



Agenda

Tuesday, April 18th

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, April 17th 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. Report from Georgia Sea Turtle Center – Michelle Kaylor, Director of GSTC
 - i. Introduction of Dr. Shane Boylan, GSTC Veterinarian
 - ii. GSTC Admissions and Capacity Management
- B. Oral History Project - Tom Alexander, Director of Historic Resources

II. Finance Committee

Bill Gross, Chair

- A. March Financials – Bill Gross, Chair
- B. Consideration of Funding for New Server – Marjorie Johnson, Chief Accounting Officer
- C. Consideration of Additional Funding for Convention Center Mezzanine Storage Racking – Marjorie Johnson, Chief Accounting Officer

III. Human Resources Committee

Buster Evans, Chair

No Report

IV. Marketing Committee

Joy Burch-Meeks, Chair

- A. Report from Marketing Department – Alexa Hawkins, Director of Marketing & Communications
- B. Group Sales – Kevin Udell, Senior Sales Manager

V. Legislative Committee

Glen Willard, Chair

- A. Legislative Report, Glen Willard

VI. Committee of the Whole

Dale Atkins, Chair

- A. Consideration of RFP #377 for Ecological Restoration Consultant – Yank Moore, Director of Conservation
- B. Consideration of Westin Management Entity Request – Dave Curtis, NVHG Jekyll Hotel Operator Representative & Zach Harris, General Counsel
- C. Update on Pending Litigation - Zach Harris, General Counsel
- D. Consideration of Buccaneer Property Concept Plan – Noel Jensen, Deputy Executive Director
- E. Consideration of Contract for Jekyll Island Airport Terminal Construction – Noel Jensen, Deputy Executive Director
- F. Operations Update – Noel Jensen, Deputy Executive Director
- G. Executive Director's Report – Jones Hooks, Executive Director
- H. Chairman's Comments – Dale Atkins, Chair

Board Meeting Agenda

Chairman, Dale Atkins – Call to Order

Action Items

1. Minutes of the March 21, 2023 Board Meeting
2. Consideration of Funding for New Server
3. Consideration of Additional Funding for Convention Center Mezzanine Storage Racking
4. Consideration of RFP #377 for Ecological Restoration Consultant
5. Consideration of Westin Management Entity Request
6. Consideration of Buccaneer Property Concept Plan
7. Consideration of Contract for Jekyll Island Airport Terminal Construction

Executive Session to Discuss Personnel

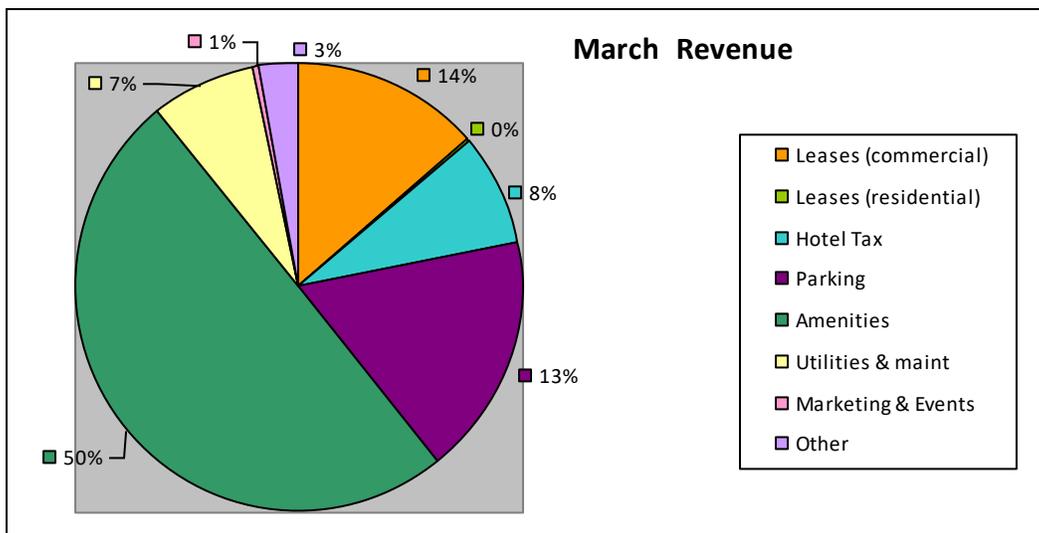
Adjournment

MEMORANDUM

TO: FINANCE COMMITTEE
FROM: MARJORIE JOHNSON
SUBJECT: MARCH FINANCIAL STATEMENTS
DATE: 4/11/2023

Revenues

Revenues for March were \$2,854,450 which reflects a favorable \$568K (25%) variance from the budget. Year-to-date revenues reflect a favorable \$4M (16%) variance from budget and a favorable \$2.6M (10%) variance from the prior year to date revenues.



The largest variances for the month were:

- Golf (+\$107K) – The beautiful weather definitely had a positive impact on the golf revenues this month. Several tournaments were also held this month including the Oglethorpe Cup, Glynn Academy High School Tournaments and the U.S. Kids golf tournament.
- Convention Center (+\$58K) – The center hosted 16 events with 37 event days and almost 7K attendees. We budgeted 2 banquet events in March that ended up being in a different month than anticipated. The sales staff and convention center staff worked together to bring in additional pickup business of \$70K to make up the difference in budget, plus some extra.

