYE ROPE RESCUE ATTACHMENT AT AERIAL TIP  |                            |                        |                             |                             |                             |                            |                    |  |  |                  |
| 13. AIR HORN CONTROL AT AERIAL TURNABLE   |                            |                        |                             |                             |                             |                            |                    |  |  |                  |
| 14. 1500 GPM HIGH FLOW WATERWAY   |                            |                        |                             |                             |                             |                            |                    |  |  |                  |

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MEMORANDUM

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**TO:** HUMAN RESOURCES COMMITTEE  
**FROM:** JONES HOOKS, EXECUTIVE DIRECTOR & JENNA JOHNSON, DIRECTOR OF HUMAN RESOURCES  
**SUBJECT:** 2023 EMPLOYEE HEALTH INSURANCE  
**DATE:** 10/14/2022

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Eight years ago, the JIA Board voted to leave the State health benefits plan due to continued increasing costs. Over the past the few years, employee insurance has been provided through Aetna and Anthem - Blue Cross Blue Shield.

Our employee health insurance is currently with Anthem. For the 2023 calendar year, we've received the renewal rate for the same plan with an increase of \$1,093,033, a 68% increase. Currently our annual premium is \$1,836,406 and the renewal premium for 2023 would be \$2,929,439 without changes.

Health insurance is an important component of employee benefits. It has been, and continues to be, an area we review and seek ways to offer a suitable plan that is affordable for our staff and to the JIA. For this renewal, we've explored several options, including staying with the same plan, changing to other providers, and changing to a self-insured plan.

Due to continued cost increases, our insurance advisors at MSI Benefits Group are recommending we move toward a self-insured program. For 2023, the most affordable option would be changing to a self-insured plan. With an anticipated cost of \$2,151,211, the projected increase would be \$314,805 rather than \$1,093,033.

Staff recommends board approval to change our employee health insurance plan from a fully insured plan to a self-insured plan with reinsurance.

# Summary

## 2023 Plan Year Fully Insured

| <b><u>Anthem BCBS</u></b>       | <b>Annual Premium</b> |
|---------------------------------|-----------------------|
| Current                         | \$1,836,406           |
| Renewal                         | \$2,929,439           |
| Renewal Option                  | \$2,618,746           |
| <b><u>United HealthCare</u></b> |                       |
| Option                          | \$2,964,589           |

## 2023 Plan Year Self-Insured

| <b><u>Anthem BCBS</u></b> | <b>Fixed Cost + Expected Claims</b> |
|---------------------------|-------------------------------------|
| Renewal Option            | \$2,704,916                         |
| Maximum cost \$3,138,464  |                                     |
| <b><u>EBMS Aetna</u></b>  |                                     |
| Renewal Option            | \$2,151,211                         |
| Maximum cost \$2,523,853  |                                     |

# JEKYLL ISLAND-STATE PARK AUTHORITY

## POLICY MANUAL

|  |   |
|--|---|
| Section: Human Resources Standards of Practice | Section: 3.2  |
|  | Effective Date:   |
| Subject: Attendance and Hours Worked           | Original Date: 5/25/81                                      |
|  | Rev Dates: 12/20, 11/18, 2/17, 6/16, 4/00, 4/93, 8/89, 4/83 |

### **STANDARD**

Each job plays a critical role within each work team and in the overall organizational pursuit of the mission and vision. All employees are expected to report to work promptly such that they are prepared to begin work at the scheduled time. Each employee should recognize that deviations from working as scheduled disrupts fellow employees and creates a hardship on the department.

### **PRACTICE GUIDELINES**

1. ***The Work Week:*** The standard work week shall be from 12:01 a.m. Friday until 12:00 p.m. midnight on Thursday, a time span of seven (7) consecutive twenty-four (24) hour periods.
  
2. ***Administrative Standard Business Operations:***  
 Full-time administrative employees are typically scheduled five (5) nine (9) hour days, with one hour for lunch, Monday through Friday. The Executive Director will determine business hours based on business demands. Employees are expected to work the hours necessary to achieve department / organization goals.
  
3. ***Field and Service Operations:***  
 Many employees shall work hours that differ from the administrative standard business operations. This is necessary to best serve the customers and deliver services. Each department manager, with the approval of the Senior Director will set and enforce work hours within each department.
  
4. ***Alternate Work Schedules:*** When the activities of a particular department require some other schedule to meet work needs, the Executive Director, Deputy Executive Director or Division Director may authorize a deviation from the standard work schedule.
  
5. ***Training:***
  - a) Time spent attending or completing assigned or required training is considered work time and must be recorded on the employee’s time record accordingly.
  - b) Time spent at training is not work time if all of the following apply: the training is outside of the employee’s regular working hours; attendance is voluntary; not related to the employee’s position; and no work related to the job is performed while in attendance.

- c) For training, including professional development seminars and workshops, requiring overnight lodging, study time and/or social gatherings, such time is not work time and must not be listed or included in the employee's time record.
6. **Travel Time:** Employees may be required to travel away from their primary workplace to perform the duties of their job.
- a) Normal travel from home to work and return is not work time.
  - b) Travel between an employee's normal work site and another place of assignment, or travel between one assignment and another during the workday, is considered work time.
  - c) Travel associated with a one-day assignment at a different location must be considered time worked to the extent that the travel exceeds the time spent in the employee's normal travel between home and work.
  - d) The FLSA does not require that travel time out-of-town for overnight stay as a passenger outside of normal work hours be counted as time worked. It is the policy of the JIA to count bona fide travel time of all employees which include the driver and all passengers outside normal work hours as work time.
7. **Overtime:** In keeping with the provisions of the Fair Labor Standards Act (FLSA), each Manager shall have the responsibility of controlling overtime in each department. Overtime is neither desired nor expected on a regular basis. However, during peak periods when overtime becomes necessary, it should be distributed as equally as possible among qualified employees in the same classifications, department and shift without regard to age, sex, color, creed, religion, national origin, or physical handicap.
- a) Supervisors shall arrange the work schedules of their employees to accomplish the required work within the standard workday. Overtime work shall be considered work performed by a non-exempt employee when hours physically exceed the established work week.
  - b) Sick leave, annual leave or leave without pay does not count as hours worked for purposes of overtime computations.
  - c) Holidays do not count as hours worked for the purposes of overtime computations. For example, if an employee works 37 hours in a work week with a holiday, the employee would be paid straight time for 37 hours plus straight time for 8 hours holiday pay.
  - d) Non-exempt employees, except Fire employees, required to work overtime will be compensated at the rate of 1 ½ times the regular rate of pay for hours worked over 40 per week. Non-exempt Fire employees (non-administration) will be compensated at the rate of 1 ½ times the regular rate of pay for hours worked over 106 per pay period.
  - e) Overtime work must be approved by and directed by the Manager prior to the time it is worked. Unapproved work performed during non-work hours, including time prior to the start of the workday, during the lunch period, and after the workday has concluded, including taking work home, is prohibited and subject to disciplinary action.
  - f) Employees whose position meet the exempt qualifications set forth in the FLSA are exempt from overtime requirements.
8. **Flex Time:** Supervisors are encouraged to utilize flex time, whenever possible, to avoid incurring overtime expense while meeting critical departmental work demands. Flex time is at the discretion of the manager and is permitted only within the current, work week. Carrying forward hours and/or minutes from one work week to the next is not permitted.

9. ***Compensatory Time:*** Exempt employees, as defined by the FLSA, will be eligible to accrue compensatory time for hours worked in excess of 40 in the identified workweek.
- a) Compensatory time may be accrued up to 80 hours and used as paid time off at a later date.
  - b) Compensatory time has no financial value and is not paid out in any event of separation of employment including retirement.
  - c) Non-exempt employees, as defined by the FLSA, are not eligible to receive compensatory time for any reason.

10. ***Notification:***

- a) If an employee must be absent from work, the employee must notify their immediate supervisor no later than the start of their scheduled shift. If possible, the employee should notify the supervisor before starting time, or as soon as he/she knows he/she is not able to report to work. The employee is expected to notify the immediate supervisor directly each day of absence.
- b) Employees must notify their immediate supervisor, as soon as it is known, if he/she will be tardy. Such notifications help the supervisor in the difficult and time-consuming task of finding a replacement or in rescheduling work, as necessary.
- c) Nothing in Standards or Guidelines precludes Managers from developing operating procedures for greater advance notification of absence in order to secure departmental needs.
- d) Tardiness and absenteeism interfere with department objectives and may result in disciplinary action.
- e) Unauthorized or unreported absence shall be considered absence without leave, and deduction of pay shall be made for periods of absence in accordance with FLSA.
- f) Employees who take unauthorized or unreported leave the day before or the day after a holiday will not be paid for the holiday.
- g) Three (3) consecutive scheduled days of absence without authorized leave may be considered a resignation from employment without notice. Employees in such cases will be removed from the payroll and employment will be terminated.

11. ***Inclement Weather and Emergency Situations:*** In situations involving inclement weather, ice or snowstorms, hurricanes, or other unusual conditions affecting all or a majority of Authority departments and/or operation, it is incumbent upon the Managers to ensure that their department is opened to the public at the usual time unless the Manager has received prior notification to the contrary from the Executive Director or designee's office.

- a) Departments shall remain open for the full scheduled work shift unless authorization for late start-up, early closing or other deviation is received from the Executive Director or designee's office. Sufficient notice will be given in either event. Employees who voluntarily leave work before an official early closing time has been announced or arrive later than start time will be required to use earned annual leave, compensatory time (if applicable) or time without pay. Employees must properly notify immediate supervisors of their need to leave and obtain approval.
- b) Periodically, employees may be unable to perform their daily tasks due to weather primarily affecting their workplace and not all or the majority of Authority departments and/or operations. Effort will be made to find an alternative job task for regular full-time staff members when possible. If alternative work is not available, full-time staff may use accrued annual leave, compensatory time (if applicable) or leave without pay

- to complete their regular scheduled time. Part time and temporary staff members will typically be released for the day, without pay, if there is not work to be done.
- c) During inclement weather closure or any closure due to emergency situations, regular full-time employees affected by the closure may use accrued annual leave, compensatory time (if applicable) or leave without pay to complete their regular scheduled time until work has been designated to resume and the employee can return to work. No other compensation or wages will be paid for time the employee does not work.
  - d) Employees on a regular day off, on scheduled leave, or otherwise not affected when their office or workplace closed because of severe weather conditions will not receive additional time off or other considerations because of the closing.
  - e) Under a declared state of emergency, or other emergency periods of time authorized by the Executive Director, he/she will designate, if any, essential stages of the emergency at which work hours are considered for “emergency pay”.
    - i. Non-exempt employees whose positions are deemed “critical” and are required to work in direct response of the emergency will be paid emergency rate of 1 ½ times the employee’s regular rate of pay. Emergency rate will continue to be paid at the same rate for hours worked beyond 40 hours.
    - ii. Exempt employees whose positions are deemed “critical” and are required to work during essential stages of the emergency will receive ½ time pay, in addition to their regular salary for the designated emergency work hours.

12. ***On-call and Call-back time:*** On-call and call-back time and applicable pay applies to employees whose positions have been designated as on-call positions by department managers based on operational needs and continuation of business operations. Department managers, with division director approval, shall submit a departmental list of designated on-call positions and personnel annually or as personnel changes.

a) ***On-call Requirements:***

- i. Designated on-call employees, when scheduled, are considered to be “on-call” when required to be available by phone and/or carry a mobile communication device during off-duty hours.
- ii. Unless otherwise advised, the employee is not required while on-call to remain on Jekyll Island. However, the employee must remain available by telephone, text or pager while off site and respond to messages within 15 minutes.
- iii. The employee is not required to restrict his or her activities while on-call, but the employee must remain free of the influence of alcohol, illegal drugs, or any substance that may adversely affect his or her ability to safely and effectively perform his or her job duties.
- iv. If the employee has a conflict and is unable to fulfill the scheduled on-call obligation, it is employee’s responsibility to pre-arrange for replacement to cover the on-call shift with a qualified individual and inform his or her immediate supervisor of the arrangement.
- v. Employees who fail to respond when called, fail to find a replacement and/or otherwise meet the on-call requirements are subject to disciplinary action, up to and including termination of employment.

b) ***Call-back Pay:***

- i. Non-exempt employees who are called back for emergency duty outside of their scheduled work hours and after they have left Jekyll Island will receive two (2) hours call-back pay in addition to compensation for any hours worked plus

- mileage reimbursement for travel to and from the employee's home or current location.
- ii. Non-exempt, on-call employees who respond to an emergency call but are not required to report to Jekyll Island will be paid for their actual hours worked but will not receive the minimum two (2) hour call-back pay or mileage reimbursement.
  - iii. Exempt, on-call employees are eligible to earn comp time should the total hours worked in a workweek in conjunction with a call-back exceed forty (40) hours. Comp time accrual may not exceed eighty (80) hours per section 9 of this policy, Compensatory Time.
  - iv. Call-back pay applies to approved call-back emergency work regardless of whether the employee was in "on-call" status. Emergency work is necessitated by a serious situation or occurrence that happens unexpectedly and demands immediate action to critical operations. If an on-call employee is not called back, no pay will be earned.
  - v. Overtime compensation is applicable only when total hours physically worked exceed the established work week per Policy 4.1, section 7 Overtime. Call-back minimum pay is not considered work time for the purposes of computing overtime.
  - vi. Mileage reimbursement for call-back work must be submitted by the employee to his/her supervisor for approval and submission to accounting within 30 days.
- c) *Documentation:* Department managers are required to credit the appropriate time to the employee's timecard including appropriate notations when on-call employees have been called back or have responded to an emergency call.

13. ***Timekeeping requirements:*** All JIA employees are required to record, for each applicable day, all hours and minutes worked. JIA will provide time clocks and associated software/hardware for use in reporting hours worked to ensure accurate record of attendance and proper payment for hours worked. Time and pay records will be retained for no less than three (3) years in accordance with the FLSA.

14. ***Clocking in and out:*** All JIA employees are responsible for clocking in and out at each starting and stopping time during work hours. This includes at the beginning and end of the workday and when leaving the work site for lunch or other personal breaks lasting more than 15 minutes or when leaving the work site on personal business regardless of length of break.

15. ***Non-exempt Employees:*** Employees whose positions are classified as non-exempt are:

- a) Expected to clock in no later than the beginning of their shift/day and clock out no later than ten minutes after the end of the shift/day. Employees must receive approval from their supervisor to clock in more than 10 minutes prior to the start of the shift/day.
- b) Expected to be at the work site, clocked in and ready to begin work at their scheduled time. Any work-related preparation, such as pre-work briefing, work assignments, equipment checks, tool gathering, etc. is considered hours worked. Personal preparation, such as eating breakfast is not considered hours worked. Arrival after the scheduled start time shall be considered late.
- c) Not to work before or after scheduled work times, during the lunch break or take work home without prior approval from their immediate supervisor.
- d) Not to clock out for regular short work breaks lasting 15 minutes or less. In the event an employee needs more than a 15-minute break to conduct personal business, or leaves

- the work site during a break to conduct personal business, the employee must first get permission from the supervisor, and then clock out/in.
- e) Not to perform work, including training, without being clocked in, supervisors may not ask or require employees to work without being clocked in.
  - f) Employees must notify supervisors immediately if they are unable to clock in/out or if they fail to clock in/out for any reason.

**COMPLIANCE:** Employees are required to comply with the guidelines of this policy. Appropriate disciplinary action, up to and including termination of employment, will be taken against employees who violate the guidelines of this policy.

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

\*\*\*\*\*

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

Ordinance #O-2022-2

Adoption: \_\_\_\_\_

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

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

After a first reading held on September 20, 2022, and after a second reading on October 18, 2022; after allowing time for public comment and public comments having been received and considered; and upon motion to adopt, which carried \_\_\_\_\_ on June 21, 2022, the following Ordinance was hereby adopted:

**AN ORDINANCE TO AMEND ARTICLE VII OF CHAPTER 10 OF THE CODE OF ORDINANCES OF THE JEKYLL ISLAND-STATE PARK AUTHORITY, PROVIDING FOR THE CREATION, PRESERVATION AND MAINTENANCE OF GREENSPACES; REGULATING RECREATIONAL, EDUCATIONAL, COMMERCIAL, NATURAL RESOURCE CONSERVATION USES WITHIN GREENSPACE AREAS; PROVING FOR THE ENFORCEMENT AND ASSESSMENT OF PENALTIES FOR VIOLATIONS THEREOF; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES IN CONFLICT THEREWITH; PROVIDING FOR THE EFFECTIVE DATE OF SUCH ORDINANCE AND CODES; AND FOR OTHER PURPOSES.**

**BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE JEKYLL ISLAND STATE PARK AUTHORITY:**

**SECTION 1.** Chapter 10 of the Code of Ordinances of the Jekyll Island-State Park Authority relating to the Environment and Natural Resources Protection is hereby amended as follows.

Article VII of Chapter 10 is hereby repealed and replaced with a new Article VII

pertaining to Greenspace Preservation to read as provided in Attachment 1 of this Ordinance.

**SECTION 2.** The Attachment referenced in this Ordinance is hereby incorporated as if it was fully set forth in the body of this Ordinance.

**SECTION 3.** Any ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed. Any ordinances or parts of ordinances not in conflict with this Ordinance and not otherwise amended or modified by this Ordinance shall continue in effect.

**SECTION 4.** If any provision, part or sentence of this Ordinance is held invalid, illegal or otherwise unenforceable by any court of competent jurisdiction, the remaining provisions, parts and sentences will continue in full force and effect.

