



---

## **Agenda**

Tuesday, February 21<sup>st</sup>

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, February 20<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. Consideration of Collections Management Policy Update - Tom Alexander, Director of Historic Resources and Faith Plazarin, Archivist

#### **II. Finance Committee**

Bill Gross, Chair

- A. January Financials – Bill Gross, Chair
- B. Capital Projects Request for Bike Path - Marjorie Johnson, Chief Accounting Officer
- C. Capital Projects Request for Point-of-Sale System – Brian Lee, Digital Content Manager and Marjorie Johnson, Chief Accounting Officer
- D. Consideration of 2023 Georgia Trauma Commission Grant – Dennis Gailey, Director of Public Safety and Marjorie Johnson, Chief Accounting Officer

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

Buster Evans, Chair

- A. Retirement Presentation for Terry Norton – Jenna Johnson, Director of Human Resources

#### **IV. Marketing Committee**

Joy Burch-Meeks, Chair

- A. Report from Marketing Department – Alexa Hawkins, Director of Marketing & Communications
- B. Recognition of Dave Curtis, Georgia Tourism Award Recipient – Alexa Hawkins, Director of Marketing & Communications and Jones Hooks, Executive Director

## **V. Legislative Committee**

Glen Willard, Chair

- A. Legislative Update – Glen Willard

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

Dale Atkins, Chair

- A. Consideration of RFP#373 for Pickleball Center and Operator– Noel Jensen, Deputy Executive Director
- B. Consideration of Loan for Days Inn - Zach Harris, General Counsel
- C. Consideration of Extension for Moorings Project Completion Dates – Maria Humphrey, Lease Manager
- D. Consideration of Schematic Design for Anchor Restaurant – Jones Hooks, Executive Director
- E. Consideration of Schematic Design for Beachview Club Hotel – Jones Hooks, Executive Director
- F. Update on Public Safety Complex Value Engineering – Noel Jensen, Deputy Executive Director
- G. Operations Update – Noel Jensen, Deputy Executive Director
- H. Executive Director’s Report – Jones Hooks, Executive Director
- I. Chairman’s Comments – Dale Atkins, Chair

## **Board Meeting Agenda**

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

### **Action Item**

1. Minutes of the January 17, 2023 Board Meeting
2. Consideration of Collections Management Policy Update
3. Capital Projects Request for Bike Path
4. Capital Projects Request for Point-of-Sale System
5. Consideration of 2023 Georgia Trauma Commission Grant
6. Consideration of RFP#373 for Pickleball Center and Operator
7. Consideration of Loan for Days Inn
8. Consideration of Extension for Moorings Project Completion Dates
9. Consideration of Schematic Design for Anchor Restaurant
10. Consideration of Schematic Design for Beachview Club Hotel

### **Adjournment**



To: JIA Board of Directors  
Jones Hooks, Executive Director

From: Tom Alexander, Director of Historic Resources

Re: Collections Management Policy

Date: February 14, 2023

Thank you for your consideration for approval of the Historic District's collections management policy included in your packet. The reason for needing this policy update is that it allows for us to continue on the path to accreditation and also aligns us more concisely with current professional practices that have evolved since this policy was last revised. Given that it is a lengthy policy, below please find the important changes being proposed.

- Updates the statement of purpose.
- Updates the section on how the collections committee is constituted.
- Adds a section on mission, vision & goals.
- Clarifies our acquisitions procedure.
- Clarifies the scope of our collections.
- Updates and clarifies the deaccessioning process.
- Updates the section on collection loans.
- Updates the section on how access to collections is granted.
- Adds a section on digital access.
- Expands the section on collections care.
- Adds the section on inventorying collections.
- Adds the section on risk management and insurance.
- Adds the section on digitization and digitized assets management.
- Adds a section on policy reviews.

Thank you for your attention to this. Faith Plazarin, archivist, and I will be in attendance at the February Board meeting to present briefly on this and to respond to your questions and concerns.

# JEKYLL ISLAND-STATE PARK AUTHORITY

## POLICY MANUAL

Section: Historic Resources Standards of Practice	Section: VII-A-1
	Effective Date: February 21, 2023
Subject: Collections Management	Original Date: October 1983
	Rev Dates: July 2000, May 2003

### I. MISSION STATEMENT

Jekyll Island Authority’s (JIA) Historic Resources Department strives to reveal to each visitor Jekyll Island’s intricate stories and global connections through our sites, structures, exhibits, and collections, bringing the entire island’s unique past together with its dynamic present and future.

### II. VISION STATEMENT

The Jekyll Island Authority’s Historic Resources Department will become an example in the field for cultural resource management, preservation, education, and interpretation through engagement with Jekyll Island’s history and its connections to Georgia and beyond.

### III. GOALS

The goals of the Jekyll Island Authority’s Historic Resources Department support the overall Vision and Mission. These include:

- To be an effective team of employees and volunteers.
- To create relevant and engaging exhibits and exceptional experiences that visitors from all levels of society can connect with and enjoy.
- To proactively steward existing collections.
- To intentionally steward future acquisitions that clearly align with our mission and to create a more representative history for interpretation and research.
- To proactively preserve historic landscapes, sites, and structures.
- To engage in open discourse about the many narratives of Jekyll Island throughout its history and about Jekyll’s future.
- To create educational opportunities that share the dynamic and varied stories related to Jekyll Island.
- To contribute to the JIA as a self-sustaining entity.

### IV. ENABLING LEGISLATION

The Jekyll Island Historic Resources is a division of the Jekyll Island State Park Authority. Section 12-3-232 of the Georgia Code contains the enabling legislation for this entity:

“There is created a body corporate and politic to be known as the Jekyll Island State Park Authority, which shall be deemed to be an instrumentality of the state and a public corporation, and by that name, style, and title such body may contract and be contracted with, sue and be sued, plead and be

impleaded, and complain and defend in all courts. The authority may delegate to one or more of its members, or to its officers, agents, and employees, such powers and duties, as it may deem proper. The authority shall exist for 99 years and, upon the expiration thereof, shall exist for an additional 40 years.”

The authority is assigned to the Department of Natural Resources for administrative purposes only. Section 12-3-239 of the Georgia Code provides for the establishment of a museum:

“The authority shall retain all books, china, furnishings, materials, and other personal property which are intrinsically associated with the history of Jekyll Island and its previous owners, so that an appropriate museum thereof may be later established.”<sup>43</sup>

## **V. PURPOSE OF COLLECTIONS MANAGEMENT POLICY**

This Collections Management Policy guides the development and care of the Historic Resources Department’s (hereafter called Historic Resources or HRD) collections consistent with the mission of the Department and with professional Museum standards as well as contributing to the larger Jekyll Island Authority mission.

Through this Collections Management Policy, the HRD ensures that:

- its collections are properly documented and accounted for through regularly scheduled inventories.
- its collections are protected, secure, cared for, and preserved.
- acquisition, deaccessioning, and loans of works in the collections are conducted in a manner that conforms to the HRD mission, complies with applicable law, and reflects the highest ethical standards.
- disposal of works from the collection through sale, gift, exchange, or other means is solely for the advancement of the HRD mission, and proceeds from the sale of such works are used only for acquisition or direct care of collections; and
- collections-related activities promote the public good rather than individual financial gain.

## **VI. GOVERNANCE**

The Jekyll Island Historic Resources Department is a division of the Jekyll Island Authority, which is a self-supporting state entity responsible for the overall management and stewardship of Jekyll Island. The Director of Historic Resources reports to the Executive Director of the Jekyll Island Authority, who in turn reports to the Board of Directors.

The Jekyll Island Museum operates under the umbrella of the Historic Resources Department. The Museum Manager is responsible for the day-to-day operations of Historic Resources including staffing and training interpreters, gallery guides, and housekeeping. They are assisted by the Assistant Manager. The Museum Manager reports to the Director of Historic Resources.

Other Historic Resources staff within the department include the Historic Preservationist, who maintains the historic structures of the island as well as the Educator who is responsible for creating programming and is responsible for maintaining related educational materials.

The Collections Staff oversees the care, display, storage, and lending of the Historic Resources’s collection and consists of the Curator, the Archivist and Records Manager and the Collections

Specialist. The staff is led by the Director of Historic Resources who is responsible for the activities of the department.

The Historic Resources Collections Committee will be responsible for general supervision of the collection. It will consist of three members: The Director of Historic Resources, the Curator, and the Archivist and Records Manager.

The responsibilities of the museum professionals on the Collections Committee include:

- Review and consider all potential acquisitions for accession into the collection.
- Ensure that JIA artifacts, collections, and records are collected, managed, and retained in compliance with state law and professional records management standards.
- Review and act upon conservation and preservation needs of collection items.
- Ensure that JIA artifacts, collections, and records are stored and cared for in compliance with state law and professional standards and best practices.
- Authorize deaccession and disposal of objects in the collection through sale, exchange, or other means.

## **VII. SCOPE OF COLLECTIONS**

Historic Resources and its Museum were founded to preserve the history of Jekyll Island, beginning with the Club Era and its original materials. HRD continues to preserve records, papers, photographs, objects, and archaeological materials documenting Jekyll Island. HRD has previously emphasized the Jekyll Island Club Era, 1886-1947, but also has come to collect materials spanning the entire history of Jekyll Island, the people who visited and inhabited it, and its connections to the outside world.

The Jekyll Island Historic Resources Department manages a collection of over 3,000 historic books and reference materials, 18,000 archival documents, 10,000 objects and artifacts, and 20,000 historic images.

### **A. AREAS OF INTEREST**

Historic Resources accepts donations of historically significant materials that provide information about the people and events that have shaped Jekyll Island. HRD also accepts donations more generally relating to the period referred to as the Jekyll Island Club Era. The department has historically been particularly interested in complete collections and papers providing significant and unique information about the Jekyll Island Club's history and development, its families, and its employees.

It is also interested in materials that document the entire range of Jekyll Island's history. This includes materials that document the presence of Native people on the Island, early European exploration and settlement of the island, the presence of enslaved men and women on Jekyll during the Plantation Era, and the effects of national events, such as the War of 1812, the Civil War, and World War II on the island and its inhabitants.

Jekyll Island has existed as a state park since the State of Georgia purchased the Club in 1947. Objects and archival materials, both physical and digital, related to the history of Jekyll Island as a state park are also an important subject for Historic Resources to collect. In some cases, these must be collected because of Jekyll Island State Park Authority's function as a state agency. Permanent records become a component of the archival collections.

## B. Types of Collection

To better define, use, purpose, and care of the artifacts, the following collections are established:

1. **Permanent Collection:** includes works of art and objects and artifacts (in a wide range of media and materials), mostly used for exhibitions and research.
2. **Archival Collections and Records:** includes original letters, diaries, financial records, land records, legal documents, maps, and minutes of meetings, and other records and papers featuring Jekyll Island's historical figures, families, and organizations. It is also responsible for the institutional records of the Jekyll Island Authority.
3. **Prop Collection:** includes items used for historical interpretation, with a specific set of acquisition and display procedures that do not require collection management policy guidelines. These objects identified by a three-part number with "EX," for example, EX.2020.001.001. They are maintained and disposed of appropriately when no longer fit to be used.

Additionally, the collections staff may assist the historic preservationist in the care and documentation of the museum and historic buildings within the Jekyll Island Landmark Historic District, including, Faith Chapel, DuBignon Cottage, Moss Cottage, Mistletoe Cottage, Indian Mound Cottage, Villa Osipo and Villa Marianna Cottage.

Archaeological resources also exist on Jekyll Island. These items should absolutely remain in place unless excavated by a trained professional at the request of the Jekyll Island Authority. It is illegal for any person to remove cultural heritage property from a state park. If these materials are removed, they should immediately be brought to Historic Resources to be documented and stored.

## C. Categories of collections

The Historic Resources Department collects a full range of objects and archival materials related to Jekyll Island's history. These objects represent the general categories of collections in the Permanent object and Archival Collections within Historic Resources. They include, but are not limited to:

- Furniture
- Architectural fragments
- Photographs
- Institutional records
- Historical documents
- Personal accessories
- Artwork, including paintings and drawings
- Blueprints and Architectural drawings
- Ceramics
- Textiles
- Books
- Ephemera
- Tools and Equipment

## **VIII. ACQUISITIONS AND ACCESSIONING**

### **A. DEFINITION AND PURPOSE**

Accessioning is the formal process of accepting or transferring ownership of an acquisition to Historic Resources, including the process of recording the acquisition as part of the collection. Once an object is accessioned into the collection, Historic Resources is obligated to provide care at museum industry standards. Collections may be acquired by purchase, gift, bequests, commission, excavation, conversion of old loans or abandoned property, or any transaction resulting in clear title transfer. Every object that is accessioned into the Historic Resources's collection demands a certain number of resources, including employee time, storage space, and collection care supplies. HRD must carefully evaluate every accession to ensure it has the resources to provide proper care.

### **B. CRITERIA**

The Jekyll Island Historic Resources Division will collect only those artifacts, publications, archival material, and other materials of historic and cultural value pertaining to Jekyll Island. Materials considered for the collections must meet the following criteria:

1. Be within the Institution's above-mentioned statement of collection interest.
2. Be in acceptable and stable exhibition condition or accompanied by a conservation plan and resources necessary to carry out the plan.
3. The Institution must be able to house and properly care for proposed acquisition.

The following questions will help determine if the item meets the criteria:

- Is the object consistent with the Institution's mission and vision?
- Does the object have a documented history of creation or use within the geographical boundaries of Jekyll Island?
- Is the object from other geographical locations, but relates to Jekyll Island?
- Is the provenance of the object satisfactory and does the donor have proper title?
- Can the Institution properly care for the object?
- Is the object subject to, or held under, intellectual property rights? (i.e., copyright, trademarks, etc.)
- Is the object encumbered by restrictions placed by donor?
- What are the expenses associated with object (i.e., purchase price, storage, transportation, conservation, restoration etc.)

### **C. ACQUISITION OF CULTURALLY SENSITIVE MATERIALS**

1. The Jekyll Island Historic Resources Division subscribes to the provisions of the UNESCO Convention of 1970. Historic Resources shall refuse to acquire artifacts where there is cause to believe that the circumstances of their collection involve destruction of historic sites, buildings, and structures, habitats, districts, and objects.
2. It is the policy of the JIHR to collect, care for, and interpret materials in an ethical manner that respects the diversity of cultures and religions. The institution recognizes that it has fiduciary responsibility for the care and interpretation of its collections and comply with the Native American Graves Protection and Repatriation Act (NAGPRA).

### **D. APPRAISALS**

No staff member shall offer appraisals of the monetary value of artifacts to donors, or reveal Historic Resources's insurance value, for the purpose of establishing a fair market value of gifts offered to

Historic Resources. Donors desiring to take an income tax deduction must obtain an independent appraisal. Staff members may assist a donor in locating a qualified appraiser from a list of appraisers maintained by Historic Resources. Staff members will not appraise or otherwise place a monetary value on artifacts casually brought into Historic Resources.

#### E. ACQUISITIONS

- Authority to acquire artifacts or archival materials that do not pose undue use of resources falls upon the Curator and Archivist & Records Manager. The acquisition of artifacts or collections of artifacts that would require an especially large use of resources in terms of time, care, space, or finances shall be approved formally by the Collection Committee prior to acceptance or purchase.
- In situations where a proposed acquisition is of major historical significance or has the potential to generate significant visibility for Historic Resources, the Committee must be consulted, regardless of the item's value.
- No staff member may obligate the institution to accept any material or object inconsistent with the Collections Management Policy without the approval of the Collections Committee.
- The Collections staff shall maintain permanent acquisition (transfer documentation) files that shall contain all legal instruments and conveyances pertaining to each acquisition or source. Collections staff shall maintain a permanent record of all accessions.

#### F. ACQUISITION BY GIFTS, BEQUESTS, EXCHANGE, TRANSFERS

All donations are considered unconditional gifts to be used at the discretion of Jekyll Island Historic Resources. Historic Resources acquires objects with the intention of long-term use and preservation. However, no guarantee can be made to retain any acquisition in perpetuity.

A signed Deed of Gift is mandatory for all items donated to Historic Resources. Two Deeds of Gift will be issued by the Historic Resources Department and both copies must be signed by the legal owner(s) or their authorized agents and counter-signed by the Director, the Curator, or the Archivist. One copy should be given to Historic Resources to finalize the transfer of ownership. The second copy is kept for the donor's records. In the case that Historic Resources has agreed to any conditions or stipulations, they must be listed in this document. All donations made to Historic Resources are acknowledged with a letter of receipt and appreciation.

#### G. ACQUISITION BY PURCHASE

The Jekyll Island Historic Resources Division may seek to strengthen its collections through purchase. In addition to the acquisition criteria outlined above, the additional considerations that should be weighed include purchase price; whether a similar object could be acquired through a gift or loan; and how the purchase enhances the collections.

The purchase invoice must include the vendor's name and contact information, detail exactly what is being purchased, the purchase price, known provenance, and the terms of payment. A dated purchase order, check request, or authorized invoice signed by the Historical Resources Director or his/her designee will serve as the legal instrument of conveyance. This document will be placed in the accession file for permanent retention.

## H. OBJECTS FOUND IN COLLECTION

Objects discovered in the permanent collection with insufficient documentation to prove that they are owned by Historic Resources are called “found in collection” or FIC. The Collections Specialist shall determine the accession status of the objects found in the collections. Such objects that are considered appropriate for the permanent collections shall be accessioned with the notation that the source is “found in collection.”

If the proper title is found to belong to Historic Resources, the accession number will be updated to reflect the change. If the owner of an FIC object is identified, the owner will be contacted to either reclaim the object or transfer ownership.

## IX. DEACCESSIONING

### A. DEFINITION AND PURPOSE

Deaccession is the formal process used to permanently remove an object from the collections of the Jekyll Island Historic Resources, or to document the reasons for involuntary removal from the collection. The deaccession process must only be undertaken for the advancement of Historic Resources’s mission and enhancement of its collections. The deaccession and disposition process will be thoroughly documented and undertaken in accordance with current professional standards and ethics. Records of the object and the process will be retained.

### B. CRITERIA

Artifacts to be considered for deaccession must meet at least one of the following criteria:

- The object is inconsistent with, or no longer supports, the mission of Historic Resources.
- The object is a duplicate or redundant.
- The object’s preservation and conservation needs are beyond the capacity of the institution to provide.
- The object has deteriorated beyond possibility of repair or restoration and is no longer suitable for exhibition.
- The object is deaccessioned to accomplish refinement of collections.
- Item presents a hazard to people or other collection items.
- The item has been lost or stolen and has not been recovered.
- The Institution is repatriating the item or returning the item to its rightful owner.

### C. DEACCESSIONING PROCEDURE

#### 1. Recommendation for Deaccession Form and Review of Records

The Director of Historic Resources, the Curator, the Archivist and Records manager, and the Historic Resources Collections Specialist are authorized to prepare a Recommendation for Deaccession Form for each object. This full written justification includes an evaluation of the object’s historical significance, importance to the collection, and will consider condition, provenance, valuation and reasons for deaccessioning and disposition. The object’s record will be examined to determine legal title and donor restrictions.

#### 2. Final Review

The deaccessions must be presented to the Collections Committee for approval. Additionally, the Executive Director must sign the Recommendation for Deaccession Form. The signed Deaccession Form will be retained permanently in the accession file.

In the event of unforeseen conflicts, such as restrictions on an object proposed for deaccession, the JIA legal representation may be consulted.

#### D. DISPOSAL

Methods of disposal must comply with all applicable state and federal laws, serve the best interest of the Jekyll Island Authority, and take into consideration the public trust in owning a collection. Each deaccessioned object will be disposed of in a means appropriate to the item.

The following methods are acceptable for the disposal of deaccessioned objects:

- Sale at a public auction or consignment to or trade with a reputable dealer.
- Transfer or exchange to another institution
- Witnessed and documented destruction in cases of severely deteriorated objects or hazardous materials
- Return to original donor or their direct heirs
- Transfer to prop collection

Disposal will not take place in a way that creates a conflict of interest for Historic Resources. All staff, trustees, and volunteers of the Jekyll Island Authority, and their immediate family members, are prohibited from directly or indirectly taking possession of collections items that are being deaccessioned by Historic Resources; such activity represents a violation of the Historic Resources's Code of Ethics.

In the cases of stolen, forged, or misrepresented objects, Historic Resources will determine proper disposition. For purchases, Historic Resources may seek a refund, credit, or exchange from the dealer or auction house.

#### E. PUBLIC DISCLOSURE

The deaccessioning of items acquired from government agencies requires notifying the agency that donated the item. In the event the item was donated by a private individual within two years of the proposed deaccession, a documented attempt should be made to contact the donor. Notifications should be made at least 30 days prior to the deaccession of the item. Unless otherwise stated in the Deed of Gift, Historic Resources will not be responsible for any other efforts to contact private donors.

#### F. USE OF PROCEEDS

All proceeds resulting from the deaccession of objects from the permanent collections of the Jekyll Island Historic Resources must be deposited to the credit of the curatorial department. These proceeds are to be used for the acquisition or conservation of artifacts in the Historic Resources collection.

#### G. DOCUMENTATION

Collections staff will maintain a deaccession log and a permanent file on each deaccessioned object. Deaccession files include copies of all acquisition and cataloging records, including photographs, on each deaccessioned item, as well as a copy of the completed and signed Recommendation for Deaccession form.

## **X. INCOMING LOANS**

### **A. PURPOSE**

The Jekyll Island Historic Resources may borrow objects from individuals and institutional collections to enhance the Historic Resources's ability to fulfill its mission and goals, including, but not limited to creating new exhibitions.

#### **1. CRITERIA FOR INCOMING LOANS**

Historic Resources, by borrowing any item, assumes a responsibility for the safety of that item. Since this protection of the item creates a responsibility for Historic Resources, the following criteria must be considered in contemplating an incoming loan:

- What is the goal and intended use of the object to be borrowed? How does it connect to the mission?
- Can proper care and security be given to the borrowed object, care that is like the care and security Historic Resources gives its own collections?
- Can any restrictions made by the lender be met?
- Are there additional costs associated with the loan?
- Does the liability placed on Historic Resources justify the borrowing of the object?
- Are there any issues of provenance, ownership, or copyright that might negatively impact the JIA?

#### **2. INCOMING LOAN PROCEDURES**

- a. The Director of Historic Resources is responsible for all incoming loans. The Curator is primary staff responsible for working with lenders in negotiating incoming loans.
- b. A formal written agreement between the lender and Historic Resources is required before loaned objects arrive at Historic Resources. The agreement will be reviewed and approved by the Curator. When the agreement is fully executed and signed, one copy is forwarded to the lender and another copy is retained by Historic Resources in the incoming loan files.
- c. Upon arrival of the loan, collections staff will ensure all necessary forms are executed, arrange insurance coverage, and register all incoming and outgoing objects, supervise packing and transport of all artifacts, and maintain complete transaction records. A written condition report is made for all loans entering or leaving Historic Resources.
- d. It is the responsibility of the owner to notify Historic Resources of the owner or address change.

#### **3. ABANDONED LOANS**

If an object remains in the custody of Historic Resources, and after pursuing all possible measures for the return of the object, the lender cannot be found, or the lender refuses to accept return of the object, Historic Resources, in accordance with the requirements of the State and Federal governments may deem the object abandoned and the object may become the property of Historic Resources to accession or dispose of at its discretion.

#### **4. DEATH OF THE OWNER OF A LOANED ITEM**

In the event of the death of an individual owner of a loaned item, an executor or executrix of the estate will become the point of contact for Historic Resources in matters concerning the loan. To recognize an executor or executrix, Historic Resources must be furnished with proof of death of the individual owner of a loaned item (such as a death certificate) and verification of the named executor or executrix

(such as a copy of the will or a letter from a reputable law firm.) It is the responsibility of the executor or executrix of the estate to provide these documents to Historic Resources. If Historic Resources receives no communication or notification of death and/or communication from an Executor/Executrix, loans may be considered Abandoned Items under Georgia State Law.

## **XI. OUTGOING LOANS PROGRAM GUIDELINES**

### **A. PURPOSE**

The Jekyll Island Historic Resources may extend the public's access to its collections by making its collections available through an Outgoing Loan Program to appropriate organizations that help further the department's goals of preserving and presenting the history of Jekyll Island and its connections to the world.

Historic Resources may consider outgoing loans to other Historic Resources, cultural or non-profit organizations that engage in publicly accessible educational or scholarly programming. On special consideration, outgoing loans can be made to non-Historic Resources entities such as government agencies or community institutions for exhibition purposes provided that such organizations satisfy all loan requirements, and the loaned objects are on view in a public context. Under no circumstance will objects be loaned to individuals. Certain collection objects, because of their rarity, inherent fragility, legal restrictions, or vital importance to the interpretive programs of the Jekyll Island Historic Resources may not be eligible for loan. As movement, shipping, and transit involved with loans greatly increase risks to collections, restrictions may be placed on inherently fragile or unstable media and objects. In considering loan requests, the protection of the Jekyll Island Historic Resources collections outweighs all other concerns.

### **B. CRITERIA**

The following criteria must be met by any institution that wishes to borrow from the Historic Resources's collection.

1. The object is not on exhibition and will not be needed for exhibition or education during the proposed loan period.
2. The object is in stable condition and will not be damaged in shipment or during exhibition. Jekyll Island Historic Resources must approve the packing, the shipper, and the method of shipping.
3. The borrowing institution provides proof of insurance coverage and its ability to safeguard objects while in transit and during exhibition in accord with acceptable professional standards.
4. The object has been properly recorded and documented by Historic Resources staff and bears an identification number.
5. A condition report is prepared prior to the loan and a copy accompanies the object to the borrower.
6. The borrowing institution agrees to promptly report any changes in stability, condition or use to the lending institution's staff for assessment and treatment
7. All loans shall be for a specified time period, with an option for renewal.

### **C. PROCEDURE FOR OUTGOING LOAN**

1. A written loan request must be submitted to the Director of Historic Resources. It should include exhibition title and curator, name, address, telephone number and contact person of the

borrowing institution, purpose, and time period of the loan. Loan requests should be accompanied by a completed facilities report.

2. Loan requests are reviewed by Collections staff and approved by the Director of Historic Resources.

3. A formal written agreement between Historic Resources and the borrower is required before loaned objects leave Historic Resources. All outgoing loans are subject to the conditions set forth on the reverse of the loan agreement. The agreement will be reviewed and approved by the Curator. When the agreement is fully executed and signed, one copy is forwarded to the borrower and another copy is retained by Historic Resources in the outgoing loan files.

4. The borrowing institution will be responsible for all costs incurred, including, but not limited to packaging materials, shipping, and insurance.

5. The Jekyll Island Historic Resources will provide the credit line to be used in all instances when referring to the borrowed objects. The credit line must be incorporated into all written and online mention of the borrowed works including catalogs, exhibit labels, and web features.

## **XII. OBJECTS IN CUSTODY**

A. Objects may be placed in the temporary custody of Historic Resources for a period not to exceed 90 days, for the purposes of research, identification, consideration for acquisition, or evaluation for loan. Placement of an object in the temporary custody of the institutions does not constitute a transfer of legal title.

B. All temporary deposits are subject to the conditions set forth on the reverse of an Intake Form which must be signed by the owner or owner's representative before the object is delivered to the institution. Objects on temporary deposit will be stored properly and monitored. The institutions will not provide storage boxes, frames or other housing for objects placed in its temporary custody. The institution will not insure objects placed in its temporary custody, nor will it catalog, or make them available to researchers.

C. Collections staff will ensure that a temporary deposit number is assigned to items in temporary custody; maintain a log of temporary deposits and indicate in the log when objects on deposit are either returned to their owners

D. Objects in custody will be examined by collections staff for accession or disposal if left in the custody of Historic Resources beyond the agreed upon time and there has been no success in contacting the original owner in accordance with state legislation.

## **XIII. DOCUMENTATION POLICY**

All collection-related activities of the Jekyll Island Historic Resources Division must be documented in accordance with standards established by the state government and the Jekyll Island Authority and with professional best practices.

A. Collections staff will create and maintain documentation for all collections. These records establish legal title to collections, identify collections objects and their provenance as fully as possible and track the location of collections objects.

B. Collections staff are responsible for creating and maintaining records of accessions, deaccessions, records of prop collections and loans, and maintaining files and catalog records. Accessions will be recorded in a permanent register. Physical accession files are kept secure, and the digital accession register is stored in off-site cloud storage.

- C. All primary records are housed on site with the HRD, and like the collections, are safeguarded from risks of fire, water, and loss.
- D. Digital collections records are backed up by Collections staff weekly and the JIA networks are in cloud-based storage, backed up offsite. A full back-up of the collections database is stored on a removable hard drive that is removed offsite in the event of any potential risk (I.e. hurricane evacuation).
- E. The primary purpose of collections records is to control and document the collections. Therefore, these records should provide the following minimum level of information:
  - 1. Object Name
  - 2. Title, if applicable.
  - 3. Identifying description of object.
  - 4. Assigned unique accession number.
  - 5. Other identifying marks.
  - 6. Legal status of object.
  - 7. Condition of object.
  - 8. Location of object.