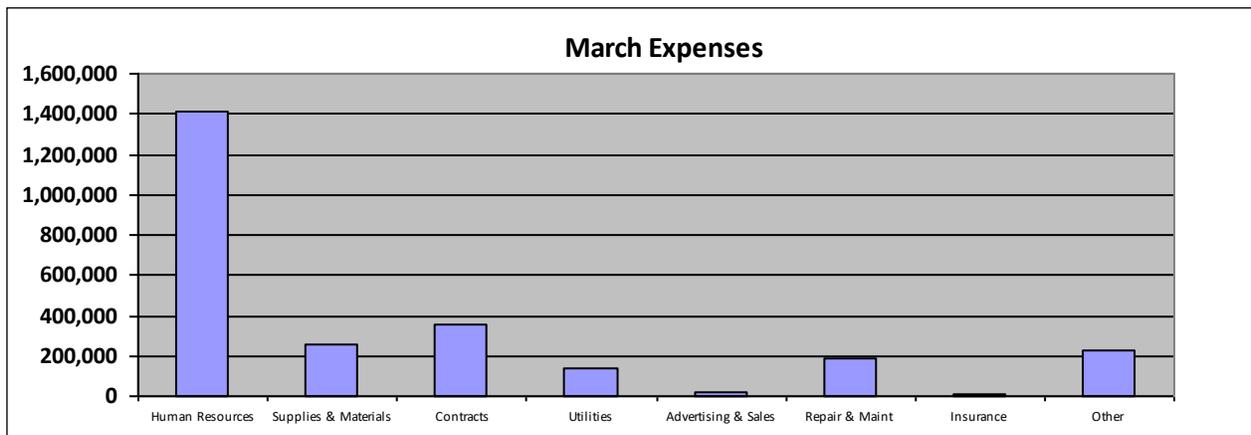
- Hotel/Motel taxes (+\$79K) – Occupancy rates and hotel revenues were up significantly in February, therefore the hotel/motel taxes reported to JIA in March were also higher than budgeted.
- Campground (+\$59K) – In addition to having great weather in March, the campground booking software we implemented last year allows for better management of campsites based on the size and type of campers, which helps maximize the occupancy and revenues at the campground.

Expenses

Expenses were \$2,601,719 for March and reflect an unfavorable budget variance of \$46K (2%) for the month. Expenses reflected a favorable \$480K variance from Year-to-date budget and reflected an unfavorable \$4.8M (25%) variance from Prior Year to Date expenses.

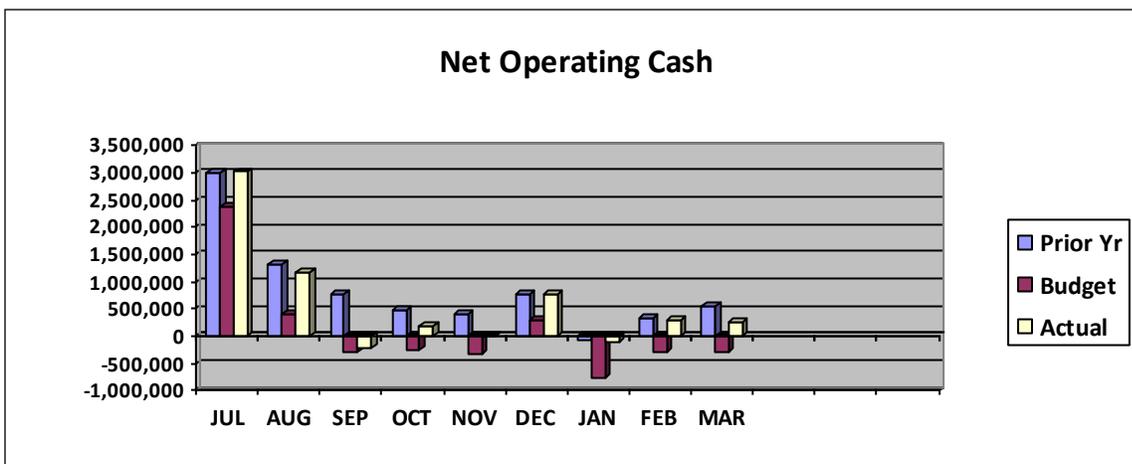
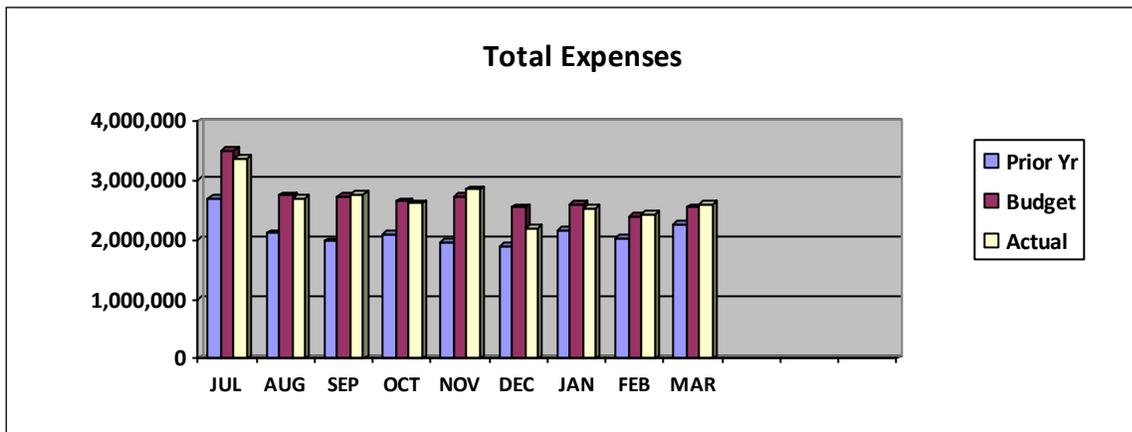
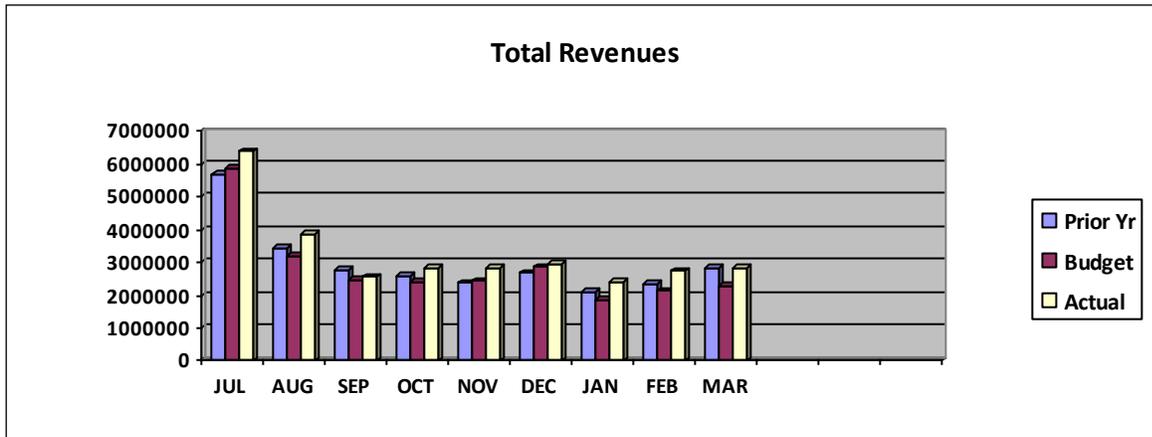
The largest budget variances for the month were:

- Human Resources (-\$42K) – Variance is due to vacant full time and part time positions.
- Printing (+\$46K) – this variance is due to the increased cost of printing Visitor’s Guides for our guests. The order in March was almost twice the cost we paid for the Guides in July.
- Supplies & Materials (+\$37K) – this variance appears to be timing related since year-to-date expenses are \$119K less than budget.



Net Operating Cash

The Net Operating Cash Income for the month is \$252,731, which is a \$523K favorable variance from the budgeted net operating cash loss of (\$269,959). Net Operating Cash Income reflects a favorable \$4.4M variance from year-to-date budget and an unfavorable \$2.2M variance from prior year to date income.



Jekyll Island Authority
CONSOLIDATED BUDGET COMPARISON
For the Nine Months Ending March 31, 2023

	MONTH	MONTH	BUDGET		YTD	YTD	BUDGET		PRIOR	VARIANCE	
	ACTUAL	BUDGET	VARIANCE	%	ACTUAL	BUDGET	VARIANCE	%	YEAR	ACTUAL	%
			(000's)	%			(000's)	%		(000's)	%
Revenues											
Administration											
Business Leases	386,737	349,117	38	11%	4,704,677	4,268,858	436	10%	4,671,432	33	1%
Hotel Tax	157,978	102,766	55	54%	1,811,552	1,173,015	639	54%	1,762,639	49	3%
Tourism Development Fund	67,705	44,042	24	54%	765,363	502,721	263	52%	747,380	18	2%
Parking	492,614	448,829	44	10%	4,086,168	3,948,504	138	3%	3,870,753	215	6%
Interest	34,780	700	34	4869%	204,293	6,300	198	3143%	7,019	197	2810%
Lot Rentals	11,785	10,000	2	18%	809,064	619,000	190	31%	1,010,886	(202)	-20%
Foundation	464	396	0	17%	7,154	6,981	0	2%	6,916	0	3%
Airport	2,756	1,591	1	73%	15,728	15,162	1	4%	14,788	1	6%
Administration revenue	14,268	10,100	4	41%	167,476	133,025	34	26%	304,845	(137)	-45%
Intern Housing	5,840	4,980	1	17%	20,635	33,900	(13)	-39%	34,045	(13)	-39%
Total Administration	1,174,926	972,522	202	21%	12,592,111	10,707,466	1,885	18%	12,430,703	161	1%
Enterprises											
Golf	361,065	254,305	107	42%	2,053,378	1,830,311	223	12%	1,933,201	120	6%
Convention Center	349,520	291,192	58	20%	3,784,789	2,966,350	818	28%	2,598,127	1,187	46%
Summer Waves	16,214	13,000	3	25%	2,031,493	1,629,975	402	25%	1,470,452	561	38%
Campground	242,577	183,335	59	32%	1,881,950	1,525,428	357	23%	1,613,961	268	17%
Life is Good	29,491	22,463	7	31%	214,850	204,148	11	5%	250,008	(35)	-14%
Museum	113,140	83,018	30	36%	919,037	733,325	186	25%	745,951	173	23%
Georgia Sea Turtle Center	241,518	184,466	57	31%	1,583,825	1,527,883	56	4%	1,734,359	(151)	-9%
Conservation	18,390	17,616	1	4%	(465)	30,533	(31)	-102%	9,951	(10)	-105%
Miniature Golf & Bikes	44,178	40,837	3	8%	306,882	260,772	46	18%	339,883	(33)	-10%
Water/Wastewater	116,873	100,713	16	16%	1,309,669	1,231,088	79	6%	1,294,042	16	1%
Sanitation	45,776	45,415	0	1%	416,655	408,354	8	2%	433,897	(17)	-4%
Fire Department	11,500	6,570	5	75%	1,447,474	1,461,161	(14)	-1%	1,397,832	50	4%
Tennis	15,562	19,645	(4)	-21%	110,916	102,732	8	8%	102,886	8	8%
Marketing, Special Events & Sales	19,600	12,178	7	61%	351,899	480,743	(129)	-27%	179,035	173	97%
Guest Information Center	15,313	16,823	(2)	-9%	255,905	204,683	51	25%	189,957	66	35%
Camp Jekyll & Soccer Fields	17,072	18,743	(2)	-9%	151,414	169,232	(18)	-11%	122,120	29	24%
Landscaping, Roads & Trails	15,000	3,000	12	400%	25,043	11,250	14	123%	20,668	4	21%
Vehicle & Equipment Maintenance	1,451	250	1	481%	3,486	750	3	365%	4,440	(1)	-21%
Facility Maintenance	5,283	-	5	0%	9,144	-	9	0%	574	9	1493%
Golf Course Maintenance	-	-	-	0%	-	-	-	0%	234	(0)	-100%
Total Enterprises	1,679,524	1,313,570	366	28%	16,857,345	14,778,717	2,079	14%	14,441,578	2,416	17%
Total Revenues	2,854,450	2,286,092	568	25%	29,449,456	25,486,182	3,963	16%	26,872,280	2,577	10%
Expenses											
Human Resources	1,415,957	1,457,463	(42)	-3%	12,688,131	13,243,510	(555)	-4%	9,907,635	2,780	28%