**SECTION 5.** Any characteristic or condition of a building, structure, or area of land leased from the Jekyll Island-State Park Authority, or the use of such building, structure, or area of land leased from the Jekyll Island-State Park Authority that does not conform to the uses, standards, or other requirements of this Ordinance but that existed and was lawful prior to the date of enactment of this Ordinance may be continued as “Nonconforming” subject to the following conditions:

- a) Applicability. A Nonconforming condition or use as to a portion of any lot, parcel or tract of land shall not entitled the entire lot, parcel or tract to be used in a Nonconforming manner, rather only that portion of the lot, parcel or tract so affected or used at the time of the enactment of this Ordinance will be Nonconforming.
- b) Change. A building, structure, or use of land shall not be permitted to revert to a Nonconforming use once changed to a conforming use. Change to another unpermitted or nonconforming use is prohibited.
- c) Discontinuance. Any Nonconforming use that is discontinued for a continuous period of 365 days shall not be resumed.
- d) Repair, Expansion or Enlargement. No extension or enlargement of a Nonconforming condition or use will be permitted. Except as may be required by law, a Nonconforming building, structure, or portion thereof shall not be enlarged, added to, or structurally altered in any manner unless the said building, structure, and use shall be made to conform to the uses, standards, or other requirements of the Code of Ordinances of the Jekyll Island State Park Authority. Repairs and alterations necessary in the ordinary course and operation of a building may be made to a Nonconforming building, except that no structural alterations shall be permitted unless such structural alteration is for the purpose of conforming with the uses, development standards, or other requirements of the Code of Ordinances of Jekyll Island State Park Authority.

- e) No Unlawful Conduct Permitted. A Nonconforming condition or use of any building, structure, or area of land leased from the Jekyll Island-State Park Authority shall not operate nor be construed as operating to allow any person to engage in conduct that is otherwise unlawful.

**SECTION 6.** The Executive Director of the Authority is hereby empowered to edit the numbering of the provisions of the Code of Ordinances and this Ordinance, including any Attachments to this Ordinance (but excluding any substantive provisions of either), solely to the extent necessary to codify this Ordinance in compliance with and consist with the existing numbering conventions established by the Code of Ordinances.

**SECTION 7.** This Ordinance will become effective immediately upon adoption.

**JEKYLL ISLAND-STATE PARK AUTHORITY**

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Dale Atkins, Jr., Chairman  
Board of Directors

ATTEST:

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William H. Gross, Secretary/Treasurer

## ATTACHMENT 1

### Chapter 10. Environment and Natural Resources Protection

#### Article VII: Greenspace Preservation

##### Section 1: Generally

- A. *Purpose and Intent.* The purpose of this Article is to provide for the creation, preservation and maintenance of certain open spaces, including golf courses and related facilities, and other unimproved areas on Jekyll Island as greenspaces for low-impact recreational activities, wildlife habitats and natural resource conservation areas. It is the intent of the Authority to permit and encourage recreational, educational, natural resource conservation uses and related activities within these areas while discouraging commercial and residential development that tends to detract from those uses and activities.
- B. *Findings.* The Authority finds that creating and maintaining greenspaces provides a substantial benefit to the Jekyll Island State Park and supports the mission and purpose of the Authority by:
1. increasing outdoor recreation, natural resource conservation, and educational opportunities for visitors and residents;
  2. providing for connectivity and diversity of wildlife habitats;
  3. alleviating vehicle congestion and facilitating community connectivity on Jekyll Island through increased pedestrian and cyclist routes;
  4. promoting flood resilience and stormwater management by preserving the pervious, vegetated, and predominantly unimproved character of open spaces and unimproved lands;
  5. reducing potential overdevelopment and addressing carrying capacity concerns by limiting designated areas to certain recreation and conservation uses and related improvements and structures; and,
  6. mitigating adverse impacts to water quality, soil stability, tree canopy and vegetative cover for the management of stormwater.

##### Section 2. Definitions.

- A. The following words, terms and phrases, when used in this Article, shall have the meanings ascribed to them in this Section:
1. *Educational Facility* means a public or private building or structure and any adjacent accessory use areas, the primary purpose or use of which is the offering of classes, services, programs or presentations of academic, scientific or technical education, instruction or research.

2. *General Recreation* means outdoor activities and uses fostering constructive, restorative, and pleasurable human health benefits and requiring minimal facilities and impacts to cultural, environmental, or scientific values within the recreational area, including, for example, running, walking, hiking, cycling, picnicking, fishing, organized or individual sports and games, wildlife observation and related improvements, facilities and structures.
3. *Golf Course* means areas of land, including supporting and related buildings, equipment, facilities, improvements and structures, that are designed and used primarily for the game of golf in a series of holes each including at minimum a tee, fairway and putting green.
4. *Greenspace* means lands and waters characterized predominantly by open or unimproved vegetated areas, inclusive of any supporting or accessory structures and facilities, that are set aside for aesthetic, cultural, ecological, environmental, recreational, or social purposes.
5. *Natural Resource Management* means the passive or active management, study, conservation, cultivation, preservation and restoration of native plant and wildlife species and habitats through methods that may include, but are not limited to, planting, invasive species control, mowing, prescribed fire, and topographic or hydrologic engineering.
6. *Public Utility Facility* means any equipment, improvement, structure, system or device used to provide water, sanitary sewer, electric power, natural or propane gas, or similar utility services by an entity that provides a municipal or public utility service, regardless of whether such entity is regulated by the Georgia Public Service Commission, including without limitation, any cable, line, fiber, wire, conduit, innerduct, access manhole, handhole, tower, hut, pedestal, pole, transformer station, relay substation or similar structure.
7. *Special Event* means a public or private gathering of limited duration including without limitation, art exhibitions, banquets, business meetings, competitions, festivals, music concerts, fundraisers, parties, receptions, theatrical performances, shows, sporting events, weddings and similar events.
8. *Telecommunications Facility* means any equipment, system or device used to transmit, receive, produce or distribute a signal for telecommunications purposes via wireline, electronic or optical means, including without limitation cable, line, fiber, wire, conduit, innerduct, access manhole, handhole, tower, hut, pedestal, pole, box, transmitting equipment, receiving equipment, power equipment, and similar related equipment and devices.

### Section 3. Creation of Greenspace Preservation District.

There is created a Greenspace Preservation District (the "GP District") within Jekyll Island. The GP District boundaries are more particularly shown on Figure 1 of this Article :

**Section 4. Prohibition on Uses and Improvements within the GP District.**

- A. No use, activity, improvement or structure will be permitted within the GP District except in accordance with this Article.
- B. The prohibition contained in Section [4(A)] will not be construed to prohibit the commencement, creation, erection or maintenance of any use, activity, improvement or structure related to the game of golf.

**Section 5. Permitted Uses and Improvements within the GP District.**

- A. The following uses shall be permitted within the GP District:
  - 1. General Recreation;
  - 2. Golf Courses;
  - 3. Greenspaces;
  - 4. Installation and maintenance of underground Public Utility Facilities;
  - 5. Installation and maintenance of underground Telecommunications Facilities;
  - 6. Natural Resource Management;

**Section 6. Conditional Uses and Improvements within the GP District.**

- A. The following uses may be permitted by the Authority within the GP District:
  - 1. Educational Facility;
  - 2. Public Utility Facility, provided that any building or structure
    - i. Will be enclosed by a fence or wall between six feet and ten feet in height above finished grade;
    - ii. Will be enclosed by a planted native vegetative buffer of not less than five feet in depth and six feet in height and suitably maintained throughout the duration of such use or facility; and
    - iii. Will not permit the storage of vehicles or heavy equipment.
  - 3. Special Events; and,
  - 4. Telecommunications Facility.
- B. Application for Conditional Uses and Improvements. Any person desiring to conduct any use or make any improvement listed in Section [6(A)] within any portion of the GP District must first submit to the Authority an application for such use or improvement on such forms as the Authority may require along with a reasonable application fee as established

from time to time by the Authority in its discretion, such fee not to exceed \$500.00 per application. In evaluating such application, the Authority will consider, in addition to any customary criteria for evaluating event requests on Jekyll Island, the impact of the proposed use, activity or improvement on the GP District and its suitability in light of the purposes and intent of this Article.

**Section 7. Authorized Uses Subject to Applicable Laws.**

- A. Any uses, activities, improvements and structures authorized pursuant to Sections [5 and 6] this Article will be subject to all applicable laws, including these Ordinances and the Jekyll Island Master Plan, and additional conditions, rules or regulations established or amended by the Authority from time to time. Nothing in this Article shall operate to relieve any person of the obligation to obtain any approval, certification, license, permit or similar authorization required or otherwise provided for by applicable laws.
- B. Nothing in this Article shall limit or otherwise affect any right of the Authority, or any concessionaire, lessee, licensee, vendor or other designee of Authority, to charge and collect fees related to its programs or services not prohibited by applicable laws, including without limitation, cart rental fees, greens fees, parking fees, tour fees, user fees and any other fees or charges.
- C. Nothing in this Article shall operate to alter, amend, modify or convert any designations or uses of lands established by the Jekyll Island Master Plan nor any authorizations, rights or obligations of the Authority respecting the same.

**Section 8. Violations, Penalties and Enforcement.**

- A. It shall be unlawful for any person to knowingly make use of or impact any portion of the GP District except in accordance with this Article and with the terms and conditions of any written authorization or approval issued pursuant to this Article.
- B. Any person found in violation of any provision of this Article shall be guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine not to exceed \$1,000.00 or by imprisonment for a term not to exceed 60 days, or by both fine and imprisonment, plus costs and any non-monetary penalties, to be imposed at the discretion of the judge or as otherwise provided by law. Each day such violation continues shall be a separate offense.
- C. Members of the Uniform Division of the Department of Public Safety and individuals designated by the Authority may enforce the provisions of this Article by citation as provided generally for the prosecution of these Ordinances.
- D. Nothing herein contained shall prevent the Authority from taking such other actions it determines necessary or prudent in its discretion to prevent or remedy any violation or threatened violation where such actions are not prohibited by applicable laws. The

Authority shall also have the right to enforce compliance with the provisions of this Article by all legal or administrative means, including without limitation, by filing an action in any court of competent jurisdiction to enjoin such unauthorized use or improvement.

- E. No authorization or approval for any use or improvement permitted under Section [6(A)], nor any expansion or modification of any such authorization or approval, may be issued to any person in violation of applicable laws, including these Ordinances, unless and until such violation has been corrected.

**Section 9. Severability.**

The provisions of this Article are severable, and if any of its provisions shall be held unconstitutional, illegal or otherwise unenforceable by any court of competent jurisdiction, the decision of such court shall not affect or impair the remaining provisions. Insofar as the provisions of this Article are inconsistent with the provisions of any other ordinance, the provisions of this Article shall control within the GP District.

Figure 1





1208 NEWCASTLE STREET, SUITE 201  
BRUNSWICK, GA 31520 | 912.466.0536  
THOMASANDHUTTON.COM

## MEMORANDUM

TO: Jekyll Island Authority Design Review Group (JIA DRG)  
FROM: Georgia Coast Holdings, LLC, Jeff Lewis Architects, Thomas & Hutton  
RE: Responses for Design Review Group Letter dated August 8, 2022 & JIA Meeting Summary Email dated September 23, 2022  
DATE: October 5, 2022

---

We appreciate the DRG review of the Beachview Tapestry Concept Submittal. We offer the following responses in *green italics* to the five points outlined in the DRG letter dated August 8, 2022 (DRG Comments blue text):

- 1) The plans must show the density of the property, according to Chapter 8, Article 2, Section 3.D, shall be 70 percent.

*Submittal package includes the CONCEPTUAL SITE COVERAGE Exhibit Rev. 10/11/2022. See following for the Density Summary table:*

TOTAL PROJECT IMPERVIOUS COVERAGE (MAX < 60%)  
TOTAL SITE ACREAGE 2.67 AC  
\* PERVIOUS COVERAGE (1.18 AC) 44 %  
\* IMPERVIOUS COVERAGE (1.49 AC) 56 %

TOTAL PROJECT CONSTRUCTED COVERAGE (MAX < 70%)  
TOTAL SITE ACREAGE 2.67 AC  
PROJECT COVERAGE OF ALL CONSTRUCTED ELEMENTS, INCLUDING PERVIOUS AND IMPERVIOUS MATERIALS, EXCLUSIVE OF PLANTED LANDSCAPING.

- CONSTRUCTED COVERAGE (1.52 AC) 57 %

NOTE: FUTURE REAR POOL EXPANSION PROGRAMING HAS BEEN INCLUDED IN ABOVE COVERAGE CALCULATIONS.

- 2) You may want to remove the second pool to reduce the density below 70 percent lot coverage per., Chapter 8, Article 2, Section 3.D

*Second pool has been verified to fit within the 70 Density requirement.*

- 3) The onsite and the proposed offsite parking must comply with the parking ordinance in Chapter 8, Article 2, Section 7, A, B, C, D.

*Parking Space requirements were agreed to between the Owner and Jekyll Island Authority at their meeting on September 23, 2022 (1.1 spaces per hotel room). Thomas & Hutton with JIA Team on September 27, 2022 to walk the site and confirm proposed parking configuration and required additional spaces.*

- 4) Please provide the square footage for the proposed rooftop bar.

*The previous designed covered bar/kitchen area with toilets was 1,324 SF. We have reduced it down to 855 SF. The kitchen has been removed and has been replaced with a prep area for bar food and bar storage. The bar is intended for use by hotel guests only. The open roof deck stayed the same size as this will not be used as a dining space, but as an observation deck per say, of the ocean, beach, and surrounding lush landscape.*

- 5) Please have your civil engineer submit fire department access routes as discussed. Refer to the CONCEPTUAL SITE LAYOUT Exhibit for Fire Department access routes to the east end of the building, west end is served from the parking lot.

We offer the following responses in *green italics* to the eleven points outlined in the meeting follow up email dated September 23, 2022 (Email text follows):

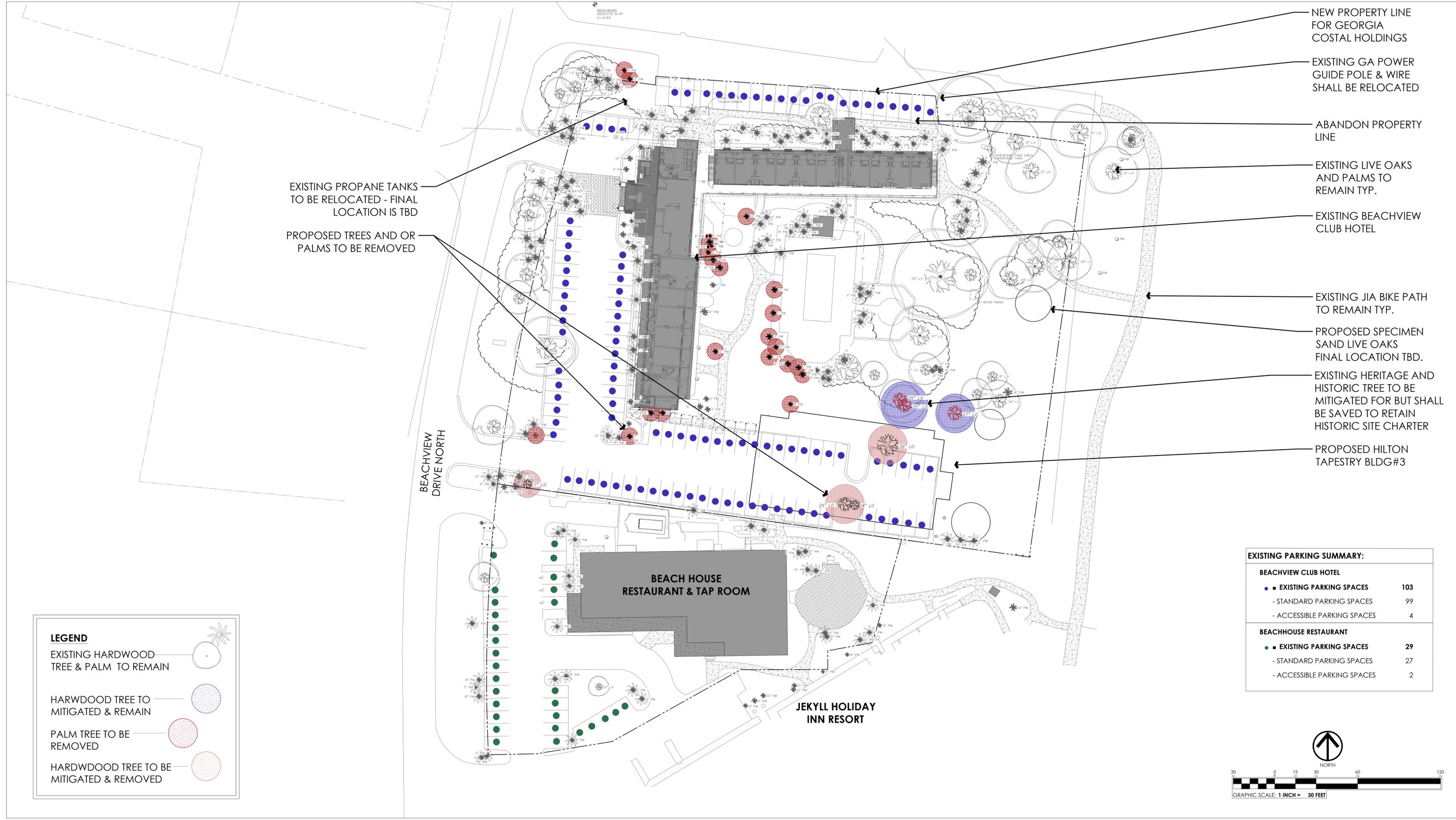
By the conclusion of our meeting and the session with your team, we agreed to several items including:

1. 76 total keys will be the maximum permitted on your leased property with required parking.  
*The Hilton Tapestry Beachview Club hotel will have 76 total keys.*
2. While I will recommend approval of a variance for you to meet the minimum parking requirement of 1.1 as contained in the development ordinance prior to June 2022, your team will revise your site plan to satisfy this parking requirement. If you cannot meet the required parking spaces, you will have to consider decreasing the number of units. This variance will allow extra room for enhanced landscaping on the premises.  
*The Hilton Tapestry Beachview Club hotel will utilize the 1.1 space/room variance. The Conceptual Site Layout shows 84 spaces total.*
3. Since we recently changed your leased parcel boundary to encompass parking spaces historically utilized on Borden Lane, do not expect any further increases to the boundaries of your leased property. The number of spaces required must be within your leased property bounds. Spaces at the adjacent restaurant will not count toward your parking requirement.  
*Acknowledged, Conceptual Site Layout revised with no shared or offsite parking proposed.*
4. Remote parking you had proposed on the acreage across Beachview Drive will be eliminated from further consideration.  
*Acknowledged, Conceptual Site Layout revised with offsite parking proposed.*

5. The proposed roof top restaurant with kitchen will be eliminated. A smaller bar/lounge may be proposed.  
*Acknowledged, Architectural plans were revised. See response to DRG comment #4 above for explanation of the new bar design.*
6. Your team will reassess the design components of your proposed expansion to assure all elements blend aesthetically.  
*To scale down the new building, we have reduced the building size from 31,960 SF to 25,430 heated square feet. We've also removed the entire fourth floor with exception to the roof top bar/observation deck and two means of egress from that space. The architectural elevations have been revised for the new addition. We plan to use a flat panel, stucco textured Hardie board on the new building to match the finish of the existing structure. All buildings will be painted the same color. The same color accents and trim will be applied throughout as well. All roofing material will be the same and a new faux wood material will be applied to the existing lobby tower as well as the new stair towers to help with cohesiveness. Finally, there will be a covered walkway, constructed of stained wood posts and roof structure, with a metal roof that matches the metal roof used on various locations of the other buildings. Our intent is to have everything feel like one cohesive resort-type atmosphere.*
7. You will encourage your design team to fully explore all options for the proposed construction. Creative approaches to try and retain the ambiance of the Beachview Club's site will be explored.  
*Acknowledged, Architect, Landscape Architect team explored the options.*
8. We both agreed the Beachview Club is iconic to the island. Its lush site is the property's signature and the key to its future. Extensive landscaping will be required for the expansion.  
*Agree, Landscape Architect and JIA team met and walked the facility on September 27, 2022 to review existing and proposed landscape. .*
9. I discussed the importance of Heritage Trees #28 and #31, and the significant mitigation charges that would be required. John Garceau of Thomas & Hutton of your team will get with Cliff Gawron soon to fully explore options.  
*Landscape Architect and JIA team met and walked the facility on September 27, 2022 to review the existing trees. The revised plans in this current DRG submittal show the Building #3 shifted south to stay outside of the 17' critical root zone of the Heritage Trees to save the trees and eliminate a full mitigation.*
10. JIA's Design Review Group will be pleased to meet with your team again to review and make further recommendations at the appropriate time.
11. The next DRG meeting is scheduled for October 11. We agreed to consider revised materials from your team submitted by October 4. If your materials are received and approved on October 11, your project concept would be presented to the JIA Board for consideration on October 18.

CJE





**LEGEND**

|  |  |
|--|--|
| EXISTING HARDWOOD TREE & PALM TO REMAIN  |  |
| HARWDOOD TREE TO MITIGATED & REMAIN      |  |
| PALM TREE TO BE REMOVED                  |  |
| HARDWDOOD TREE TO BE MITIGATED & REMOVED |  |

**EXISTING PARKING SUMMARY:**

| BEACHVIEW CLUB HOTEL        |  |     |
|-----------------------------|--|-----|
| ■ EXISTING PARKING SPACES   |  | 103 |
| - STANDARD PARKING SPACES   |  | 99  |
| - ACCESSIBLE PARKING SPACES |  | 4   |
| BEACHHOUSE RESTAURANT       |  |     |
| ■ EXISTING PARKING SPACES   |  | 29  |
| - STANDARD PARKING SPACES   |  | 27  |
| - ACCESSIBLE PARKING SPACES |  | 2   |



# EXISTING PARKING & SITE CONDITIONS

## BEACHVIEW CLUB

JEKYLL ISLAND, GEORGIA  
 MAY 15, 2022 rev. OCTOBER 11, 2022



1208 Newcastle Street • Suite 201  
 Brunswick, GA 31520 • 912.466.0536  
[www.thomasandhutton.com](http://www.thomasandhutton.com)

This map illustrates a general plan of the development which is for discussion purposes only, does not limit or bind the owner/developer, and is subject to change and revision without prior written notice to the holder. Dimensions, boundaries and position locations are for illustrative purposes only and are subject to an accurate survey and property description.



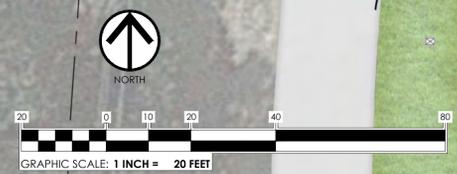
**DEVELOPMENT SUMMARY:**

| HILTON TAPESTRY AT THE BEACHVIEW CLUB |             |
|---------------------------------------|-------------|
| ■ TOTAL KEYS (SLEEPING ROOMS)         | 76          |
| ■ PARKING @ 1.1 per KEY               | 84          |
| ■ HILTON TAPESTRY PARKING             | 84          |
| <b>PROPOSED PARKING PROVIDED</b>      | <b>84</b>   |
| <b>PARKING per KEY PROVIDED</b>       | <b>1.10</b> |

| TOTAL PROJECT IMPERVIOUS COVERAGE (MAX < 60%) |         |
|---|---------|
| TOTAL SITE ACREAGE                            | 2.67 AC |
| ■ PERVIOUS COVERAGE (1.18 AC)                 | 44 %    |
| ■ IMPERVIOUS COVERAGE (1.49 AC)               | 56 %    |

| TOTAL PROJECT CONSTRUCTED COVERAGE (MAX < 70%)   |         |
|--|---------|
| TOTAL SITE ACREAGE   | 2.67 AC |
| PROJECT COVERAGE OF ALL CONSTRUCTED ELEMENTS, INCLUDING PERVIOUS AND IMPERVIOUS MATERIALS, EXCLUSIVE OF PLANTED LANDSCAPING. |         |
| ■ CONSTRUCTED COVERAGE (1.52 AC)   | 57 %    |

NOTE: FUTURE REAR POOL EXPANSION PROGRAMING HAS BEEN INCLUDED IN ABOVE COVERAGE CALCULATIONS.



# CONCEPTUAL SITE LAYOUT

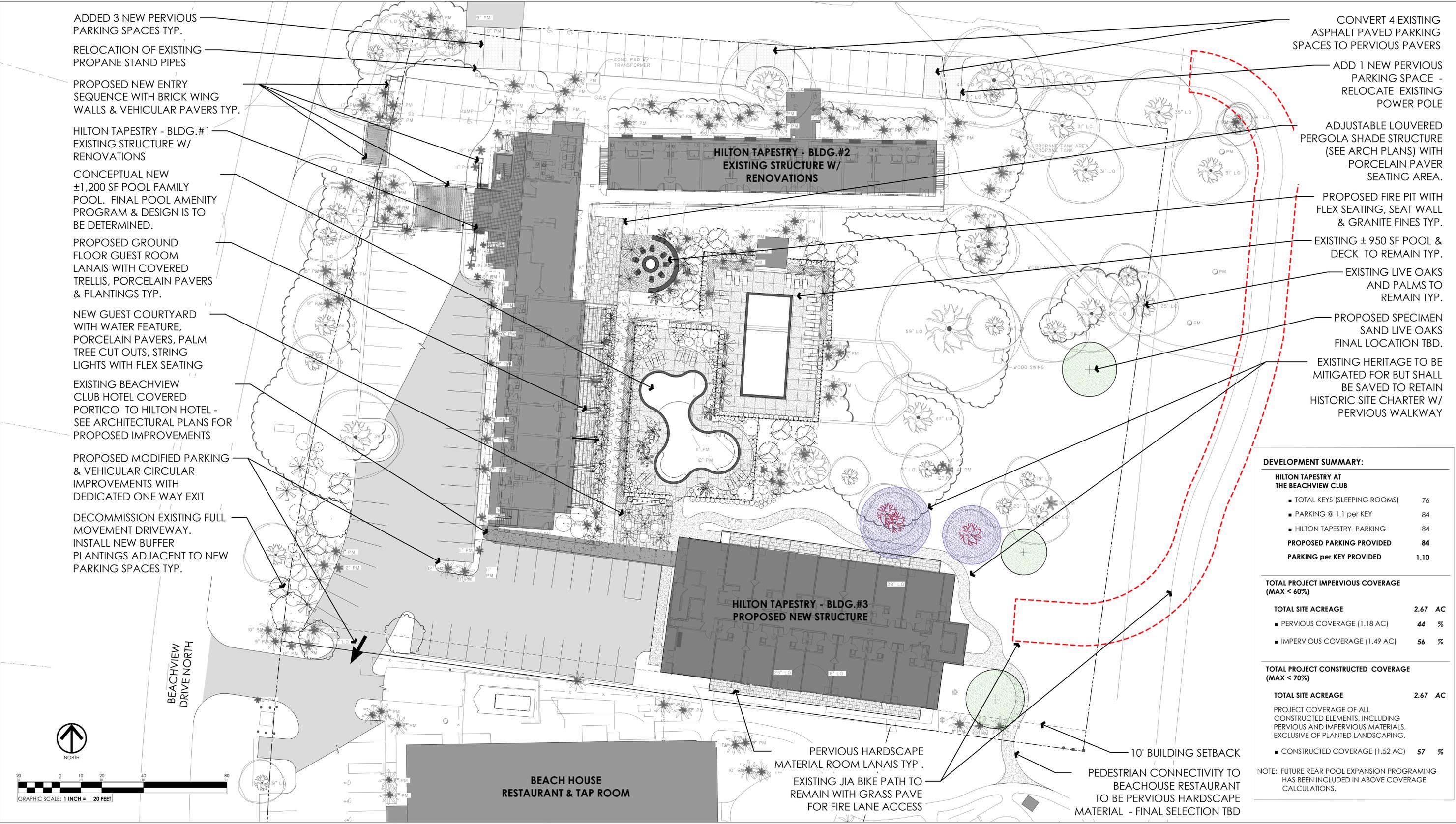
## HILTON TAPESTRY AT THE BEACHVIEW CLUB

JEKYLL ISLAND, GEORGIA  
MAY 15, 2022 rev. OCTOBER 11, 2022



50 Park of Commerce Way  
Savannah, GA 31405 • 912.234.5300  
www.thomasandhutton.com

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Draft, Page 37



**DEVELOPMENT SUMMARY:**

**HILTON TAPESTRY AT THE BEACHVIEW CLUB**

- TOTAL KEYS (SLEEPING ROOMS) 76
- PARKING @ 1.1 per KEY 84
- HILTON TAPESTRY PARKING 84
- PROPOSED PARKING PROVIDED 84**
- PARKING per KEY PROVIDED 1.10**

---

**TOTAL PROJECT IMPERVIOUS COVERAGE (MAX < 60%)**

|                                 |         |
|---------------------------------|---------|
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**TOTAL PROJECT CONSTRUCTED COVERAGE (MAX < 70%)**

|  |         |
|--|---------|
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NOTE: FUTURE REAR POOL EXPANSION PROGRAMING HAS BEEN INCLUDED IN ABOVE COVERAGE CALCULATIONS.



# CONCEPTUAL SITE LAYOUT

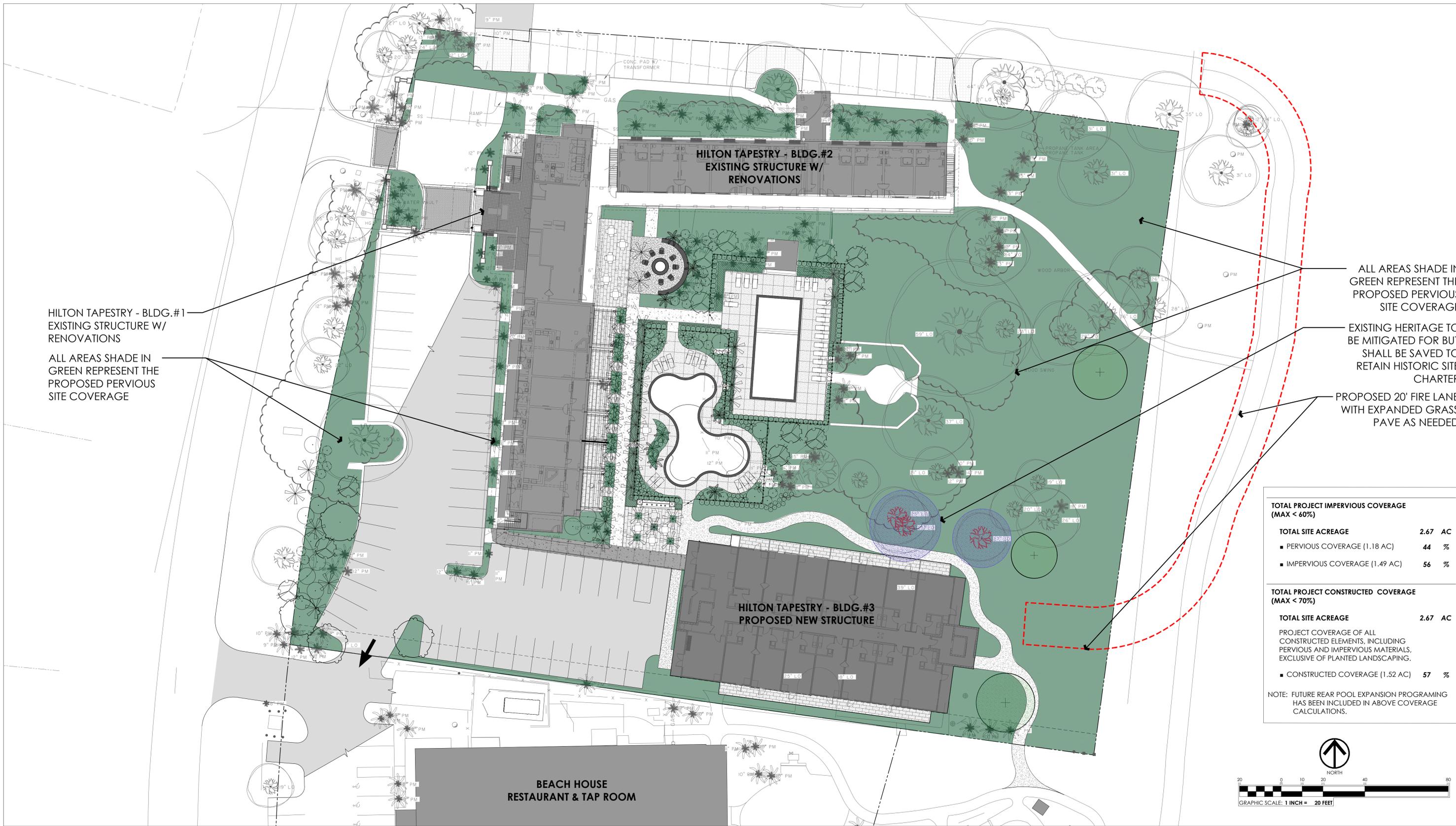
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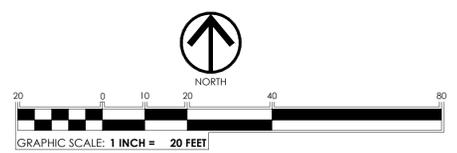
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HILTON TAPESTRY - BLDG.#1  
EXISTING STRUCTURE W/  
RENOVATIONS  
ALL AREAS SHADE IN  
GREEN REPRESENT THE  
PROPOSED PERVIOUS  
SITE COVERAGE

ALL AREAS SHADE IN  
GREEN REPRESENT THE  
PROPOSED PERVIOUS  
SITE COVERAGE  
EXISTING HERITAGE TO  
BE MITIGATED FOR BUT  
SHALL BE SAVED TO  
RETAIN HISTORIC SITE  
CHARTER  
PROPOSED 20' FIRE LANE  
WITH EXPANDED GRASS  
PAVE AS NEEDED