#### F. Inventory

Members of collections staff shall conduct systematic inventories of its collections. Two locations with collections are chosen each year for inventory. The inventory encompasses the identification of objects and their documentation as well as updates to their documentation as available. This is done in conjunction with a deep cleaning of the objects and their facilities as well. A list is kept of the rotation schedule for spaces to ensure a consistent clean and inventory of spaces.

Procedures to ensure the safety of objects include, but are not limited to, Collections Staff being able to move objects from their home locations, and the training and supervision of anyone who assists in inventory to safeguard against potential issues.

Loan objects are inventoried before, during, and at the close of their loan period if incoming, and inventoried before and upon their return if outgoing.

#### G. Objects Found in Collection

Historic Resources may catalog objects, archival materials, and photographs identified as “found in collection.” Some of these are materials found on site during the initial takeover of the island by the state in 1947 into the earlier part of the state era of Jekyll. Other materials are objects that may have unknown provenance. These are tracked in PastPerfect with as much documentation as possible that is known about the object. This may include old numbering systems.

Collections Staff continue to evolve their documentation practices to be more expansive and useful. This may also include reconciliation of numbering for objects that were separated from original provenance. This includes but is not limited to returning objects to a prop or exhibit collection that were given accession numbers and returning Found in Collection objects to their original accessions. These reconciliations will always be documented and kept with the catalog record of the object or archival materials.

### **XIV. COLLECTIONS CARE**

Every employee, paid or volunteer, of the JIA Historic Resources Department is charged with the well-being of the collections held in public trust, borrowed, or deposited with the HRD. The actions of the

staff and the volunteers in all matters are guided by a profound respect for the integrity and historical significance of its holdings. It is the responsibility of all to preserve the collections and their associated documentation by providing the proper physical environment, ensuring the highest standards of handling and care, and promoting an intellectual environment that fosters scholarship, object-based learning, and respect for material heritage.

To ensure consistency, collections staff, with significant input from other staff members, will issue general guidelines for the care of the collections. It is the responsibility of all collections staff and museum managers to inform new staff, interns, volunteers, researchers, consultants, and vendors with whom they work about these policies, procedures, and guidelines, and ensure that they are followed.

#### A. Conservation and Preservation

The HRD believes that conservation and preservation standards should be applied equally to all artifacts, regardless of their presumed financial value, whether in storage, on display, or on loan. Furthermore, the HRD recognizes the interdependent nature of objects and their related documentation. Records and other documentary materials that support the collection are considered equally important and merit the same degree of professional care in their maintenance.

Conservation action may only be taken by trained, professional conservators or other qualified individuals if required. Any treatment must respect the integrity of the object. Conservation treatment of the fabric of an object must include earlier repairs and modifications which, after examination and research, are found to be historically significant. Any new material added to the object must be minimal and must be compatible with the future welfare of the object. No action may be taken without a thorough technical examination of the object and a written proposal of treatment listing proposed treatment options. Each treatment proposal must be approved by collections staff. Once treatment is undertaken, the conservator must provide a written report of all conservation actions that will be filed for object documentation and research.

All Historic Resources collections carry with them the ethical obligation of preservation; therefore, matters of preservation and stewardship are critical to the stewardship of the JIA's collections. Preservation practices involve prevention and mitigation for care as well as response to issues that do arise. This includes:

- Preventive care geared to identifying and minimizing factors that can hasten chemical and physical deterioration. Such activities include condition reports and surveys, rehousing projects, storage upgrades, and routine housekeeping
- Environmental management of temperature, light, humidity, pest, pollutant, or particulate matter within the collection areas of JIA spaces, particularly storage and exhibition areas
- Exhibition-driven care focused on assessing and minimizing risks associated with the physical display of objects. Activities will include condition reports, photographic documentation, construction of appropriate mounts or supports, identification of archival materials, monitoring of object and environment conditions, scheduled rotation of artifacts in exhibition, conservation treatment of objects in preparation for exhibition, security measures for display, and appropriate physical environments
- To ensure the safety of the collections, the physical handling of objects is kept to a minimum. Only authorized staff can handle, transport, and install objects.
- The development and implementation of an emergency response plan

Collections Staff including the Curator, Collections Specialist, and Archivist & Records Manager are responsible for preventative preservation of collections.

#### B. Handling

To ensure safety of collections, object handling will be kept to a minimum. Any staff other than designated Collections Staff who are authorized to handle objects will do so under the supervision of the Collections Staff and will have read the “Object Handling” section of the Housekeeping Manual, a set of guidelines for how to manage historic spaces and everything inside them. The Collections Staff are also responsible for all tasks pertaining to the physical movement and handling of objects including rehousing, packing, tracking, and exhibiting materials.

#### C. Collections Management

It is the responsibility of the Collections Staff to oversee the collections management needs of all the interpreted and storage spaces in the Historic District. This includes the tour cottages, museum, collection storage spaces, and offices. Specific tasks include space management, rehousing and labeling materials, access, transportation, preservation, documentation, and record keeping. The Collections Staff create all documents for loans, copyright and reproduction use, and assignment of ID numbers for object and archival collections, including accession and Object ID numbers and loan numbers. The Collection Staff also creates and safeguards all collections records, both physical and digital, as well as finding aids and documentation used in the dissemination of information about collections.

#### D. Direct Care

Direct care of collections includes the work and resources used to process, store, display, and preserve collection materials held in the public trust. The work is done by Collections Staff with the goal of meeting field standards, as defined by institutions such as the AAM and AASLH.

Funding for this is included in the overall Jekyll Island Authority budget. Additional funding may be made available through the Jekyll Island Foundation or individual gifts.

### **XV. PHYSICAL AND INTELLECTUAL ACCESS AND USE**

A. The Jekyll Island Historic Resources Division supports research using collections and collections documentation, subject to any existing legal limitations and limits on the availability of staff and resources. In keeping with established security and collections practices, and in the interest of protecting the institution and its staff from liability for damage or injury, the institution’s collections storage areas are closed to the public. Archival records and Historic Resources objects that are in storage will be made available for legitimate purposes upon appointment and during normal business hours. Requests must be reviewed in advance and must demonstrate a reasonable need for physical access to the records or objects. Such an examination is limited to objects and documents that are in suitable condition for handling. When possible, digital or digitized records will be used for the safety and security of materials not born digital or more fragile materials. Records access is subject to applicable public law, including the permanent Jekyll Island Authority records under the purview of HRD. Collections staff are responsible for controlling and documenting access to collections records under their direct supervision. The following items of information are considered privileged:

- Addresses of donors and lenders.
- Location of objects.
- Valuation of objects.

- Identity of donors and lenders if anonymity is requested.
- Information that is restricted intellectual property.
- Institutional records not subject to the Open Records Act.

PastPerfect Software is used to maintain catalog records for accessioned collections, with a public access platform for digital materials accessible through Islandora. Other collection and administrative records exist on the Jekyll Island Authority Historic Resources SharePoint site.

#### B. Photography & Intellectual Property

For use and reproduction of photos in the collection, an applicant must fill out a license form outlining their information and intended use of the photos. They are also subject to fees for the use and reproduction of images.

Historic Resources reserves the right to approve or refuse photographic or other reproduction copies of its artifacts. Historic Resources may deny permission if donor or lender restrictions do not permit photography, if ownership is uncertain, if physical photo cannot withstand handling, if the circumstances of use demean, alter, or otherwise misrepresent the artifact/photo or the Historic Resources Department.

When using materials from the HRD collection, approved parties must credit Jekyll Island Historic Resources.

All materials produced by staff during their regular work during the term of their employment are property of the Jekyll Island Authority with Historic Resources owning all rights to the productions including all intellectual property rights.

Licensing for the use of intellectual property and product rights owned by Historic Resources is the responsibility of the Collections Committee and reserves the right to evaluate requests for access to and use of Historic Resources intellectual property. Historic Resources recognizes the use of intellectual property under the fair use doctrine.

#### C. Research Services

Assisting others in the access of information is an important duty of Historic Resources. Appointments are required for in-person research, and inquiries are handled via phone and email. Materials are pulled by Collections Staff to facilitate both internal and external research. Digital materials are used when possible, or copies made of physical materials.

#### D. Events

Special Events are never to be held within collection storage spaces. However, events that are held within other historic spaces may have collection objects within them. All restrictions to the space that maintain the integrity of the historic structure also protect the object. This includes but is not limited to, restrictions on open flames, limitations on food and beverage within the space, and a Historic Resources staff person must be on site at all times during set up, event, and takedown. See Appendix for sample event contract.

In the event there are (non-reproduction) collections objects within an event space, these objects will be completely encased if fragile, always labeled, and irremovable, and a significant barrier placed between object and the event.

## **XVI. Risk Management**

Identification of Risks and plans for mitigation & prevention as well as response & recovery are an essential component of collections stewardship. Historic Resource contributes to an island-wide disaster plan that is maintained and updated by the Jekyll Island Public Safety division.

### **A. Historic Resources Disaster Plan**

In addition to compliance with the broader disaster plan, Historic Resources will implement and update a more nuanced disaster plan that outlines risks to collections and historic spaces and the specific ways to ameliorate them. See Appendix for the Historic Resources Disaster Plan

### **B. Insurance Coverage**

Insurance is overseen by the Accounting department of the Jekyll Island Authority, with the Historic Resources department being included in the umbrella of its policy.

### **C. Security**

#### **1. Access to Collections Storage**

Collections storage areas are not to be accessed without prior authorization from a member of the Collections Staff (Chief Curator, Collections Manager, Assistant Curator, or Archivist) or the Historic Preservationist. Any items moved to or from storage areas must have their accession number logged, and location updated in PastPerfect.

#### **2. Alarm Codes & Keys**

Alarm codes are distributed and overseen by the Historic Preservationist, a Collection Staff member in collection storage spaces and the Museum manager in historic spaces which are accessible to interpretive staff. Keys are distributed and overseen by the Historic Preservationist and a Collection Staff member. A form is signed by prospective keyholder stating they understand their duties and responsibilities related to upholding security within historic structures that hold collections materials.

#### **3. Monitoring Spaces**

Daily walkthroughs of the Museum gallery and cottages on tour to the public are conducted in the mornings and evenings by the interpretive staff. They take note of the condition of the structure and its contents and report any potential issues to the Collections Staff. Collections Staff also conduct their own periodic inspections of the space as well as deep cleans to ensure the safety and condition of the structures and collections.

To better protect historic structures and collections, food and drinks allowed in certain buildings that may also have collections is designated to specific areas. Special events also limit food and beverage options within historic spaces. Pest control is used to manage any potential risk from its presence. Also, no living plants are allowed in collection spaces. An integrated pest management system is overseen by Collections Staff, including pest monitoring traps.

### **D. Disaster Preparedness**

All objects on exhibit in public areas and galleries must be protected against theft, vandalism, and accidents by the collections and Historic Resources staff. The Collections staff are responsible for monitoring the institutions' exhibition and storage areas on a routine basis to ensure the safest possible environment for collections and loaned objects. All staff members are to be vigilant and alert to any security issues within the Museum or Historic Resources grounds.

This also includes fire or natural disaster preparedness. The Jekyll Island Authority works closely with the Jekyll Island Fire Department to make sure all buildings are up to date with their chosen fire prevention and preparedness materials. There are also hurricane/flood preparedness kits in each of the historic structures.

The health and safety of staff and guests is also important to Historic Resources. All State of Georgia and Jekyll Island Authority policies regarding health and safety are followed by staff as well as best practices for object handling in order to mitigate risks to staff, guests, and collections.

## **XVII. Digitization and Digital Assets Management Policy**

The JIA prepares and preserves digital files based on its collections and acquires digital materials from other sources. In general, the use and management of digital images, records, and objects are managed similarly to other objects in collections as addressed elsewhere in this collections management policy. Documentation requirements for the acquisition and accession of digital files are essentially the same as those for other objects.

A. Digital files should be saved in uncompressed, high-quality preservation formats, such as TIFF, JPEG, TXT, and PDF. Original digital files may not be altered or adjusted once they have been accessioned, although clearly identified copies of these files may be altered or adjusted.

B. Content is uploaded to Islandora for storage, with restrictions available to protect privacy if needed. DACS compliant finding aids are also available online to assist in identifying and managing content, as well as use of metadata fields for documentation of digital assets. Departments also have SharePoint sites for housing records. This also falls under the Historic Resources umbrella for the Archivist & Records Manager to manage.

## **XVIII. ETHICS**

Historic Resources subscribes to the ethical standards established by the American Alliance of Museums (AAM), as adopted in 1993 by the AAM Board of Directors and amended in 2000, to the extent not inconsistent or in conflict with this Collection Management Policy. A copy of this code of ethics can be obtained on the AAM website at: [https://www.aam-us.org/programs/ethics-standards-and-professional-practices/code-of-ethics-for-Historic Resources/](https://www.aam-us.org/programs/ethics-standards-and-professional-practices/code-of-ethics-for-Historic-Resources/)

## **XIX. POLICY REVIEW AND REVISION**

The Collections Staff will review this policy for maintaining relevance, legal, and ethical standards, and the potential need for revision every five years. This will be a collaborative effort that must be approved by all the Collections Staff and Collections Committee before it is adopted.

## **XX. APPENDIX**

A. Link to Code of Ethics: AAM & AASLH

B. Sample forms: Intake form, Deed of Gift, Thank you letter, Deaccession form, Event rental contract, Photo licensing form

C. Disaster Plan

D. Link to AAM/SAA dictionary for terms

## **Appendix A**

AAM:

<https://www.aam-us.org/programs/ethics-standards-and-professional-practices/code-of-ethics-for-museums/>

AASLH:

<http://download.aaslh.org/AASLH+Statement+of+Standards+and+Ethics+-+Revised+2018.pdf>

**Appendix B**

Intake form:



**THE JEKYL ISLAND MUSEUM**

100 Stable Rd., Jekyll Island, GA 31527  
912-689-8246 Archives, 912-635-4406 Curation

**INCOMING RECEIPT**

The objects described below, or on the attached pages, have been received by the Jekyll Island Museum and are subject to the terms and conditions set forth on reverse.

Received from:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Owner's name (only if different)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Business Telephone

\_\_\_\_\_  
Business Telephone

\_\_\_\_\_  
Home or Other Telephone

\_\_\_\_\_  
Home or Other Telephone

\_\_\_\_\_  
FAX number

\_\_\_\_\_  
FAX number

\_\_\_\_\_  
email

\_\_\_\_\_  
email

Purpose: \_\_\_\_\_

Date Received: \_\_\_\_\_

Insured by: \_\_\_\_\_

Shipped Via: \_\_\_\_\_

Packing of objects: \_\_\_\_\_

Objects (listed individually)	Description/Condition	Insurance/Value

\_\_\_\_\_  
Received by (JIM representative)

\_\_\_\_\_  
Owner (Depositor) signature

\_\_\_\_\_  
Date

Rev. 8/2018



<Letter\_date>

<Addressname>

<Address1>

<Address2>

<City>, <State> <Zip>

Dear <Dear>:

On behalf of the Officers and Directors, the community, and visiting researchers, I would like to thank you for your recent gift to the Museum.

Accession# <Accession#>

**Donation:**

<Description>

In order to complete the donation, please sign both copies of the Deed of Gift. Please return the original in the self-addressed, stamped envelope enclosed. You may retain the copy for your records.

Thank you,



**Jekyll Island Authority  
Event Space License Agreement**

**Key Terms and Event Schedule**

<b>Event:</b>	[Event Name] Event No.
<b>Licensee:</b>	Signor of contract
<b>Licensee Contact:</b>	Licensee Attn: [Name of Responsible Individual, if not Licensee] [Address] [Address] Primary Tel. No.: Alternate Tel. No.: Fax No.: Email:
<b>Licensor:</b>	Jekyll Island—State Park Authority, a public corporation and instrumentality of the State of Georgia, d/b/a "Mosaic, Jekyll Island Museum"
<b>Licensor Contact:</b>	Dana Karstensen, Assistant Manager Mosaic, Jekyll Island Museum 100 Stable Road Jekyll Island, Georgia 31527 Primary Tel. No.: 912.635.4168 Email: dkarstensen@jekyllisland.com
<b>Deposits:</b>	\$500.00 non-refundable deposit to hold the reservation ("Reservation Deposit"); \$500.00 refundable deposit as security per venue ("Security Deposit") (collectively the Reservation Deposit and the Security Deposit are referred to as the "Deposits")
<b>Deposit Date:</b>	[Date and Time Security Deposit is due to JIA]
<b>Effective Date:</b>	Agreement is effective upon signature of the Licensor
<b>Total Event Fees:</b>	\$(total fees from Event Schedule)
<b>Final Payment Date</b>	[Date and Time Total Event Fees are due to JIA]

Date	Start Time	End Time	Event Space	Event Type	QTY	Total Fixed	Event Total

**Total Event Fees: \$**

*Jekyll Island Museum*

*Licensing Application*

CREDIT LINE MUST READ: *Courtesy of the Jekyll Island Museum Archives*

COLLECTION TITLE (when applicable): \_\_\_\_\_

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

FEDERAL TAX EXEMPT # (for verification of nonprofit status): \_\_\_\_\_

*I request distribution rights for use in:*

TITLE: \_\_\_\_\_

FORMAT: \_\_\_\_\_

RELEASE/OPENING DATE: \_\_\_\_\_ PUBLISHER/PRODUCER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

*I request reproduction rights (onetime use, one language, nonexclusive) to:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
APPLICANT DATE

\_\_\_\_\_  
JEKYLL ISLAND MUSEUM DATE

*Applicant agrees: this permission is subject to the conditions listed on the back and understands permission will not be granted until required fees are paid. Please complete, sign, and return all copies with payment to the Jekyll Island Museum, attention Archives. A countersigned copy will be returned when permission is granted and payment is received.*

## Museum

### **120 Hours Prior to Impact: (5 days)**

1. Once the JIA determines that Jekyll Island is within or near the projected landfall path of a dangerous tropical weather system, the Museum will begin to prepare the Historic District for the event.
2. All available staff that are not needed for daily operations will assist in storm preparations.
3. Staff will ensure all needed materials are on hand and secure any needed supplies.
4. Staff will evaluate and secure the Records Room at the Warehouse, the Blueprint & Map Room, Collection Storage, and Villa Marianna to ensure items are off the ground and priority collections are elevated to higher ground. Cover shelving units with plastic and secure.
5. Staff will back up their computers and the computers in their work areas onto the server. Past Perfect and the Museum Drive will be backed up to an external drive. Permanent digital records will be backed up to Islandora.

### **96.Hours Prior to Impact: (4 days)**

1. Staff will be assigned to two teams:  
Team A – Captained by the Facilities Superintendent  
Team B – Captained by the Curator
2. Team A will be assigned to building exteriors and will begin closing the shutters on the buildings with operable shutters (Hollybourne, Villa Marianna, Villa Ospo, Dubignon).
3. **Team B** will focus on building interiors (DuBignon, Indian Mound, Moss, Mistletoe, VO), with emphasis on moving artwork, paintings, and other valuables to secure, elevated locations away from windows. Store small objects in drawers for safekeeping.

### **72 Hours Prior to Impact: (3 days)**

1. **Team A** will begin boarding buildings that do not have operable storm shutters, in priority order – Faith Chapel, Indian Mound, Moss, Goodyear, Mistletoe, Villa Ospo Great Room, Club Stables/ Museum, Power Plant/GSTC, Large Dorm, Small Dorm, Infirmary.
2. **Team B** will continue to secure building interiors and protect collections.

### **48 Hours Prior to Impact: (Voluntary Evacuation Ordered)**

1. Tour program begins shutdown. *Any cash on hand shall be turned in to Accounting.*
2. **Team A** completes boarding of historic district buildings.
3. Team B ensures digital records have been backed up and secured.
4. All staff evacuates.

### **24 Hours Prior to Impact: (Mandatory Evacuation Ordered)**

1. Any remaining personnel should evacuate.

### **Aftermath:**

1. It is essential that only necessary staff report to the Island after the event. The Museum Director and other staff will report back to the Island only when notified and requested to return. The initial assessment will focus on the condition of buildings through an exterior survey. All damage will be photographed.

2. After ensuring the safety and stability of the buildings, the Historic Department staff will evaluate conditions inside the structures and assess any damage to collections and archival material.
3. After assessment, the Museum Director may request applicable assistance as needed from the Disaster Recovery Teams with the Historic Preservation Division of the Georgia Department of Natural Resources, the Southeastern Museums Conference Disaster Recovery Team, the National Trust for Historic Preservation, and the Association of Preservation Technology International.

## **Appendix D**

SAA:

<https://dictionary.archivists.org/>

AAM:

<https://www.aam-us.org/wp-content/uploads/2018/04/AAM-DEAI-Definitions-Infographic.pdf>

---

---

MEMORANDUM

---

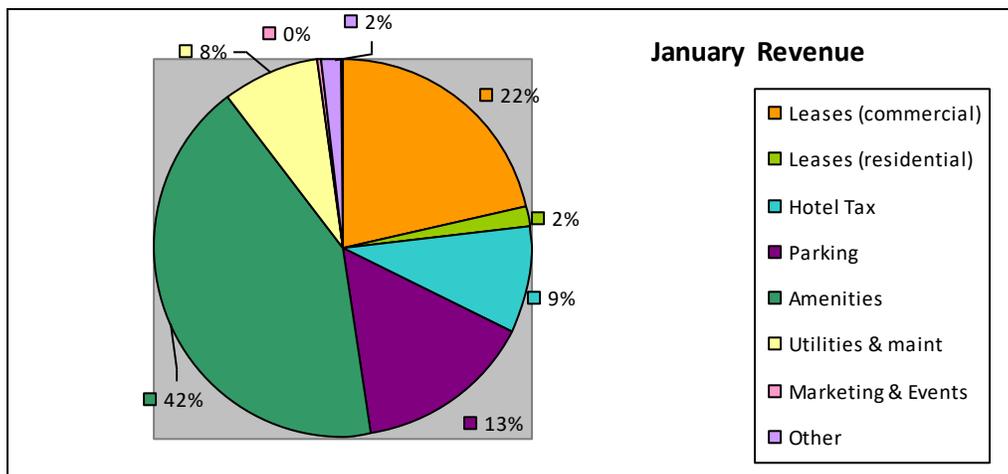
---

**TO:** FINANCE COMMITTEE  
**FROM:** MARJORIE JOHNSON  
**SUBJECT:** JANUARY FINANCIAL STATEMENTS  
**DATE:** 2/13/2023

---

## Revenues

Revenues for January were \$2,418,009 which reflects a favorable \$564K (30%) variance from budget. Year-to-date revenues reflect a favorable \$2.8M (13%) variance from budget and a favorable \$2.2M (10%) variance from the prior year to date revenues.



The largest variances for the month were:

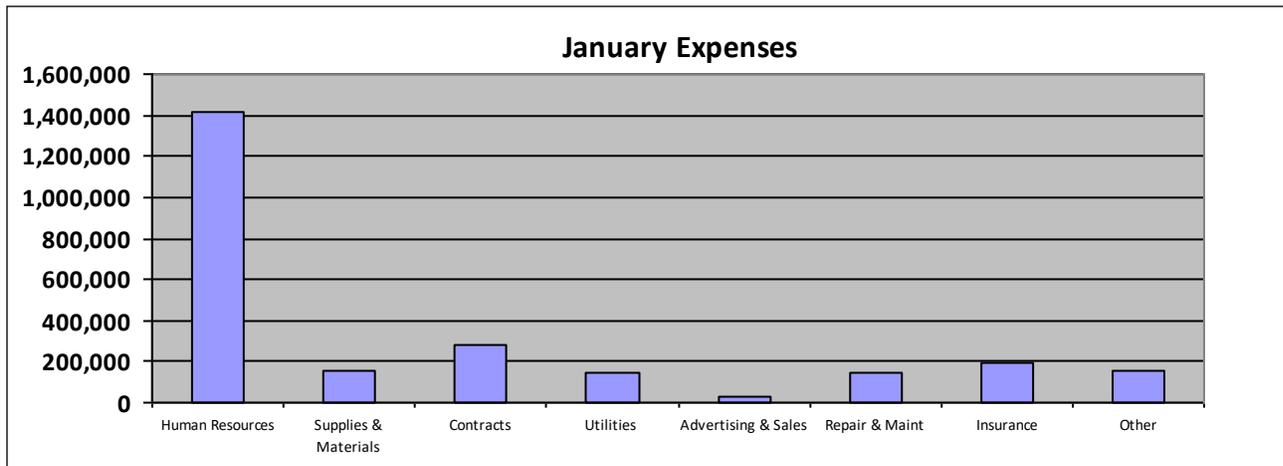
- Business Leases (+\$78K) – percentage rent was higher than anticipated for the month, primarily from the hotels.
- Hotel/Motel taxes (+\$87K) – Hotel revenues continue to be higher than anticipated for the fiscal year. Hotel taxes are based on hotel revenues for the prior month.
- Museum (+\$146K) – The largest variance in this department is from revenues for the Christmas light tram tours for December and January. The remaining variance is from an inventory adjustment in the gift shop.
- Parking (+\$68K) – Daily parking fees and annual pass sales were both higher than anticipated for the month. Traffic onto the Island was up 31% over January 2022.

## Expenses

Expenses were \$2,527,960 for January and reflected a favorable budget variance of \$75K (3%) for the month. Expenses reflected a favorable \$575K variance from Year-to-date budget and reflected an unfavorable \$4M (27%) variance from Prior Year to Date expenses.

The largest budget variances for the month were:

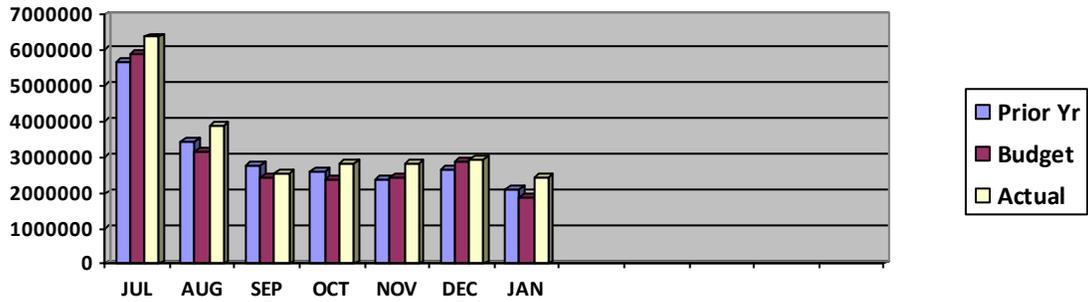
- Human Resources (-\$33K) – Variance is due to vacant full time and part time positions.
- Advertising and Sales (-\$43K) – variance is due to timing and is expected to be on track with budget by the end of the fiscal year.
- Repair & Maintenance (-\$34K) – this variance is also due to timing differences and will be on track by the end of the fiscal year.



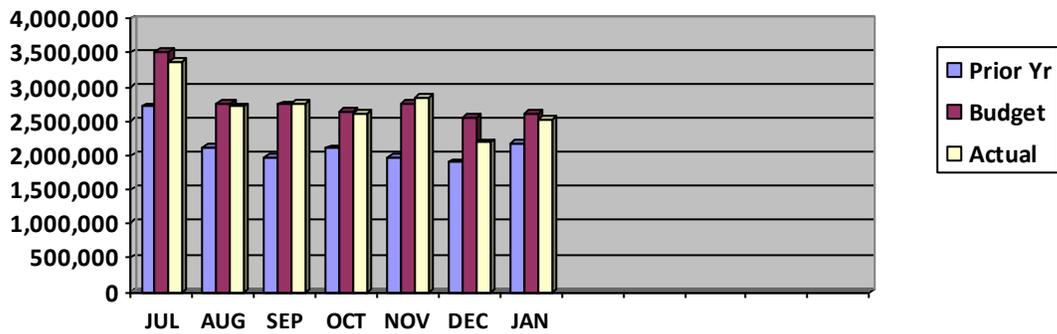
## Net Operating Cash

The Net Operating Cash Loss for the month is (\$109,951), which is a \$639K favorable variance from the budgeted net operating cash loss of (\$748,762). Net Operating Cash Income reflects a favorable \$3.4M variance from year-to-date budget and an unfavorable \$1.9M variance from prior year to date income.