	MONTH ACTUAL	MONTH BUDGET	BUDGET VARIANCE		YTD ACTUAL	YTD BUDGET	BUDGET VARIANCE		YEAR ACTUAL	VARIANCE	
			(000's)	%			(000's)	%		(000's)	%
Supplies & Materials	253,161	216,566	37	17%	1,538,538	1,657,074	(119)	-7%	1,183,391	355	30%
Advertising & Sales	23,391	43,600	(20)	-46%	911,446	914,211	(3)	0%	694,545	217	31%
Repairs - Facilities & Grounds	159,547	156,305	3	2%	1,305,772	1,333,038	(27)	-2%	1,139,981	166	15%
Utilities	125,867	124,705	1	1%	1,450,509	1,375,696	75	5%	1,412,084	38	3%
Insurance	11,070	13,490	(2)	-18%	968,806	955,938	13	1%	893,032	76	8%
Contracts	354,004	359,936	(6)	-2%	3,097,155	3,187,850	(91)	-3%	2,313,597	784	34%
Rentals	47,136	64,907	(18)	-27%	647,547	644,914	3	0%	518,381	129	25%
Printing	55,866	9,683	46	477%	127,230	135,504	(8)	-6%	94,307	33	35%
Motor Vehicle	25,776	25,068	1	3%	235,540	202,094	33	17%	190,977	45	23%
Telephone	8,749	9,699	(1)	-10%	81,726	89,186	(7)	-8%	79,792	2	2%
Equipment Purchase <\$1K	8,588	2,550	6	237%	58,827	54,173	5	9%	78,174	(19)	-25%
Equipment Purchase \$1K to \$5K	16,884	1,200	16	1307%	79,087	67,349	12	17%	91,216	(12)	-13%
Travel	6,635	5,865	1	13%	50,526	57,020	(6)	-11%	30,330	20	67%
Dues	39,280	28,809	10	36%	345,093	311,106	34	11%	256,347	89	35%
Credit Card Fees	49,747	36,181	14	37%	494,853	333,419	161	48%	375,375	119	32%
Bank Fees	63	25	0	152%	1,079	225	1	380%	803	0	34%
Total Expenditures	2,601,719	2,556,051	46	2%	24,081,864	24,562,308	(480)	-2%	19,259,967	4,822	25%
Net Operating Cash Income **	252,731	(269,959)	523	-194%	5,367,592	923,874	4,444	481%	7,612,314	(2,245)	-29%

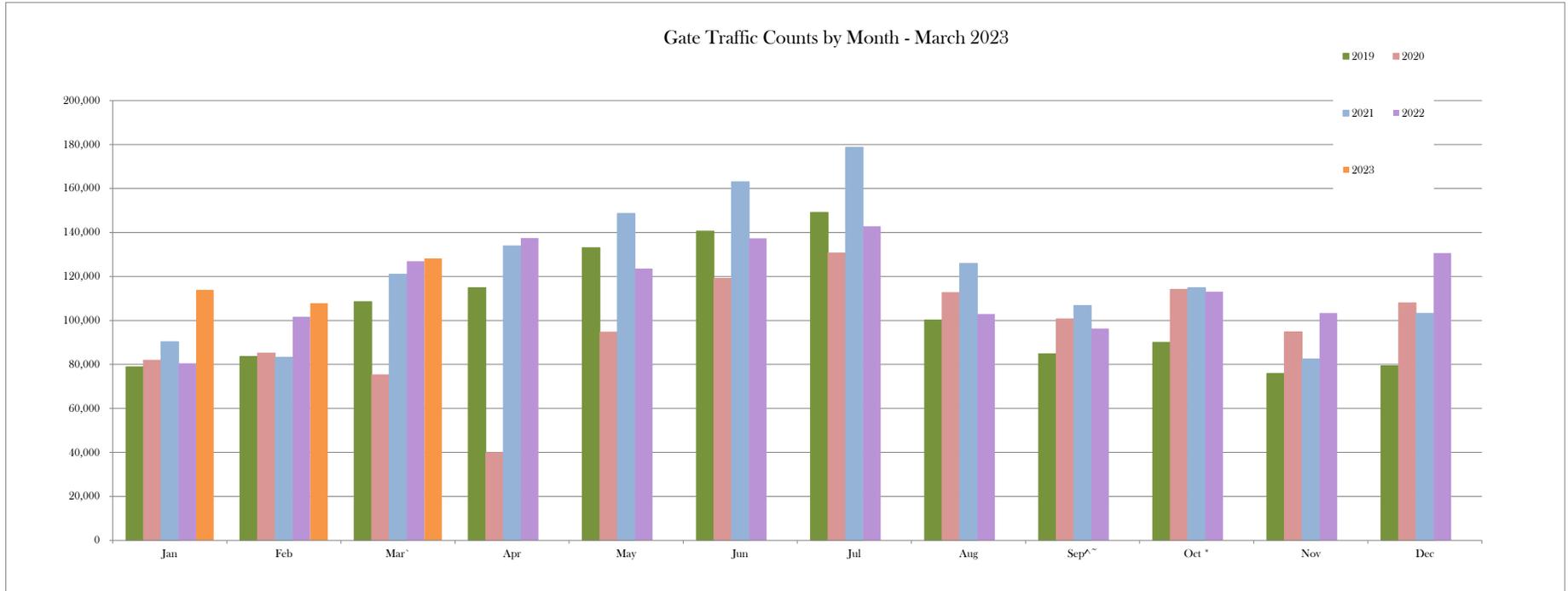
** Does not include depreciation or capital projects