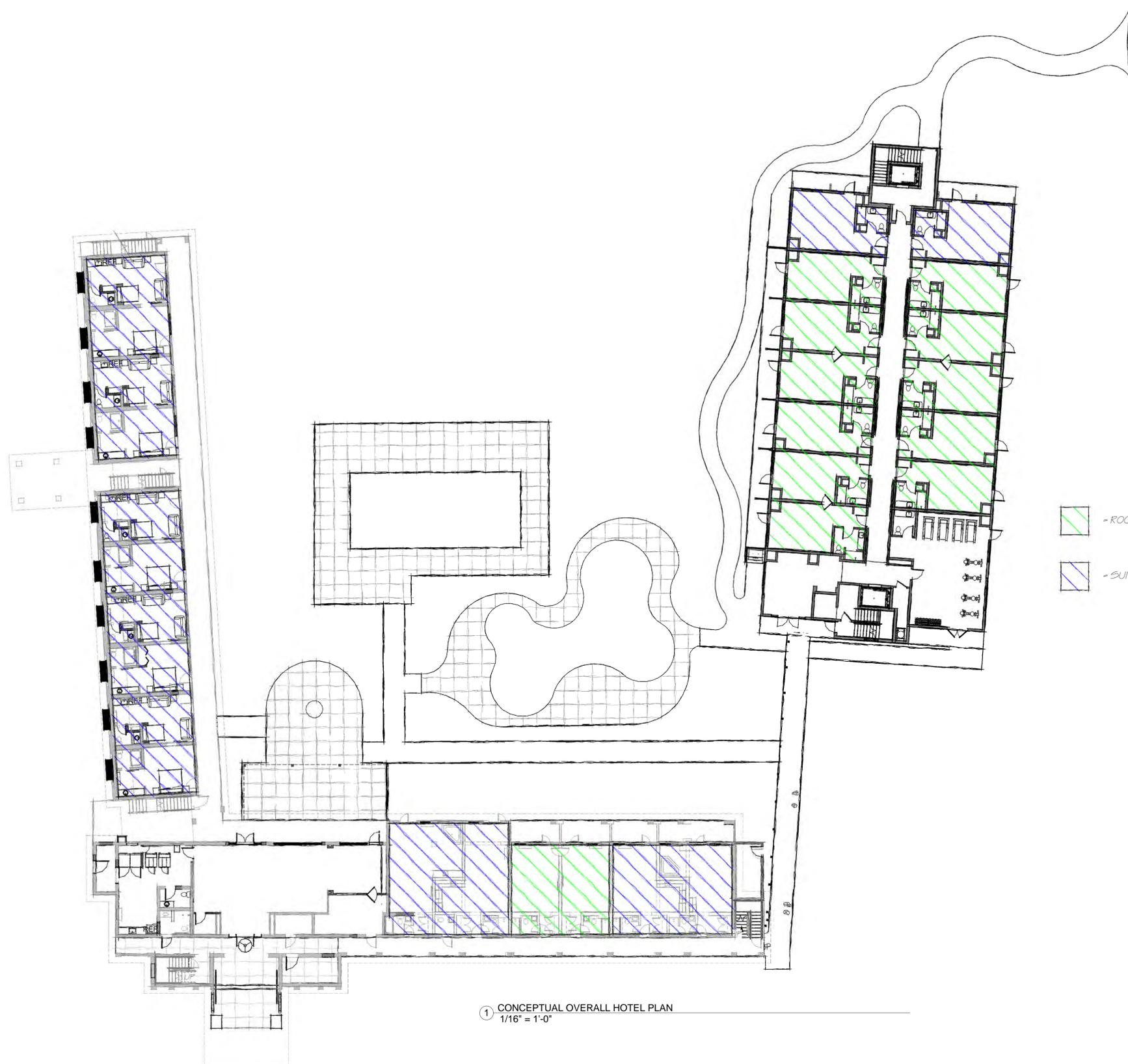
|  |                |
|--|----------------|
| <b>TOTAL PROJECT IMPERVIOUS COVERAGE (MAX &lt; 60%)</b>  |                |
| <b>TOTAL SITE ACREAGE</b>  | <b>2.67 AC</b> |
| ■ PERVIOUS COVERAGE (1.18 AC)  | <b>44 %</b>    |
| ■ IMPERVIOUS COVERAGE (1.49 AC)  | <b>56 %</b>    |
| <b>TOTAL PROJECT CONSTRUCTED COVERAGE (MAX &lt; 70%)</b>   |                |
| <b>TOTAL SITE ACREAGE</b>  | <b>2.67 AC</b> |
| PROJECT COVERAGE OF ALL CONSTRUCTED ELEMENTS, INCLUDING PERVIOUS AND IMPERVIOUS MATERIALS, EXCLUSIVE OF PLANTED LANDSCAPING. |                |
| ■ CONSTRUCTED COVERAGE (1.52 AC)   | <b>57 %</b>    |
| NOTE: FUTURE REAR POOL EXPANSION PROGRAMING HAS BEEN INCLUDED IN ABOVE COVERAGE CALCULATIONS.                                |                |



# CONCEPTUAL SITE COVERAGE

## HILTON TAPERSTRY AT THE BEACHVIEW CLUB

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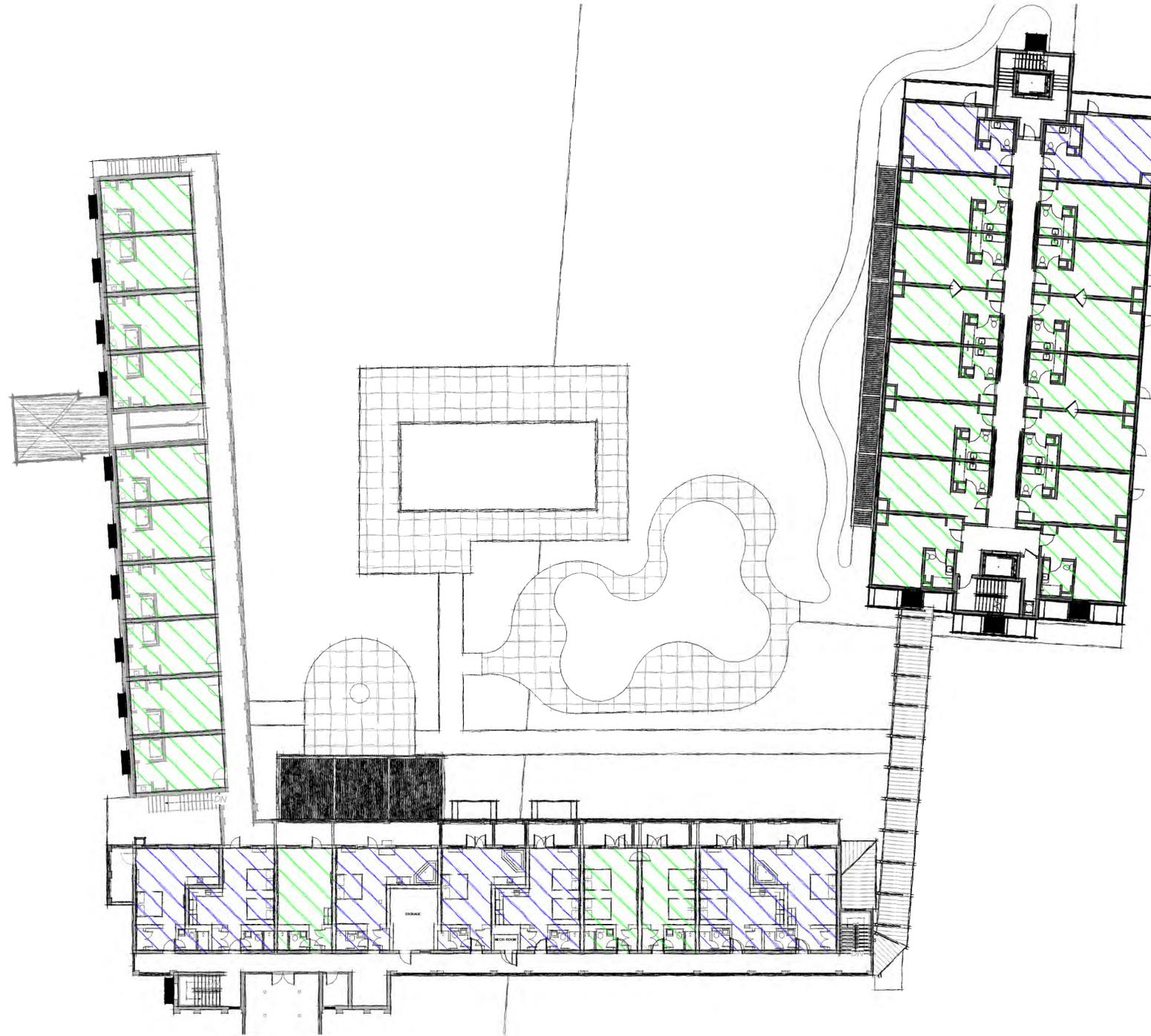


BEACHVIEW CLUB RENOVATION & ADDITION  
EXISTING BUILDING  
FIRST FLOOR - 9 SUITES, 2 ROOMS  
SECOND FLOOR - 7 SUITES, 13 ROOMS  
TOTAL EXISTING/RENOVATED KEYS - 31  
TOTAL ADDITIONAL KEYS - 45  
TOTAL HOTEL KEYS - 76  
TOTAL HOTEL ROOMS - 54  
TOTAL SUITES - 22

 - ROOMS  
 - SUITES

① CONCEPTUAL OVERALL HOTEL PLAN  
1/16" = 1'-0"

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1 CONCEPTUAL OVERALL 2nd FLOOR  
1/16" = 1'-0"

**RENOVATIONS & ADDITION  
BEACHVIEW CLUB HOTEL**

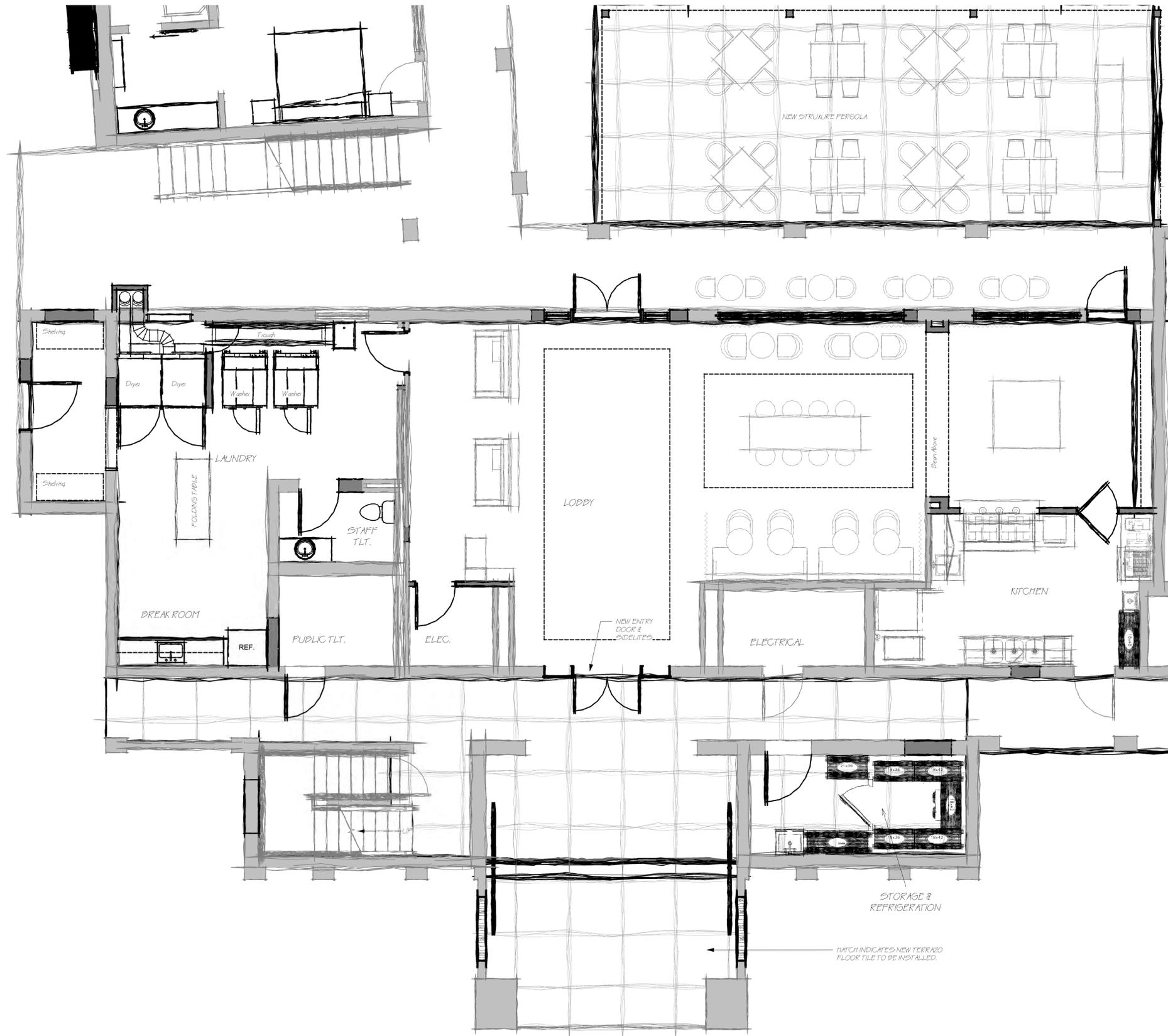
721 N. BEACHVIEW DR. | JEKYLL ISLAND | GEORGIA

REV | DATE | COMMENTS

JOB #: 18-021 10.04.2022

A9

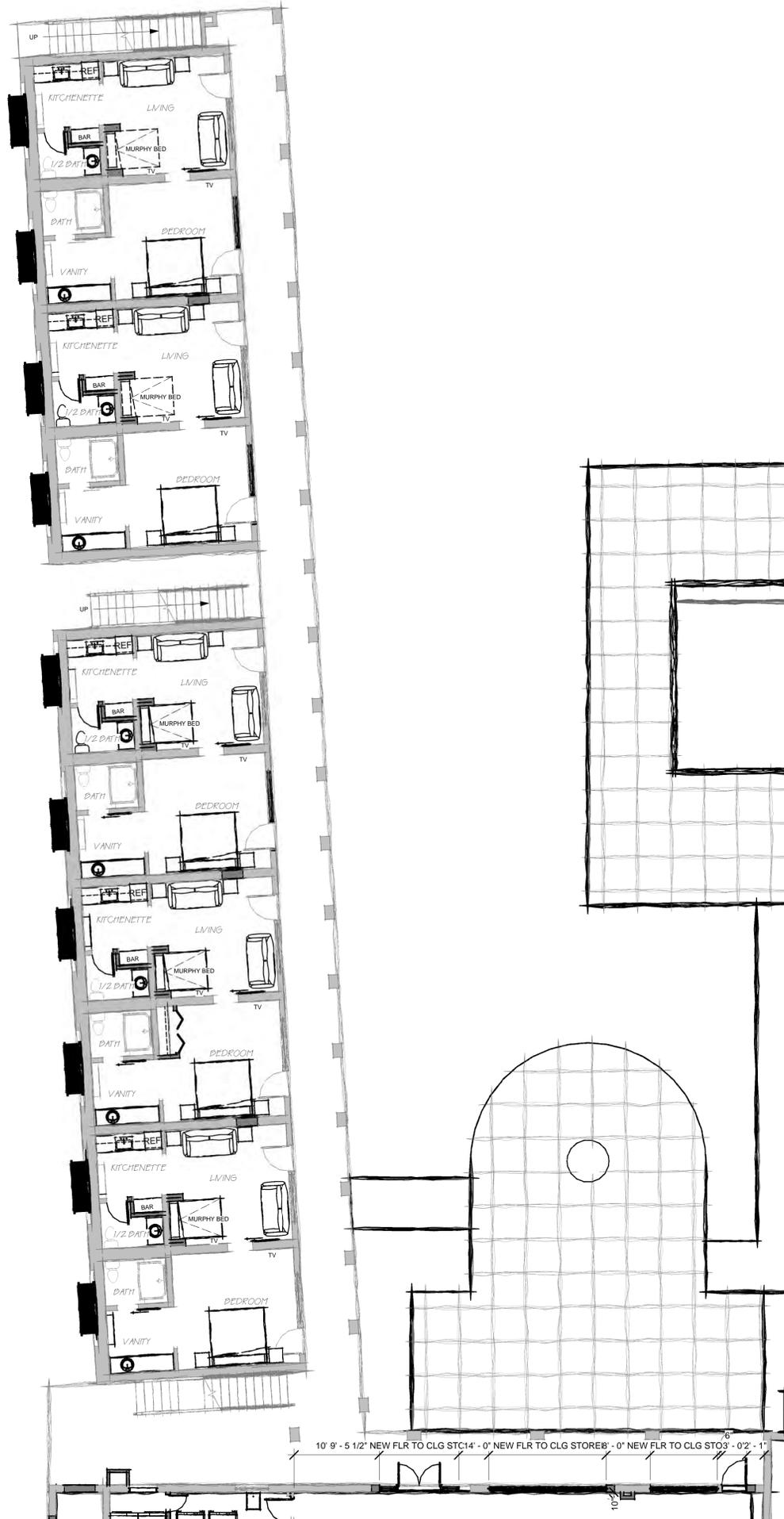
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1 ENLARGED FIRST FLOOR RENOVATION PLAN  
1/4" = 1'-0"

| REV | DATE | COMMENTS |
|-----|------|----------|
|     |      |          |
|     |      |          |
|     |      |          |

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① NORTH BUILDING 1st FLR SUITES  
1/8" = 1'-0"

10' 9" - 5 1/2" NEW FLR TO CLG STC14 - 0" NEW FLR TO CLG STORE8 - 0" NEW FLR TO CLG STO3 - 0'2" - 1"