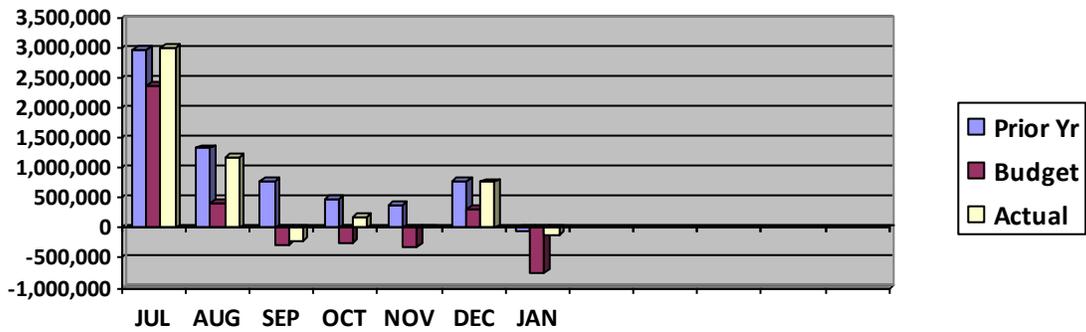
### Total Revenues



### Total Expenses



### Net Operating Cash



Jekyll Island Authority  
CONSOLIDATED BUDGET COMPARISON  
For the Seven Months Ending January 31, 2022

	MONTH ACTUAL	MONTH BUDGET	BUDGET VARIANCE		YTD ACTUAL	YTD BUDGET	BUDGET VARIANCE		PRIOR YEAR ACTUAL	VARIANCE	
			(000's)	%			(000's)	%		(000's)	%
<b>Revenues</b>											
<b>Administration</b>											
Business Leases	552,451	427,411	125	29%	3,711,193	3,103,575	608	20%	2,801,845	909	32%
Hotel Tax	154,693	92,052	63	68%	1,548,554	984,512	564	57%	1,078,062	470	44%
Tourism Development Fund	66,297	39,451	27	68%	655,629	421,934	234	55%	462,027	194	42%
Parking	291,093	287,370	4	1%	3,074,304	2,585,674	489	19%	2,739,335	335	12%
Interest	824	450	0	83%	5,456	3,150	2	73%	3,016	2	81%
Lot Rentals	106,835	6,500	100	1544%	727,031	557,980	169	30%	676,470	51	7%
Foundation	384	2,374	(2)	-84%	4,319	6,969	(3)	-38%	4,253	0	2%
Airport	2,055	1,550	1	33%	10,911	12,400	(1)	-12%	4,864	6	124%
Administration revenue	13,409	16,124	(3)	-17%	153,512	107,715	46	43%	217,323	(64)	-29%
Beach Village	-	-	-	0%	-	-	-	0%	1,507	(2)	-100%
Intern Housing	3,150	3,650	(1)	-14%	26,550	26,525	0	0%	26,325	0	1%
<b>Total Administration</b>	<b>1,191,190</b>	<b>876,932</b>	<b>314</b>	<b>36%</b>	<b>9,917,459</b>	<b>7,810,434</b>	<b>2,107</b>	<b>27%</b>	<b>8,015,025</b>	<b>1,902</b>	<b>24%</b>
<b>Enterprises</b>											
Golf	189,197	184,230	5	3%	1,437,445	1,221,536	216	18%	1,108,763	329	30%
Convention Center	80,597	101,778	(21)	-21%	1,953,781	1,724,652	229	13%	238,587	1,715	719%
McCormick's Grill	-	-	-	0%	(0)	-	(0)	0%	103,496	(103)	-100%
Summer Waves	2,700	-	3	0%	1,442,876	1,275,171	168	13%	1,070,308	373	35%
Campground	162,899	137,518	25	18%	1,250,075	926,673	323	35%	1,194,886	55	5%
Life is Good	12,471	10,181	2	22%	188,483	113,017	75	67%	130,459	58	44%
Museum	116,004	44,688	71	160%	590,780	360,287	230	64%	325,455	265	82%
Georgia Sea Turtle Center	77,638	102,252	(25)	-24%	1,396,092	1,106,071	290	26%	1,007,170	389	39%
Conservation	1,903	730	1	161%	7,021	4,536	2	55%	4,720	2	49%
Miniature Golf & Bikes	19,392	24,082	(5)	-19%	272,154	222,452	50	22%	227,072	45	20%
Water/Wastewater	125,887	84,928	41	48%	1,076,148	1,000,720	75	8%	935,326	141	15%
Sanitation	47,887	46,359	2	3%	337,064	332,893	4	1%	330,874	6	2%
Fire Department	7,434	4,800	3	55%	1,358,248	1,339,485	19	1%	1,283,712	75	6%
Tennis	9,942	10,683	(1)	-7%	69,878	70,593	(1)	-1%	72,419	(3)	-4%
Marketing, Special Events & Sales	815	650	0	25%	128,281	110,303	18	16%	99,265	29	29%
Guest Information Center	50,609	23,596	27	114%	136,734	98,136	39	39%	103,832	33	32%
Camp Jekyll & Soccer Fields	16,081	12,490	4	29%	93,263	95,268	(2)	-2%	75,513	18	24%
Landscaping, Roads & Trails	1,986	1,500	0	32%	13,710	8,950	5	53%	8,872	5	55%
Vehicle & Equipment Maintenance	646	-	1	0%	2,572	500	2	414%	1,470	1	75%

	MONTH ACTUAL	MONTH BUDGET	BUDGET VARIANCE	%	YTD ACTUAL	YTD BUDGET	BUDGET VARIANCE	%	PRIOR YEAR ACTUAL	VARIANCE	%
			(000's)				(000's)			(000's)	
Facility Maintenance	-	-	-	0%	524	-	1	0%	1,540	(1)	-66%
Golf Course Maintenance	-	-	-	0%	234	-	0	0%	199	0	17%
<b>Total Enterprises</b>	<b>924,089</b>	<b>790,465</b>	<b>134</b>	<b>17%</b>	<b>11,755,363</b>	<b>10,011,242</b>	<b>1,744</b>	<b>17%</b>	<b>8,323,938</b>	<b>3,431</b>	<b>41%</b>
<b>Total Revenues</b>	<b>2,115,279</b>	<b>1,667,397</b>	<b>448</b>	<b>27%</b>	<b>21,672,822</b>	<b>17,821,675</b>	<b>3,851</b>	<b>22%</b>	<b>16,338,963</b>	<b>5,334</b>	<b>33%</b>
<b>Expenses</b>											
Human Resources	1,161,255	1,217,425	(56)	-5%	7,841,726	8,674,868	(833)	-10%	7,206,583	635	9%
Supplies & Materials	126,697	150,932	(24)	-16%	919,229	1,033,272	(114)	-11%	626,633	293	47%
Advertising & Sales	62,630	88,850	(26)	-30%	355,732	485,698	(130)	-27%	259,443	96	37%
Repairs - Facilities & Grounds	105,279	110,682	(5)	-5%	820,008	960,143	(140)	-15%	616,588	203	33%
Utilities	131,400	130,831	1	0%	1,145,305	1,169,725	(24)	-2%	1,082,440	63	6%
Insurance	195,488	194,483	1	1%	877,716	930,360	(53)	-6%	800,953	77	10%
Contracts	226,042	300,408	(74)	-25%	1,665,077	1,790,562	(125)	-7%	1,221,663	443	36%
Rentals	29,459	53,440	(24)	-45%	378,909	422,552	(44)	-10%	343,097	36	10%
Printing	22,476	6,545	16	243%	60,401	57,168	3	6%	40,776	20	48%
Motor Vehicle	18,459	17,853	1	3%	141,109	141,150	(0)	0%	103,824	37	36%
Telephone	8,638	10,283	(2)	-16%	62,155	70,901	(9)	-12%	69,371	(7)	-10%
Equipment Purchase <\$1K	-	10,359	(10)	-100%	57,237	61,023	(4)	-6%	45,424	12	26%
Equipment Purchase \$1K to \$5K	10,681	-	11	0%	69,653	40,464	29	72%	19,102	51	265%
Travel	3,246	7,565	(4)	-57%	23,272	34,415	(11)	-32%	8,140	15	186%
Dues	41,453	36,782	5	13%	239,533	244,620	(5)	-2%	139,608	100	72%
Credit Card Fees	35,718	22,642	13	58%	304,719	197,119	108	55%	223,280	81	36%
Bank Fees	154	25	0	516%	538	175	0	207%	371	0	45%
<b>Total Expenditures</b>	<b>2,179,073</b>	<b>2,359,105</b>	<b>(180)</b>	<b>-8%</b>	<b>14,962,318</b>	<b>16,314,213</b>	<b>(1,352)</b>	<b>-8%</b>	<b>12,807,295</b>	<b>2,155</b>	<b>17%</b>
<b>Net Operating Cash Income **</b>	<b>(63,794)</b>	<b>(691,708)</b>	<b>628</b>	<b>91%</b>	<b>6,710,504</b>	<b>1,507,462</b>	<b>5,203</b>	<b>345%</b>	<b>3,531,669</b>	<b>3,179</b>	<b>90%</b>

\*\* Does not include depreciation or capital projects

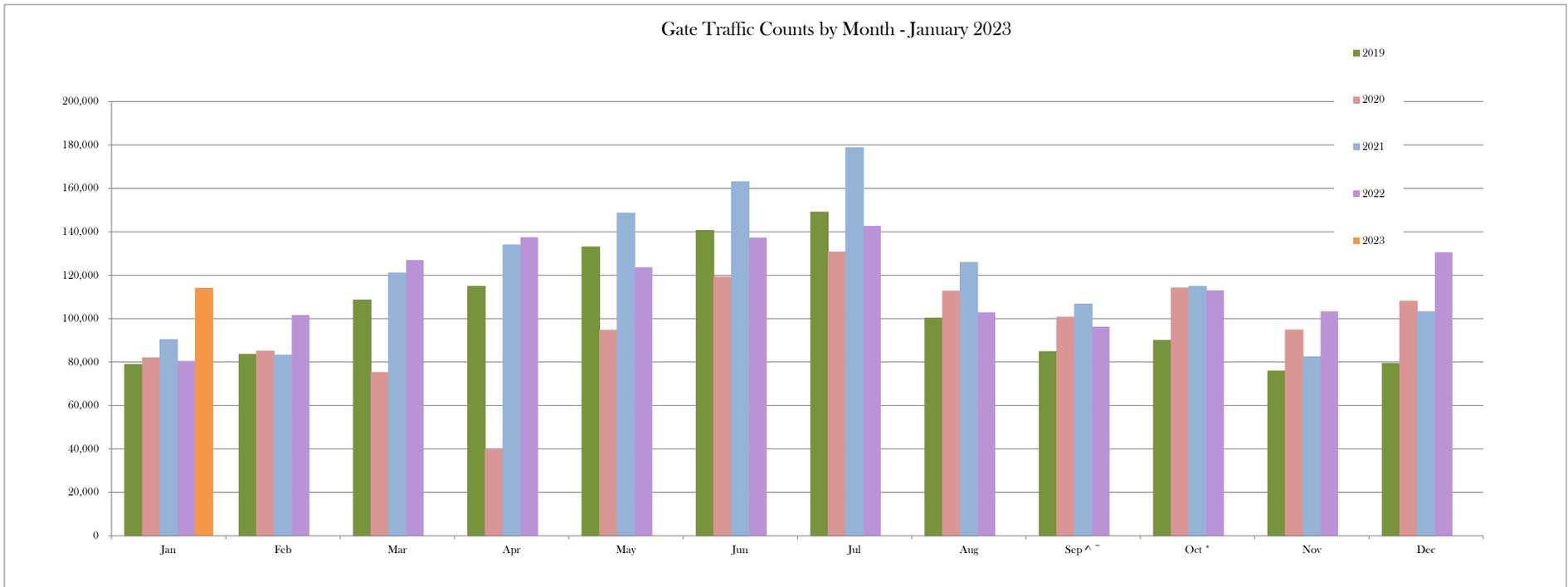
## January 2023 Traffic Counts

	2019			2020			2021			2022			2023		
	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	28,874	50,037	78,911	29,773	52,159	81,932	23,462	66,875	90,337	22,696	57,843	80,539	28,395	85,527	113,922
February	35,010	48,619	83,629	32,646	52,457	85,103	22,609	60,616	83,225	29,766	71,891	101,657	0	0	0
March	51,682	56,865	108,547	27,012	48,279	75,291	39,560	81,491	121,051	36,635	90,333	126,968	0	0	0
April	61,404	53,529	114,933	12,082	27,810	39,892	47,198	86,746	133,944	44,680	92,799	137,479	0	0	0
May	74,194	58,894	133,088	44,891	49,825	94,716	58,179	90,491	148,670	44,071	79,550	123,621	0	0	0
June	82,105	58,479	140,584	51,147	68,042	119,189	60,141	102,896	163,037	58,450	78,894	137,344	0	0	0
July	89,499	59,595	149,094	56,441	74,236	130,677	60,613	118,185	178,798	62,840	79,953	142,793	0	0	0
August	47,501	52,687	100,188	39,096	73,585	112,681	38,368	87,543	125,911	36,217	66,712	102,929	0	0	0
September	37,317	47,518	84,835	34,055	66,662	100,717	34,300	72,468	106,768	32,371	63,952	96,323	0	0	0
October	39,100	50,923	90,023	33,851	80,276	114,127	37,170	77,713	114,883	35,694	77,360	113,054	0	0	0
November	30,173	45,699	75,872	22,914	71,876	94,790	26,069	56,386	82,455	28,306	75,088	103,394	0	0	0
December	31,871	47,504	79,375	29,842	78,215	108,057	37,396	65,769	103,165	36,894	93,741	130,635	0	0	0
<b>Totals</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>468,620</b>	<b>928,116</b>	<b>1,396,736</b>	<b>28,395</b>	<b>85,527</b>	<b>113,922</b>

LPR system began April 2020

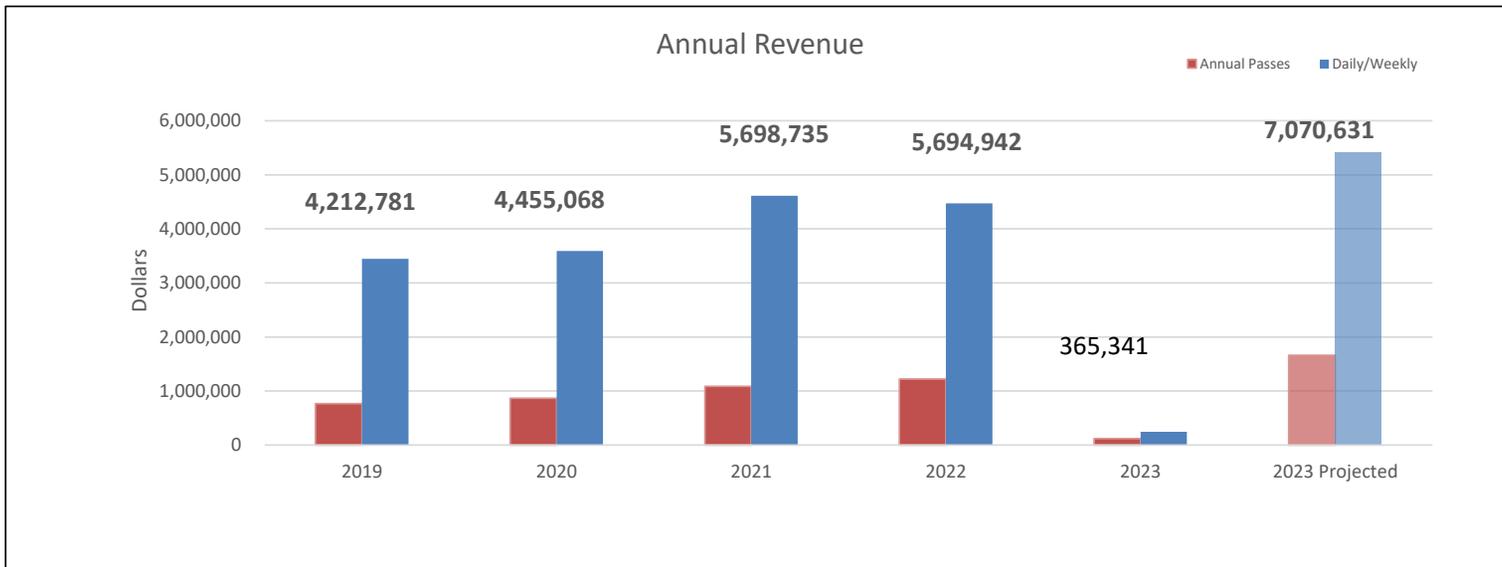
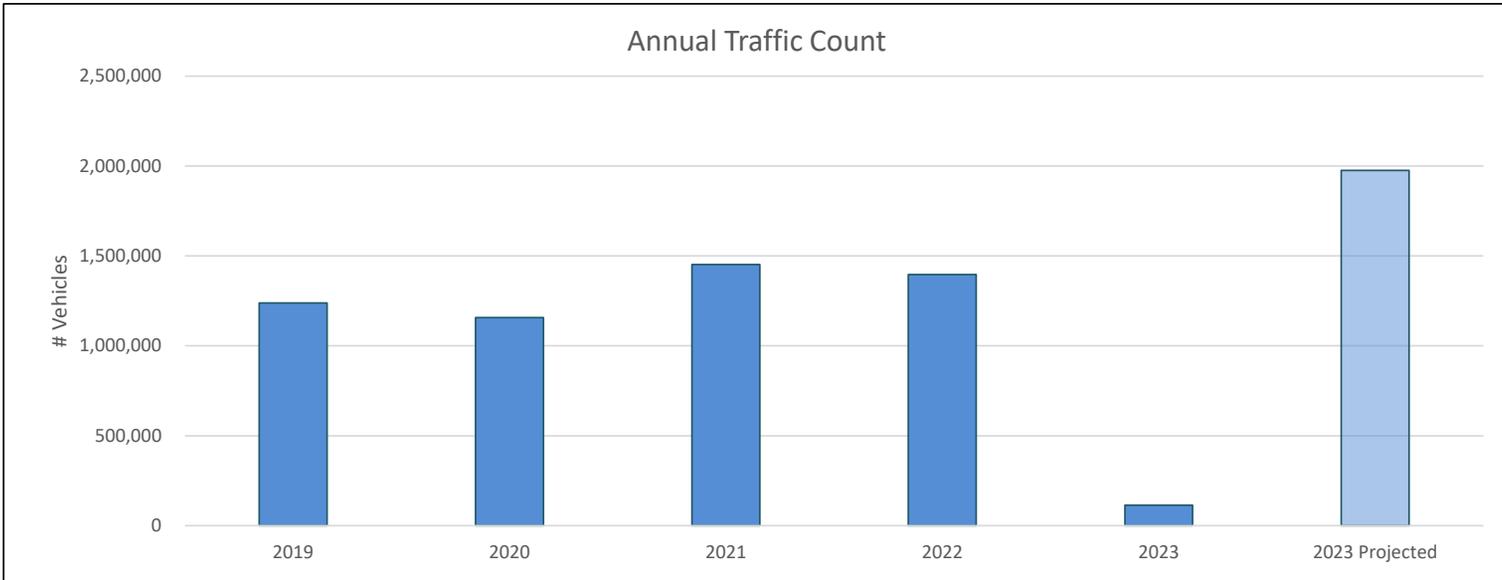
Year to Date Comparison	2019 YTD	2020 YTD	2021 YTD	2022 YTD	2023 YTD
	78,911	81,932	90,337	80,539	113,922

Gate Traffic Counts by Month - January 2023



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

~Sept 2019 - Hurricane Dorian



Jan 4, 2023  
 Jekyll Island Convention Center  
**January FY 23 Financial Review**

	<b>FY 23</b>	<b>FY 22</b>	<b>FY 21</b>	<b>FY 20</b>	<b>FY 19</b>	<b>FY 18</b>	<b>FY 17</b>	<b>FY 16</b>	<b>FY 15</b>
Number of Events	9	10	3	10	9	9	12	11	12
Event Days	22	15	7	23	22	23	24	25	24
Attendance	8,720	4729	2940	6,058	7814	7065	7528	10455	12431
Revenue	\$285,659 Act \$261,991 Budg	\$88,752 Act \$111,683 Budg	\$88,255	\$109,654	\$147,004	\$161,563	\$131,743	\$186,868	\$145,931
Sq Ft Used	680,110	360,780	263,460	501,150	489,220	N/A	N/A	N/A	N/A

The 46<sup>th</sup> Bluegrass Festival kicked off the new year with a bit of a smaller crowd. This was the second year with new ownership – Evan Media Source who own about 35 different festivals throughout south and middle US. The long-term goal is to expand the reach beyond traditional bluegrass and add additional country related acts. The Diamond Cheer returned with high attendance numbers and concession revenue. January is synonymous with Share the Wealth physical education teachers, and their program was consistent with previous holding overall numbers/revenue projections. There were two new groups – Georgia Young Farmers and the Chiefs of Police from last year. Young Farmers had higher than projected attendance while the Chiefs remained on par. Terry College will host their lunch in February of 2023 due to scheduling.

**FUTURE CONTRACTS ISSUED -9 – Estimated revenues \$272,500**

Conventions –2– Anticipated revenue \$200,000  
 Meetings – 2 –Anticipated revenue \$19,000  
 Banquet –2 – Anticipated revenue \$12,500  
 Public Event –3 – Anticipated revenue \$41,000

**PROPOSALS**

JIA Sales – 12  
 Westin – 0  
 Cvent- 4

Combined sites and planning meetings with all staff – 6

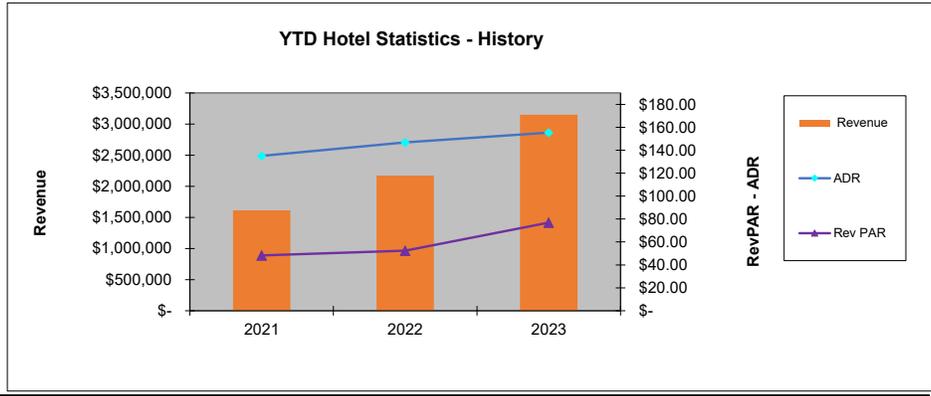
# JEKYLL ISLAND AUTHORITY

## HOTEL OCCUPANCY STATISTICS

### Calendar Year to Date - January 2023

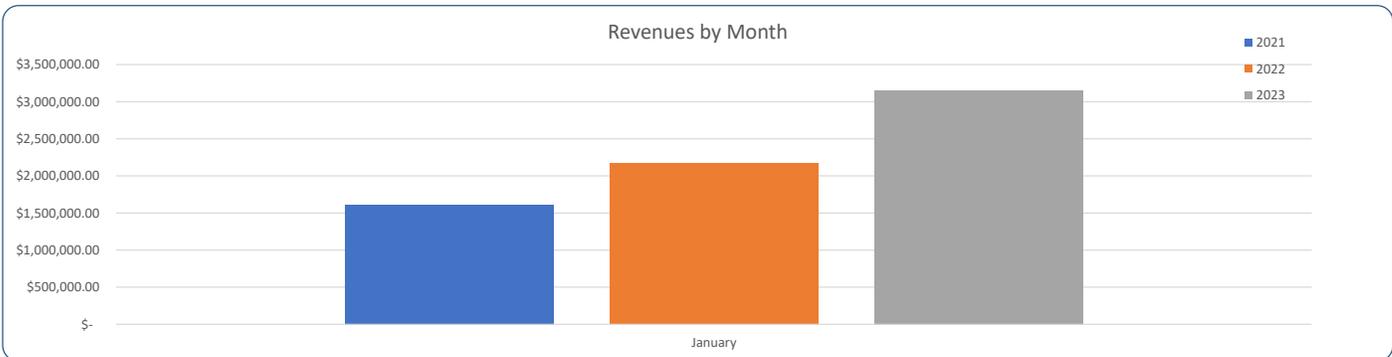
#### HOTEL STATISTICS AT-A-GLANCE

<b>2023</b>		
Total Revenue	\$	3,150,498
Occupancy Rate		49.5%
Rev PAR	\$	76.88
ADR	\$	155.40
<b>2022</b>		
Total Revenue	\$	2,171,689
Occupancy Rate		35.7%
RevPAR	\$	52.39
ADR	\$	146.88
<b>2021</b>		
Total Revenue	\$	1,612,690
Occupancy Rate		35.7%
RevPAR	\$	48.27
ADR	\$	135.10



#### OCCUPANCY REPORT DETAIL

Hotel	# of Rms	Units Availbl	Units Occpd	Percent Occpd	Average Daily Rate	RevPAR	2023 Room Revenue	2022 Room Revenue	Revenue Variance	
Beachview Club	38	1,134	526	46.4%	\$ 144.74	\$ 67.14	76,135	43,472	\$ 32,663	75%
Home2Suites	107	3,317	1,945	58.6%	\$ 156.39	\$ 91.70	304,172	169,418	\$ 134,753	80%
Holiday Inn Resort	157	4,867	1,603	32.9%	\$ 132.12	\$ 43.52	211,790	161,409	\$ 50,381	31%
Days Inn & Suites	124	3,661	2,335	63.8%	\$ 111.54	\$ 71.14	260,441	231,570	\$ 28,872	12%
Courtyard by Marriott/ Residence Inn	209	6,479	3,503	54.1%	\$ 172.33	\$ 93.17	603,663	264,813	\$ 338,850	128%
Hampton Inn	138	4,278	2,031	47.5%	\$ 141.63	\$ 67.24	287,642	173,086	\$ 114,556	66%
Jekyll Island Club Resort	200	5,151	2,351	45.6%	\$ 219.56	\$ 100.21	516,193	506,799	\$ 9,394	2%
Seafarer Inn & Suites	73	1,988	1,070	53.8%	\$ 99.50	\$ 53.55	106,463	67,916	\$ 38,547	57%
Villas by the Sea	108	2,431	1,110	45.7%	\$ 143.59	\$ 65.56	159,381	142,535	\$ 16,846	12%
Villas by the Sea - Jekyll Realty	19	589	265	45.0%	\$ 104.43	\$ 46.99	27,675	14,390	\$ 13,285	92%
Villas by the Sea - Parker Kaufman	40	883	488	55.3%	\$ 80.33	\$ 44.39	39,199	26,782	\$ 12,417	46%
Westin	200	6,200	3,047	49.1%	\$ 183.05	\$ 89.96	557,744	369,500	\$ 188,244	51%
<b>2023 Total</b>		<b>40,978</b>	<b>20,274</b>	<b>49.5%</b>	<b>\$ 155.40</b>	<b>\$ 76.88</b>	<b>\$ 3,150,498</b>	<b>\$ 2,171,689</b>	<b>\$ 978,808</b>	<b>45.1%</b>
<b>2022 Total</b>		<b>41,455</b>	<b>14,785</b>	<b>35.7%</b>	<b>\$ 146.88</b>	<b>\$ 52.39</b>	<b>\$ 2,171,689</b>			
<b>2021 Total</b>		<b>33,413</b>	<b>11,937</b>	<b>35.7%</b>	<b>\$ 135.10</b>	<b>\$ 48.27</b>	<b>\$ 1,612,690</b>			



---

---

MEMORANDUM

---

---

**TO:** FINANCE COMMITTEE  
**FROM:** MARJORIE JOHNSON, CHIEF ACCOUNTING OFFICER  
**SUBJECT:** FY 2023 CAPITAL PROJECTS REQUEST - CAUSEWAY BIKE PATH  
**DATE:** 2/14/2023

---

Last month, the Board approved \$150,000.00 in funds to be combined with \$234,000.00 previously allocated in August 2021 to complete the bike path on the causeway from the Island to the Guest Information Center.

The project was delayed several times because of final design modifications and required approvals from GDOT and DNR.

We had several other shovel-ready bike path projects that needed funding, so in January 2022, it was determined that the funds previously requested could be better utilized for those projects. Staff received Board approval to reallocate the \$234,000.00 from the causeway bike path toward rehabilitating Bike Path sections G and I, which completed bike path reconstruction on Jekyll Island except for the Driftwood Beach to Clam Creek trail.

After requesting \$150,000.00 in January 2023 to complete the causeway bike path, accounting staff determined that the \$234,000.00 had not been removed from an internal tracking spreadsheet and because of the earlier reallocation, it was no longer available to fund the completion of this bike path.

The updated quote to complete the section of bike path on the causeway between the Island and the Guest Information Center is \$388,411.00. In addition to the \$150,000.00 that was approved in January 2023, there remains a need for an additional \$238,411.00 to complete this project.