March 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	32,998	74,849	107,847
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	42,879	85,313	128,192
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
Totals	608,730	630,349	1,239,079	413,750	743,422	1,157,172	485,065	967,179	1,452,244	468,620	928,116	1,396,736	104,272	245,689	349,961

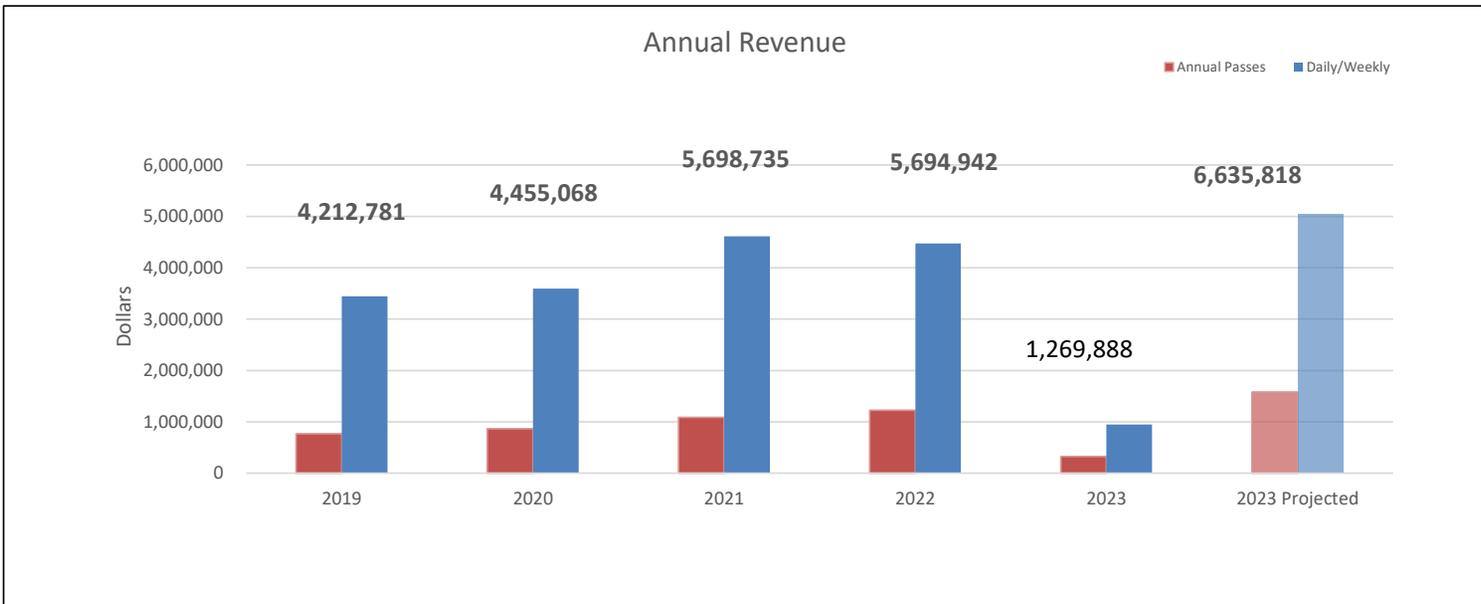
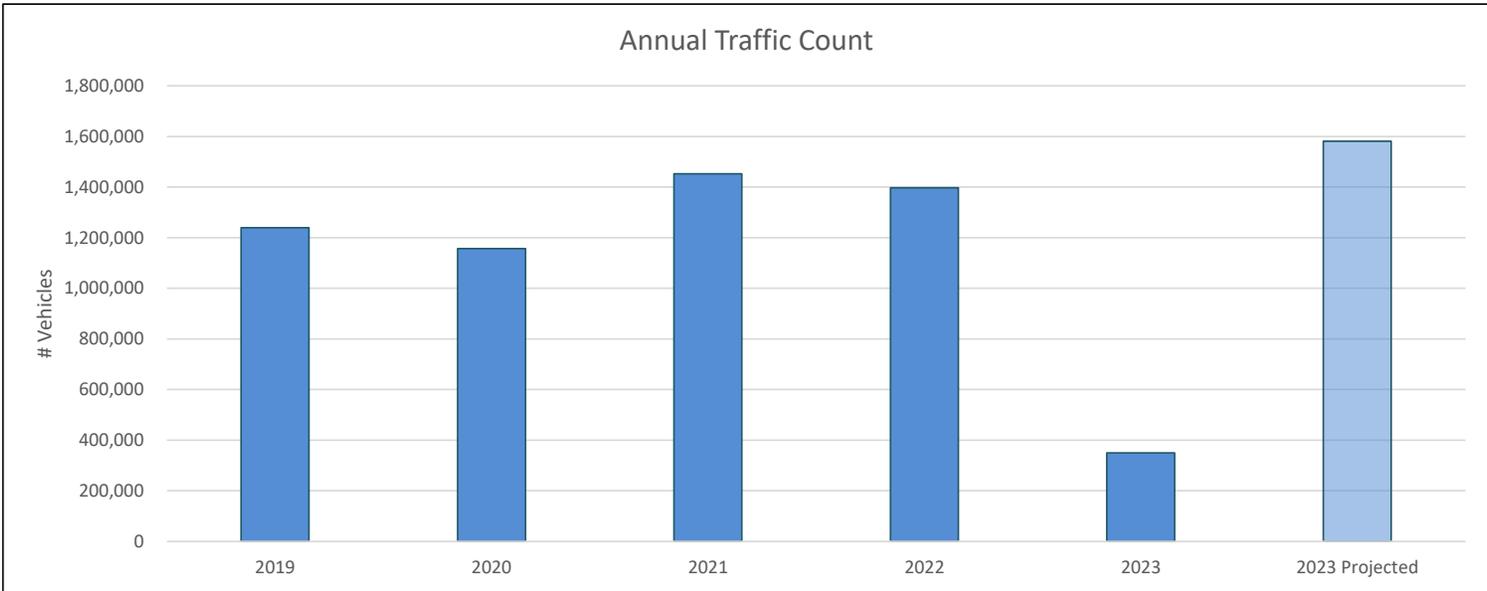
LPR system began April 2020