**RENOVATIONS & ADDITION  
BEACHVIEW CLUB HOTEL**

721 N. BEACHVIEW DR. | JEFFREY ISLAND | GEORGIA

REV | DATE | COMMENTS

JOB #: 18-021 10.04.2022

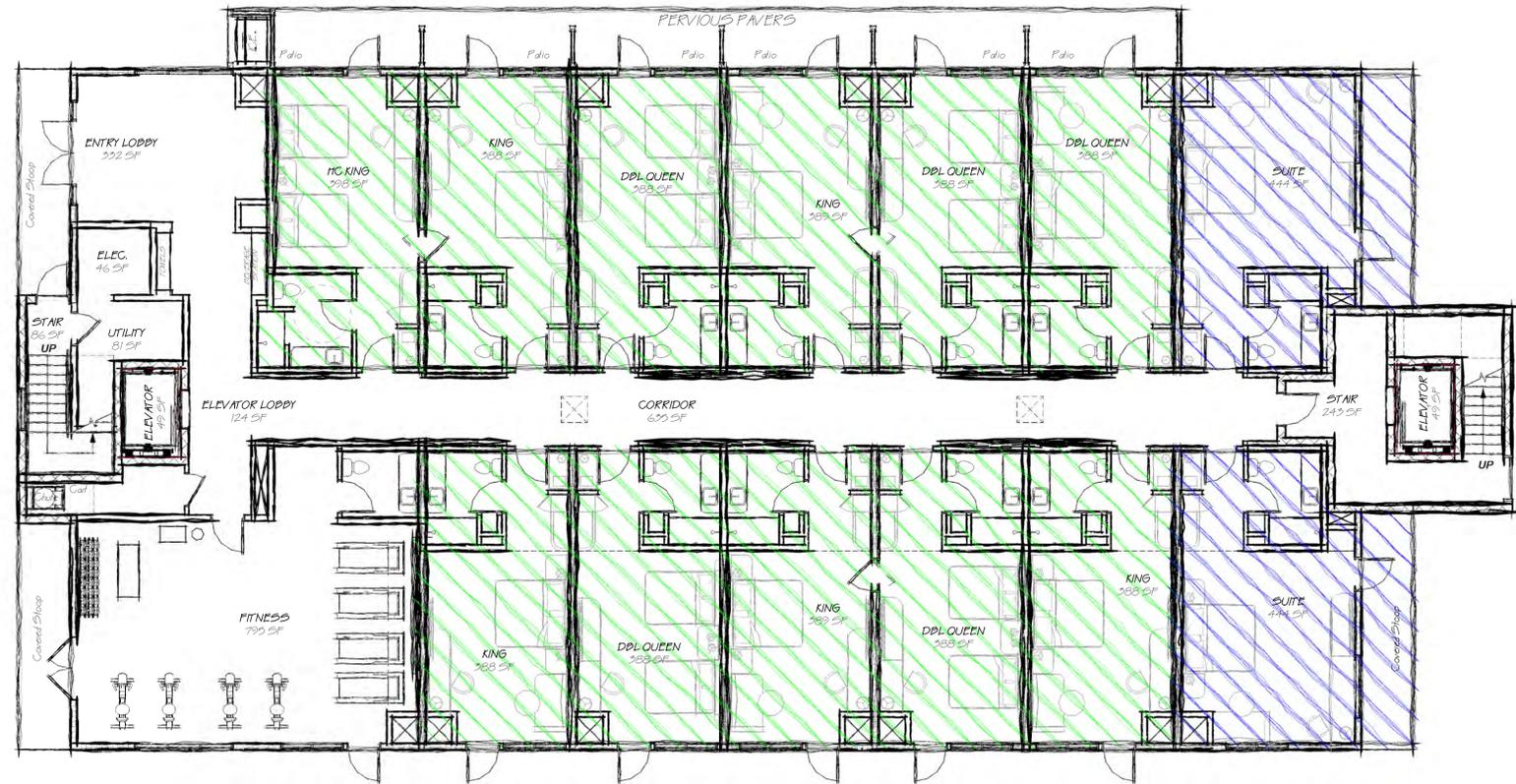
A3

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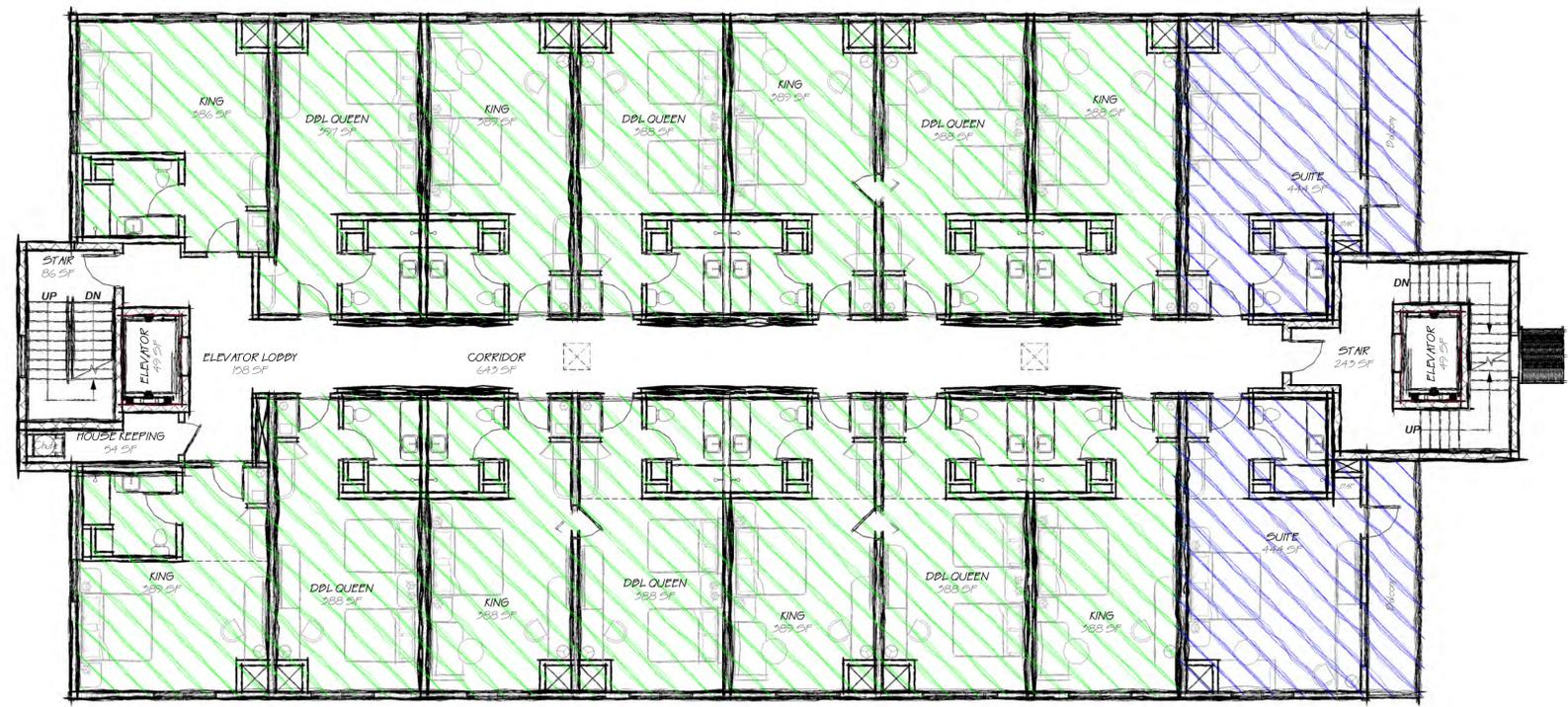
BUILDING ADDITION:  
 FIRST FLOOR - 11 ROOMS, 2 SUITES  
 SECOND FLOOR - 14 ROOMS, 2 SUITES  
 THIRD FLOOR - 14 ROOMS, 2 SUITES  
 TOTAL ADDITIONAL KEYS - 45



561 JACOBS MILL POND ROAD  
 ELGIN, SOUTH CAROLINA 29045  
 803.960.5026 / jeff@jefflewisai.com



① 1st Flr.  
 1/8" = 1'-0"



SECOND FLOOR - 14 ROOMS, 2 SUITES

② 2nd Flr.  
 1/8" = 1'-0"

NEW HOTEL - BEACHVIEW  
 CLUB HILTON TAPESTRY  
 JERKYL ISLAND, GA.

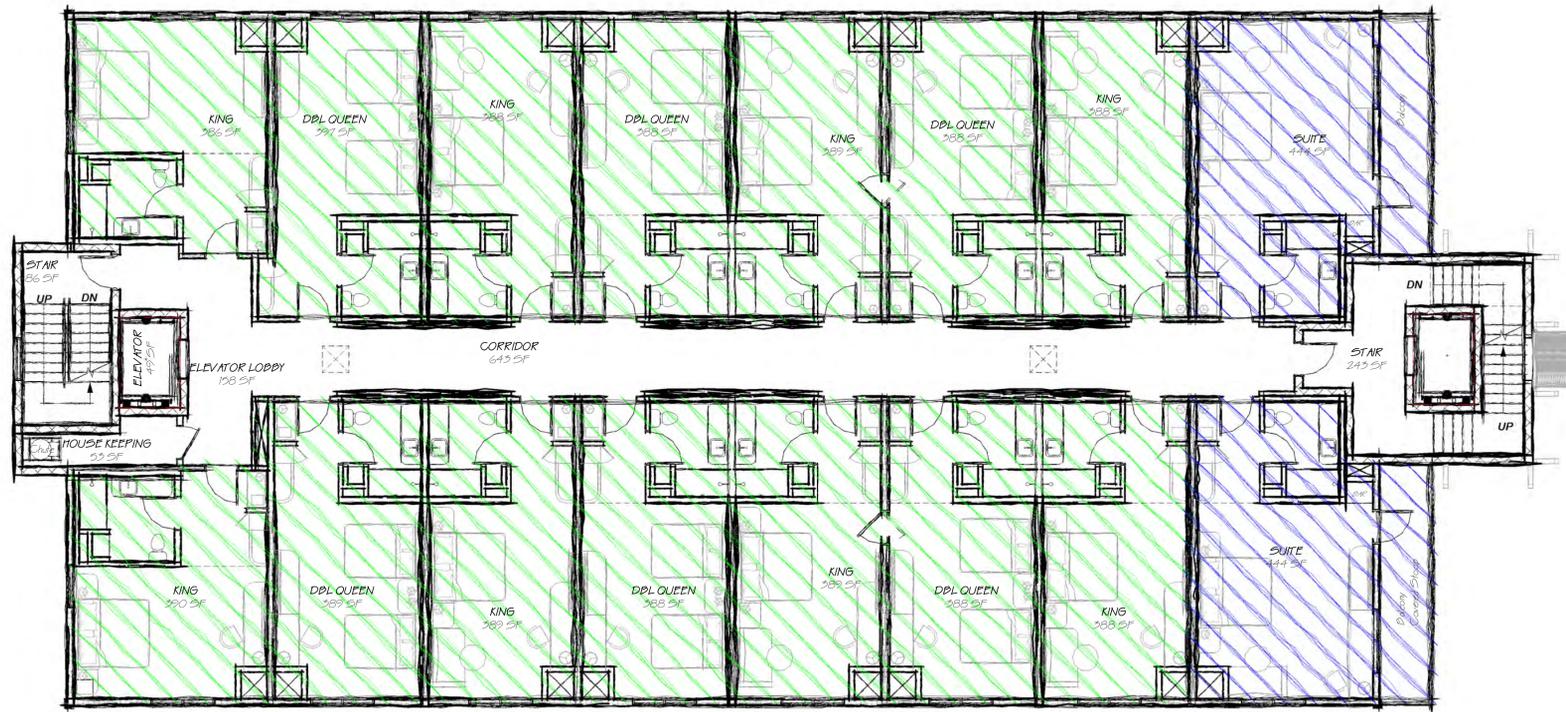
ADDITION FIRST & SECOND FLOORS CONCEPT

| REV | DATE | COMMENTS |
|-----|------|----------|
|     |      |          |
|     |      |          |
|     |      |          |

JOB #: 20-018 06.21.2022

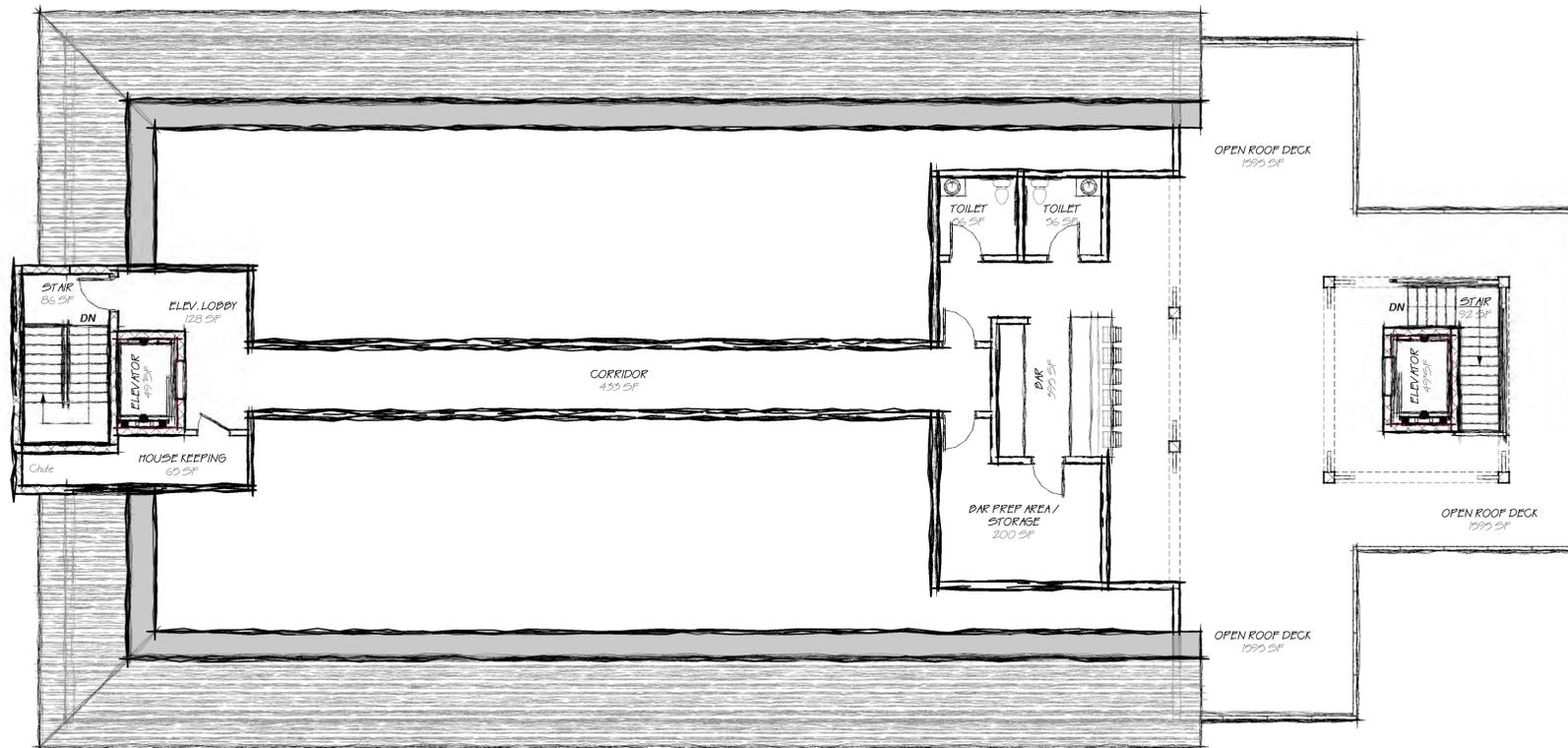
A4

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THIRD FLOOR - 14 ROOMS, 2 SUITES

① 3rd Fl.  
1/8" = 1'-0"



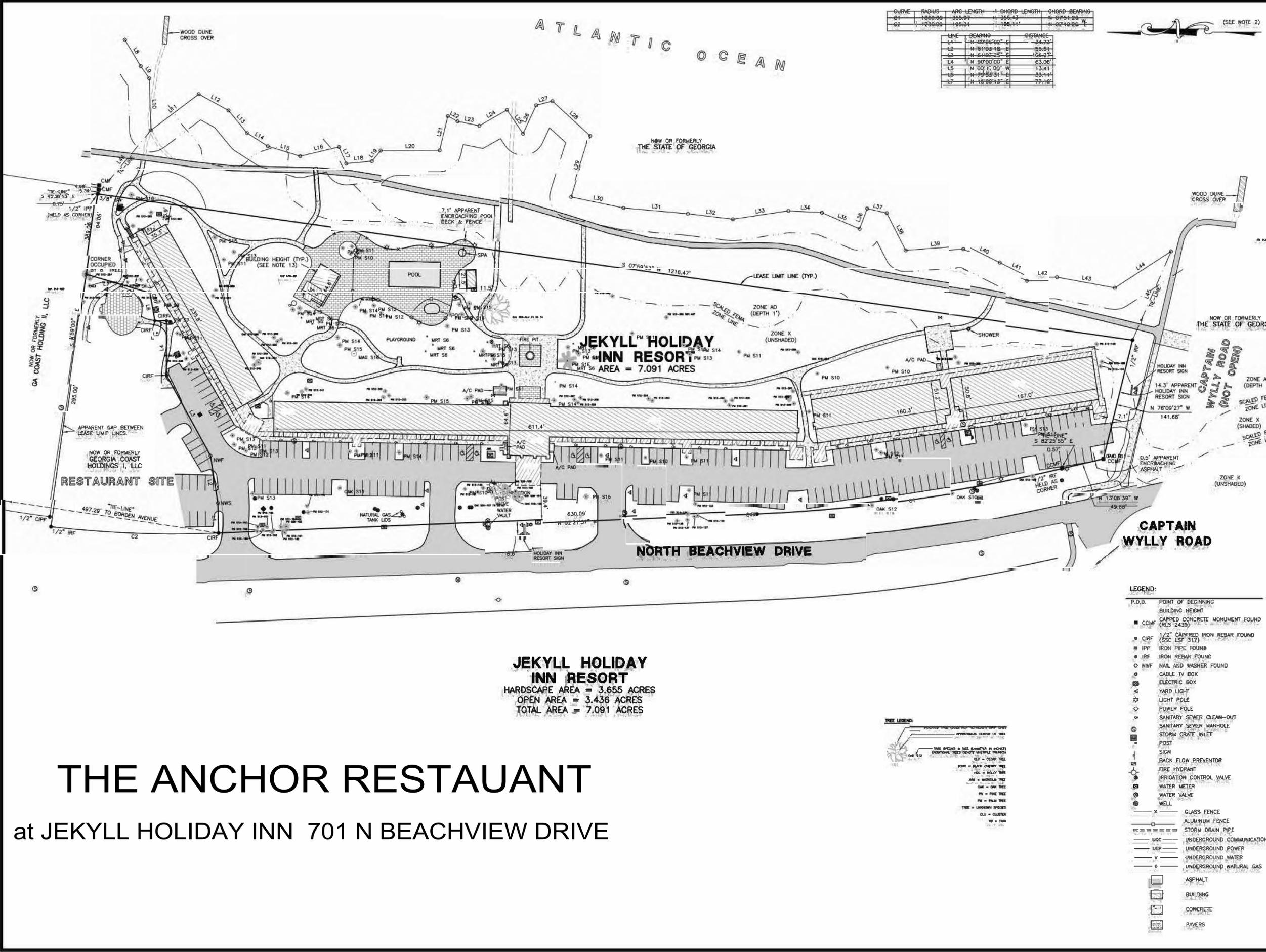
FOURTH FLOOR -  
COVERED BAR AREA: 830 SF  
- BAR PREP AREA / STORAGE  
- 2 TOILETS  
OPEN OBSERVATION DECK: 1595 SF

② 4th Fl.  
1/8" = 1'-0"

NEW HOTEL - BEACHVIEW  
CLUB HILTON TAPESTRY  
JERKYL ISLAND, GA.