**Staff requests approval for funding of \$238,411.00 for the causeway bike path to complete the section between the Island and the Guest Information Center. These funds would be appropriated from the Tourism Development Fund.**

---

---

MEMORANDUM

---

---

**TO:** FINANCE COMMITTEE  
**FROM:** MARJORIE JOHNSON, CHIEF ACCOUNTING OFFICER  
**SUBJECT:** FY 2023 CAPITAL PROJECTS REQUEST – POINT OF SALE SYSTEM  
**DATE:** 2/14/2023

---

In November 2022, the Board approved awarding RFP #370 for a new Ticketing & Point of Sale System to Vivaticket. We have been working with them and are currently in the final stages of contract negotiations and review.

Vivaticket was selected by the RFP evaluation committee after an extensive review process of nearly a dozen proposals. But for several years leading up to the release of the RFP, JIA staff explored existing ticketing systems and engaged in discussions with the clients that employ them. Learnings from that research shaped JIA's expectations and helped craft the RFP that has since been awarded. Vivaticket has established itself as an industry leader over the last 30 years with clients including Herschend Entertainment Corporation (known for Dollywood, Wild Adventures, Stone Mountain Park), Eiffel Tower, The Louvre, Water World, and Atlantis Resort.

Vivaticket's system will extend our capabilities and provide numerous efficiencies across sales and reporting. JIA can now unite online and in-person sales into one unified system for ticketing and merchandise. Currently, those transactions are fragmented with separate systems for online and in-person. In just the last five years, JIA and its customers have paid more than \$500,000 combined in fees using our current online ticketing provider. Alongside an improved transaction experience with our customers, we will also have the ability to extend partnerships with hospitality partners to sell tickets and experiences at our amenities.

JIA staff expects Vivaticket to become a key partner in our future successes based on its existing relationships and continued investments, like Herschend Family Corporation for nearly a quarter of a century and Water World since 2005. JIA expects the purchase of this system to satisfy our current and future needs for many years to come.

Based on the proposal from Vivaticket and the retail inventory add-in for Yellow Dog software, the cost of the project will be as follows:

1. Cost of Software	\$170,000.00
2. Installation Services	\$153,780.00
3. Development and Integrations	\$96,720.00
4. Yellow Dog inventory software	\$30,000.00
5. Equipment (kiosks, scanners, printers, etc)	\$85,000.00 (estimated)
<b>Total one-time costs</b>	<b>\$535,500.00</b>

We currently have funding of \$170,000.00 set aside for this project, so we need an additional \$365,500.00 for this project.

Annual maintenance fees and monthly Yellow Dog fees will be covered by the operational budget once the system has been implemented so funding for those items is not being included in this request.

**JIA staff requests approval for funding of \$365,500.00 for the installation and implementation of the Ticketing and Point of Sale System. This project will be funded from current year income.**

---

---

**MEMORANDUM**

---

---

**TO:** FINANCE COMMITTEE  
**FROM:** MARJORIE JOHNSON, CHIEF ACCOUNTING OFFICER  
**SUBJECT:** FY 2023 GEORGIA TRAUMA COMMISSION GRANT  
**DATE:** 2/21/2023

---

The fire department was awarded a non-competitive grant from the Georgia Trauma Commission in the amount of \$1,531.92. The grant must be used to fund the purchase supplies and equipment that support the department's response to trauma related emergencies.

The staff has selected (2) rescue stretchers which would be used for confined space, high angle or technical rescues. The total cost of the stretchers is \$1,659.96. The grant would pay for \$1,531.92 and JIA would be responsible for the balance of \$128.04.

Staff requests the Board's consideration in accepting the grant award from the Georgia Trauma Commission in the amount of \$1,531.92 for the purchase of the pre-approved equipment.

---

---

**MEMORANDUM**

---

---

**TO:** COMMITTEE OF THE WHOLE  
**FROM:** NOEL JENSEN, DEPUTY EXECUTIVE DIRECTOR  
**SUBJECT:** REQUEST TO RELEASE RFP #373 FOR OWNER/OPERATOR OF PICKLEBALL COMPLEX  
**DATE:** 2/14/2023

---

Jekyll Island has presented the general public with smaller venues for pickleball around the island in recent years. The evolving trend of pickleball has resulted in prior Board action that allocated \$30,000 to perform a study to investigate avenues for pickleball site development on the island. While researching the appropriate group to conduct a pickleball study, staff had encouraging discussions with architects, non-profits, and constructors of pickleball facilities. These discussions have resulted in formulating RFP 373 for a developer, owner, and operator that would invest and provide an enhanced pickleball experience on Jekyll Island while saving the \$30,000 devoted to the study for any needed infrastructure required for the facility.

Staff hereby requests approval of the following:

1. Approval for the release of RFP #373 to engage a developer/owner/operator of a pickleball complex on Jekyll Island. No new funding is needed at this time.



100 JAMES ROAD

JEKYLL ISLAND, GA 31527

(912) 635-4000

## **Request for Proposal # 373**

for

## **Pickleball Owner/Operator**

**Date Issued: February 21, 2023**

### **Submission Deadline:**

**Friday, March 31, 2023  
at 2:00p.m. Eastern Time**

## **SECTION 8**

### **PROPOSAL**

#### **RFP # 373**

#### **Pickleball Facility Owner/Operator**

##### **A. Background**

- a. Jekyll Island has presented the general public with smaller venues for pickleball around the island in recent years. The evolving trend of pickleball has resulted in prior Board action that allocated \$30,000 to perform a study to investigate avenues for pickleball site development on the island. While researching the appropriate group to conduct a pickleball study, staff had encouraging discussions with architects, non-profits, and constructors of pickleball facilities. These discussions have resulted in formulating RFP 373 for a developer, owner, and operator that would invest and provide an enhanced pickleball experience on Jekyll Island while saving the \$30,000 devoted to the study for any needed infrastructure required for the facility.

##### **B. Project Overview**

- a. On a two-acre site located between three hotels and a restaurant, the selected owner/operator shall present concept drawings, gain appropriate approval for, construct and operate a pickleball venue. The owner/operator will obtain a lease from the JIA for the two acre site.
- b. The facility will be constructed with investment from the owner/operator. The JIA is willing to pay for and bring all the needed infrastructure to the site.
- c. The facility will consist of a minimum of six (6) courts (Indoor, outdoor or combination thereof), with a dining venue of an appropriate menu, and parking for the facility that will enter and exit off of North Beachview adjacent to (directly north of) the Seafarer Hotel. Amenities complementary with pickleball can be proposed within the facility, such as corn hole or bocce ball.
- d. All concepts must be approved by JIA staff and the JIA Board of Directors.

##### **C. Project Objectives and Expected Outcome**

- a. Objectives and outcomes would be to bring an all encompassing pickleball experience with an additional dining option to Jekyll Island to support guests and residents desire for a pickleball facility.

##### **D. Expected Tasks**

- a. Tasks involved would be (at a minimum):
  - i. Obtain a lease from the JIA
  - ii. Present a concept of the facility to JIA staff
  - iii. Obtain JIA Board Approval for concept
  - iv. Present a final design of the facility to JIA staff
  - v. Obtain JIA Board Approval for final design
  - vi. Construction of the facility
  - vii. Commence operation of the facility to the public

**E. Work of Others**

a. Work of JIA

- i. JIA will provide, at its cost, the needed initial infrastructure (stormwater, water, sanitary sewer) to the development site.

DRAFT

---

---

**MEMORANDUM**

---

---

**TO:** COMMITTEE OF THE WHOLE  
**FROM:** ZACHARY B. HARRIS, GENERAL COUNSEL  
**SUBJECT:** APPROVAL OF LOAN – DAYS INN; BUDGET MOTEL, INC.  
**DATE:** FEBRUARY 21, 2023

---

Background

Jekyll Island Authority (“JIA”) and Budget Motels, Inc., a Virginia corporation company (“Lessee”), are parties to that certain Hotel Ground Lease, dated December 17, 1979, by and between JIA and J I Investments, Inc. a Panamanian corporation, as amended (collectively, the “Ground Lease”). Pursuant to the Ground Lease, Lessee owns the Days Inn & Suites by Wyndham, located at 60 South Beachview Drive, Jekyll Island, Georgia (the “Days Inn”).

Lessee seeks to undertake a loan from PrimeSouth Bank in the amount of \$6,000,000.00 and pledge as collateral its leasehold interest in the Days Inn. Pursuant to the Ground Lease, any new loan on the Days Inn is subject to prior approval by JIA.

Request

Lessee requests JIA approve Lessee’s undertaking the loan from PrimeSouth Bank in the amount of \$6,000.000.00 collateralized by Lessee’s leasehold interest in the Days Inn.

Staff recommends approval of this request.



February 21, 2023

**MEMORANDUM**

TO: BOARD OF DIRECTORS  
FROM: MARIA HUMPHREY, LEASE MANAGER  
RE: COMPLETION DATE EXTENSION FOR THE MOORINGS AT JEKYLL HARBOR

**BACKGROUND**

The ground lease with The Moorings at Jekyll Harbor, LLC (“Lessee”) for the Moorings at Jekyll Harbor commenced on November 21, 2019. The ground lease required Lessee to substantially complete the Residential Units within 30 months after the Commencement Date of May 21, 2022. The Board voted at its June 2020 meeting to extend the substantial completion date to January 20, 2023, due to unforeseen disruptions and delays caused by the Covid-19 pandemic.

**REQUEST**

Lessee requests an additional six months to complete the Residential Units. The Lease allows for extension of the completion date where a *force majeure* event causes an unavoidable delay so long as the Lessee is making diligent and continuous efforts to perform and gives us a report at least once a month outlining its efforts. Additionally, Lessee may request an additional 6 months to complete construction of the Residential Units for good cause shown.

Lessee requests the extension to July 20, 2023 due to ongoing supply chain problems, specifically the delay in receiving required elevator parts. A six-month extension would not prevent the Lessee from completing the project before July 20, 2023, and Lessee’s development team anticipates completing the project sooner than the full six months. Lessee requests the full six months to avoid seeking another extension in the event required building components remain undelivered.

Lessee’s development team reports it has closed on approximately 26 units to date. There are 22 units left to close with 21 of those units being in the last building nearing completion. All remaining units are under contract and the Lessee is motivated to complete this project.

**RECOMMENDATION**

Staff recommends the Board approve the requested 6-month extension of the Residential Unit completion dates to July 20, 2023.

---

---

**MEMORANDUM**

---

---

**TO:** COMMITTEE OF THE WHOLE  
**FROM:** JONES HOOKS, EXECUTIVE DIRECTOR  
**SUBJECT:** SCHEMATIC DESIGN FOR ANCHOR RESTAURANT  
**DATE:** FEBRUARY 21, 2023

---

**Background**

On October 18, 2022 the Jekyll Island Authority (JIA) Board approved the concept plan for The Anchor Restaurant at Jekyll Holiday Inn, and the site plan was approved on January 17, 2023.

JIA's Design Review Group (DRG) reviewed and approved the schematic design for The Anchor Restaurant received on January 3, 2023.

Following DRG approval, the Board's next step will be to review and consider the design development plan tentatively at the March Board meeting.

**Recommendation**

Staff recommends approval of the enclosed schematic design for the Anchor Restaurant.

# JIA- ANCHOR RESTAURANT

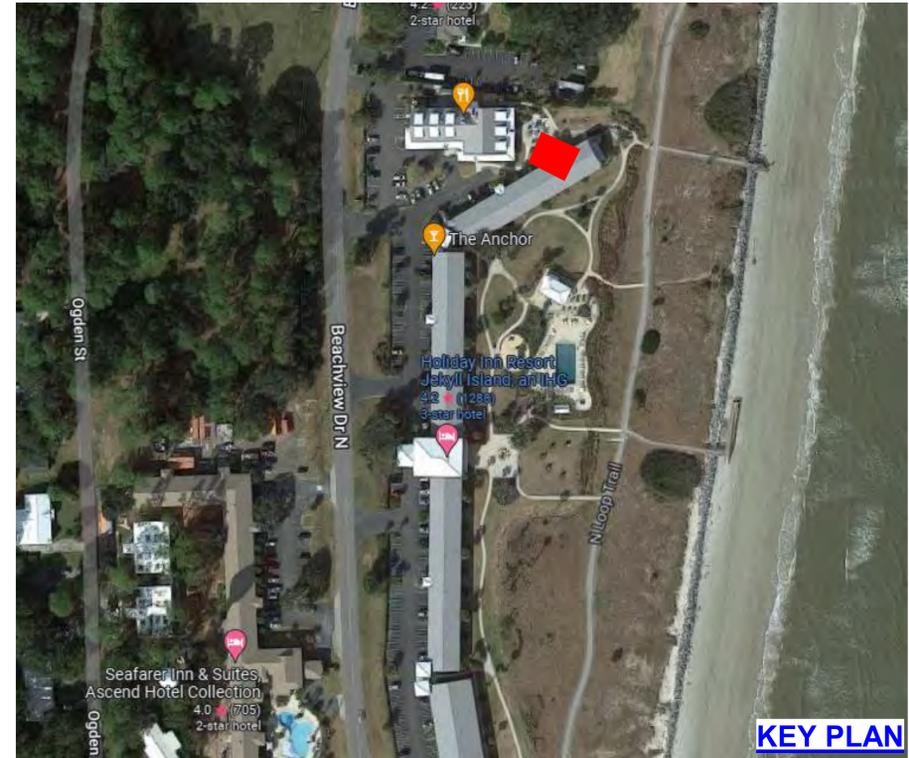
711 Beachview Drive  
North, Jekyll Island, GA,  
USA



## LIST OF DRAWINGS

ARCHITECTURAL	
A000	COVER SHEET
A002	OBC MATRIX/NOTES/LEGEND
A004	FIRE SEPARATION PLANS
A100	GROUND FLOOR PLAN
A101	ROOF PLAN
A102	FOUNDATION PLAN
A103	REFLECTED CEILING PLAN
A105	ROOF PLAN & DETAILS
A201	EXTERIOR ELEVATION I
A202	EXTERIOR ELEVATION II
A203	PERSPECTIVE
A205	3D VIEWS
A301	BUILDING SECTIONS
A310	WALL SECTIONS
A501	SECTION DETAILS
A502	PLAN DETAILS
A503	SECTION DETAILS
A601	WINDOW & DOOR SCHEDULE
A602	DOOR & WINDOW SCHEDULE
A700	TYPICAL BARRIER FREE DETAILS

# SCHEMATIC DESIGN



KEY PLAN

## LIST OF CONSULTANTS ARCHITECT



**CHAMBERLAIN ARCHITECT SERVICES LTD.**  
4671 Palladium Way (Unit 1)  
Burlington, Ontario. L7M 0W9

Phone: 905.631.7777  
Contact: Jon McGinn x 273



ISSUED FOR  
JIA REVIEW

DATE  
2022-12-30

PROJECT NO.  
122067

JIA- ANCHOR RESTAURANT

C:\Users\mcsayed\OneDrive - Chamberlain Group of Companies\Documents\122067-JIA-Anchor Restaurant - The Beach-2022-12-13\_McElroy.rvt

ATLANTIC OCEAN



Chamberlain Architect Services Limited

4871 Palladium Way (Unit 1)  
Burlington, Ontario, L7M 0W9  
CANADA

Phone: 905.631.7777

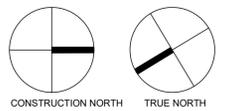
www.chamberlainPD.com

NO.	ISSUED	DATE
	CLIENT REVIEW	2022-12-09
	CLIENT REVIEW	2022-12-13
	CLIENT REVIEW	2022-12-20
	JIA REVIEW	2022-12-20

DO NOT SCALE DRAWINGS. USE ONLY DRAWINGS MARKED "ISSUED FOR CONSTRUCTION". VERIFY CONFIGURATIONS AND DIMENSIONS ON SITE BEFORE BEGINNING WORK. NOTIFY ARCHITECT IMMEDIATELY OF ANY ERRORS, OMISSIONS OR DISCREPANCIES.

CHAMBERLAIN ARCHITECT SERVICES LIMITED AND CHAMBERLAIN CONSTRUCTION SERVICES LIMITED HAVE SIMILAR OWNERSHIP.

CHAMBERLAIN ARCHITECT SERVICES LIMITED HAS COPYRIGHT. CONSTRUCTING A SUBSTANTIALLY SIMILAR BUILDING WITHOUT PERMISSION MAY INFRINGE THE COPYRIGHT OWNERS RIGHTS. MAKING MINOR CHANGES TO PLANS DOES NOT NECESSARILY AVOID COPYRIGHT INFRINGEMENT. INNOCENT INFRINGEMENT IS NOT A DEFENSE TO COPYRIGHT INFRINGEMENT. ©



### JIA- ANCHOR RESTAURANT

711 Beachview Drive North,  
Jekyll Island, GA, USA

SHEET NAME

### SITE PLAN

START DATE 2022/12/01

DRAWN BY SR

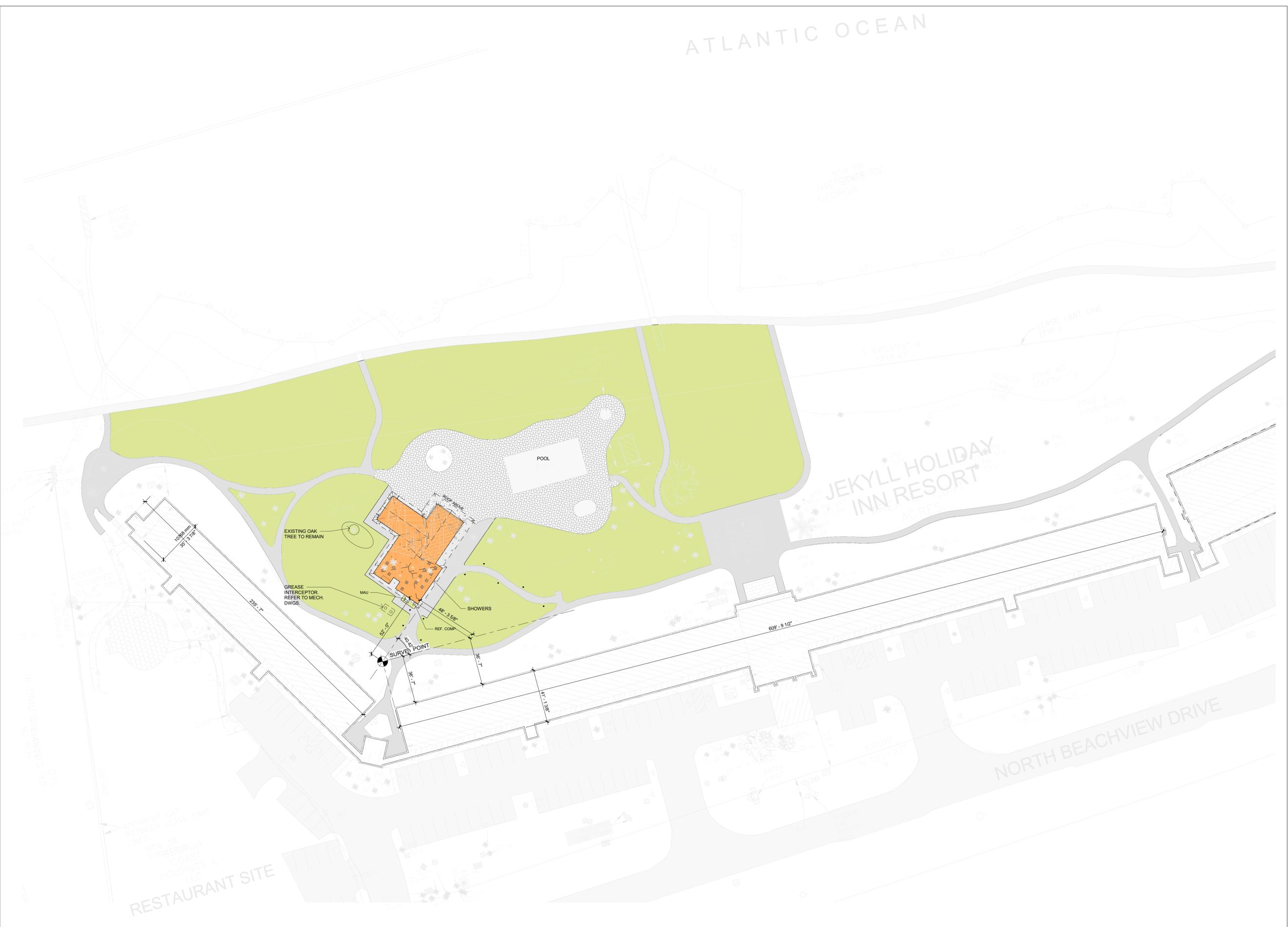
CHECKED BY SJA / ME

SCALE 1/32" = 1'-0"

PROJECT NO. 122067

DRAWING

# A.001

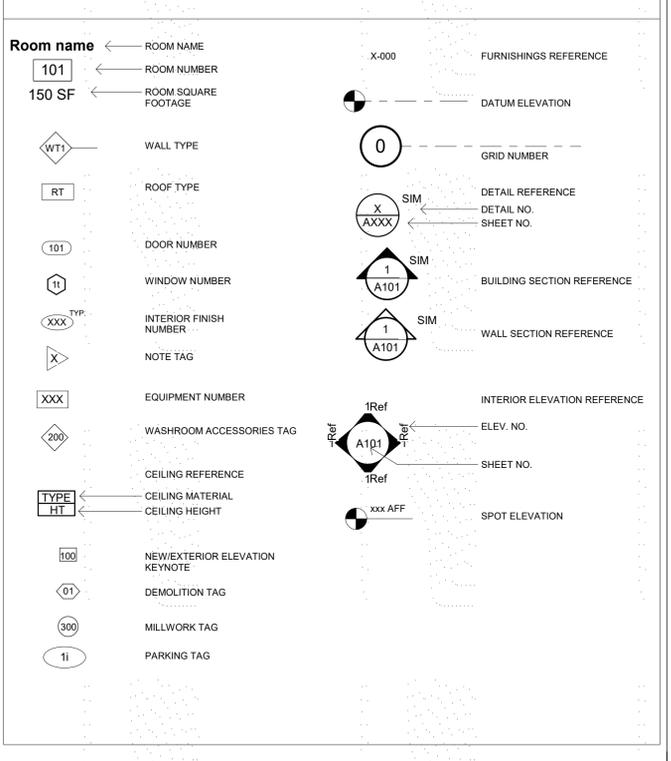


C:\Users\esecel\OneDrive - Chamberlain Group of Companies\Documents\122067-JIA-Anchor Restaurant - The Bar - Site Plan\_SALLY REZECIOT

**ABBREVIATIONS**

<b>A</b>	ACT	ACOUSTICAL CEILING TILE	<b>J</b>	JAN	JANITOR
<b>ACD</b>	AD	ACUSTICAL CEILING PANEL	<b>K</b>	K.E.S.	KITCHEN EQUIPMENT SUPPLIER
<b>ADJ</b>	ADMIN	ADJUSTMENT	<b>L</b>	LAV	LAVATORY
<b>ADMN</b>	ADA	ADMINISTRATION	<b>M</b>	MAX	MAXIMUM
<b>ADA</b>	AFF	AMERICANS W/ DISABILITIES ACT	<b>MECH</b>	MECH	MECHANICAL
<b>AFF</b>	ALT	ARQUE FINISHED FLOOR	<b>MEZ</b>	MEZ	MEZZANINE
<b>ALT</b>	ALUM	ALTERNATE	<b>MH</b>	MH	MANHOLE
<b>ALUM</b>	AND	ALUMINUM	<b>MIN</b>	MIN	MINIMUM
<b>AND</b>	ANOD	ANODIZED	<b>MISC</b>	MISC	MISCELLANEOUS
<b>APPROX</b>	ARCH	APPROXIMATE	<b>MO</b>	MO	MASONRY OPENING
<b>ARCH</b>	ASPH	ARCHITECTURAL	<b>M.U.A.</b>	M.U.A.	MAKE-UP AIR
<b>ASPH</b>	ASSY	ASPHALT	<b>N</b>	N	NOT APPLICABLE
<b>ASSY</b>	<b>B</b>	ASSEMBLY	<b>NIC</b>	NIC	NOT IN CONTRACT
<b>B</b>	BD	BOARD	<b>NTS</b>	NTS	NOT TO SCALE
<b>BD</b>	BITUM	BITUMINOUS	<b>O</b>	O	ON CENTER
<b>BLDG</b>	BLDG	BUILDING	<b>OD - OC</b>	OD - OC	OUTSIDE DIAMETER
<b>BUR</b>	BUR	BUILT-UP ROOFING	<b>OPNG</b>	OPNG	OPENING
<b>C</b>	CB	CATCH BASIN	<b>OPP</b>	OPP	OPPOSITE (HAND)
<b>CER</b>	CER	CERAMIC	<b>ORD</b>	ORD	OVERFLOW ROOF DRAIN
<b>CJ</b>	CL	CONTROL JOINT	<b>P</b>	P	PANEL
<b>CL</b>	CL	CENTER LINE	<b>PL</b>	PL	PROPERTY LINE
<b>CLG</b>	CLG	CEILING	<b>PLAS</b>	PLAS	PLASTIC LAMINATE
<b>CLO</b>	CLO	CLOSET	<b>PLYWD</b>	PLYWD	PLYWOOD
<b>CLR</b>	CMU	CLEAR	<b>POL</b>	POL	POLISHED
<b>CMU</b>	COL	CONCRETE MASONRY UNIT	<b>PS</b>	PS	PHANTOM SCREEN
<b>COL</b>	CONC	CONCRETE COLUMN	<b>PSF</b>	PSF	POUNDS PER SQUARE FOOT
<b>CONC</b>	CONC	CONCRETE BLOCK	<b>PTAC</b>	PTAC	PACKAGED TERMINAL AIR CONDITIONER
<b>CONST</b>	COORD	CONSTRUCTION	<b>PTD</b>	PTD	PAINTED
<b>CONT</b>	COORD	CONTINUOUS	<b>P</b>	P	PANEL
<b>COORD</b>	CPT	COORDINATE	<b>PL</b>	PL	PROPERTY LINE
<b>CPT</b>	CRD	CARPET	<b>PLAS</b>	PLAS	PLASTIC LAMINATE
<b>CRD</b>	CT	CARD READER	<b>PLYWD</b>	PLYWD	PLYWOOD
<b>CT</b>	CT	CERAMIC TILE	<b>POL</b>	POL	POLISHED
<b>CTR</b>	CTR	CENTER	<b>PS</b>	PS	PHANTOM SCREEN
<b>CU</b>	CU	CONDENSING UNIT	<b>PSF</b>	PSF	POUNDS PER SQUARE FOOT
<b>CW</b>	CW	COMPLETE WITH	<b>PTAC</b>	PTAC	PACKAGED TERMINAL AIR CONDITIONER
<b>CY</b>	CY	COURTYARD	<b>PTD</b>	PTD	PAINTED
<b>D</b>	DBL	DRYER	<b>Q</b>	Q	QUARRY TILE
<b>DBL</b>	DEPT	DOUBLE	<b>QT</b>	QT	QUARRY TILE
<b>DEPT</b>	DET	DEPARTMENT	<b>R</b>	R	VALUE THERMAL RESISTANCE
<b>DET</b>	DET	DETAIL	<b>R</b>	R	REFRIGERATOR
<b>DET</b>	DIA	DIAMETER	<b>RB</b>	RB	RUBBER
<b>DIA</b>	DIA	DIAMETER	<b>R.B.</b>	R.B.	RESILIENT BASE
<b>DIM</b>	DIM	DIMENSION	<b>RCF</b>	RCF	REFLECTED CEILING PLAN
<b>DISP</b>	DISP	DISPENSER	<b>RD</b>	RD	ROOF DRAIN
<b>DS</b>	DR	DOWNSPOUT	<b>REF</b>	REF	REFERENCE
<b>DR</b>	DWG	DOOR	<b>REQD</b>	REQD	REQUIRED
<b>DWG</b>	EA	DRAWING	<b>RM</b>	RM	ROOM
<b>E</b>	EA	EACH	<b>RO</b>	RO	ROUGH OPENING
<b>EA</b>	EF	EXHAUST FAN	<b>RI</b>	RI	RESIDENCE INN
<b>EF</b>	EJ	EXTERIOR INSULATION & FINISH SYSTEM	<b>RWL</b>	RWL	RAIN WATER LEADER
<b>EJ</b>	EL	EXPANSION JOINT	<b>S</b>	S	SINK
<b>EL</b>	EL	ELEVATION	<b>SAB</b>	SAB	SOUND ATTENUATION BLANKET
<b>EL</b>	ELEC	ELECTRICAL	<b>SACT</b>	SACT	SUSPENDED ACOUSTICAL TILE
<b>ELEV</b>	ELEV	ELEVATOR	<b>SCHED</b>	SCHED	SCHEDULE
<b>EOS</b>	EOS	EDGE OF SLAB	<b>SD</b>	SD	STORM DRAIN
<b>EXPANDED</b>	EXPANDED	EXPANDED MOLDED POLYSTYRENE BOARD (INSULATION)	<b>SHT</b>	SHT	SHEET
<b>EXHAUST</b>	EQ	EQUAL	<b>SIM</b>	SIM	SIMILAR
<b>EXHAUST</b>	EQUIP	EQUIPMENT	<b>SQ</b>	SQ	SQUARE
<b>EQUIP</b>	ESCAL	ESCALATOR	<b>SP</b>	SP	SUMP PUMP
<b>ESCAL</b>	EXH	EXHAUST	<b>SPKR</b>	SPKR	SPEAKER
<b>EXH</b>	F	FREEZER	<b>SPKLR</b>	SPKLR	SPEAKER
<b>F</b>	FA	FIRE ALARM	<b>ST</b>	ST	STAIRWAY
<b>FA</b>	FAAP	FIRE ALARM ANNUNCIATOR PANEL	<b>STC</b>	STC	SOUND TRANSMISSION COEFFICIENT
<b>FAAP</b>	FD	FLOOR DRAIN	<b>STD</b>	STD	STANDARD
<b>FD</b>	FE	FIRE EXTINGUISHER	<b>STOR</b>	STOR	STORAGE
<b>FE</b>	FEC	FIRE EXTINGUISHER CABINET	<b>STRUC</b>	STRUC	STRUCTURAL
<b>FEC</b>	FF	FINISH FACE	<b>SST</b>	SST	STAINLESS STEEL
<b>FF</b>	FHA	FAIR HOUSING ACT	<b>SUSP</b>	SUSP	SUSPENDED
<b>FHA</b>	FHC	FIRE HOSE CABINET	<b>SUSP.CLG</b>	SUSP.CLG	SUSPENDED CEILING
<b>FHC</b>	FIN FLR	FINISH FLOOR	<b>SV</b>	SV	SHEET VINYL
<b>FIN FLR</b>	FIXT	FIXTURE	<b>T</b>	T	TRANSFORMER
<b>FIXT</b>	FLR	FLOOR	<b>T&amp;G</b>	T&G	TONGUE & GROOVE
<b>FLR</b>	FLG	FLOORING	<b>TEL</b>	TEL	TELEPHONE
<b>FLG</b>	FLUOR	FLUORESCENT	<b>THK</b>	THK	THICKNESS
<b>FLUOR</b>	FOS	FACE OF STUD	<b>THRU</b>	THRU	THROUGH
<b>FOS</b>	FRP	FIBERGLASS REINFORCED PANEL	<b>T/O</b>	T/O	TOP OF
<b>FRP</b>	FRT	FIRE RETARDANT TREATED	<b>TXT</b>	TXT	TEXTURED
<b>FRT</b>	<b>G</b>	GAGE	<b>TYP</b>	TYP	TYPICAL
<b>G</b>	GA	GALVANIZED	<b>U</b>	U	UNDERWRITERS LABORATORY
<b>GA</b>	GALV	GALVANIZED	<b>UL</b>	UL	UNLESS NOTED OTHERWISE
<b>GALV</b>	GFRG	GLASS FIBER REINFORCED CONCRETE	<b>U.N.O</b>	U.N.O	UNDER NOTED OTHERWISE
<b>GFRG</b>	GFRP	GLASS FIBER REINFORCED GYPSUM	<b>UIS</b>	UIS	UNDER SIDE OF
<b>GFRP</b>	GYP BD	GLASS FIBER REINFORCED PLASTIC GYPSUM BOARD	<b>V</b>	V	VINYL COMPOSITION TILE
<b>GYP BD</b>	<b>H</b>	HOSE BIBB	<b>VEND</b>	VEND	VENDING MACHINE
<b>H</b>	HC	HANDICAP	<b>VIF</b>	VIF	VERIFY IN FIELD
<b>HC</b>	HM	HOLLOW METAL	<b>VOL</b>	VOL	VOLUME
<b>HM</b>	HP	HEAT PUMP	<b>VT</b>	VT	VINYL TILE
<b>HP</b>	HYD	HYDRANT	<b>VTAC</b>	VTAC	VERTICAL TERMINAL AIR CONDITIONER
<b>HYD</b>	HWH	HOT WATER HEATER	<b>VWC</b>	VWC	VINYL WALL COVERING
<b>HWH</b>	<b>I</b>	ICE MACHINE	<b>W</b>	W	WASHER
<b>I</b>	ICE	ICE MACHINE	<b>WC</b>	WC	WATER CLOSET
<b>ICE</b>	ID	INTERIOR DESIGNER	<b>WD</b>	WD	WOOD
<b>ID</b>	IIC	IMPACT ISOLATION CLASS	<b>W/D</b>	W/D	STACKED WASHER AND DRYER
<b>IIC</b>	INFO	INFORMATION	<b>W/O</b>	W/O	WITHOUT
<b>INFO</b>	INSUL	INSULATION			
<b>INSUL</b>	INT	INTERCOM			
<b>INT</b>	IRMA	INVERTED ROOF MEMBRANE ASSEMBLY			
<b>IRMA</b>					