Year to Date Comparison	2019 YTD	2020 YTD	2021 YTD	2022 YTD	2023 YTD
	271,087	242,326	294,613	309,164	349,961



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

~Sept 2019 - Hurricane Dorian



April 5, 2022
 Jekyll Island Convention Center
March FY23 Financial Review

	FY 23	FY 22	FY 21	FY 20	FY 19	FY 18	FY 17
Number of Events	16	16	8	6	16	19	19
Event Days	37	40	15	14	25	39	34
Attendance	6,915	7,515	2321	6353	6655	15,193	29807
Revenue	\$369,541.89 Act \$332,816 Budg	\$472,807 Act \$332,816 Budg	\$174,645	\$130,954	\$332,180	\$319,320	\$374,569
Square FT used	891,940	847,670	323,360	206,408	372,931	N/A	N/A

The Convention Center was in full event mode all of March. We kicked off the month with gymnastics & ended with Encore Dance. Please note Encore Concessions was captured, but full event revenues will be reflected in the month of April. We forecasted two banquet events that landed in other months, creating a \$44,000 potential negative variance. Realtors allowed us to reach additional success levels in February, and in April we will welcome the Purity Ball attendees. In traditional fashion, the Center rebounded with our anticipated Hindu wedding drawing in a little more F&B. Additionally, we had significant pickup meetings – GA Neurological, Coastal Health, and our friends with GAPT making another return. All three of these paved the path for \$70,000 in revenues collected. The Center also hosted a small Job Fair, Jekyll Singers Spring Concert, and a Staff Training for the Westin team.

FUTURE CONTRACTS ISSUED -11 – Estimated revenues \$534,000

Conventions 5– Anticipated rev of \$328,000
 Meetings –0–Anticipated revenue 0
 Banquet –2 – Anticipated revenue \$67,000
 Weddings –3 – Anticipated revenue \$109,000
 Public Event –1– Anticipated revenue \$30,000