ADDITION THIRD & FOURTH FLOORS CONCEPT

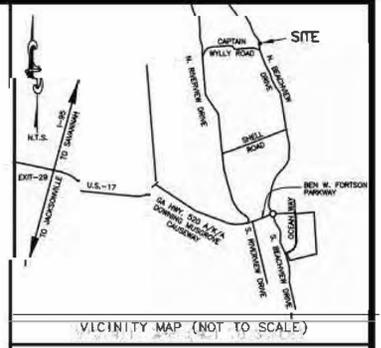
| REV | DATE | COMMENTS |
|-----|------|----------|
|     |      |          |
|     |      |          |
|     |      |          |



**JEKYLL HOLIDAY INN RESORT**  
 HARDSCAPE AREA = 3.655 ACRES  
 OPEN AREA = 3.436 ACRES  
 TOTAL AREA = 7.091 ACRES

# THE ANCHOR RESTAURANT

at JEKYLL HOLIDAY INN 701 N BEACHVIEW DRIVE



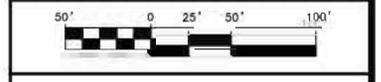
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| NO. | REVISION | BY | DATE |
|-----|----------|----|------|
|     |          |    |      |

## JEKYLL HOLIDAY INN RESORT

25TH G.M.D. JEKYLL ISLAND, GLYNN COUNTY, GEORGIA

**SHUPE SURVEYING COMPANY, P.C.**  
 3837 HARBEN HIGHWAY  
 BRUNSWICK, GA 31525  
 912-205-0562  
 CERTIFICATE OF AUTHORIZATION: LS317













## **MEMORANDUM**

**TO:** BOARD OF DIRECTORS  
**FROM:** ZACHARY HARRIS, GENERAL COUNSEL  
**SUBJECT:** LEASE OF SUITE 201, 11 MAIN STREET, TO MERCER MEDICINE, LLC  
D/B/A MERCER MEDICINE JEKYLL ISLAND  
**DATE:** OCTOBER 18, 2022

### **BACKGROUND**

On August 12, 2022, the Jekyll Island Authority (“JIA”) entered into a Memorandum of Agreement (“MOA”) with Mercer Medicine, LLC (“Mercer”) to memorialize their intent to establish the first medical facility on the second floor of the Beach Village. This Board voted to approve a Lease for Suite 201, 11 Main Street, pending legal review, at its September 20, 2022 meeting. During legal review, JIA and Mercer determined changes to a couple of lease provisions were required to ensure clarity and practicality as to percentage rent obligations and to ensure regulatory compliance under federal law.

The primary change is to Section 3.2 of the Lease. This section is reworked to modify the definition of Gross Sales and to change the frequency of payment and accounting of percentage rent from monthly to annually. It is common under standard Medicare, Medicaid and insurance billing and payment practices for bills to take months to be paid by these institutional payors. Further, when billed services are paid by these institutional payors, there are adjustments downward from the invoiced amounts. The changes to these provisions are intended to reflect the business reality of medical and healthcare billing and payments and to avoid the hardship of Mercer’s paying percentage rent on sales for which it has not been paid.

JIA and Mercer also agreed to other minor changes including: removal of the requirement to discount services (to mitigate any risk of compliance with leasing requirements for the provision of medical services under federal law); correct the maximum allowance on architectural design plans to accurately reflect the \$35,000 figure discussed at the September 20, 2022; and add a section addressing and defining Common Area, which was referenced but erroneously omitted from the earlier lease version.



In all other respects, the Lease before you is as approved at the September 20, 2022 Board meeting.

**TERMS**

TENANT: Mercer Medicine, LLC, a Georgia limited liability company.

TERM: Initial term of five years initial term with two options to renew for five years each.

RENT:

- Base Rent of \$18.00 per square foot at 4,534 +/- square feet (\$81,612 per year; \$6,801.00 per month).
- Annual CPI-based increases will be no less than 1.5% and no more than 10% annually.
- Annual Percentage Rent at 3% of Gross Sales that exceed a Breakpoint of \$1,360,200.00.
- Tenant’s Share of Common Area Maintenance Charges proportional to the square footage of the Premises divided by the total rentable square footage of the Beach Village (i.e., 10.85%). Note: CAM Charges are not automatically implemented but will commence after JIA gives notice to Tenant of commencement. CAM Charges are capped at \$1.50 per square foot during the Lease Year CAM Charges first commence.

OTHER REQUIREMENTS:

- Interest granted is a usufruct - no estate for years (i.e., typical rental agreement).
- Security Deposit equal to two months Base Rent (\$13,602.00).
- Standard Insurance requirements including at minimum:

| <i>Coverage</i>                       | <i>Limit</i> |
|---------------------------------------|--------------|
| Each Occurrence Limit                 | \$1,000,000  |
| Personal and Advertising Injury Limit | \$1,000,000  |
| General Aggregate Limit               | \$3,000,000  |



Products/Completed Ops. \$3,000,000  
Aggregate Limit

- At its sole cost and expense, Tenant will pay for all water, gas, light, power, sanitation (sewerage or otherwise), garbage pick-up and disposal, telephone and all other utilities or services required for Tenant's use of the Premises.
- JIA will renovate the Premises per Tenant Plans and outfit Premises with Fixtures, Furnishings and Equipment (FFE). JIA will retain ownership of FFE.

**RECOMMENDATION**

JIA staff recommends approval of this Lease.

The Jekyll Island State Park Authority (JIA) and Committees met in Public Session on Tuesday, September 20, 2022 at the Jekyll Island Convention Center and via teleconference.

Members Present: Mr. Dale Atkins, Chairman  
Mr. Bob Krueger, Vice Chairman  
Mr. Bill Gross, Secretary/Treasurer  
Dr. Buster Evans  
Ms. Joy Burch-Meeks  
Commissioner Mark Williams  
Mr. Glen Willard (via Teleconference)  
Mr. Ruel Joyner (via Teleconference)

Members Absent: Mr. Joseph B. Wilkinson Jr

Key Staff Present: Jones Hooks, Executive Director  
Noel Jensen, Deputy Executive Director  
Marjorie Johnson, Chief Accounting Officer  
Jenna Johnson, Director of Human Resources  
Tom Alexander, Director of Historic Resources  
Davide Zailo, GSTC Research Program Manager  
Jamie Gamby, GSTC Rehabilitation Technician II  
Scott Turner, Director of Golf  
Alexa Hawkins, Director of Marketing  
Maria Humphrey, Lease Manager  
Anna Trapp, Executive Assistant

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

Chairman Atkins called the committee session to order at 9:31 a.m. Roll was called for members attending in person and via teleconference. All members were present except for Mr. Wilkinson. Mr. Joyner dropped off the call at 10:55 a.m.

JIA received four online public comments for this meeting.

- Breanna Ondich – Hybrid Online Live Streaming
- Mindy Egan – Mural & Historic District Tours
- Steve Smith – Jekyll Island Golf
- Cheryl Peavyhouse – Senior Living Community

### **Special Introduction**

Jones Hooks, Executive Director, introduced the new Post Commander for Jekyll Island GSP Post 35, Sergeant Brandon Smith.

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

A. Davide Zailo, GSTC Research Program Manager, and Jamie Gamby, GSTC Rehabilitation Technician II, presented a summary for the Diamondback Terrapin 2022 nesting season highlighting the following points:

- Terrapin season typically runs from April to July. There were 393 terrapin encounters during the 2022 season, and 74% of terrapins encountered were saved.
- There were 127 citizen interaction reports and 25 JIA personnel reports for the season.

- 156 eggs hatched from the 203 that were incubated. 110 hatchlings were released, 25 transferred to Zoo Atlanta, and 20 remain at the GSTC.
- There was even a set of twins hatched in the GSTC incubators.
- Out of the 15 rehab patients, 8 were successfully rehabbed and released, and two remain in rehab.
- The fence installed earlier in the year to assist in tracking and monitoring terrapins, proved successful. 132 terrapins were encountered along the fence, which made up 33% of all season encounters. More importantly, the fence assisted in decreasing the expected road mortality for terrapins by 95%.

B. Richard Chewning, Director of the Camp Jekyll 4-H Center, discussed the bird conservation partnership at Camp Jekyll. Georgia Audubon reached out to JIA to determine if there were any buildings that may benefit from installing bird film dots on the windows. The Learning Center at Camp Jekyll was identified as a prime location for the film application. This special film allows bird to detect the window glass, which prevents the birds from striking the glass during flight and, ultimately, reduces the mortality rate of the birds. Chewning thanked Georgia Audubon and the JIA Conservation Department for the collaborative project, and he noted that not a single bird has struck their windows since the film was installed.

Jones Hooks, Executive Director, added that Camp Jekyll is making a successful comeback post-pandemic, and Chewning confirmed that they anticipate the number of campers returning to their pre-pandemic number of 10,000 for FY23. Hooks also highlighted the Environmental Education Program which makes up 64% of the Camp Jekyll visitors.

There were no public comments.

## **II. Finance Committee**

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

- Revenues were \$3,882,202.
- Expenses were \$2,712,208.
- Net Operating Cash Income was \$1,169,994.
- Total Traffic Counts were 102,929 vehicles.
- Year-to-date Revenues reported by hotels were \$51 million.

B. Marjorie Johnson, Chief Accounting Officer, presented a request to establish a bank account with Wells Fargo. The JIA staff is in the process of changing merchant processing services from Bank of America to the state contract with Wells Fargo. One of the services that Wells Fargo offers is an online bill pay service in which customers can view and pay their invoices online, either by check, card, or by ACH payment. To set up the service, JIA first needs to establish a bank account at Wells Fargo to fund the payment of the merchant service charges. Authorized JIA staff members will be able to make electronic requests of the Financial Institution for the transfer of funds or money between accounts maintained by JIA at Wells Fargo and Ameris Bank.

A motion to recommend opening a bank account with Wells Fargo and establishing Jones Hooks, Noel Jensen, and Jenna Johnson as authorized representatives of the account was made by Mr. Krueger and seconded by Mr. Joyner. The motion carried unanimously.

There were no public comments.

### **III. Human Resources Committee**

- A. Jenna Johnson, Director of Human Resources, introduced the new Director of Golf, Scott Turner. Mr. Turner is a graduate of the Citadel, where he played collegiate golf. He is currently a PGA Class A member, and most recently, he joined the JIA from the Darlington Country Club in South Carolina.

Noel Jensen, Deputy Executive Director, further noted that the search for a new Director of Golf was a nationwide search, receiving applications from as far away as Iowa. He added that Turner has focused on ensuring a welcoming environment in the golf shop and improving customer service.

- B. Jones Hooks, Executive Director, formally introduced and welcomed Tabitha Mayers, the new General Manager for the Convention Center. He noted that Mayers's enthusiasm has been evident from the start, and he anticipates continued excellence.

There were no public comments.

### **IV. Marketing Committee**

- A. Alexa Hawkins, Director of Marketing, presented the report from the Marketing Department, highlighting the following items:
- Recent media coverage included:
    - *Money Ink* listed Jekyll on their "20 Places Similar to Cape Cod".
    - *Explore Georgia* highlighted the new mural in Beach Village in their list of "Cool Murals and More Curious Public Art in Georgia".
    - Jekyll Island was mentioned in a question on *Jeopardy*.
  - State data shows that due to inflation concerns and rising gas prices, travelers may choose destinations closer to home, but they are still planning to travel during the next 12 months. JIA is continuing to market and promote fall events with this in mind.
  - Upcoming autumn events include:
    - Paulk Cup Classic: October 26<sup>th</sup> through 28<sup>th</sup>
    - Shrimp and Grits Festival: November 4<sup>th</sup> through 6<sup>th</sup>
    - Holly Jolly Jekyll: November 25<sup>th</sup> through January 8<sup>th</sup>
  - A commemorative collection of 31•81 articles is being produced in honor of JIA's 75<sup>th</sup> Anniversary.

There were no public comments.

### **V. Legislative Committee**

No report.

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

- A. Jones Hooks, Executive Director, presented an update on the status of the Mercer Medical Facility on Jekyll Island. He began by introducing Dr. Jean Sumner, Dean of the Mercer School of Medicine, and Ben West, Executive Director of Finance and Administration for Mercer School of Medicine.

Dr. Sumner spoke to the mission of Mercer to better all areas of Georgia by finding and training young physicians to serve and provide care to all Georgians, especially those in rural areas, stating her appreciation for the opportunity to partner with the JIA and to become an asset to Glynn County.

Hooks then presented the proposed lease for consideration. The terms of the lease closely reflect those presented in the memorandum of agreement approved at the August Board meeting.

- Rent will be abated for the first three years to \$10 per year, and full rent will commence at the start of year four.
- The base rent will be \$18 per square foot. The percentage rent is 3% over a breakpoint of \$113,350 month. The common area maintenance (CAM) charges would be capped at \$1.50 per square foot for the first year of implementation. There are no CAM charges in Beach Village at this time, but it is being considered for all future leases in the Village with appropriate notice to the lessees.
- JIA will obtain plans for the cost of the buildout not to exceed \$35,000. JIA will build out premises at a cost not to exceed \$300,000 and acquire FFE according to clinical requirements from Mercer at a cost not to exceed \$450,000. JIA will retain ownership of acquired FFE.
- The clinic will be open seven days a week during peak season (May-August) and five days per week during the off-season (September–April).

A motion to recommend approving the lease with Mercer Medical LLC, pending additional legal review and tenant acceptance was made by Mr. Gross and seconded by Mr. Krueger. The motion carried unanimously.

B. Jones Hooks, Executive Director, presented the proposed Golf Improvement Plan. Over the past six years, several studies and recommendations have been made from various consultants. A group of nineteen JIA staff members have spent the past several months reviewing those studies to create the proposed Golf Improvement Plan. Hooks noted that the copy of the Plan before the Board is a proof copy, and that the final copy will contain a few minor edits. Sections of the plan include:

- Project Chronology & Summary: Illustrates the findings of various studies and consultant recommendations from 2017 to 2022.
- History of Golf on Jekyll: Discusses the historical and archeological significance of the courses on Jekyll.
- Phasing Schedule for Restructuring/Redesigning Courses: Includes five phases for golf course improvements.
  - Phase 1: Redesign of Pine Lakes to be completed by Clyde Johnston Designs, Inc., who completed a restoration of the course in 2002.
  - Phase 2: Restoration of Great Dunes course. Obtaining design and construction plans to combine nine holes of Great Dunes with nine holes of Oleander to create an 18-hole golf course.
  - Phase 3: Construction of the 18-hole Great Dunes/Oleander course.
  - Phase 4: Reevaluation of golf operations and options for Indian Mound. This will be an overall re-evaluation for up to two years following the completion of Phase 3.

- Phase 5: Based on the analyses and recommendations made during Phase 4, a contractor will be obtained to design alternatives recommended and approved by the JIA Board.
- Conservation Opportunity: A 50-acre wildlife corridor is recommended for the proposed eliminated nine holes of Oleander. An RFP for the design of this corridor will be presented to the Board for consideration in 2023.
- Greenspace Ordinance Proposal: This proposed ordinance would protect 93% of the existing land area allocated to golf on Jekyll and define and establish certain permitted and conditional uses and activities within the greenspace preservation overlay. It would prevent housing in general and commercial developments within the overlay area.
- Low Impact Development Opportunities: 26.3 acres are recommended for limited development use. Potential development could include a golf lodge, a senior living community, and a retail/dining area. Inspiration boards are included in the plan as recommended directions, but RFPs would be issued for the design and development of these areas.
- Funding: Includes specific options for funding the proposed plan, including borrowing money through a bond. JIA funds have already been allocated to begin work on Pine Lakes and redesign of Great Dunes/Oleander.
- Recommended Schedule: Provides a summary of the anticipated timeline and strategic action items that are included at the end of each section of the Plan.
- Notes for the Future: Provides insight on how to avoid pitfalls moving forward, focusing on maintenance as an ongoing item in the budget to avoid deferred maintenance.