**SYMBOL LEGEND**



Name	UNITS		AREA	
	Area		AREA m2	
CORRIDOR	175 ft²		16.29 m²	
DINING	709 ft²		65.88 m²	
KITCHEN	677 ft²		62.94 m²	
LOUNGE & BAR	948 ft²		88.05 m²	
MECH.	208 ft²		19.32 m²	
WASHROOM (MALE)	131 ft²		12.14 m²	
WASHROOM (FEMALE)	127 ft²		11.80 m²	
<b>Grand total: 7</b>	<b>2975 ft²</b>		<b>276.42 m²</b>	

CODES REFERENCE		
DIVISION	PRIMARY	SUPPLEMENT
OCCUPANCY CLASSIFICATION	LSC	IBC
CONSTRUCTION TYPE, ALLOWABLE HEIGHTS / AREA	IBC	LSC
SPRINKLER REQUIREMENT TO MINIMUM CONSTRUCTION TYPE	IBC	LSC
MEANS OF EGRESS	LSC	NONE
STANDPIPES	IBC	LSC
INTERIOR FINISH	LSC	NONE
HVAC SYSTEMS	IMC	NONE
VERTICAL OPENINGS	LSC	NONE
SPRINKLER SYSTEMS MINIMUM CONSTRUCTION STANDARDS	LSC	NONE
FIRE ALARM SYSTEMS	LSC	NONE
SMOKE ALARMS AND SMOKE DETECTION SYSTEMS	STATE STATUTE AND LSC	NONE
PORTABLE FIRE EXTINGUISHERS	IFC	NONE
COOKING EQUIPMENT	LSC AND NFPA 96	NONE
FUEL FIRED APPLIANCES	IFGC	NFPA 54
LIQUID PETROLEUM GAS	NFPA 58	NFPA 54
COMPRESSED NATURAL GAS	NFPA 52	NONE
LOCAL	ADA	IBC
ACCESSIBILITY	ADA	IBC
OTHER	ASME A17.1	NONE

EXIT REQUIREMENTS	
DEAD END CORRIDOR IBC - 1020.4 (EXCEPTION 2.)	MAXIMUM - 50 FEET (15 240 mm)
CORRIDOR WIDTH IBC - TABLE 1020.2	MINIMUM - 44 INCHES
COMMON PATH OF TRAVEL IBC - TABLE 1006.2.1	MAXIMUM - 75 FEET
MAXIMUM TRAVEL DISTANCE IBC - 1020.4 (EXCEPTION 2.)	MAXIMUM - 250 FEET
NUMBER OF EXITS REQUIRED IBC - TABLE 1006.3.1	2 EXITS (OCCUPANT LOAD 1-500 PER FLOOR)
STAIR WIDTH IBC - 1011.2 & 1005.1	MINIMUM - 44 INCHES OR OCCUPANT LOAD PER FLOOR X 0.3 INCHES IF OCCUPANT LOAD IS MORE THAN 146
STAIR HEADROOM IBC - 1011.3	MINIMUM - 80 INCHES
STAIR TREADS & RISERS IBC - 1011.5	TREADS: MIN 11" RISERS: MAX. 7" - MIN 4"

INTERIOR FINISH REQUIREMENTS					
INTERIOR WALL AND CEILING FINISHES SHALL BE CLASSIFIED AS FOLLOWS AND SHALL BE RESTRICTED FOR USE BY THE FOLLOWING TABLE AS DEFINED IN IBC - 903.1.1					
CLASS	FLAME SPREAD	SMOKE DEVELOPMENT	WALL & CEILING FINISHES CLASSIFICATION IBC - TABLE 903.1.1		
A	0-25	0-450	USE GROUP	INTERIOR EXIT STAIRWAY AND RAMPS AND EXIT PASSAGEWAYS	CORRIDORS AND ENCLOSURE FOR EXIT ACCESS STAIRWAYS AND RAMPS
B	26-75	0-450	A-2	B	C
C	76-200	0-450			

EXTERIOR WALL OPENINGS					
REFERENCE IBC - TABLE 705.8					
ELEVATION	SEPERATION (FEET)	CLASSIFICATION OF OPENINGS	ALLOWABLE % OPENINGS	ACTUAL % OPENINGS	REMARKS
NORTH	15 FEET	UNPROTECTED	15%	15%	
EAST	>30 FEET	UNPROTECTED	NO LIMIT	VARIES	
SOUTH	>30 FEET	UNPROTECTED	NO LIMIT	VARIES	
WEST	>30 FEET	UNPROTECTED	NO LIMIT	VARIES	

CODE MATRIX			
PROJECT NAME & LOCATION			
<b>ANCHOR RESTAURANT - TIKI BAR</b>			
<input checked="" type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Change of Use			
OCCUPANCY CLASSIFICATION A-2 ( RESTAURANT)			
PRIMARY OCCUPANCY: R-1 (RESIDENTIAL / HOTEL)			
CLASSIFICATION	FUNCTION	OCCUPANT LOAD FACTOR	
IBC - CHAPTER 3 LSC - CHAPTER 6	IBC - TABLE 1004.1.1	IBC - TABLE 1004.5 LSC - TABLE 7.3.1.2	
ASSEMBLY: A-2	UNCONCENTRATED	15 SF PER PERSON - NET	

BUILDING DATA			
CONSTRUCTION TYPE (IBC - CHAPTER 6): <b>III-B</b> * CLASS I STANDPIPES ARE ALLOWED IN BUILDINGS EQUIPPED THROUGHOUT WITH AN AUTOMATIC SPRINKLER SYSTEM IN ACCORDANCE WITH SECTION 903.1.1 OR 903.1.2			
SPRINKLERS	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	NFPA 13	SEE FP 01 FOR SPRINKLER SYSTEM DESIGN CRITERIA
STANDPIPES	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	CLASS 1	IBC - 905.3.1 LSC - 9.7.4.2
FIRE DISTRICT	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		REF. LOCAL AUTHORITY
HIGH RISE	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		IBC - 403
MEZZANINE	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		IBC - 505
FIRE ALARM	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	AUTOMATIC	IBC - 907.2.1 LSC SECTION 9.6

BUILDING AREAS			
ACTUAL AREA - SF		ALLOWABLE AREA PER FLOOR : A + B + D	
FLOOR NO.	USE / OCC.	ACTUAL AREA PROVIDED (SF)	ALLOWABLE FLOOR AREA (IBC - TABLE 506)
GROUND FLR	A-2	3782	6000
<b>TOTAL AREA (GROSS) (SF)</b>		<b>3782</b>	<b>10500</b>

BUILDING HEIGHTS	
ACTUAL HEIGHT	ALLOWABLE HEIGHTS:
HEIGHT	ALLOWABLE HEIGHT (IBC - TABLE 503)
HEIGHT	25'-0"
NUMBER OF STORIES:	1

FIRE RESISTANCE RATING		
BUILDING ELEMENT (IBC - TABLE 601 LSC TABLE A.8.2.1.2)		
CONSTRUCTION CLASSIFICATION	MIN. RATING (HRS)	REMARKS
STRUCTURAL FRAME	0	
BEARING WALLS: EXTERIOR	0	
INTERIOR	0	
NON BEARING WALLS	0	
NON BEARING WALLS: INTERIOR	0	
FLOOR CONSTRUCTION	N/A	
ROOF CONSTRUCTION	0	

FIRE SEPARATIONS		
	MIN. RATING (HRS)	REMARKS
VERTICAL SHAFTS: IBC - 713.4	N/A	SHAFT CONNECTING 4 STORIES - INCLUDING LINEN CHUTE, STAIRS & DUCT SHAFTS
WALLS & PENETRATIONS	MUST BE PROTECTED AS FOR FIRE BARRIERS	AUTOMATIC CLOSING BY SMOKE DETECTION

INCIDENTAL USE		
IBC - TABLE 509	MIN. RATING (HRS)	REMARKS
MECHANICAL & ELECTRICAL: FURNACE ROOM WHERE ANY PIECE OF EQUIPMENT IS OVER 400,000 Btu PER HOUR INPUT OR ROOMS WITH BOILERS WHERE THE LARGEST PIECE OF EQUIPMENT IS OVER 15 PSI AND 10 HORSE POWER OR REFRIGERANT MACHINERY ROOM	1 HR	



Chamberlain Architect Services Limited  
 4871 Palladium Way (Unit 1)  
 Burlington, Ontario L7M 0W9  
 CANADA  
 Phone: 905.631.7777  
 www.chamberlainIPD.com

NO.	ISSUED	DATE
	CLIENT REVIEW	2022-12-09
	CLIENT REVIEW	2022-12-13
	CLIENT REVIEW	2022-12-20
	JIA REVIEW	2022-12-20

DO NOT SCALE DRAWINGS. USE ONLY DRAWINGS MARKED "ISSUED FOR CONSTRUCTION". VERIFY CONFIGURATIONS AND DIMENSIONS ON SITE BEFORE BEGINNING WORK. NOTIFY ARCHITECT IMMEDIATELY OF ANY ERRORS, OMISSIONS OR DISCREPANCIES.  
 CHAMBERLAIN ARCHITECT SERVICES LIMITED AND CHAMBERLAIN CONSTRUCTION SERVICES LIMITED HAVE SIMILAR OWNERSHIP.  
 CHAMBERLAIN ARCHITECT SERVICES LIMITED HAS COPYRIGHT. CONSTRUCTING A SUBSTANTIALLY SIMILAR BUILDING WITHOUT PERMISSION MAY INFRINGE THE COPYRIGHT OWNERS RIGHTS. MARKING MINOR CHANGES TO PLANS DOES NOT NECESSARILY AVOID COPYRIGHT INFRINGEMENT. INDEPENDENT INFRINGEMENT IS NOT A DEFENSE TO COPYRIGHT INFRINGEMENT. ©  
 SEAL



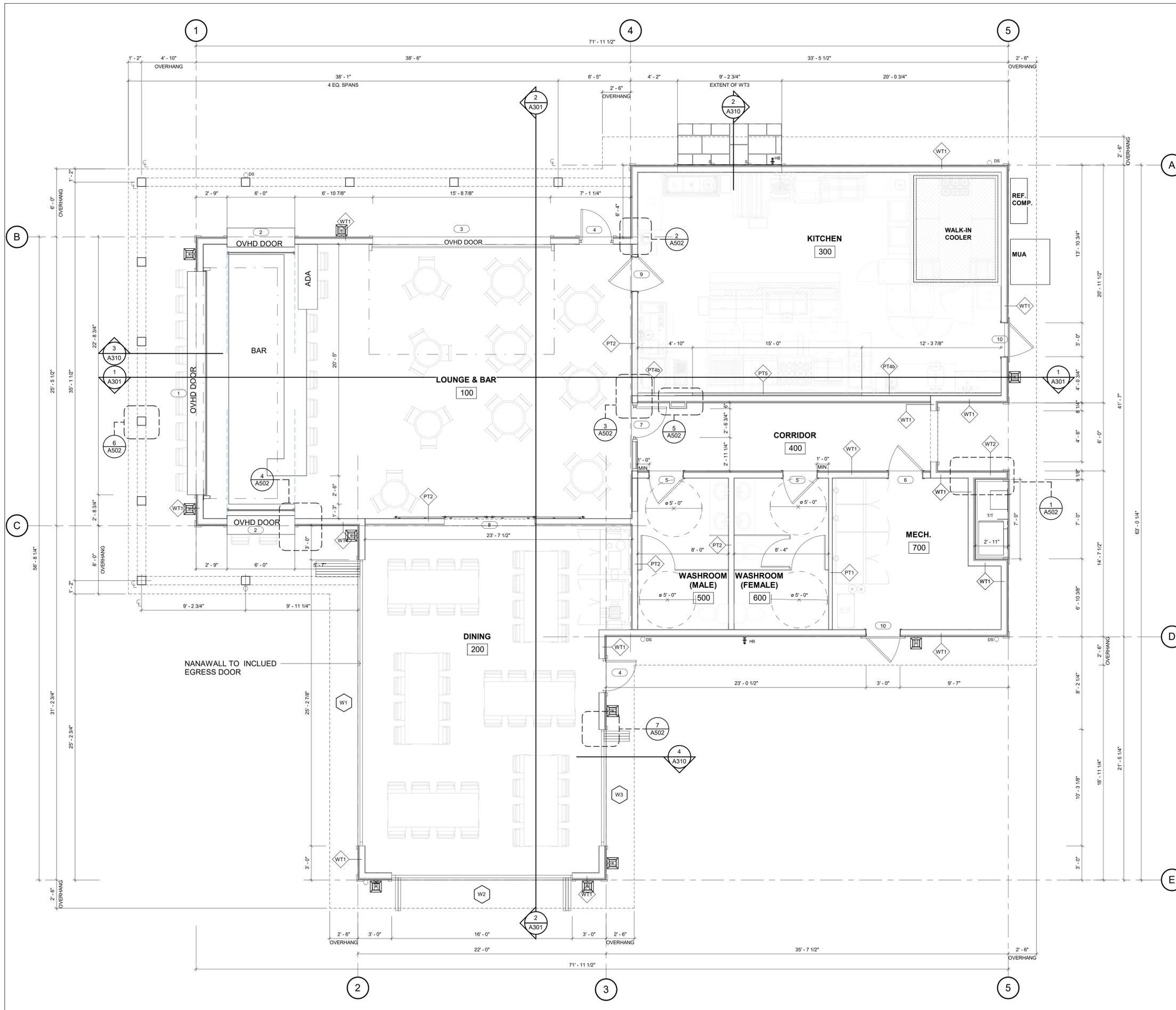
**JIA- ANCHOR RESTAURANT**

711 Beachview Drive North,  
 Jekyll Island, GA, USA

SHEET NAME

**OBC MATRIX/NOTES/LEGEND**

START DATE	2022/12/01
DRAWN BY	SR
CHECKED BY	SJA / ME
SCALE	1/4" =



**FLOOR PLAN LEGEND**

S	SHOWER
DS	DOWNSPUT
HB	HOSE BIB
T/T	TOWEL TRACKER
OVHD	OVERHEAD

**Chamberlain** Architects  
Constructors  
Managers

**Chamberlain Architect  
Services Limited**

4871 Palladium Way (Unit 1)  
Burlington, Ontario, L7M 0W9  
CANADA

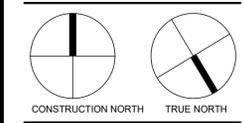
Phone: 905.631.7777  
www.chamberlainIPD.com

NO.	ISSUED	DATE
	CLIENT REVIEW	2022-12-09
	CLIENT REVIEW	2022-12-13
	CLIENT REVIEW	2022-12-20
	JIA REVIEW	2022-12-20

DO NOT SCALE DRAWINGS. USE ONLY DRAWINGS MARKED "ISSUED FOR CONSTRUCTION". VERIFY CONFIGURATIONS AND DIMENSIONS ON SITE BEFORE BEGINNING WORK. NOTIFY ARCHITECT IMMEDIATELY OF ANY ERRORS, OMISSIONS OR DISCREPANCIES.

CHAMBERLAIN ARCHITECT SERVICES LIMITED AND CHAMBERLAIN CONSTRUCTION SERVICES LIMITED HAVE SIMILAR OWNERSHIP.

CHAMBERLAIN ARCHITECT SERVICES LIMITED HAS COPYRIGHT. CONSTRUCTING A SUBSTANTIALLY SIMILAR BUILDING WITHOUT PERMISSION MAY INFRINGE THE COPYRIGHT OWNERS RIGHTS. MAKING MINOR CHANGES TO PLANS DOES NOT NECESSARILY AVOID COPYRIGHT INFRINGEMENT. INNOCENT INFRINGEMENT IS NOT A DEFENSE TO COPYRIGHT INFRINGEMENT. ©



**JIA-ANCHOR RESTAURANT**

711 Beachview Drive North,  
Jekyll Island, GA, USA

SHEET NAME

**GROUND FLOOR PLAN**

START DATE	2022/12/01
DRAWN BY	SR
CHECKED BY	SJA / ME
SCALE	1/4" = 1'-0"
PROJECT NO.	122067

DRAWING

**A100**

**1** GROUND FLOOR PLAN  
1/4" = 1'-0"

C:\Users\jmcg\OneDrive - Chamberlain\Group of Companies\Documents\122067-JIA-Anchor Restaurant - IPR Rev-2022-12-13\_McGinley.rvt

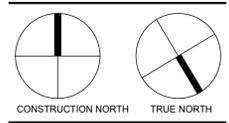


NO.	ISSUED	DATE
	CLIENT REVIEW	2022-12-09
	CLIENT REVIEW	2022-12-13
	CLIENT REVIEW	2022-12-20
	JIA REVIEW	2022-12-20

DO NOT SCALE DRAWINGS. USE ONLY DRAWINGS MARKED "ISSUED FOR CONSTRUCTION". VERIFY CONFIGURATIONS AND DIMENSIONS ON SITE BEFORE BEGINNING WORK. NOTIFY ARCHITECT IMMEDIATELY OF ANY ERRORS, OMISSIONS OR DISCREPANCIES.

CHAMBERLAIN ARCHITECT SERVICES LIMITED AND CHAMBERLAIN CONSTRUCTION SERVICES LIMITED HAVE SIMILAR OWNERSHIP.

CHAMBERLAIN ARCHITECT SERVICES LIMITED HAS COPYRIGHT. CONSTRUCTING A SUBSTANTIALLY SIMILAR BUILDING WITHOUT PERMISSION MAY INFRINGE THE COPYRIGHT OWNERS RIGHTS. MAKING MINOR CHANGES TO PLANS DOES NOT NECESSARILY AVOID COPYRIGHT INFRINGEMENT. INNOCENT INFRINGEMENT IS NOT A DEFENSE TO COPYRIGHT INFRINGEMENT. ©



**JIA- ANCHOR RESTAURANT**

711 Beachview Drive North,  
 Jekyll Island, GA, USA

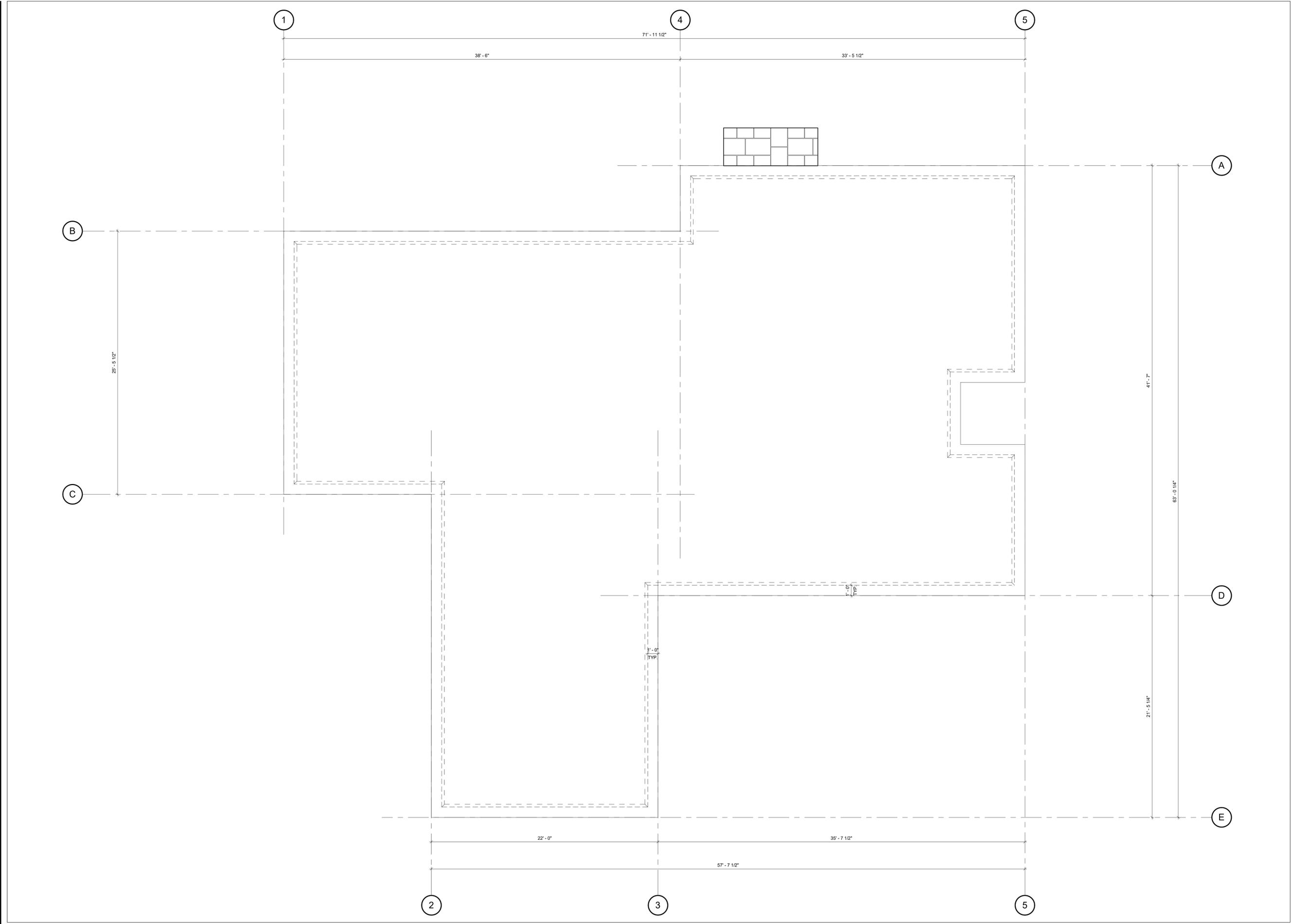
SHEET NAME

**FOUNDATION PLAN**

START DATE	2022/12/01
DRAWN BY	SR
CHECKED BY	SJA / ME
SCALE	1/4" = 1'-0"
PROJECT NO.	122067

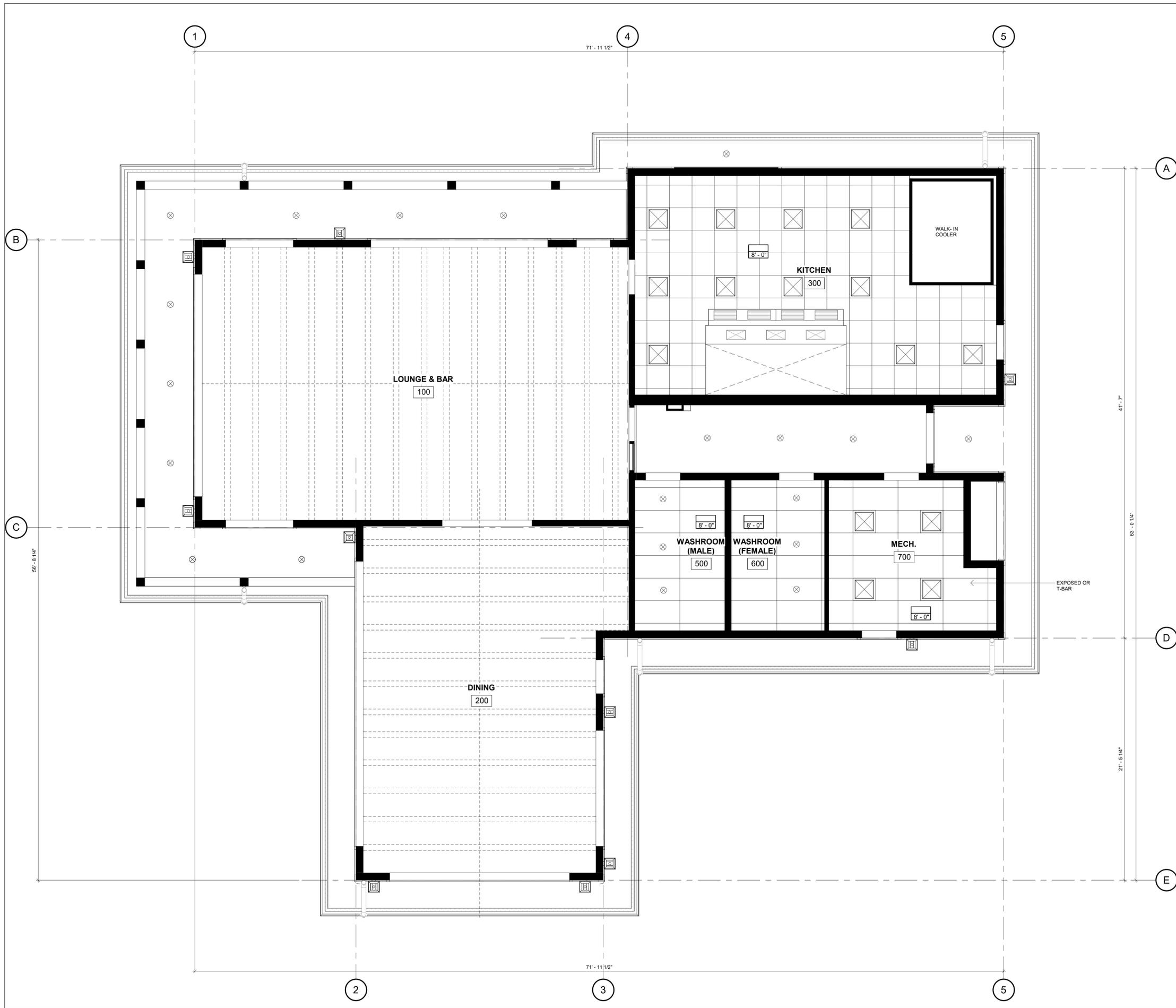
DRAWING

**A102**



**1 FOUNDATION FLOOR PLAN**  
 A102 1/4" = 1'-0"

C:\Users\msayed\OneDrive - Chamberlain\Group of Companies\Documents\122067-JIA-Anchor Restaurant - IAI Bc-2022-12-13\_McElsayed.rvt



**RCP NOTES**

ALL EXTERIOR LIGHTS TO BE TURTLE FRIENDLY AS PER JIA REQUIREMENT.