PROPOSALS

CVB – 11
 C VENT – 4
 Combined sites and planning meetings with all staff – 8

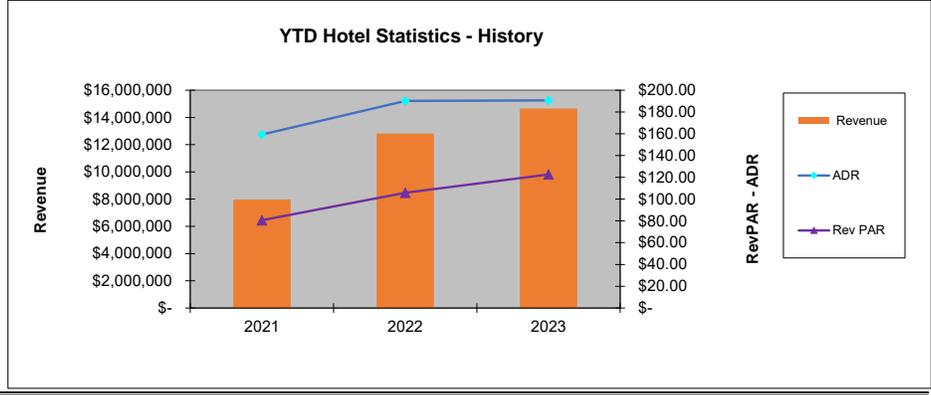
JEKYLL ISLAND AUTHORITY

HOTEL OCCUPANCY STATISTICS

Calendar Year to Date - March 2023

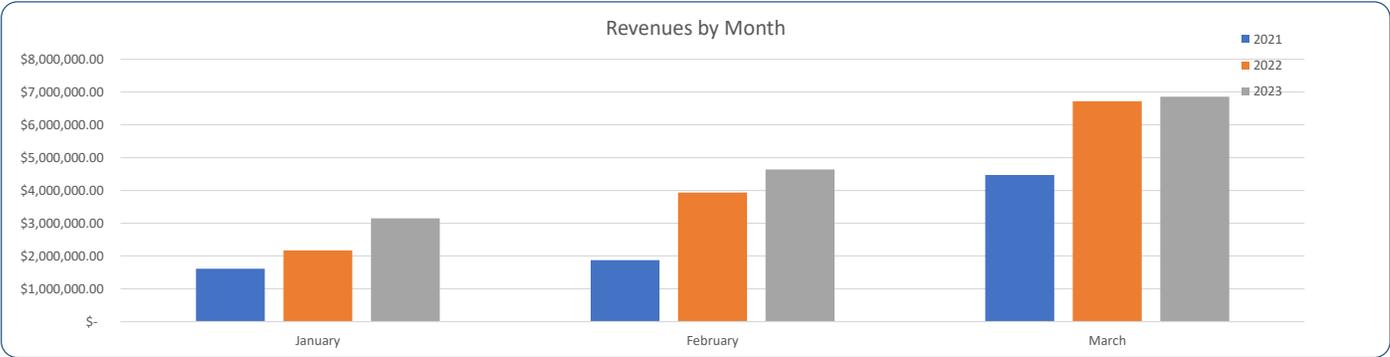
HOTEL STATISTICS AT-A-GLANCE

2023	
Total Revenue	\$ 14,651,507
Occupancy Rate	64.3%
Rev PAR	\$ 122.64
ADR	\$ 190.66
2022	
Total Revenue	\$ 12,821,708
Occupancy Rate	55.7%
RevPAR	\$ 105.92
ADR	\$ 190.15
2021	
Total Revenue	\$ 7,957,087
Occupancy Rate	50.6%
RevPAR	\$ 80.62
ADR	\$ 159.27



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	3,340	2,126	63.7%	\$ 188.99	\$ 120.30	401,798	282,096	\$ 119,702	42%
Home2Suites	107	9,630	6,913	71.8%	\$ 176.15	\$ 126.45	1,217,709	1,079,374	\$ 138,334	13%
Holiday Inn Resort	157	14,130	7,794	55.2%	\$ 162.56	\$ 89.67	1,267,004	1,172,236	\$ 94,768	8%
Days Inn & Suites	124	10,755	8,184	76.1%	\$ 131.13	\$ 99.78	1,073,163	1,036,848	\$ 36,315	4%
Courtyard by Marriott/ Residence Inn	209	18,810	12,871	68.4%	\$ 201.49	\$ 137.87	2,593,337	1,813,282	\$ 780,055	43%
Hampton Inn	138	12,420	7,561	60.9%	\$ 176.35	\$ 107.36	1,333,410	1,205,344	\$ 128,066	11%
Jekyll Island Club Resort	200	14,634	8,852	60.5%	\$ 307.03	\$ 185.72	2,717,830	2,674,861	\$ 42,969	2%
Seafarer Inn & Suites	73	5,908	3,856	65.3%	\$ 132.61	\$ 86.55	511,340	427,378	\$ 83,962	20%
Villas by the Sea	112	7,398	4,357	58.9%	\$ 168.78	\$ 99.40	735,353	644,904	\$ 90,450	14%
Villas by the Sea - Jekyll Realty	19	1,710	1,056	61.8%	\$ 114.67	\$ 70.82	121,094	73,197	\$ 47,897	65%
Villas by the Sea - Parker Kaufman	33	2,732	1,809	66.2%	\$ 105.15	\$ 69.62	190,215	90,193	\$ 100,022	111%
Westin	200	18,000	11,467	63.7%	\$ 217.08	\$ 138.29	2,489,254	2,321,995	\$ 167,259	7%
2023 Total		119,467	76,846	64.3%	\$ 190.66	\$ 122.64	\$ 14,651,507	\$ 12,821,708	\$ 1,829,799	14.3%
2022 Total		121,054	67,430	55.7%	\$ 190.15	\$ 105.92	\$ 12,821,708			
2021 Total		98,693	49,961	50.6%	\$ 159.27	\$ 80.62	\$ 7,957,087			



MEMORANDUM

TO: FINANCE COMMITTEE
FROM: MARJORIE JOHNSON, CHIEF ACCOUNTING OFFICER
SUBJECT: FY 2023 CAPITAL EQUIPMENT REQUEST – SERVER REPLACEMENT
DATE: 4/12/2023

The computer server at the Administration building has reached a critical stage and must be replaced. The current server is 6 years old, and it hosts multiple virtual servers, including our accounting software, water billing software and our credit card software. The current server is at maximum capacity, and our computer support team is no longer able to upgrade the storage or the RAM.

A new server will host the DataVision software and all of the current virtual servers. The new server will also have more RAM and storage space, which would give us room to grow for the next several years.

The staff is requesting funding of \$15,000.00 to be paid from current year funds for the purchase of a new Dell PowerEdge R550 server.