A motion to recommend approving and adopting the Golf Improvement Plan as an on-going guideline for golf course improvements was made by Mr. Krueger and seconded by Mr. Gross. The motion carried unanimously.

Noel Jensen, Deputy Executive Director, presented the contract for Pine Lakes Golf Course improvements for consideration. In 2002 Clyde Johnston designed a remodel of Pine Lakes, and per common practice, JIA would like to re-hire Clyde Johnston Design, Inc. to continue work on the course. Johnston has already completed a ride through of the course with Aaron Saunders, Director of Golf Course Maintenance, and has made recommendations for each hole. Johnston's services for design, bidding administration for construction, and regular site visits will cost \$63,500. These funds are already allocated, and no new fundings is needed at this time.

A motion to recommend awarding the contract for renovation design and construction administration services for Pine Lakes Golf Course to Clyde Johnson Designs, Inc., as recommended by staff was made by Mr. Gross and seconded by Dr. Evans. The motion carried unanimously.

Zach Harris, General Counsel, was absent due to being summoned for jury duty. Therefore, Hooks presented the First Reading of the Proposed Greenspace Ordinance. The purpose of this article is to provide for the creation, preservation, and maintenance of certain open spaces, including golf courses and related facilities and other unimproved areas on Jekyll Island as green spaces for low impact recreational activities, wildlife habitats, and natural resource conservation areas. It is the intent of the Authority to permit and encourage

recreation, education, natural resource conservation uses, and related activities within this area, while discouraging commercial and residential development that tends to distract from those uses and activities.

C. Maria Humphrey, Lease Manager, presented the lease with Larry's Giant Subs for consideration. He noted that the Beach Village leases have been re-written by Zach Harris, General Counsel. The new leases are a more sophisticated version of the old lease. The presented lease is for the vacant space at 41 Main Street, Suite 101. The tenant, Steve Sharpe, would open a Larry's Giant Subs restaurant in the leased space. The initial term will be 3 years with two options to renew for 3-year terms, for a total of nine year. Additional highlights of the lease include:

- Base rent of \$18 per square foot per month
- Percentage rent of 3% rent over breakpoint of \$40,000 per month
- Tenant to furnish utilities
- Tenant to build out premises per approved plans
- Abatement of Base Rent to 50% during buildout period – ends the earlier of date open for business or January 1, 2023
- Tenant to pay security deposit equaling two months base rent
- JIA has the right to charge CAM, capped at \$1.50 per square foot for first year CAM is implemented

A motion to recommend approving the lease with Seaside Food Company, Inc., pending additional legal review and tenant acceptance, was made by Dr. Evans and seconded by Ms. Burch-Meeks. The motion carried unanimously.

D. Maria Humphrey, Lease Manager, presented the lease with Caroline's Gift and Flowers for consideration. The tenants will be Donald and Caroline Naysmith, who currently operate the flower shop in the Village. Their lease expired, and the presented lease reflects the new lease terms developed for Beach Village tenants including:

- Base rent of \$18 per square foot per month
- Percentage rent of 3% rent over breakpoint of \$19,775 per month
- JIA has the right to charge CAM, capped at \$1.50 per square foot for first year CAM is implemented

A motion to recommend approving the lease with Cardon Enterprises, LLC., pending additional legal review and tenant acceptance, was made by Mr. Gross and seconded by Mr. Krueger. The motion carried unanimously.

E. Noel Jensen, Deputy Executive Director, provided an update on the State Contract with EZ-Go Golf Carts. JIA intends to renew the lease with EZ-Go Golf Carts, which will allow them to begin production on golf carts to be received by July of 2023. The number of golf carts will remain the same but with improved GPS and a new color. A vote was not required, since this is a state contract, but it will be up for consideration once the lease documents are received from Wells Fargo.

F. Noel Jensen, Deputy Executive Director, provided the Operations Update highlighting the following items:

- Offices for public works employees are being updated which will allow the department's staff to be in one area.

- Pond Engineering has provided the final scope for the airport terminal and is awaiting final approval from GDOT.
- JIA is working with the Webber Group to produce a proposal for the GSTC expansion.
- The billboards at the end of Highways 17 and 520 are in the process of being replaced.
- The RFP for the Public Safety Complex is out for bidders to respond to.
- Bike path rehabilitation was delayed due to supply chain issues, but the 23 miles of bike paths should be completed by the end of October 2022.
- The Jekyll Island Campground's move away from permitting extended guest stays has resulted in higher revenues, allowing more Georgians and other visitors the opportunity camp on Jekyll.
- Campground expansion is moving forward with the construction of new bathrooms.
- The total revenue from airport fuel in FY 2022 totaled \$31,774.52, which will be used for general upkeep of the airport and potential funding matches on future airport projects.

G. Jones Hooks, Executive Director, presented the Executive Director's report highlighting the following items:

- The Selig Center is conducting an updated Economic Impact Study for Jekyll Island.
- The GSTC continues to partner and collaborate with numerous colleges and universities across the country.
- The concept for the causeway bike path has been approved by GDOT. This path will extend from the Guest Information Center to the end of the Jekyll Causeway.

H. Mr. Atkins presented the Chairman's Comments. He thanked Dr. Sumner and Mercer for their partnership. He also thanked JIA staff for their hard work on the Golf Improvement Plan.

There were six public comments:

- Al Tate expressed his concern about the Golf Improvement Plan and potential over capacity on Jekyll Island.
- Alice Keyes with 100 Miles spoke on the organization's concerns of developmental density on Jekyll. She also thanked the Board for the proposed Greenspace Ordinance and offered recommendations to further strengthen the ordinance.
- Beverly Hopkins expressed gratitude for the opening of Larry's Giant Subs, and she inquired about the status of the lease for the Infirmary.
- Cheryl Peavyhouse discussed her concerns about including a senior living community in the Golf Improvement Plan.
- Charles McMillan with Georgia Conservancy celebrated the Greenspace Ordinance and the Golf Improvement Plan. He thanked the JIA Board and Staff for consistently advocating for the ecological corridor on Jekyll.
- Jim Reed inquired about alternatives for promoting golf on Jekyll, and he expressed concern about including limited development in the Golf Improvement Plan. He supported the proposed updates to Pine Lakes and the plan to avoid deferred maintenance.

The Chairman continued directly into the JIA Board Meeting.

**The Jekyll Island State Park Authority (JIA) Board Meeting**  
**September 20, 2022**

The Board Meeting was called to order at 11:34 a.m., and all members were present either in-person or via teleconference, except for Mr. Wilkinson and Mr. Joyner who were absent.

**Action Items**

1. Mr. Krueger moved to accept the minutes of the August 16, 2022 Board Meeting as presented. The motion was seconded by Dr. Evans. There was no discussion, and the minutes were unanimously approved.
2. The recommendation from the Finance Committee to open a bank account with Wells Fargo as presented by staff carried by unanimous approval.
3. The recommendation from the Committee of the Whole to approve the lease with Mercer Medical, LLC., pending additional legal review and tenant acceptance, carried by unanimous approval.
4. The recommendation from the Committee of the Whole to approve and adopt the Golf Improvement Plan as an on-going guideline for golf course improvements carried by unanimous approval.
5. The recommendation from the Committee of the Whole to award the contract for renovation design and construction administration services for Pine Lakes Golf Course to Clyde Johnston Inc., carried by unanimous approval.
6. The recommendation from the Committee of the Whole to approve the lease with Seaside Food Company, Inc. pending additional legal review and tenant acceptance, carried by unanimous approval.
7. The recommendation from the Committee of the Whole to approve the lease with Cardon Enterprises, LLC. pending additional legal review and tenant acceptance, carried by unanimous approval.

The motion to adjourn was made by Mr. Krueger and seconded by Ms. Burch-Meeks. There was no objection to the motion and the meeting adjourned at 11:37 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 – SEPTEMBER 2022  
DATE: 10/18/2022

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PUBLIC SERVICES

September Highlights:

- Jekyll Island Airport (09J) self-serve aviation fuel (100LL) sold 1,512.37 gallons of 100LL aviation fuel in 69 transactions totaling \$10,077.94 in sales for the month of September.
- Campground expansion preparation continues onsite with JIA Landscape, Roads and Grounds, and water/wastewater staff. The construction entrance is installed, and selective tree management and road clearing is nearing completion. The bathhouse construction contractor has substantially completed bathhouse #1 and is well underway on bathhouse #2.
- The campground reached 82% occupancy which is **considered “full capacity”**.
- JIA Operations teams prepared for and responded to threats from Hurricane Ian the week of September 26<sup>th</sup>.
- Public Safety Complex site work continues as bids are due on Monday 10/17/2022 for selection of construction contractor.

Operations Department Work Orders

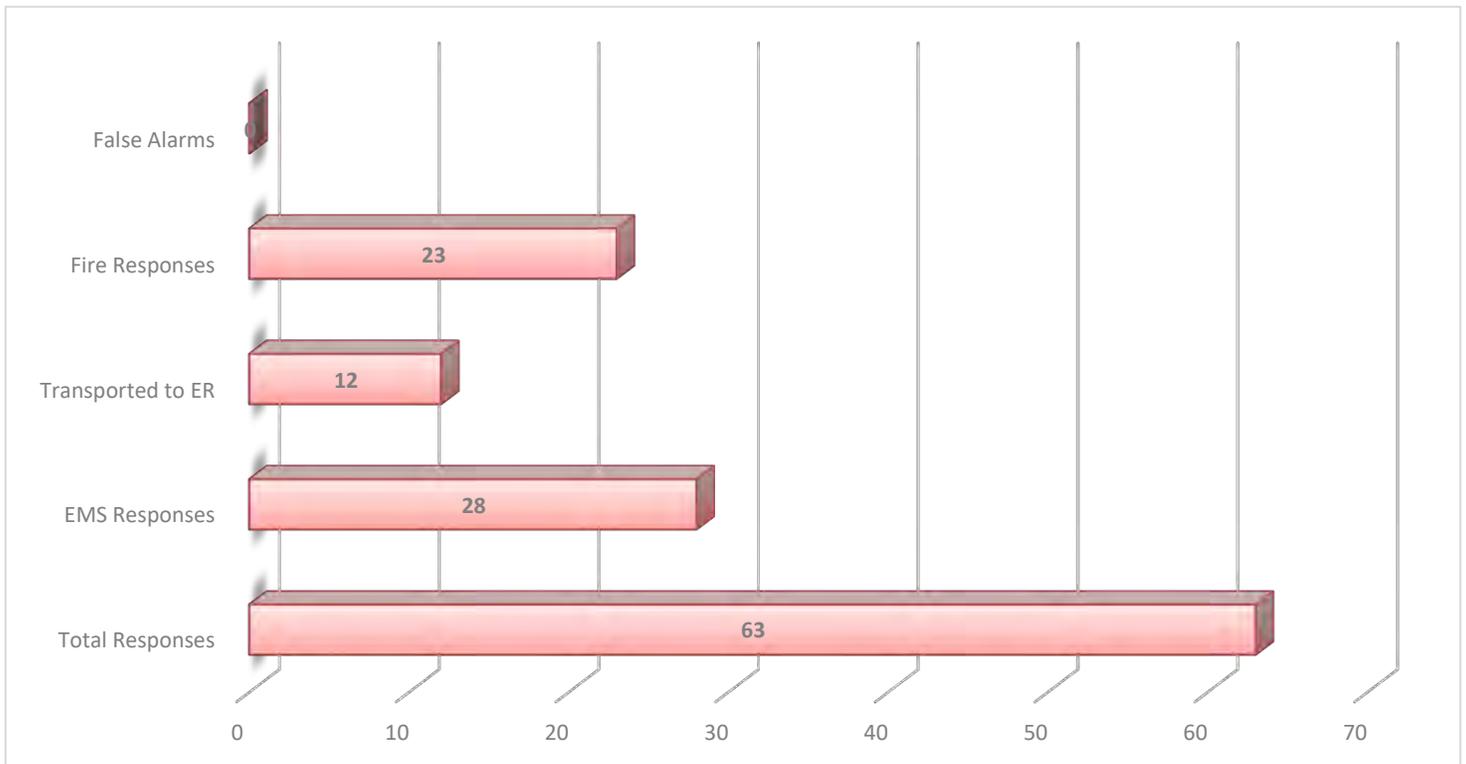


PUBLIC SAFETY – Fire & EMS

September Highlights:

- Completed 386.5 hours of staff training for the month.
- Several FT staff completed a week-long FD supervision class hosted on Jekyll Island.
- Completed annual hydrant flow testing.
- Eight (8) rental inspections were conducted in September.
- Twenty-four (24) permits were issued, and there were four (4) complaints investigated by Code Enforcement.
- New ambulance is in service.
- **Prepared and responded to Hurricane Ian’s threat.**

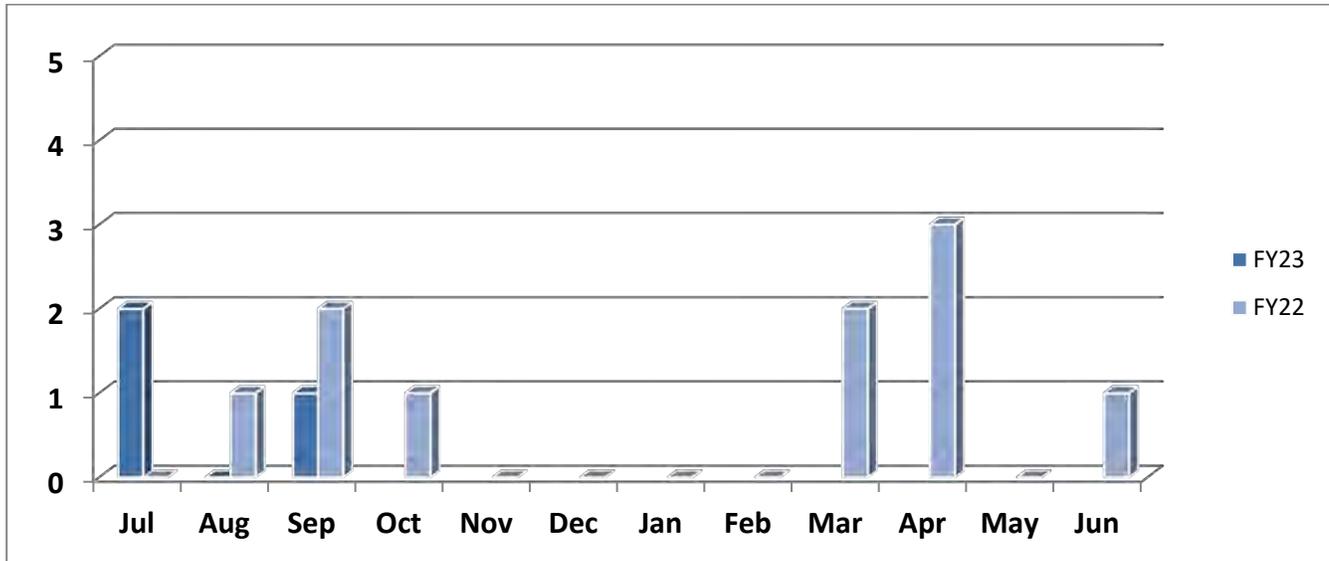
Jekyll Island Fire & EMS Responses



**MEMORANDUM**

**TO:** HUMAN RESOURCES COMMITTEE  
**FROM:** JENNA JOHNSON, HR DIRECTOR  
**SUBJECT:** HUMAN RESOURCES COMMITTEE REPORT  
**DATE:** 10/11/2022

**JIA Workers Compensation Claims:** (Target goal for FY23 = 9).



|             | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Total |
|-------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| <b>FY23</b> | 2   | 0   | 1   |     |     |     |     |     |     |     |     |     | 3     |
| <b>FY22</b> | 0   | 1   | 2   | 1   | 0   | 0   | 0   | 0   | 2   | 3   | 0   | 1   | 10    |

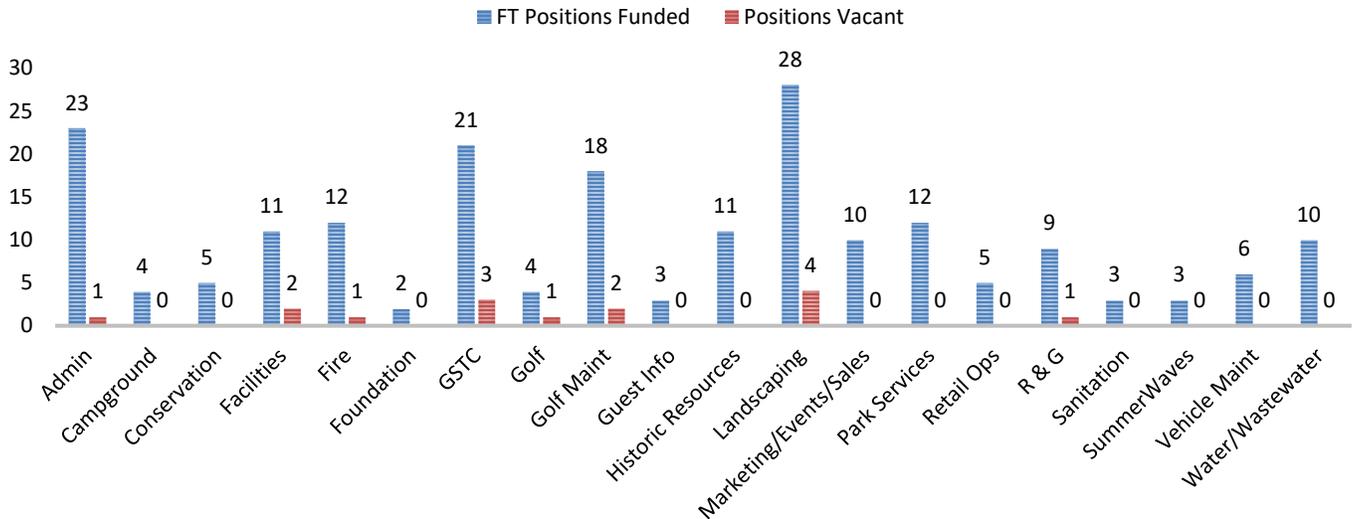
**JIA Employee Census:**

| Month | Full time | Part Time | Seasonal | Interns/<br>Members | Total<br>Employees |
|-------|-----------|-----------|----------|---------------------|--------------------|
| Sep   | 181       | 104       | 74       | 1                   | 360                |

**Retirements:**

- None

# FULL TIME STAFFING



Full-time Staffing as of 10/10/2022

## **Recognition:**

- **Meet our October Featured Employee: Keith Alcantara**



Originally from Brunswick, Keith has lived in the Golden Isles all his life. He began his career with the Jekyll Island Authority (JIA) on July 16, 1993. Currently, Keith is our Equipment Maintenance Supervisor within Vehicle Maintenance, he is responsible for maintaining golf course equipment, tractors, zero-turn mowers, golf carts, and small equipment for all departments along with overseeing the mower shop.