ALL LIGHTS TO BE VERIFIED WITH JIA GUIDELINES TURTLE FRIENDLY



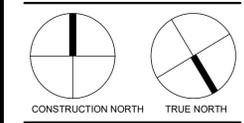
**Chamberlain Architect Services Limited**  
 4871 Palladium Way (Unit 1)  
 Burlington, Ontario, L7M 0W9  
 CANADA  
 Phone: 905.631.7777  
 www.chamberlainPD.com

NO.	ISSUED	DATE
	CLIENT REVIEW	2022-12-09
	CLIENT REVIEW	2022-12-13
	CLIENT REVIEW	2022-12-20
	JIA REVIEW	2022-12-20

DO NOT SCALE DRAWINGS. USE ONLY DRAWINGS MARKED "ISSUED FOR CONSTRUCTION". VERIFY CONFIGURATIONS AND DIMENSIONS ON SITE BEFORE BEGINNING WORK. NOTIFY ARCHITECT IMMEDIATELY OF ANY ERRORS, OMISSIONS OR DISCREPANCIES.

CHAMBERLAIN ARCHITECT SERVICES LIMITED AND CHAMBERLAIN CONSTRUCTION SERVICES LIMITED HAVE SIMILAR OWNERSHIP.

CHAMBERLAIN ARCHITECT SERVICES LIMITED HAS COPYRIGHT. CONSTRUCTING A SUBSTANTIALLY SIMILAR BUILDING WITHOUT PERMISSION MAY INFRINGE THE COPYRIGHT OWNERS RIGHTS. MAKING MINOR CHANGES TO PLANS DOES NOT NECESSARILY AVOID COPYRIGHT INFRINGEMENT. INNOCENT INFRINGEMENT IS NOT A DEFENSE TO COPYRIGHT INFRINGEMENT. ©



**JIA- ANCHOR RESTAURANT**

711 Beachview Drive North,  
 Jekyll Island, GA, USA

SHEET NAME

**REFLECTED CEILING PLAN**

START DATE	2022/12/01
DRAWN BY	SR
CHECKED BY	SJA / ME
SCALE	1/4" = 1'-0"
PROJECT NO.	122067

DRAWING

**A103**

**2 REFLECTED CEILING PLAN**  
 1/4" = 1'-0"

C:\Users\mcsayed\OneDrive - Chamberlain Group of Companies\Documents\122067-JIA-Anchor Restaurant - IAI Rev-2022-12-13\_McElroy.rvt

NO.	ISSUED	DATE
	CLIENT REVIEW	2022-12-09
	CLIENT REVIEW	2022-12-13
	CLIENT REVIEW	2022-12-20
	JIA REVIEW	2022-12-20

DO NOT SCALE DRAWINGS. USE ONLY DRAWINGS MARKED "ISSUED FOR CONSTRUCTION". VERIFY CONFIGURATIONS AND DIMENSIONS ON SITE BEFORE BEGINNING WORK. NOTIFY ARCHITECT IMMEDIATELY OF ANY ERRORS, OMISSIONS OR DISCREPANCIES.

CHAMBERLAIN ARCHITECT SERVICES LIMITED AND CHAMBERLAIN CONSTRUCTION SERVICES LIMITED HAVE SIMILAR OWNERSHIP.

CHAMBERLAIN ARCHITECT SERVICES LIMITED HAS COPYRIGHT. CONSTRUCTING A SUBSTANTIALLY SIMILAR BUILDING WITHOUT PERMISSION MAY INFRINGE THE COPYRIGHT OWNERS RIGHTS. MAKING MINOR CHANGES TO PLANS DOES NOT NECESSARILY AVOID COPYRIGHT INFRINGEMENT. INNOCENT INFRINGEMENT IS NOT A DEFENSE TO COPYRIGHT INFRINGEMENT. ©



**JIA- ANCHOR RESTAURANT**

711 Beachview Drive North,  
Jekyll Island, GA, USA

SHEET NAME

**EXTERIOR ELEVATION I**

START DATE: 2022/12/01

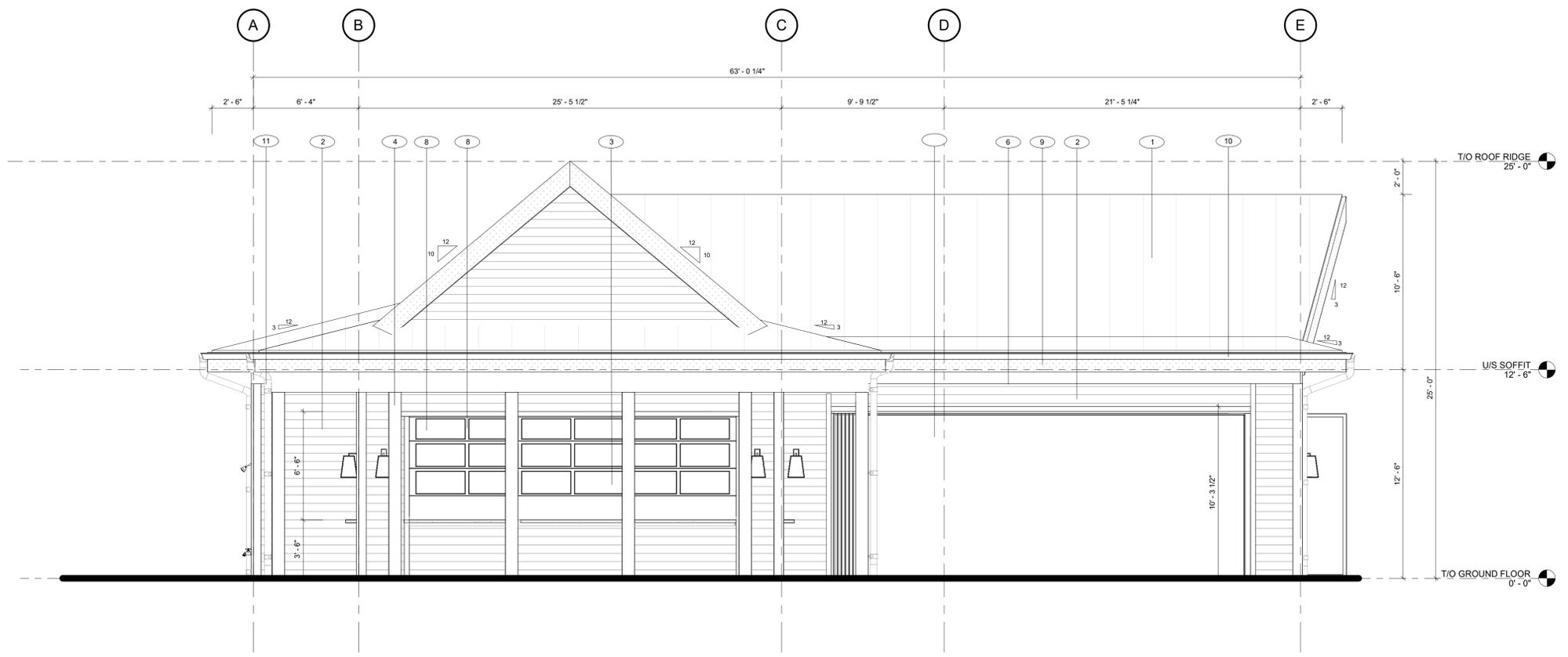
DRAWN BY: SR

CHECKED BY: SJA / ME

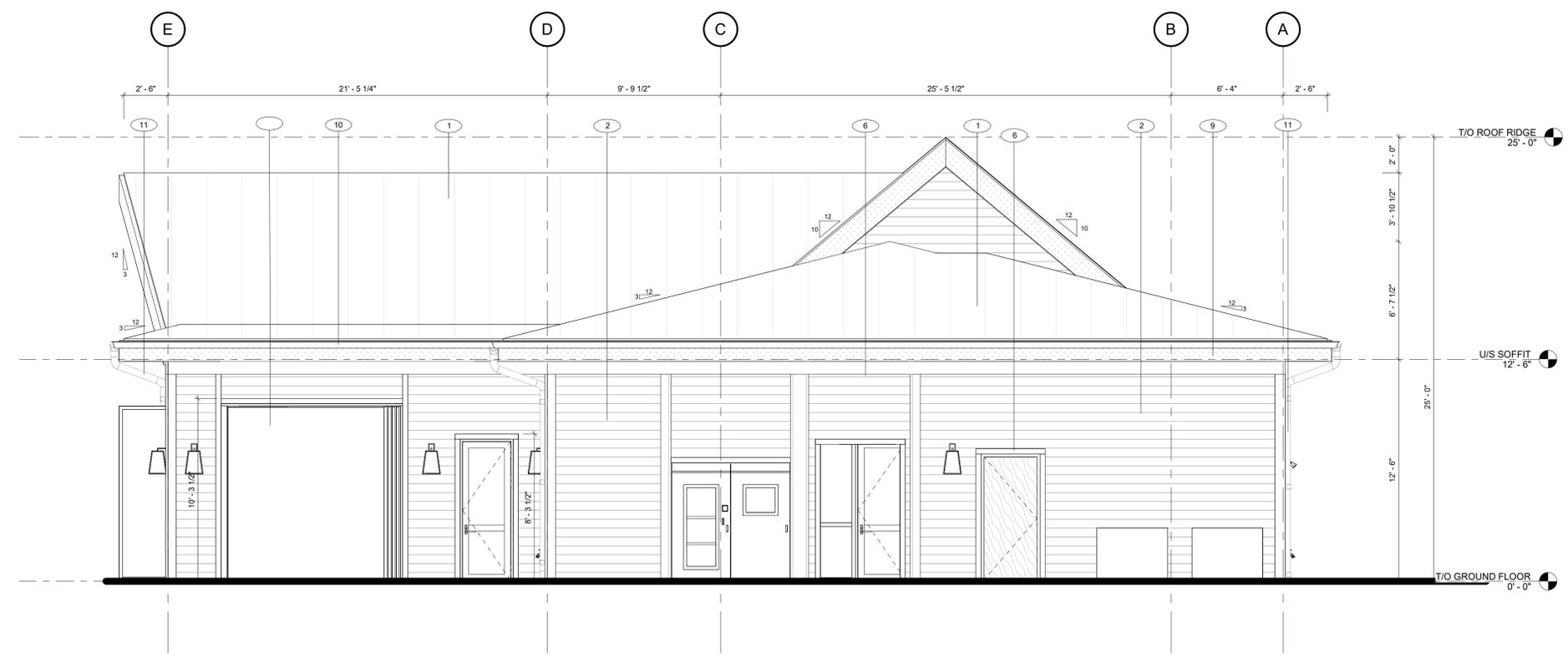
SCALE: As indicated

PROJECT NO.: 122067

DRAWING



**2 EAST ( BAR SIDE) ELEVATION**  
A201 1/4" = 1'-0"



**1 WEST ELEVATION**  
A201 1/4" = 1'-0"

C:\Users\msayed\OneDrive - Chamberlain Group of Companies\Documents\122067-JIA-Anchor Restaurant - ITR Rev-2022-12-13\_McElsayed.rvt

NO.	ISSUED	DATE
	CLIENT REVIEW	2022-12-09
	CLIENT REVIEW	2022-12-13
	CLIENT REVIEW	2022-12-20
	JIA REVIEW	2022-12-20

DO NOT SCALE DRAWINGS. USE ONLY DRAWINGS MARKED "ISSUED FOR CONSTRUCTION". VERIFY CONFIGURATIONS AND DIMENSIONS ON SITE BEFORE BEGINNING WORK. NOTIFY ARCHITECT IMMEDIATELY OF ANY ERRORS, OMISSIONS OR DISCREPANCIES.

CHAMBERLAIN ARCHITECT SERVICES LIMITED AND CHAMBERLAIN CONSTRUCTION SERVICES LIMITED HAVE SIMILAR OWNERSHIP.

CHAMBERLAIN ARCHITECT SERVICES LIMITED HAS COPYRIGHT. CONSTRUCTING A SUBSTANTIALLY SIMILAR BUILDING WITHOUT PERMISSION MAY INFRINGE THE COPYRIGHT OWNERS RIGHTS. MAKING MINOR CHANGES TO PLANS DOES NOT NECESSARILY AVOID COPYRIGHT INFRINGEMENT. INNOCENT INFRINGEMENT IS NOT A DEFENSE TO COPYRIGHT INFRINGEMENT. ©



**JIA- ANCHOR RESTAURANT**

711 Beachview Drive North,  
Jekyll Island, GA, USA

SHEET NAME

**EXTERIOR ELEVATION II**

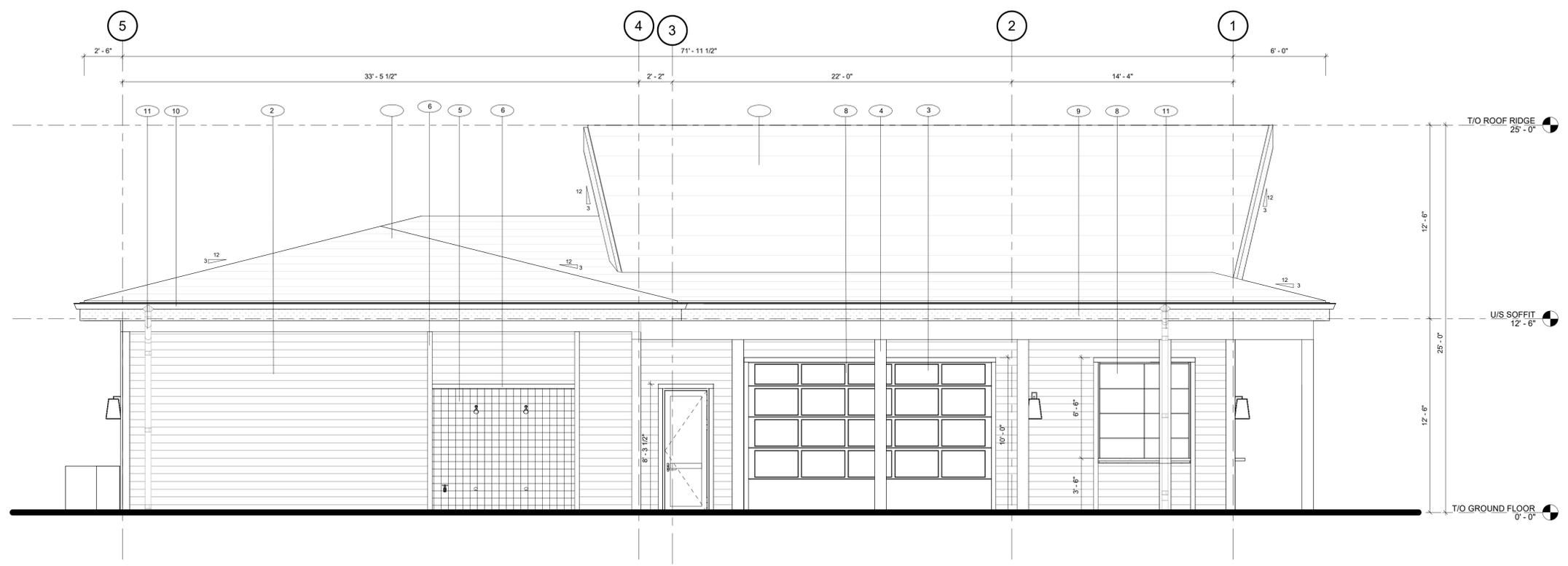
START DATE	2022/12/01
DRAWN BY	SR
CHECKED BY	SJA
SCALE	As indicated
PROJECT NO.	122067

DRAWING

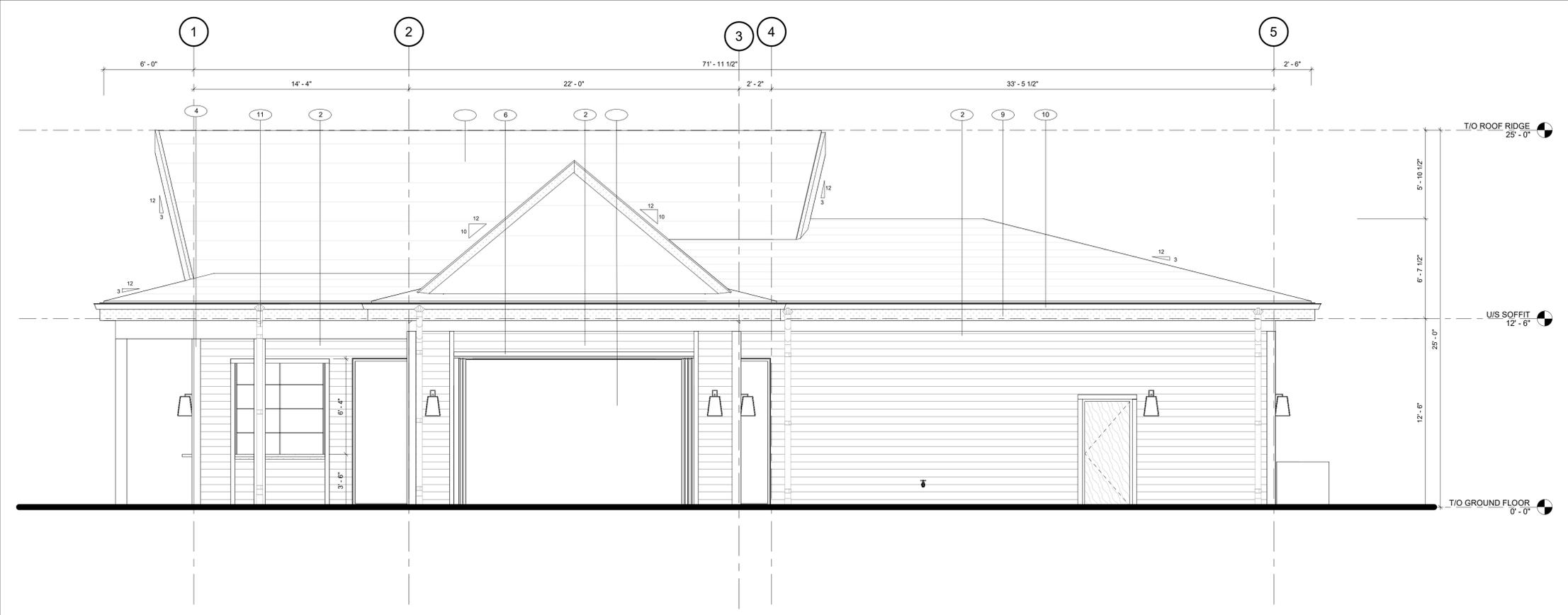
**A202**

**EXTERIOR MATERIAL LEGEND**

- STANDING SEAM METAL ROOF**  
McELROY METALS - 'ASH GRAY'
- 5/16" HORIZONTAL PLANK LAP SIDING**  
JAMES HARDIE - SELECTION CEDARMILL "NAVAJO BIEGE"
- WINDOW GLAZING** - CLEAR SOLARBAN 60
- 5/16" VERTICAL SIDING**  
JAMES HARDIE - SELECTION CEDARMILL "NAVAJO BIEGE"
- CERAMIC TILES**
- 4" TRIM**  
JAMES HARDIE - SELECTION CEDARMILL "GRAY SLATE"
- PREFINISHED FOLDING GLASS**  
"NANAWALL" "COLOUR"
- OVERHEAD DOORS**
- FASCIA BOARD**  
JAMES HARDIE - SELECTION CEDARMILL "ARCTIC WHITE"
- GUTTER**
- DOWNSPOUT**



**1 SOUTH ( LOUNGE SIDE) ELEVATION**  
A202 1/4" = 1'-0"



**2 NORTH ( DINING ROOM SIDE) ELEVATION**  
A202 1/4" = 1'-0"

C:\Users\mcsayed\OneDrive - Chamberlain\Group of Companies\Documents\122067-JIA-Anchor Restaurant - Int.Bec-2022-12-13\_McElroy.rvt 12/20/22 3:32:24 PM

---

---

**MEMORANDUM**

---

---

**TO:** COMMITTEE OF THE WHOLE  
**FROM:** JONES HOOKS, EXECUTIVE DIRECTOR  
**SUBJECT:** SCHEMATIC DESIGN FOR BEACHVIEW CLUB HOTEL  
**DATE:** FEBRUARY 21, 2023

---

**Background**

On October 18, 2022 the Jekyll Island Authority (JIA) Board approved the concept plan for Hilton Tapestry Beachview Club dated May 15, 2022 and last revised October 11, 2022 with a variance for a minimum parking requirement of 1:1.

On January 6, 2023, representatives from Rio Partners, LLC and Thomas & Hutton presented a revised site plan to JIA's Design Review Group (DRG), and the JIA Board approved the plan on January 17, 2023.

The members of DRG have reviewed and approved the schematic design dated May 15, 2022 and revised November 7, 2022.

Following DRG approval, the Board's next step will be to review and consider the design development plan tentatively at the March Board meeting.

**Recommendation**

Staff recommends approval of the enclosed schematic design for Hilton Tapestry Beachview Club Hotel.

SEE SHEET 2 OF 2 FOR LEGEND

REFERENCES

- 1. MAP TO SHOW MODIFIED TOPOGRAPHIC SURVEY OF THE JEKYL ESTATES MOTEL, PARCEL III, JEKYL ISLAND STATE PARK, JEKYL ISLAND, 25TH G.M., GLYNN COUNTY, GEORGIA, PREPARED BY JOHNSON LAND SURVEYORS, DATED DECEMBER 12, 1997.
- 2. DRAFT ALTA/ACSM LAND TITLE SURVEY OF JEKYL HOLIDAY INN RESORT, 25TH G.M.D., JEKYL ISLAND, GLYNN COUNTY, GEORGIA, PREPARED BY SHUPE SURVEYING COMPANY, P.C.

NOTES

- 1. FIELD EQUIPMENT USED FOR THIS SURVEY: GEOMAX ZOOM90 R2
- 2. THE FIELD DATA UPON WHICH THIS MAP OR PLAT IS BASED HAS A CLOSURE RATIO OF 1 FOOT IN 151,668 FEET, AN ANGULAR ERROR OF 0.00" PER ANGLE POINT, AND WAS ADJUSTED USING THE COMPASS RULE METHOD.
- 3. ELEVATIONS ARE BASED ON NAVD88, UNLESS OTHERWISE NOTED. CONTOUR INTERVAL IS ONE FOOT.
- 4. COORDINATES AND DIRECTIONS ARE BASED ON GEORGIA STATE PLANE COORDINATE SYSTEM (NAD83), EAST ZONE.
- 5. ACCORDING TO F.I.R.M. MAP NO. 13127C, PANEL 0334H, REVISED JANUARY 5, 2018, THE PROPERTY SHOWN ON THIS PLAT LIES IN ZONE X, ZONE X (SHADED) AND ZONE 40 (DEPTH II).
- 6. WETLANDS THAT MAY EXIST ON THE PROPERTY ARE UNDER THE JURISDICTION OF THE CORPS OF ENGINEERS AND/OR THE DEPARTMENT OF NATURAL RESOURCES. LOT OWNERS AND THE DEVELOPER ARE SUBJECT TO PENALTY BY LAW FOR DISTURBANCE TO THESE "PROTECTED AREAS" WITHOUT PROPER PERMIT AND APPROVAL.
- 7. THE POSITION OF UNDERGROUND UTILITIES SHOWN ON THIS DRAWING IS BASED UPON THE LOCATION OF SURFACE APPURTENANCES AND/OR SURFACE MARKINGS AND SHOULD BE CONSIDERED APPROXIMATE. THE EXACT LOCATION, SIZE, TYPE AND DEPTH OF UNDERGROUND UTILITIES SHOWN HEREON OR ANY OTHER UTILITIES THAT MAY EXIST, CAN ONLY BE DETERMINED VIA AN EXCAVATION OF THE UTILITY.
- 8. TAX MAP NUMBER: 06-00246
- 9. PROPERTY OWNER: GEORGIA COAST HOLDINGS II, LLC (PER TAX RECORDS)
- 10. TITLE REFERENCE: DEED BOOK 3735 PAGE 146
- 11. TAX MAP NUMBER: 06-00565
- 12. PROPERTY OWNER: GEORGIA COAST HOLDINGS II, LLC (PER TAX RECORDS)
- 13. TITLE REFERENCE: DEED BOOK 3658 PAGE 374



VICINITY MAP not to scale

This document and all reproducible copies of this document are the property of Thomas & Hutton. Reproduction of this document is not permitted without written consent of Thomas & Hutton unless this document becomes a matter of public record. ALTERATIONS TO THIS DOCUMENT ARE NOT PERMITTED.

# SCHEMATIC DESIGN



## TOPOGRAPHIC & TREE SURVEY BEACHVIEW CLUB & BEACH HOUSE RESTAURANT

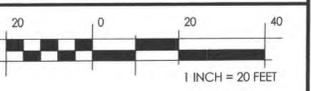
25TH G.M. DISTRICT, JEKYL ISLAND  
GLYNN COUNTY, GEORGIA

prepared for  
RIO PARTNERS, LLC

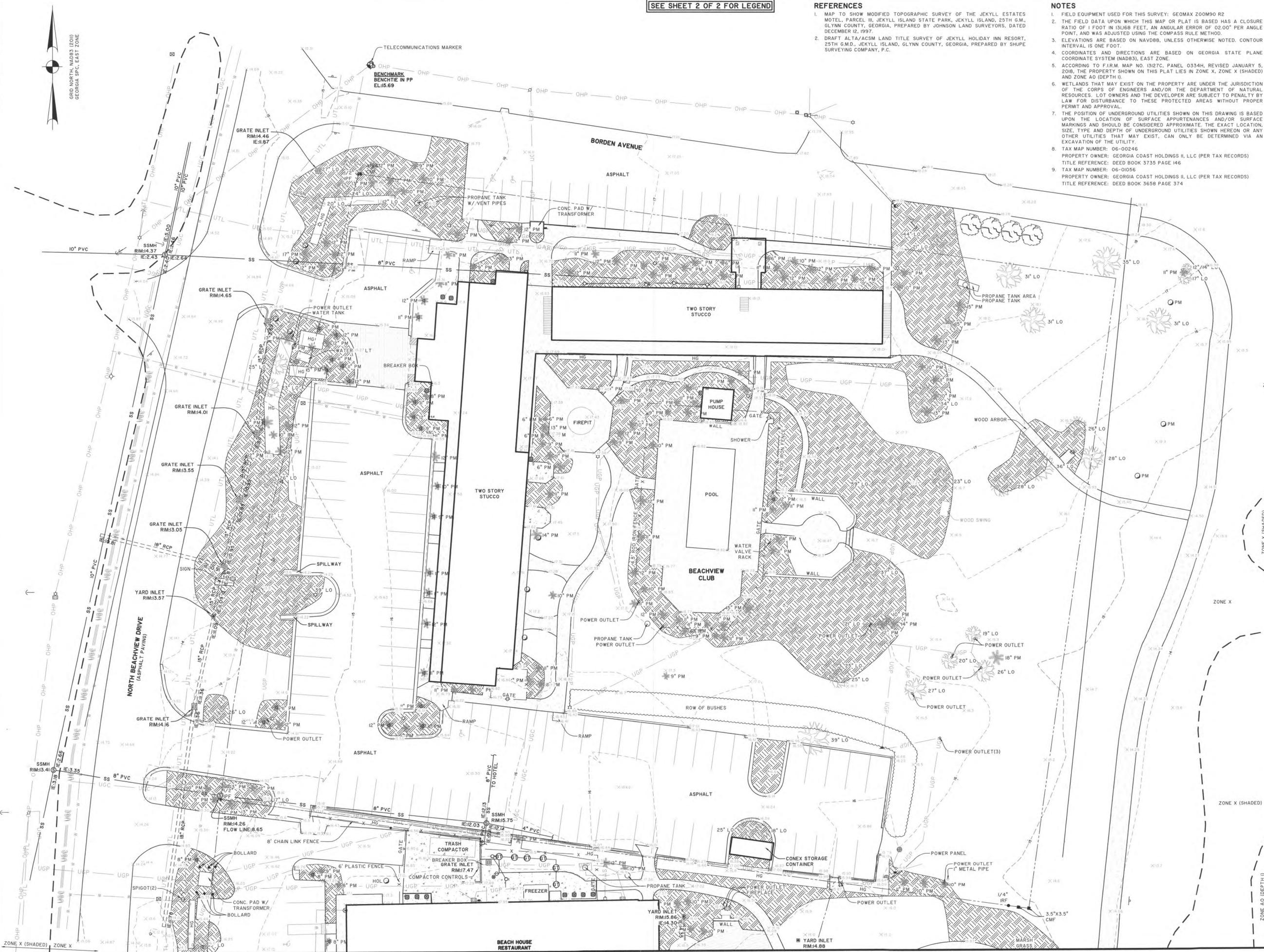
No.	Revision	By	Date

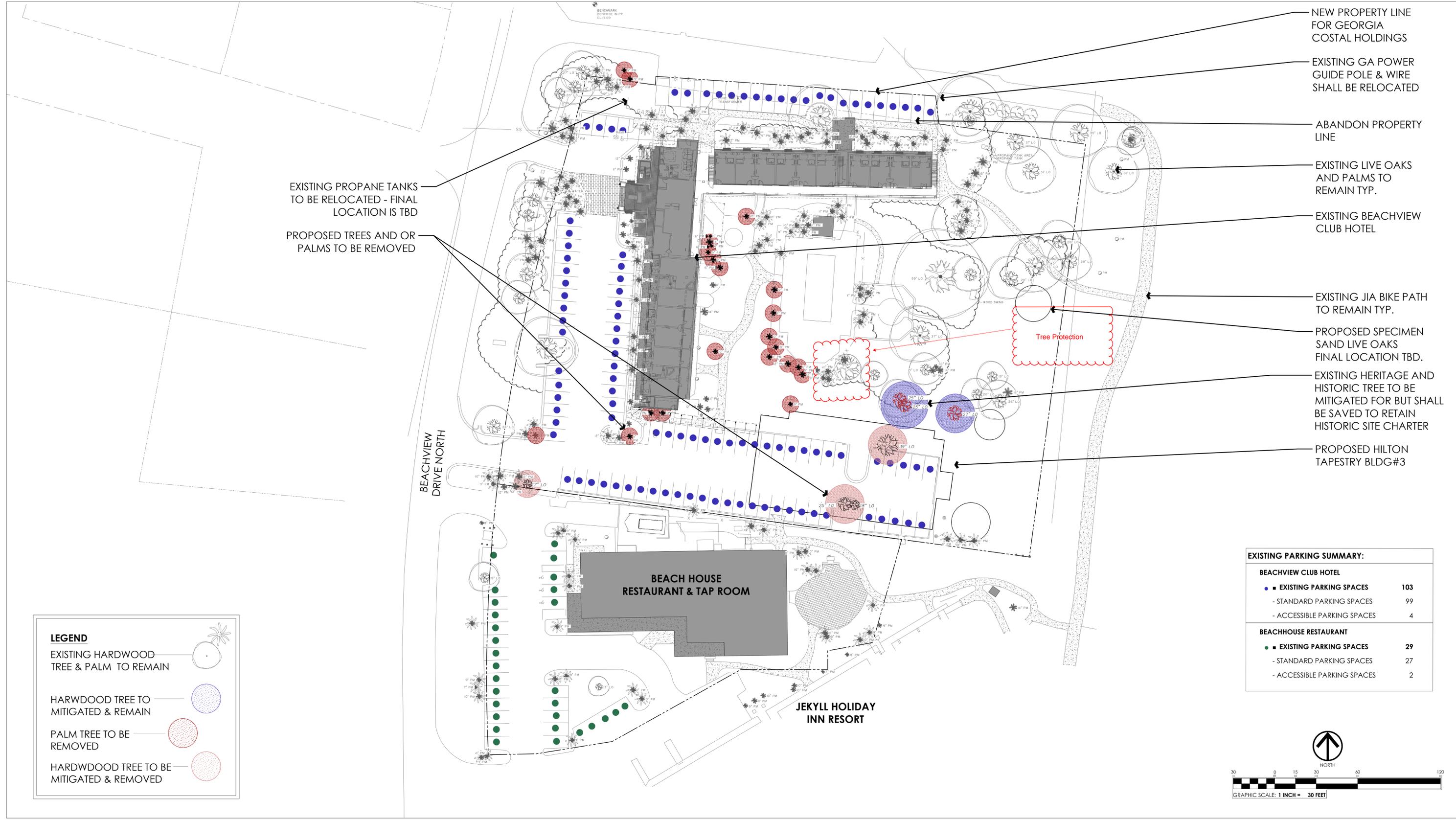


50 Park of Commerce Way  
Savannah, GA 31405 • 912.234.5300  
www.thomasandhutton.com



plat	drawn	reviewed	field	crew
12/01/2021	BA	WCP	11/10/2021	BJ
job 28898.0000		SHEET 1 Draft Page 62		





EXISTING PROPANE TANKS TO BE RELOCATED - FINAL LOCATION IS TBD  
 PROPOSED TREES AND OR PALMS TO BE REMOVED

NEW PROPERTY LINE FOR GEORGIA COSTAL HOLDINGS  
 EXISTING GA POWER GUIDE POLE & WIRE SHALL BE RELOCATED

ABANDON PROPERTY LINE  
 EXISTING LIVE OAKS AND PALMS TO REMAIN TYP.  
 EXISTING BEACHVIEW CLUB HOTEL

EXISTING JIA BIKE PATH TO REMAIN TYP.  
 PROPOSED SPECIMEN SAND LIVE OAKS FINAL LOCATION TBD.  
 EXISTING HERITAGE AND HISTORIC TREE TO BE MITIGATED FOR BUT SHALL BE SAVED TO RETAIN HISTORIC SITE CHARTER

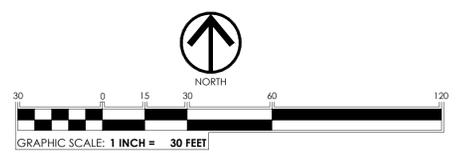
PROPOSED HILTON TAPESTRY BLDG#3

**LEGEND**

EXISTING HARDWOOD TREE & PALM TO REMAIN	
HARWOOD TREE TO MITIGATED & REMAIN	
PALM TREE TO BE REMOVED	
HARDWOOD 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. NOVEMBER 7, 2022



1208 Newcastle Street • Suite 201  
 Brunswick, GA 31520 • 912.466.0536  
 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.  
 COPYRIGHT © 2020 THOMAS & HUTTON  
 Draft, Page 63

Z:\0945\0945\0000\Landscapes\Architectural\UNDD\0945\0000 - Site Illustrative

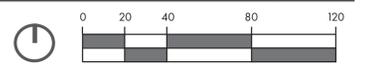
- ADDED (3) NEW PERVIOUS PARKING SPACES, TYP.
- RELOCATION OF EXISTING PROPANE STAND PIPES
- PROPOSED NEW ENTRY SEQUENCE WITH BRICK WING WALLS & VEHICULAR PAVERS, TYP.
- HILTON TAPESTRY - BLDG. #1 EXISTING STRUCTURE WITH RENOVATIONS
- CONCEPTUAL NEW ±1,200 SF FAMILY POOL. FINAL POOL AMENITY PROGRAM & DESIGN TBD
- PROPOSED GROUND FLOOR GUEST ROOM LANAIS WITH COVERED TRELLIS, PORCELAIN PAVERS, & PLANTINGS, TYP.
- NEW GUEST COURTYARD WITH WATER FEATURE, PORCELAIN PAVER, PALM TREE CUT OUTS, & STRING LIGHTS WITH FLEX SEATING
- EXISTING BEACHVIEW CLUB HOTEL COVERED PORTICO TO HILTON HOTEL - SEE ARCHITECTURAL PLANS FOR PROPOSED IMPROVEMENTS
- PROPOSED MODIFIED PARKING & VEHICULAR CIRCULATION IMPROVEMENTS WITH DEDICATED ONE WAY EXIT
- DECOMMISSION EXISTING FULL MOVEMENT DRIVEWAY. INSTALL NEW BUFFER PLANTINGS ADJACENT TO NEW PARKING SPACES, TYP.

- COVERTED (4) EXISTING ASPHALT PAVED PARKING SPACES TO PERVIOUS PAVERS
- ADDED (1) NEW PERVIOUS PARKING SPACE - RELOCATE EXISTING POWER POLE
- ADJUSTABLE LOUVERED PERGOLA SHADE STRUCTURES (SEE ARCH PLANS) WITH PORCELAIN PAVER SEATING AREA.
- PROPOSED FIRE PIT WITH FLEX SEATING, SEAT WALL, & GRANITE FINES, TYP.
- EXISTING ±950 SF POOL & DECK TO REMAIN, TYP.
- EXISTING LIVE OAKS AND PALMS TO REMAIN, TYP.
- PROPOSED SPECIMEN SAND LIVE OAKS FINAL LOCATION, TBD.
- EXISTING HERITAGE TO BE MITIGATED FOR BUT SHALL BE SAVED TO RETAIN HISTORIC SITE CHARTER WITH PERVIOUS WALKWAY
- EXISTING JIA BIKE PATH TO REMAIN WITH GRASS PAVE FOR FIRE LANE ACCESS
- PERVIOUS HARDSCAPE MATERIAL ROOM LANAIS, TYP.
- PEDESTRIAN CONNECTIVITY TO BEACHHOUSE RESTAURANT TO BE PERVIOUS HARDSCAPE MATERIAL - FINAL SELECTION TBD



# BEACHVIEW SITE ILLUSTRATIVE

## JEKYLL ISLAND, GA



PROPOSED LEASE PROPERTY LINE ADJUSTMENT (± 128.6 SF)

ADDED 3 NEW PERVIOUS PARKING SPACES TYP.

RELOCATION OF EXISTING PROPANE STAND PIPES

PROPOSED NEW ENTRY SEQUENCE WITH BRICK WING WALLS & VEHICULAR PAVERS TYP.

HILTON TAPESTRY - BLDG.#1 EXISTING STRUCTURE W/ RENOVATIONS

CONCEPTUAL NEW ±1,200 SF POOL FAMILY POOL. FINAL POOL AMENITY PROGRAM & DESIGN IS TO BE DETERMINED.

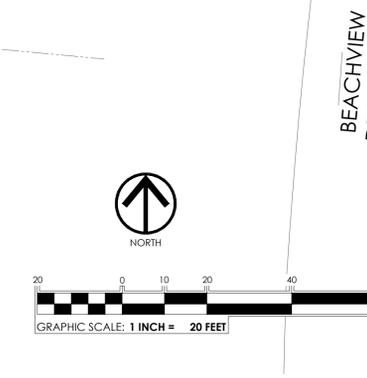
PROPOSED GROUND FLOOR GUEST ROOM LANAIS WITH COVERED TRELLIS, PORCELAIN PAVERS & PLANTINGS TYP.

NEW GUEST COURTYARD WITH WATER FEATURE, PORCELAIN PAVERS, PALM TREE CUT OUTS, STRING LIGHTS WITH FLEX SEATING

EXISTING BEACHVIEW CLUB HOTEL COVERED PORTICO TO HILTON HOTEL - SEE ARCHITECTURAL PLANS FOR PROPOSED IMPROVEMENTS

PROPOSED MODIFIED PARKING & VEHICULAR CIRCULAR IMPROVEMENTS WITH DEDICATED ONE WAY EXIT

DECOMMISSION EXISTING FULL MOVEMENT DRIVEWAY. INSTALL NEW BUFFER PLANTINGS ADJACENT TO NEW PARKING SPACES TYP.



CONVERT 4 EXISTING ASPHALT PAVED PARKING SPACES TO PERVIOUS PAVERS

PROPOSED LEASE PROPERTY LINE ADJUSTMENTS (± 272.0SF)

ADD 1 NEW PERVIOUS PARKING SPACE - RELOCATE EXISTING POWER POLE

ADJUSTABLE LOUVERED PERGOLA SHADE STRUCTURE (SEE ARCH PLANS) WITH PORCELAIN PAVER SEATING AREA.

PROPOSED FIRE PIT WITH FLEX SEATING, SEAT WALL & GRANITE FINES TYP.

EXISTING ± 950 SF POOL & DECK TO REMAIN TYP.

EXISTING LIVE OAKS AND PALMS TO REMAIN TYP.

PROPOSED SPECIMEN SAND LIVE OAKS FINAL LOCATION TBD.

EXISTING HERITAGE TO BE MITIGATED FOR BUT SHALL BE SAVED TO RETAIN HISTORIC SITE CHARTER W/ PERVIOUS WALKWAY

**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

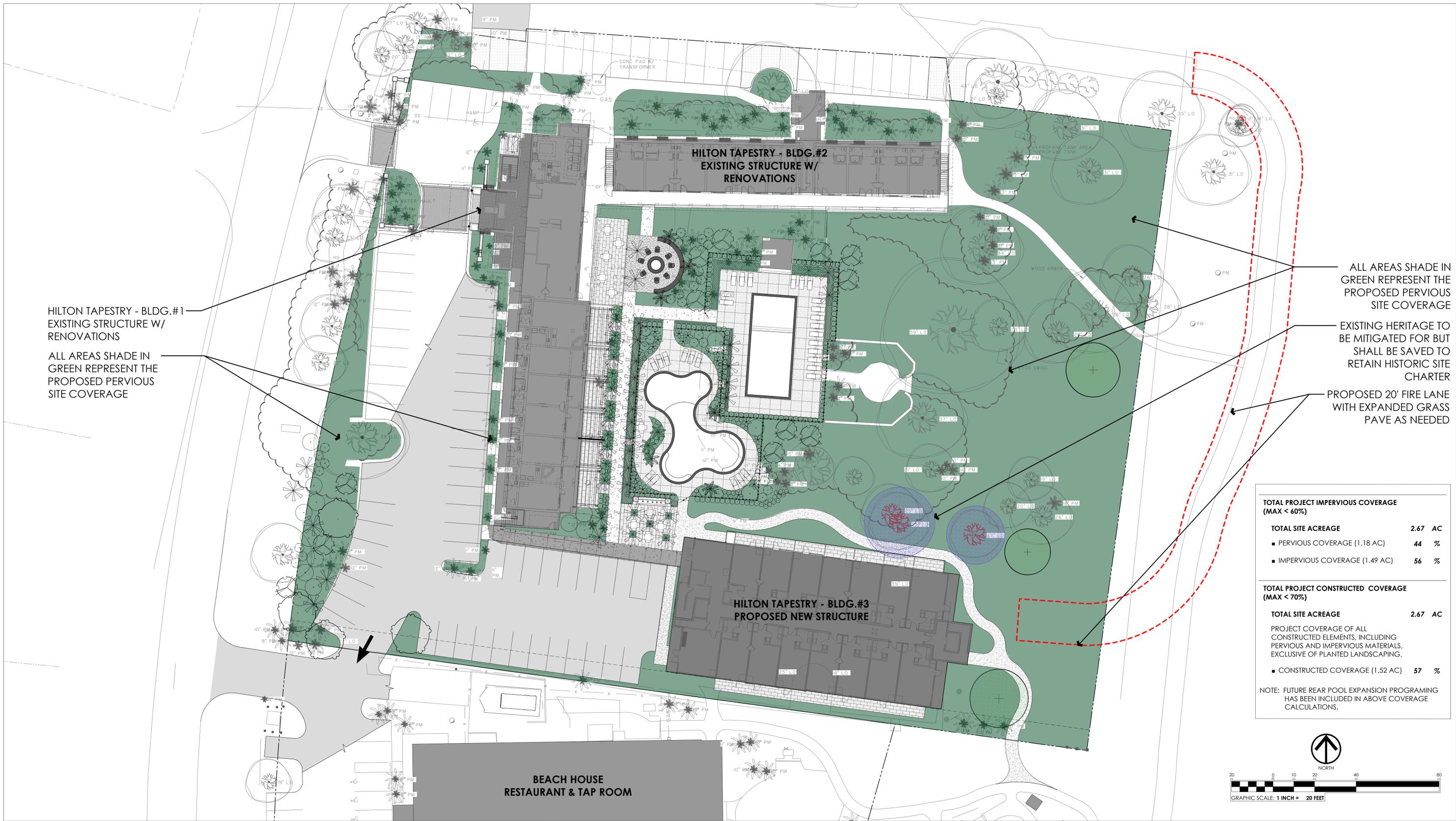
## HILTON TAPESTRY AT THE BEACHVIEW CLUB

JEKYLL ISLAND, GEORGIA  
MAY 15, 2022 rev. NOVEMBER 7, 2022



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

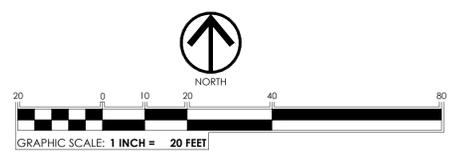
This map illustrates a general plan of the development which is for discussion purposes only, does not limit or bind the owner/developer, and is subject to change and revision without prior written notice to the holder. Dimensions, boundaries and position locations are for illustrative purposes only and are subject to an accurate survey and property description.  
COPYRIGHT © 2020 THOMAS & HUTTON  
Draft, Page 65



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 TAPESTRY AT THE BEACHVIEW CLUB

---

---

**MEMORANDUM**

---

---

**TO:** COMMITTEE OF THE WHOLE  
**FROM:** NOEL JENSEN, DEPUTY EXECUTIVE DIRECTOR  
**SUBJECT:** DABBS WILLIAMS VE AND CONTRACT AMOUNT FOR PUBLIC SAFETY COMPLEX  
**DATE:** 2/14/2023

Dabbs Williams, the board-selected contractor, has worked closely with JIA staff to complete a second round of value engineering (VE) for the Public Safety Complex. Examples of VE used on this project are changes in manufacturers, redesign of certain elements that do not change the operational functionality of the project, and removal of scope that could be installed in a phased construction effort. While all scopes in the 16 divisions of construction were reviewed, 58 individual line items were adjusted to lessen the original projected contract amount of \$8,345,000.

The result of the VE effort has reduced the building contract cost to \$7,116,000.00. There are additional costs for the completion of this project, such as furniture, fixtures, and equipment necessary for full building functionality, such as gear lockers, refrigerators, beds, and common area furniture, which total more than \$344,000.00. Some of the projected phase 2 items that did not make the contract amount, such as the parking canopy for Georgia State Patrol, are still under review to determine if they can be redesigned to result in full functionality at a reduced cost.

Dabbs Williams Contractors, LLC will be issued a contract per prior JIA Board action for \$7,116,000.00, not the lowest responsive bid amount of \$8,345,000.00, with the understanding that deductive change orders could be forthcoming if additional VE efforts find further savings.

The Jekyll Island State Park Authority (JIA) and Committees met in Public Session on Tuesday, January 17, 2023 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  
Ms. Joy Burch-Meeks  
Mr. Joseph B. Wilkinson Jr  
Mr. Ruel Joyner  
Mr. Glen Willard  
Dr. Buster Evans (via Teleconference)  
Commissioner Mark Williams (via Teleconference)

Key Staff Present: Jones Hooks, Executive Director  
Noel Jensen, Deputy Executive Director  
Marjorie Johnson, Chief Accounting Officer  
Yank Moore, Director of Conservation and Sustainability  
Alexa Hawkins, Director of Marketing  
Zach Harris, General Counsel  
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 9:30 a.m. All Board members were present either in-person or via teleconference. Dr. Evans dropped off the call at 10:33 a.m.

Chairman Atkins noted that the Board participated in a work session the previous evening, hearing presentations from Explore Georgia's Deputy Commissioner of Tourism, Mark Jaronski and JIA's Marketing and Sales team. He noted that the Work Session will continue after the Board Meeting.

JIA received one online public comment for this meeting:

- Jon Stevenson – Pickleball

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

A. Mr. Krueger introduced Yank Moore as JIA's new Director of Conservation. He welcomed Moore and noted that the Board looks forward to working with him in his new position. Jones Hooks, Executive Director added that Moore has been with the JIA for more than nine years, with his most recent position being Natural Resource Manager. He has both a Bachelor's and Master's degree in Environmental Science, and is currently participating in the 2022 Institute for Georgia Environmental Leadership program. Hooks and Krueger reiterated that the Authority is pleased to have Moore continue his work on Jekyll.

There were no public comments.

## **II. Finance Committee**

A. Mr. Bill Gross, Finance Committee Chair, noted that the November financials were included in the Board's packet. He then summarized the December Financials including an overview of Revenues, Expenses, Net Operating Cash, Traffic Statistics, and Hotel Revenues for the month.

- Revenues were \$2,957,202.
- Expenses were \$2,189,932.
- Net Operating Cash Income was \$767,270.
- Total Traffic Counts were 130,635 vehicles.
- Year-to-date Revenues reported by hotels were \$68.8 million.

B. Marjorie Johnson, Chief Accounting Officer, presented a request for capital equipment and projects that are needed before the end of the current fiscal year.

- The total requested from current year income equals \$114,200 and includes:
  - \$30,000 for a replacement freezer at Summer Waves
  - \$12,000 for flooring at the Golf Club House
  - \$65,000 of additional funding for the exhibit design at Hollybourne Cottage
  - \$7,200 of additional funding for audio units at the Georgia Sea Turtle Center (GSTC)
- The total requested from the Tourism Development Fund equals \$150,000 of additional funding for the bike path to the Guest Information Center.
- The total requested from the Public Improvement Fund totals \$140,000 to repair beach crossovers that suffered storm damage.

Jones Hooks, Executive Director, noted that the requests for additional funding for the project at Hollybourne and the GSTC audio units are due to receiving bids that were double the anticipated cost.

Noel Jensen, Deputy Executive Director, explained that the additional funding needed for the bike path is due to increased cost of concrete. The cost of concrete was \$85 a cubic yard when the original estimate was created, but it is now up to \$165 a cubic yard.

A motion to recommend approval of Fiscal Year 2023 Capital Equipment and Projects request as recommended by staff, was made by Mr. Krueger and seconded by Mr. Willard. The motion carried unanimously.

C. Jones Hooks, Executive Director, presented a Memorandum of Agreement (MOA) with the Georgia Department of Transportation (GDOT) for consideration. The MOA is a continuation of the bike path project from the Guest Information Center to the end of Jekyll Causeway at Highway 17. During phase one of this project, JIA paid \$45,541.23, 20% of the total cost, for preliminary engineering. Phase two will cost JIA \$108,865.53, which is 20% of the total cost to continue the scoping phase of the preliminary engineering until a concept report is complete and delivered. It is anticipated that that two more phases of design remain before construction of the bike paths may begin.

Mr. Krueger and Mr. Joyner questioned the process, and Hooks advised that the Board could choose to not continue with the project if they would like to reconsider construction of the bike paths, but that it would need to be decided today due to deadlines set by the project managers.

Noel Jensen, Deputy Executive Director, explained that to complete the causeway bike path would be a \$4,000,000 project, and through the agreements with GDOT, JIA will most likely pay less than \$1,000,000 for the project in total. He also noted that the bike path is a public safety concern, as people currently ride bikes on the causeway with traffic, and the addition of bike paths will alleviate that concern.

Ms. Burch-Meeks noted that the bike paths serve as a attraction to visitors and through years of discussion about completing the path to the end of the causeway, the agreement with GDOT is the most economical option.

A motion to recommend approval of the Memorandum of Agreement with the Georgia Department of Transportation for preliminary engineering of the Jekyll Island Causeway Bike Path and corresponding matching funds equaling 20% of the total cost of phase two of the project was made by Mr. Krueger and seconded by Mr. Willard. The motion carried unanimously.

There were no public comments.

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

No report.

### **IV. Marketing Committee**

A. Alexa Hawkins, Director of Marketing, presented the report from the Marketing Department, highlighting the following items:

- Holly Jolly Jekyll Metrics
  - Media placement during the holiday season included regional and national coverage.
  - There were 200,000 web views of the Holly Jolly Jekyll landing page, much of which was driven by social media posts.
  - There was an increase in visitors from Florida, North Carolina, and South Carolina.
  - The Holly Jolly light tours proved successful with a 34% increase in revenue from the previous year.
- Productions
  - Last fall a single day film production took place on Driftwood Beach. JIA received \$16,000 in exchange of full access to the beach during filming. The film, *The Menu*, was released in November and is now available to stream across several services.
  - Peter Millar completed a spring catalog shoot which will be released in March.
  - Bass Pro Shop and Cabela's has also requested to do a spring catalog shoot in the coming months.
  - All requested productions are evaluated to determine wildlife, visitor, and economic impact.
- A new billboard was constructed at the end of the causeway on Highway 17. The design of this replacement billboard allows the signage to be seen better from both directions, and the steel beams can accommodate a digital board in the future.

Commissioner Williams praised the Holly Jolly Jekyll experience and the light tour, saying he and his grandchildren had a wonderful time when they were on Jekyll in December.

There were no public comments.

### **V. Legislative Committee**

A. Mr. Willard noted the Georgia 2023 Legislative Session began on January 9<sup>th</sup> and plans to update the Board at a future meeting. He then discussed the Jekyll Island Public Safety Facility construction shortfall of \$1.5 million. This amount was requested to be included in the Governor's Supplemental Budget, but it was denied. He opened up discussion for how to address the shortfall and the next course of action.

Jones Hooks, Executive Director, explained that JIA staff has had conversations with the Office of Planning and Budget and Georgia Senate and House Appropriations committee members in hopes that the item would make it into the supplemental budget. Unfortunately, it seems there is a theme of not including new buildings in the budget, but rather improvements to those that are existing. He explained that the project can continue, but without additional funding, it may need to be carried over a couple of fiscal years, so the question is should JIA staff and Board continue with their efforts to acquire additional funding through the State Legislature.

Noel Jensen, Deputy Executive Director, spoke to the differences between the construction of the Campground expansion and the Public Safety Facility and explained the extent that value engineering has been implemented to ensure the facility is constructed as economically as possible. He also noted that a significant delay in construction would result in a demerit in the next ISO inspection.

Mr. Krueger and Chairman Atkins encouraged Board members to pursue legislative funding as much as possible. Ms. Burch-Meeks agreed and added that Board members will need to be diligent in sharing why JIA needs the money, explaining that staff has remained conscientious of keeping costs low and that this need is not due to being unprepared but is due to unforeseen costs and inflation.

Mr. Joyner recommended looking at the budget to see what additional funds the JIA could allot for the project, and Ms. Burch-Meeks agreed that it would be a good idea to present the legislature with additional self-funding as leverage when asking for the remaining funds. Mr. Willard agreed with finding a portion of the funds and lowering the requested amount.

Mr. Gross noted the importance of keeping reserves high due to the storms and hurricanes the island is highly susceptible to in order to stay prepared in a time of crisis.

Mr. Krueger encouraged Board members to get involved in the conversations with legislators to support this project and requested a timeline and notes from the JIA staff that the Board can use in their conversations. Hooks noted a summary sheet for the requested Public Safety Facility funding was included in the Board's Blue Folder, but it would be revised and sent to the Board.

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

- A. Noel Jensen, Deputy Executive Director, presented a request to award the bid for a replacement digital outdoor display for the Convention Center. The current digital display is 10 years old, with a 10 to 12-year life expectancy. A new two-sided display was approved as a capital budget purchase at \$100,000. JIA staff received three competing bids for the replacement of the Convention Center sign with one new, fully customizable, two-sided display from Watchfire as well as restoration of the existing case with fresh paint and new lettering. The three bidders were Dalton Signs, Inc., ANS Signs, Inc., and Whitfield Signs Company. The bidder presenting the lowest responsive bid was Dalton Signs, Inc. for an amount of \$77,901.50.