When Keith was asked what he liked most about working for the Jekyll Island Authority, he said “working with the JIA staff.” Then he was asked, if you could improve one thing about Jekyll Island what would it be, “more meetings and lunches for staff!” When Keith is not working, he enjoys hunting, fishing and spending time with his family. Something else to know about Keith is, he is a few years from retiring!

Keith, 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:** 10/11/2022

### **Research and Monitoring**

- Wildlife Biologist Joseph Colbert is collaborating with researchers from UGA to test various GPS devices for tracking wildlife. This new technology could allow animals to be monitored with less staff time and less interaction with researchers.
- Spotlight-count deer surveys took place over the past week. Over the coming weeks, the data from the spotlight census will be analyzed and supplemented by camera-based buck ID surveys, to derive information about population dynamics and a confident minimum population estimate for the island's deer population.
- Through an exciting trail-cam video that we'll share at this month's board meeting, we have for the first time confirmed a female bobcat, that we believe was herself born on Jekyll Island, successfully reproducing on island.

### **Management and Planning**

- The Conservation Department along with support from Cliff Gawron, Director of Landscape and Planning, and the Jekyll Island Foundation is continuing to work on a pollinator and mixed wildflower meadow on the south side of the causeway. This strip west of the Cedar Creek bridge will be about 5 acres in total with 18 different species of flowers and grasses. The area has been prepped and the planting will occur in the first couple weeks of November.

### **Outreach and Leadership**

- Our Gatorology program set records for attendance and revenue again. This continues to be an immensely popular program year after year with over 96% of all available tickets purchased. We reached 667 guests during the season.
- We have hosted students from the Vertebrate Natural History and Conservation Biology courses in the Coastal Ecology program at the Coastal College of Georgia to give them an immersive experience in wildlife management and habitat restoration. A few smaller groups from these classes will assist with projects over the next few weeks to learn field techniques and data processing.
- Joseph Colbert travelled to Athens Georgia as a guest lecturer for a "Collaborations in Conservation" class at UGA's Odum School of Ecology, to discuss active conservation projects on Jekyll Island and how partnerships are essential in driving those projects.
- Natural Resources Manager Yank Moore, along with Joseph Colbert, participated in the annual Georgia Prescribed Fire Council meeting.



**Victoria the bobcat crossing the remains of a historic bridge Jekyll Island Club era bridge with four approximately six-month-old kittens**

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MEMORANDUM

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TO: COMMITTEE OF THE WHOLE  
FROM: TOM ALEXANDER, DIRECTOR OF HISTORIC RESOURCES  
SUBJECT: HISTORIC RESOURCES UPDATE  
DATE: OCTOBER 18, 2022

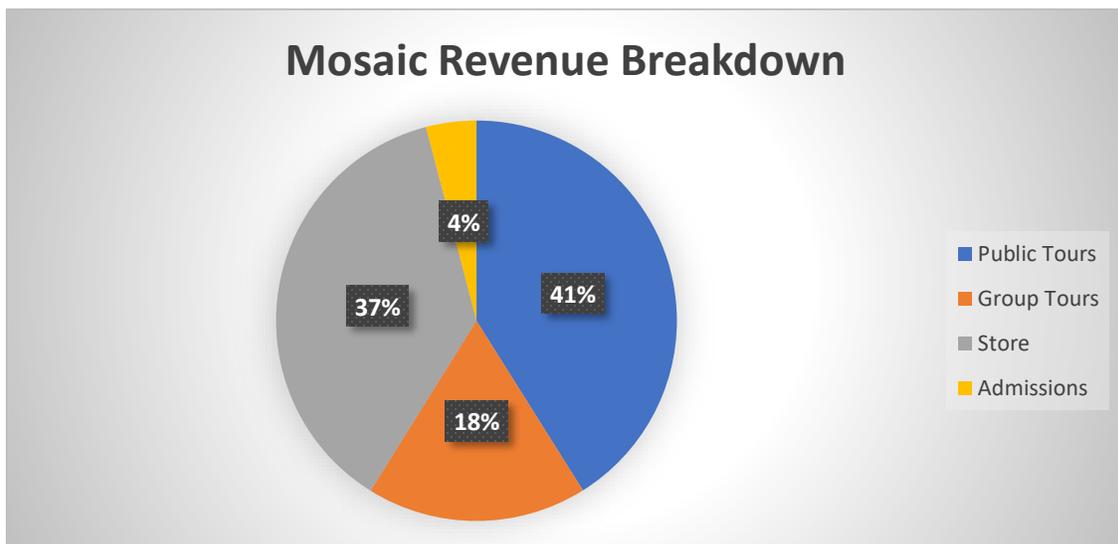
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September Visitation and Revenue

Mosaic, Jekyll Island Museum showed a slight increase in revenue in all areas as shown in the comparative table below. September saw revenue for all Mosaic tours at 102% of the projected budget, and all Mosaic revenue (all tours, museum gallery and Chapel admissions and retail sales) saw 110% of the projected budget.

|               | <u>Visitors</u> | <u>Revenues</u> |
|---------------|-----------------|-----------------|
| Public Tours: | 2090            | \$37,281        |
| Group Tours:  | 1076            | \$16,135        |
| Museum Store  |                 | \$33,642        |
| Admissions:   | 442             | \$3,682         |
| Totals        | 6428            | \$90,740        |

*\*Figures through 9/30/2022*



## Highlights From This Month

### General:

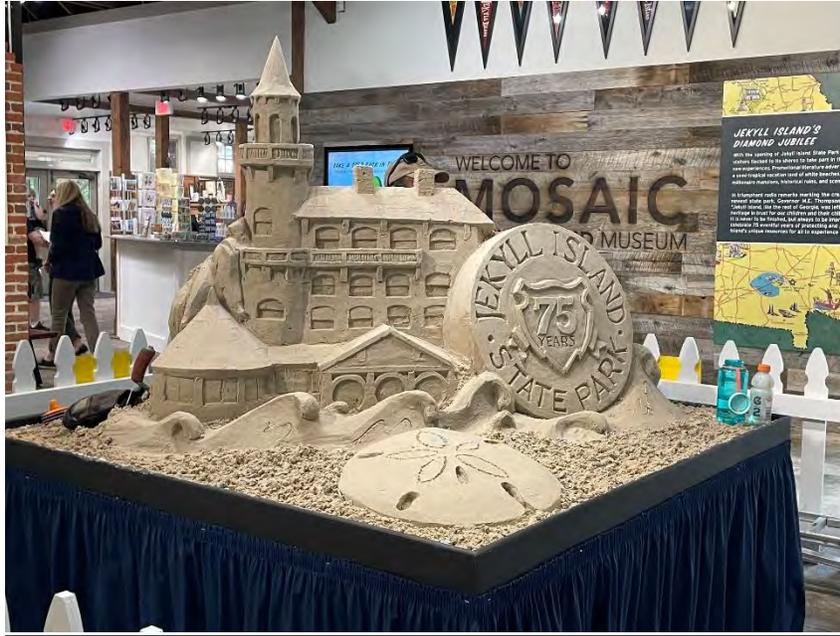
- Staff Changes: Ms. Kathy Paulk, recently retired from the corporate sector, **joined the Mosaic staff as Museum Interpreter I. It was long Ms. Paulk's dream** to be a historic interpreter and she completed a degree in History from the Collage of Coastal Georgia to pursue that dream. **Mr. Brendan O'Briant** also joined the Mosaic team as Curatorial Aide after also completing his degree in History.
- Historic District Property Rentals: In September, Historic Resources had 5 venue leases, netting \$15,912 not reflected in the above data.

### Preservation:

- Tropical Storm Ian: NHLD staff and resources were utilized to prep historic buildings, documents, and other assets from any adverse effects that might have happened because of TS Ian. Fortunately, the Historic District came through this event with no damage. All NHLD staff were instrumental and effective in prepping for the storm and helping bring operations back online afterward.
- Chichota Excavation Work: Following some final work done on the Chichota Ruins Project, an abandoned basement stairwell was revealed that required excavation to determine if any significant resources were evident.

### Curation, Archives & Collections:

- 75<sup>th</sup> Anniversary Exhibit Changeout: The second exhibit celebrating Jekyll **Island's 75<sup>th</sup>** anniversary as a state park was installed in the museum lobby. The exhibit includes exhibition pieces such as banners and mementos from the era, a digital kiosk display, and the crowning piece, a sand sculpture depicting the club hotel.



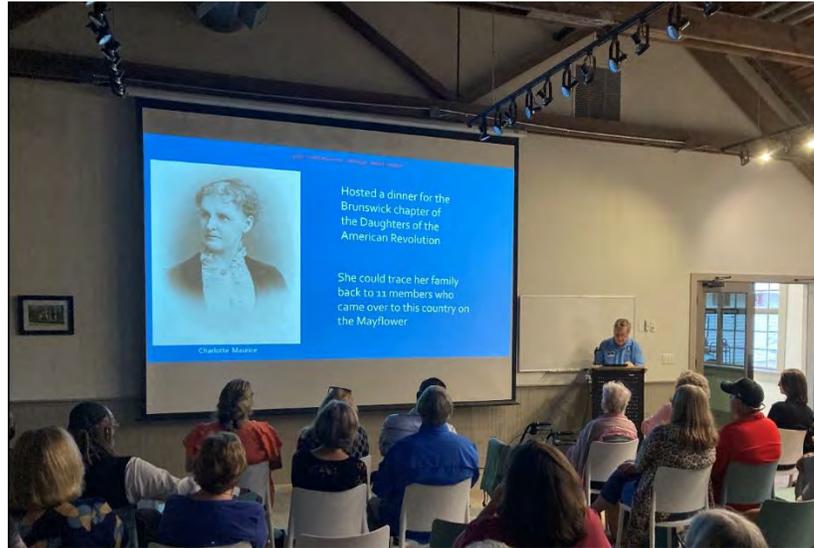
*Sand Sculpture depicting the JIC Hotel*



*Display depicting banners sold to the public during the 60's & 70's*

## Education & Programming:

- Howfyl Plantation & The Jekyll Island Club: Mason Stewart, museum interpreter and researcher, presented to about 50 guests on the distinct and fascinating connection between the owners of the Howfyl Plantation and members of the Jekyll Island Club.



*Mason Stewart Presenting at Mosaic Lecture*

- Cottage Characters: Work continued on developing living history characters in anticipation of the Gilded Age Ghosts & Ghouls Halloween event occurring on weekends in October. In addition to the well-established character of William **Horton from the island's colonial period**, other club-era characters are also being prepped (Geraldine Rockefeller, Kate Brown, and Ernest Grob).



*Interpreter Cathy Haase as the JIC governess, Kate Brown*

## MEMORANDUM

**TO: COMMITTEE OF THE WHOLE**  
**FROM: MICHELLE KAYLOR, GSTC DIRECTOR**  
**SUBJECT: GEORGIA SEA TURTLE CENTER UPDATE – SEPTEMBER 2022**  
**DATE: 10/7/2022**

### **Admissions Comparison with Prior Year**

| <u>September 2021</u> | <u>September 2022</u> |
|-----------------------|-----------------------|
| 9,257                 | 8,536                 |

### **Revenue Categories**

- September admissions \$7,8746.56 was \$860.85 under budget
- September concessions \$108,139.68 was \$19.68 more than budgeted
- Adoptions 28 | \$1,400
- Donations (General): 12 | \$345
- Memberships: 17 | \$2,067
- Public Programs | \$1,897.00
- Daily Programs | 156

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

Trip Advisor: 2,310 reviews, ranking GSTC #4 out of #17 Jekyll attractions.

Sea Turtles Johnny Paulk and Tallu Fish were released in September and gained widespread publicity

57.1K Facebook Followers

Impressions: 268K

Number of Posts: 18

- The top social media post for Facebook was Aquarama and Sycamore's release post on 9/7 reached 41,206 people and received 2,031 engagements

28.3K Instagram Followers

Impressions: 76.4K

Number of Posts: 15 posts, 1 story, 1 reel

- The top social media post for Instagram was the "Goodbye Tallu!" reel on 9/23 which reached 9,645 people and received 729 engagements

### **Education**

- The education team led 1 tour educating 30 participants. 4,558 guests attended a daily program in the center.

## **Research**

- Jekyll's final sea turtle nesting season numbers are as follows: a record 243 nests which produced 21,624 hatchlings. One of the turtles that nested on Jekyll also nested on Lighthouse Island, South Carolina-approximately 180 miles away.
- There were no significant impacts to nesting sea turtles by the storm Ian on Jekyll Island.
- Our seasonal Research Technicians are completing or have completed their six-month terms. We wish Will Hicks, Kayla Reeves, and Megan Grams success in their future endeavors.

## **Rehabilitation**

|                             | <b>Sea Turtle</b> | <b>Other Patients</b> |
|-----------------------------|-------------------|-----------------------|
| <b>New Patients</b>         | <b>1</b>          | <b>21</b>             |
| <b>Current Patients</b>     | <b>4</b>          | <b>12</b>             |
| <b>Released Patients</b>    | <b>3</b>          | <b>7</b>              |
| <b>Transferred Patients</b> | <b>0</b>          | <b>3</b>              |
| <b>Total Since 2007</b>     | <b>1011</b>       | <b>2503</b>           |

- One veterinary student from Lincoln Memorial University CVM was hosted this month.
- Dr. Norton is a Co-author on the manuscript entitled "Prevalence of multiple reptilian pathogens in the oropharyngeal mucosa, cloacal mucosa, and blood of Diamond-backed Terrapin (*Malaclemys terrapin*) populations from Maryland and Georgia, USA", *Journal of Wildlife Diseases*, 58(4) 2022.
- Dr. Norton co-hosted a sea turtle medicine and surgery workshop/lab at the American Association of Zoo Veterinarians Annual conference in Houston, Texas
- Our essential staff (Jamie Gamby, Mikayla Siesto, Alisa Slawinski, and Michelle Kaylor) stayed on the island during Ian to take care of our animals.



**Board of Directors Committee Assignments**  
*Effective August 17, 2022*

|   |   |
|---|---|
| <p align="center"><b><u>HISTORIC PRESERVATION/CONSERVATION</u></b></p> <p><b>Bob Krueger, Chair</b><br/> Dale Atkins<br/> Mark Williams<br/> Joe Wilkinson<br/> Buster Evans</p> <p><u>Staff:</u><br/> Ben Carswell<br/> Michelle Kaylor<br/> Cliff Gawron<br/> Tom Alexander</p> | <p align="center"><b><u>FINANCE</u></b></p> <p><b>Bill Gross, Chair</b><br/> Dale Atkins<br/> Bob Krueger<br/> Joe Wilkinson<br/> Mark Williams<br/> Buster Evans<br/> Glen Willard<br/> Joy Burch-Meeks<br/> Ruel Joyner</p> <p><u>Staff:</u><br/> Jones Hooks<br/> Marjorie Johnson</p>           |
| <p align="center"><b><u>HUMAN RESOURCES</u></b></p> <p><b>Buster Evans, Chair</b><br/> Dale Atkins<br/> Bob Krueger<br/> Joe Wilkinson<br/> Bill Gross<br/> Ruel Joyner</p> <p><u>Staff:</u><br/> Jenna Johnson</p>   | <p align="center"><b><u>MARKETING</u></b></p> <p><b>Joy Burch-Meeks, Chair</b><br/> Dale Atkins<br/> Bob Krueger<br/> Glen Willard<br/> Ruel Joyner<br/> Joe Wilkinson</p> <p><u>Staff:</u><br/> Alexa Hawkins</p>  |
| <p align="center"><b><u>LEGISLATIVE</u></b></p> <p><b>Glen Willard, Chair</b><br/> Dale Atkins<br/> Bob Krueger<br/> Bill Gross<br/> Mark Williams<br/> Ruel Joyner<br/> Joy Burch Meeks</p> <p><u>Staff:</u><br/> Jones Hooks</p>  | <p align="center"><b><u>COMMITTEE OF THE WHOLE</u></b></p> <p><b>Dale Atkins, Chair</b><br/> Bob Krueger<br/> Bill Gross<br/> Joe Wilkinson<br/> Mark Williams<br/> Joy Burch-Meeks<br/> Buster Evans<br/> Glen Willard<br/> Ruel Joyner</p> <p><u>Staff:</u><br/> Jones Hooks<br/> Noel Jensen</p> |