A motion to recommend awarding the Convention Center digital sign bid to Dalton Signs, Inc was made by Mr. Gross and seconded by Mr. Krueger. The motion carried unanimously.

- B. Noel Jensen, Deputy Executive Director, presented the request to issue RFP# 372 for a contractor to design, build, and commission a communications tower on the south end of Jekyll Island that would accommodate up to four wireless communication carriers. Three carriers currently use the south water tower, and the addition of this monopole tower would alleviate the challenges associated with the current placement.

A motion to recommend issuing RFP 372 for a contractor to design, build, and commission a Communications Tower was made by Mr. Joyner and seconded by Mr. Wilkinson. The motion carried unanimously.

- C. Noel Jensen, Deputy Executive Director, presented the request to issue RFQ #343 for wastewater professional engineering services, including subcontracting and supervision of wastewater lawn cleaning with an interactive sewer line mapping service. This RFQ will allow a firm with the appropriate expertise to manage the entire camera sewer mapping operation opposed to that responsibility falling to JIA staff.

A motion to recommend issuing RFQ 343 for wastewater professional engineering services was made by Mr. Joyner and seconded by Mr. Gross. The motion carried unanimously.

- D. Jones Hooks, Executive Director, presented a revised site plan for the Hilton Tapestry Beachview Club. This plan will save all the signature trees that were of concern at the beginning of the design review process and meets the required 1 to 1 parking variance that was approved at the October 2022 Board meeting. The Design Review Group (DRG) has reviewed and approved the revised site plan as presented.

Hooks noted that following DRG approval, the Board's next step will be to review and consider the schematic design at a future Board meeting.

Yank Moore, Director of Conservation, commented that the foundation of the additional will be placed on an area that is already disturbed and the architects and designers cooperated with JIA staff to have the building fit around the existing majestic oak trees to preserve the character of the site.

A motion to recommend approving the site plan for the Beachview Club hotel was made by Mr. Kruger and seconded by Mr. Joyner. The motion carried unanimously.

- E. Jones Hooks, Executive Director, presented a revised site plan for the Anchor Restaurant at Jekyll Holiday Inn. The facility will replace the current pool bar at the hotel. It will have a larger footprint, but it will not disturb any of the natural environment. DRG members have reviewed and approved the site plan as presented, and the schematic design will be presented at a future Board meeting.

A motion to recommend approving the site plan for the Anchor Restaurant at Jekyll Holiday Inn Resort was made by Mr. Joyner and seconded by Mr. Wilkinson. The motion carried unanimously.

- F. Zach Harris, General Counsel, presented the proposed resolution to revise and adjust licensing fees for alcohol related charges including alcoholic beverage applications, renewal, and event permits. The terminology of this resolution and associated fees align with the revised ordinance adopted in June 2022. Harris read aloud the license descriptions and fees before the Board.

Ms. Burch-Meeks asked why the JIA is purposely keeping this cost below that of Glynn County's fees. Harris responded that the Authority has a statutory mission to remain affordable for Georgians of average means. Hooks added that JIA's model is different from Glynn County, since the Authority receives a percentage of revenue from its lessees.

A motion to recommend approving Resolution R-2023-1 to revise alcoholic beverage licensing fees as proposed by staff was made by Mr. Joyner and seconded by Mr. Gross. The motion carried unanimously.

G. Jones Hooks, Executive Director, presented the Executive Director's report noting the Board's Blue Folder items include Georgia State Patrol reports and various feedback from Jekyll Island visitors.

H. Mr. Atkins presented the Chairmans comments. He thanked all the Board members for their presence and the thorough discussion and participation during the meeting.

There were no public comments:

The Chairman continued directly into the JIA Board Meeting.

**The Jekyll Island State Park Authority (JIA) Board Meeting**  
**January 17, 2023**

The Board Meeting was called to order at 11:07 a.m., and all members were present either in-person or via teleconference, except for Dr. Evans who was absent.

**Action Items**

1. Mr. Krueger moved to accept the minutes of the November 15, 2022 Board Meeting as presented. The motion was seconded by Mr. Willard. There was no discussion, and the minutes were unanimously approved.
2. The recommendation from the Finance Committee to approve the Fiscal Year 2023 Capital Equipment and Projects request as recommended by staff carried by unanimous approval.
3. The recommendation from the Finance Committee to approve of the Memorandum of Agreement with the Georgia Department of Transportation for preliminary engineering of the Jekyll Island Causeway Bike Path and corresponding matching funds equaling 20% of the total cost of phase two of the project carried by unanimous approval.
4. The recommendation from the Committee of the Whole to award the Convention Center digital sign bid to Dalton Signs, Inc carried by unanimous approval.
5. The recommendation from the Committee of the Whole to issue RFP 372 for a contractor to design, build, and commission a Communications Tower carried by unanimous approval.
6. The recommendation from the Committee of the Whole to issue RFQ 343 for wastewater professional engineering services carried by unanimous approval.
7. The recommendation from the Committee of the Whole to approve the site plan for the Beachview Club hotel carried by unanimous approval.

8. The recommendation from the Committee of the Whole to approve the site plan for the Anchor Restaurant at Jekyll Holiday Inn Resort carried by unanimous approval.
9. The recommendation from the Committee of the Whole to approve Resolution R-2023-1 to revise alcoholic beverage licensing fees as proposed by staff carried by unanimous approval.

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

The Jekyll Island Authority (JIA) Board met in public for a Work Session on Monday, January 16, 2023.

**Members Present:**

Dale Atkins  
Robert “Bob” W. Krueger  
William “Bill” H. Gross  
Joseph B. Wilkinson, Jr.  
Glen Willard  
Joy Burch-Meeks  
Ruel Joyner

**Members Absent:**

Commissioner Mark Williams  
Dr. Buster Evans

**Staff Present:**

Jones Hooks  
Noel Jensen  
Zach Harris  
Alexa Hawkins  
Kevin Udell  
Maria Trammell  
Anna Trapp

**Invited Presenter:**

Mark Jaronski, Deputy Commissioner for Explore Georgia, the tourism division of the Georgia Department of Economic Development

**Work Session:**

The following items were presented to the Board for discussion. No action was taken:

- A. State of Tourism, Jekyll Island Impressions, and Jekyll Island Features in Explore Georgia Marketing
- B. 2023 Group Sales Forecast for Jekyll Island
- C. 2023 Outlook: Marketing Partnerships and Insights

---

The Jekyll Island Authority (JIA) Board met in public for a Work Session on Tuesday, January 17, 2023.

**Members Present:**

Dale Atkins  
Robert “Bob” W. Krueger  
William “Bill” H. Gross  
Joseph B. Wilkinson, Jr.  
Glen Willard  
Joy Burch-Meeks  
Ruel Joyner

**Members Absent:**

Commissioner Mark Williams  
Dr. L.C. “Buster” Evans

**Staff Present:**

Jones Hooks  
Noel Jensen  
Marjorie Johnson  
Jenna Johnson  
Zach Harris  
Alexa Hawkins  
Michelle Kaylor  
Yank Moore  
Tom Alexander

**Invited Presenter:**

Alkesh Patel, Senior Assistant Attorney General

**Work Session:**

The following items were presented to the Board for discussion. No action was taken:

- A. Open Records and Open Meetings
- B. Governor’s Ethics Orders
- C. Annual Ethics Affidavit Submissions
- D. DCA Rural Innovation Grant Status
- E. Golf Course Improvement Plan Update
- F. Review of FY23 Strategic Plan
- G. Projects Update
- H. Georgia Sea Turtle Center Expansion

---

---

MEMORANDUM

---

---

TO: COMMITTEE OF THE WHOLE  
FROM: NOEL JENSEN, DEPUTY EXECUTIVE DIRECTOR  
SUBJECT: OPERATIONS MONTHLY REPORT – JANUARY 2023  
DATE: 2/13/2023

---

PUBLIC SERVICES

January Highlights:

- Jekyll Island Airport (09J) self-serve aviation fuel (100LL) sold 1,266.11 gallons of 100LL aviation fuel in 39 transactions totaling \$8,300.76 in sales for the month of January.
- Campground expansion preparation continues onsite with JIA Landscape, Roads and Grounds, and water/wastewater staff. The bathhouse construction contractor has substantially completed bathhouse #1 and bathhouse #2.
- The campground reached 82% occupancy which is **considered “full capacity.”**
- JIA Operations teams removed lights at Holly Jolly.
- Public Safety Complex site work continues on the bio-swale construction while Dabbs Williams (Contractor) is set to mobilize in March.

Operations Department Work Orders

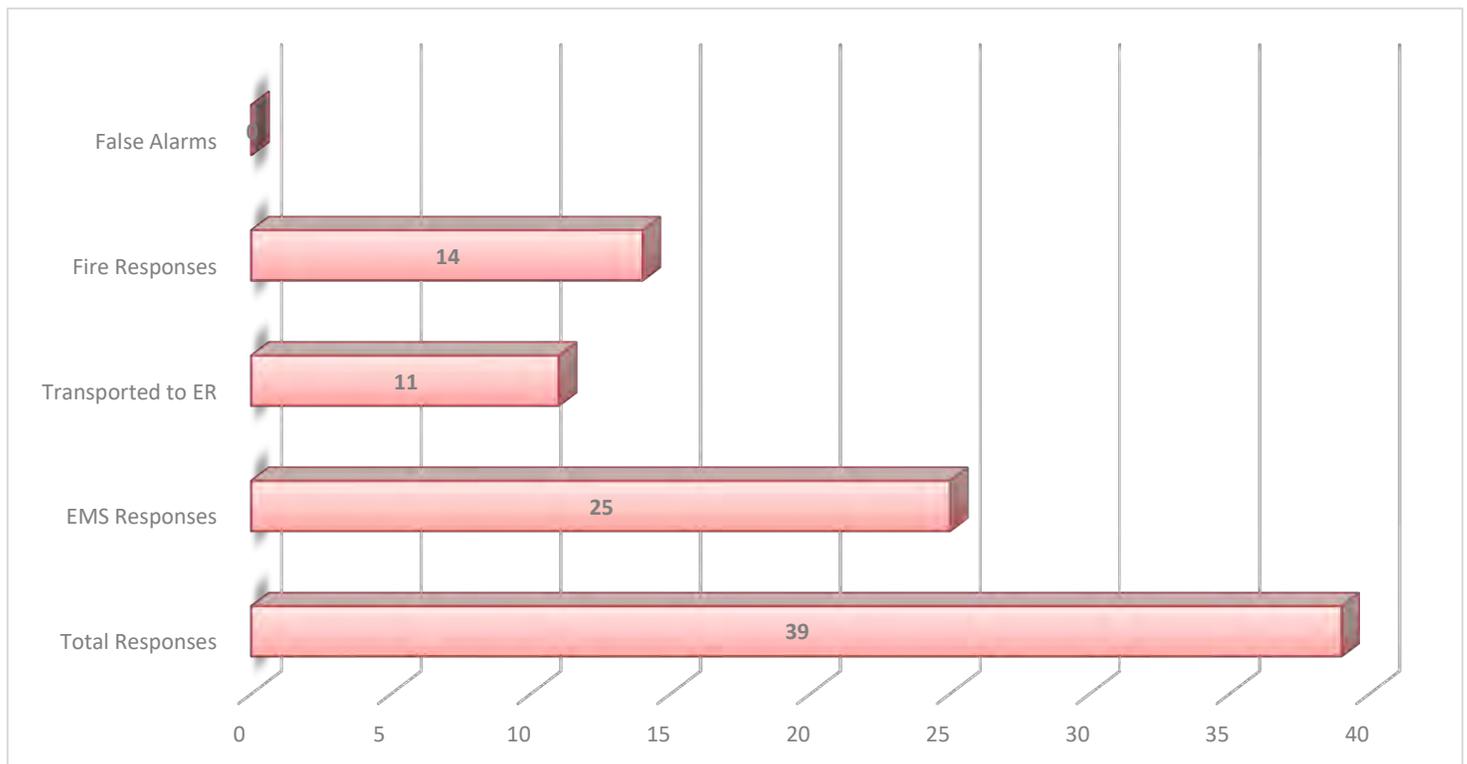


## PUBLIC SAFETY – Fire & EMS

### January Highlights:

- Completed 577 hours of staff training for the month.
- One (1) alarm inspection, one (1) re-inspection, twenty-two (22) site visit inspections, one (1) CO inspection, and one (1) other inspection were conducted in December.
- Thirty-seven (37) permits were issued, and there were four (4) complaints investigated by Code Enforcement.
- Hosted a Chili Cookout for United Way.
- Active Shooter Training for JIA Employees.
- Standby for the Jekyll Marathon.

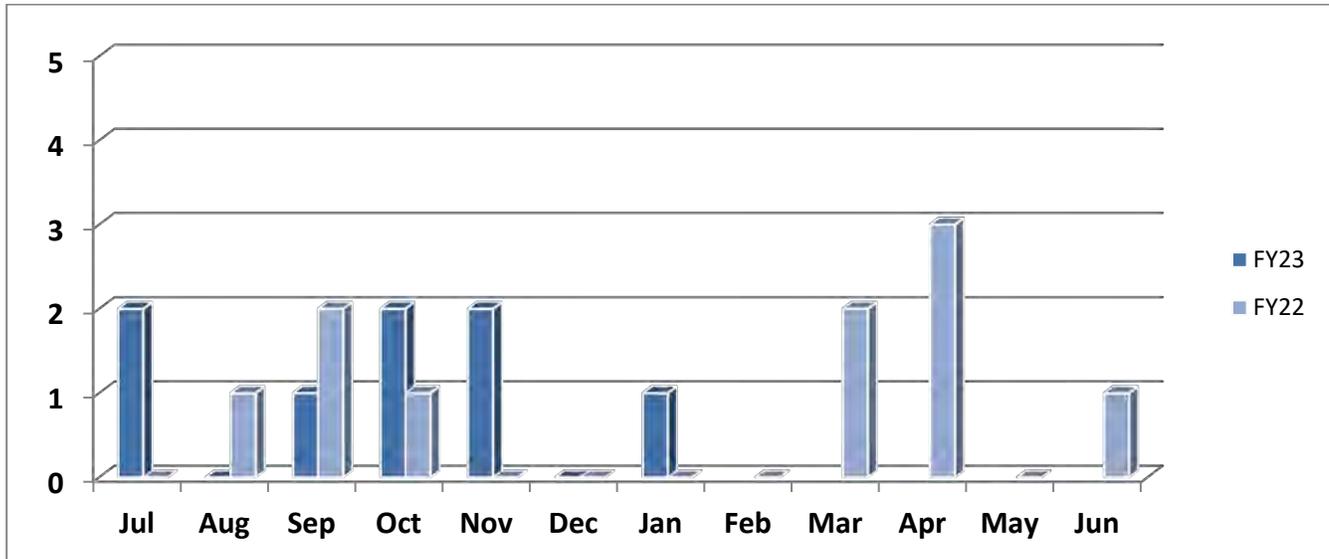
### Jekyll Island Fire & EMS Responses



MEMORANDUM

**TO:** HUMAN RESOURCES COMMITTEE  
**FROM:** JENNA JOHNSON, HR DIRECTOR  
**SUBJECT:** HUMAN RESOURCES COMMITTEE REPORT  
**DATE:** 2/13/2023

**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	2	2	0	1						8
<b>FY22</b>	0	1	2	1	0	0	0	0	2	3	0	1	10

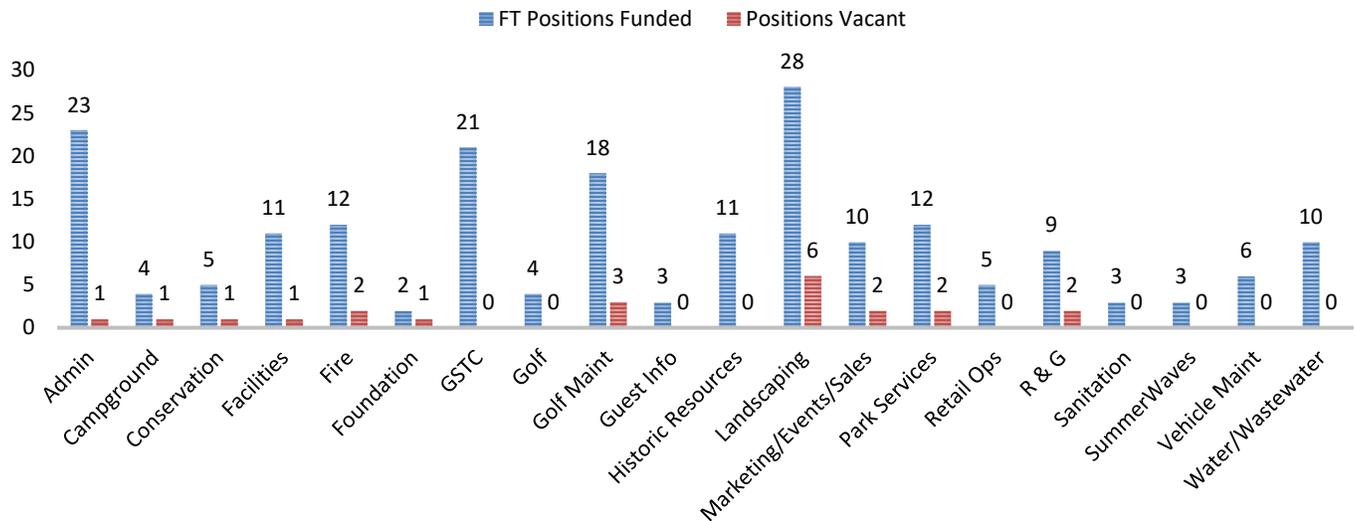
**JIA Employee Census:**

Month	Full time	Part Time	Seasonal	Interns/ Members	Total Employees
Jan	172	106	2	0	280

**Retirements:**

- Terry Norton, Georgia Sea Turtle Center Director of Veterinary Services & Animal Health, retiring March 1<sup>st</sup> with 14 ½ years of service to the Jekyll Island Authority.

# FULL TIME STAFFING



*Full-time Staffing as of 2/10/2023*

## **Recognition:**

### **○ Meet our February Featured Employee: Tommy Coon**



Originally from Milton, FL, Tommy has lived in the Golden Isles for 15 years. He began his career with the Jekyll Island Authority (JIA) on December 13, 2013. As one of the Electricians with the JIA, Tommy has the responsibility of providing electricity where it is needed throughout the JIA. In addition, making sure everything is safe and in working order.

When Tommy was asked what he likes most about working for the Jekyll Island Authority, he said, “the people he works with and no day is ever the same, everyday produces new challenges”.

When Tommy is not at work, he is doing things around the house and spending time with his wife and kids. Another thing to know about Tommy is that he enjoys experiencing life’s “First” with his 2-year-old daughter and teaching her new things.

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

---

---

**MEMORANDUM**

---

---

**TO:** HISTORIC PRESERVATION/CONSERVATION COMMITTEE  
**FROM:** YANK MOORE, DIRECTOR OF CONSERVATION  
**SUBJECT:** CONSERVATION UPDATE  
**DATE:** 02/09/2023

**Research and Monitoring**

- Both of our known Bald Eagle nests have successfully hatched eaglets. Conservation staff has confirmed 2 eaglets at the Crane Rd nest and 1 eaglet at the Driftwood Beach nest. Ranger Walk programs will run until the end of March when the eaglets will be fledgling-age (able to fly).
- Conservation Staff, led by Wildlife Biologist, Joseph Colbert performed the Midwinter Shorebird Survey as a larger effort to provide an important snapshot that helps biologists determine if conservation programs for coastal birds are sufficient

**Management and Planning**

- Conservation staff have been integral to the discussions and planning of the bioswales at the site of the new Public Safety Complex. This opportunity allowed us to remove several invasive tree and vine species from the site and create a natural-appearing feature to handle and treat stormwater from the hardscape areas.

**Outreach, Leadership, Staffing**

- We welcome Madison Barnard as our new seasonal Park Ranger. She grew up in Jesup, GA and received her degree in Environmental Science from the College of Coastal Georgia (CCGA).
- Michael Brennan, our Georgia Sea Grant and UGA Marine Extension State Fellow, presented to two classes at Mount Vernon Upper School in Sandy Springs, GA. The presentations were focused on human impacts on herp species using Jekyll specific examples (grasslands restoration, invasive species, EDBs, and a few turtle examples). He had about a dozen students stay afterwards expressing interest in careers in conservation related fields and asking questions about invasive species, conservation, and research on Jekyll Island. Outreach is a key component of his fellowship.
- Yank Moore and Joseph Colbert hosted Dr. Tarsa's Wetland Restoration class from CCGA and discussed current restoration efforts at Fortson Pond and the prospect of future wetland restoration opportunities. They discussed monitoring and logistical necessities of performing wetland restorations in a coastal setting
- Ray Emerson and his ranger team hosted an organized Keep Golden Isles Beautiful beach clean-up targeted in the sensitive dune systems below a few of our public beach crossovers. In total, they collected over 15 bags of trash and debris in a couple of hours.
- Yank Moore provided a short Conservation introduction to the Leadership Southeast Georgia group before they left for field trips with the Mosaic and the GSTC.
- Yank Moore attended the last session and graduated from the Institute of Georgia Environmental Leadership (IGEL) program at Serenbe outside of Atlanta.

---

---

## MEMORANDUM

---

---

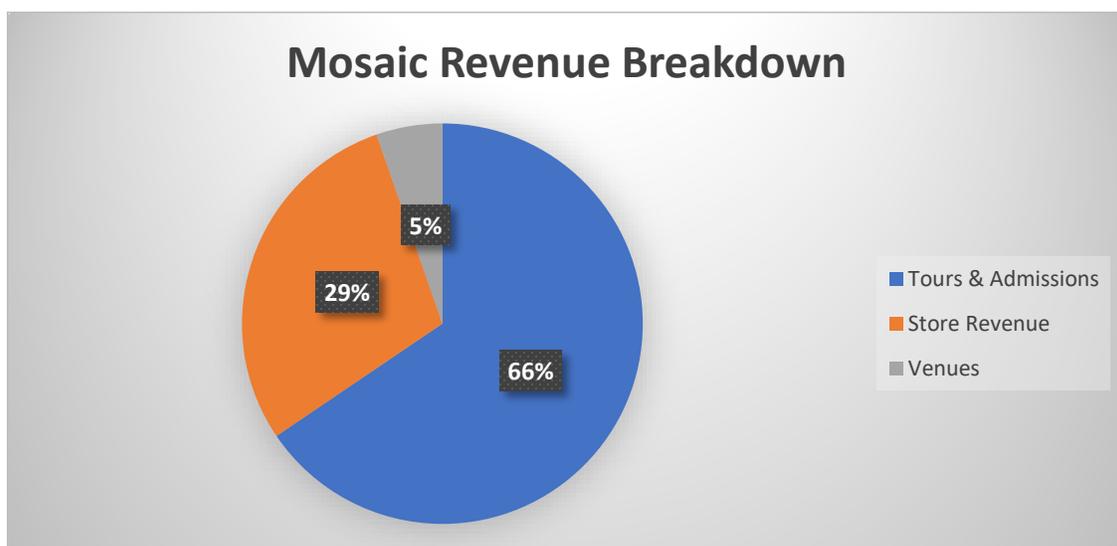
**TO:** COMMITTEE OF THE WHOLE  
**FROM:** TOM ALEXANDER, DIRECTOR OF HISTORIC RESOURCES  
**SUBJECT:** HISTORIC RESOURCES UPDATE  
**DATE:** FEBRUARY 21, 2023

---

### Visitation and Revenue

Mosaic, Jekyll Island Museum showed a slight increase in revenue in all areas as shown in the comparative table below. **January saw revenue for all Mosaic tours at 141% of the projected budget, and all Mosaic revenue (all tours, museum gallery and Chapel admissions and retail sales) saw 146% of the projected budget.**

Source	December Visitation	January Revenue
All Admissions & Tours	3,069	\$49,199
Museum Store Sales		\$21,891
Venue Leases		\$4000
Totals		\$75,090



## Highlights From This Month

- **Tiffany Window Conservation:** All support staff and many Mosaic staff participated in the start of this important project. The conservators arrived on the island this month and completed the first of an 8-month long restoration project of Tiffany’s “David Sets Singers Before the Lord” in Faith Chapel.



*Tiffany window conservation work—Andrea Marroquin, JI curator and John Clarke, conservationist.*

- **Mistletoe Cottage Deep Clean:** A two-week long, regularly-scheduled deep clean of Hollybourne Cottage was completed by **Faith Plazarin**, archivist and **Shalan Webb**, collections specialist. In addition to the regular cleaning that occurs, considerable effort was given to emptying the second floor of non-accessioned, miscellaneous items and removing remnants of the Fiore Collection that had been housed there previously.
- **Jekyll Island Management Institute:** In January, Historic Resources resumed the biannual hosting of the Jekyll Island Management Institute presented by the Southeastern Museums Conference. This training for museum professionals that bears Jekyll’s name is an 8-day training providing an overview of all aspects of museum work. **Will Story**, Mosaic manager and **Taylor Davis**, preservationist were part of this year’s Institute and successfully completed the training.



*2023 Jekyll Island Management Institute cohort*

- Living History Presents...:** This program saw its inaugural performance in January. The concept of this program is to allow the guest to hear from and interact with various costumed characters from the Jekyll Island Club era. Tour scripting was done by **Allison Dupuis**, educator and the first character, Ernest Grob, club superintendent, was performed by interpreter, **Mark Horner**.



*Mark Horner, interpreter, shown in the Brunswick News as Jekyll Island Club superintendent, Ernest Grob*

- **Goodyear Cottage Stucco Repair:** Taylor Davis, preservationist, and his team of volunteers completed a major repair to the rear of Goodyear Cottage. This repair was needed as a result water damage adjacent to the handicapped ramp several years ago.



*Preservationist and volunteers doing stucco repair at Goodyear Cottage*

- **National Association of Interpretation Training:** **Mark Horner**, historic interpreter and **Dana Karstensen**, Mosaic assistant manager completed this professional certification training. This training provides the participant with the skills necessary to present good interpretation experiences and is part of the promotion plan for historic interpreters.
- **Georgia Trust Grant Application:** In collaboration with the **Jekyll Island Foundation**, an application was completed for funding for exterior preservation work needed for Indian Mound Cottage in the coming fiscal year from the Georgia Trust for Historic Preservation.
- **Historic Resources Strategic Plan:** During the month, two meetings were conducted with Historic Resources staff to plan and glean input for the Historic District's 5-year strategic plan.

## MEMORANDUM

**TO: COMMITTEE OF THE WHOLE**  
**FROM: MICHELLE KAYLOR, GSTC DIRECTOR**  
**SUBJECT: GEORGIA SEA TURTLE CENTER UPDATE – JANUARY 2023**  
**DATE: 1/7/2023**

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

<u>January 2022</u>	<u>January 2023</u>
4,491	5,484

*\*Highest January visitation in GSTC admission history*

### **Revenue Categories**

- January admissions \$50,749.47 was \$12,474.90 over budget
- January concessions \$61,994.65 was \$19,154.65 over budget
- Adoptions 55 | \$2,745.00
- Donations (General): 9 | \$265.00
- Memberships: 27 | \$2867.30
- Public Programs | \$4,354.00
- School Field Trips | \$2,408.00
- Daily Programs | 134

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

Trip Advisor: 2,316 reviews, ranking GSTC #4 out of #17 Jekyll attractions.

58K Facebook Followers

Impressions: 250K

Number of Posts: 18

28.6K Instagram Followers

Impressions: 78K

Number of Posts: 15 posts, 2 stories

### **Education**

- The education team led 27 tours educating 271 participants. 2,537 guests attended a daily program in the center.
- In January, 17 Behind the Scenes tours were facilitated for 88 participants.
- GSTC was closed to the public January 9-13 for maintenance and cleaning
- Staff participated in a story-telling workshop presented by Tony Vecchio
- Several staff completed Certified Interpretive Guide training

## **Research**

- Interviews for seasonal positions performing work on the sea turtle and diamondback terrapin projects are underway
- Staff met with various representatives from universities seeking to conduct research on Jekyll Island this upcoming summer. Review is underway through collaborative analysis of Research Applications

## **Rehabilitation**

	<b>Sea Turtle</b>	<b>Other Patients</b>
<b>New Patients</b>	<b>1</b>	<b>10</b>
<b>Current Patients</b>	<b>14</b>	<b>14</b>
<b>Released Patients</b>	<b>4</b>	<b>2</b>
<b>Transferred Patients</b>	<b>0</b>	<b>3</b>
<b>Total Since 2007</b>	<b>1028</b>	<b>2552</b>

- Dr. Norton participated in the Veterinary Medical Expo in Orlando Florida in Mid-January. He chaired the Wildlife session, taught 2 hands on labs on turtle shell repair and emergency medicine in wildlife and exotic animals and did 2 presentations on sea turtle rehabilitation and sea turtle fibropapillomatosis.



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

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