MEMORANDUM

TO: FINANCE COMMITTEE
FROM: MARJORIE JOHNSON, CHIEF ACCOUNTING OFFICER
SUBJECT: CAPITAL PROJECT – ADDITIONAL FUNDING FOR CONVENTION CENTER SHELVING
DATE: 4/11/2023

In May 2022, the Board approved \$45,000.00 for shelving at the Convention Center. The shelving solution will be used to store the lobby furniture, tables and chairs when not in use. Proper storage can extend the life of the furniture and helps keep the pathways in the storage room open. Finding suitable storage solutions for this project proved challenging given the square footage limitations at the Convention Center.

JIA staff has received three responsive bids for the new furniture storage shelving solution. The bidder presenting the lowest responsive bid is Panel Built, Incorporated for an amount of \$39,510.00. We have also received quotes for the installation of the shelving unit in the amount of \$12,550.00 and a quote for the required heat sensors and fire alarm equipment in the amount of \$4,030.44.

Staff hereby requests approval for an additional \$12,000.00 toward the furniture shelving solution at the Convention Center to cover the balance of the cost for installation and fire alarm equipment for this project.

If approved, the additional funding will be paid from current year revenues.

Summary – RFP 377 - Ecological Planning and Design Services

The next RFP in the timeline of the Golf Improvement Plan seeks ecological restoration planning and project design services. The ideal applicant is an ecological consultant company with a diverse background and skillsets necessary to evaluate and lead efforts for collaborative planning and development of design options for the habitat restoration and reuse of land currently occupied by portions of golf.



The RFP seeks evaluation and restoration planning for an area that encompasses approximately 50 acres, including 37 acres of fairway and about 13 acres of existing embedded pine and oak forest patches on Oleander Golf Course. This conservation opportunity is a result of the realignment of nine holes and closure of nine holes at Oleander Golf Course. The primary motivating conservation opportunity for this phase is the creation of a wildlife habitat corridor that will reconnect large natural areas present on northern and southern portions of the island. The JIA Conservation staff envisions the restored habitat as a mosaic of ecosystems, to include grasslands and forest patches, that will be managed with prescribed fire and periodic mowing. Opportunities to create or enhance wetland features should be considered and current drainage processes should be evaluated for potential improvements to enhance ecology and ecosystem services.

Beyond design, additional benefits should accommodate nature-based recreational access and educational opportunities in the restored area. Maintenance plans for the grassland and wetland habitats will be provided, along with a list of vendors, contractors, and service providers necessary to implement the design plan. If applicable, the selected applicant will assess permitting needs and assist the JIA through that process.

The feasibility of a second phase will be determined during a later stage of the Golf Improvement Plan. The additional evaluation would involve a review of the possibility of restoring hydrological function to Beach Pond, a red maple, loblolly bay wetland. This area was once the single largest source of freshwater on Jekyll Island. This wetland was impacted during the initial construction of the golf courses and is slowly converting into a vine dominated forest due to the lack of water. This evaluation phase would allow for the potential restoration of Beach Pond.



100 JAMES ROAD
JEKYLL ISLAND, GA 31527
(912) 635-4000

Request for Proposal # 377

For

Ecological Restoration Planning and Design Services

Date Issued: April 18th, 2023

Submission Deadline:

May 19th, 2023

SECTION 1 GENERAL INFORMATION

This is an invitation to submit a proposal to establish a contract with an interested qualified professional or institution to provide Jekyll Island Authority (JIA) with the services indicated herein. The JIA certifies that the use of competitive sealed bidding will not be practicable or advantageous to the JIA or the State of Georgia in completing the acquisition described in this Request for Proposal ("RFP"). This RFP process will be conducted to gather and evaluate responses from a company or person desiring to do business with the JIA ("Proposer") for a potential award. After evaluating all the Proposals received prior to the Close Date of this RFP and following negotiations and resolution of contract terms (if any), the preliminary result will be submitted to the Board of Directors for consideration and approval. Subject to and following Board approval, legal due diligence, and contract resolution, a contract will be executed.

Jekyll Island. Jekyll Island is a unique, state-owned barrier island that balances conserving and preserving natural, historic, and cultural resources while providing accessible and affordable recreation, vacation, and educational opportunities for the citizens of Georgia and beyond. Development on the Island is limited to approximately 1/3 of the island, making it a sustainably developed community that supports diverse wildlife and nature-based recreation. Surrounded by picturesque marshes and breathtaking oceanfront, Jekyll Island is a peaceful coastal destination.

Jekyll Island Authority. Recognizing that our island's natural beauty and vibrant history set us apart from any other coastal destination, the Governor and the Georgia State Legislature established the island as a State Park in 1947 and entrusted its care to the JIA. Since its inception, the JIA has set up parameters to protect the island ecosystem, while ensuring it remains an inviting place for residents and guests. Today, the JIA is a self-supporting state entity responsible for the management and stewardship of Jekyll Island.

Our Mission. As stewards of Jekyll Island's past, present, and future, we are dedicated to maintaining the delicate balance between nature and humankind.

Our Vision. Through progressive stewardship and excellent customer service, Jekyll Island will be recognized as a sustainably developed conservation community that is the choice destination among all who experience its unique environment, services, and amenities.

Conservation Program. The mission of the JIA Conservation Program is to conserve, manage, and restore Jekyll Island State Park's natural communities and biological diversity; provide nature-based educational and recreational opportunities for the general public; and guide the JIA, its partners, and its tenants to reduce the broader environmental footprint of human activities that occur within the Park. The 2020 Jekyll Island Conservation Plan is available here: <https://www.jekyllisland.com/authority/documents/jekyll-island-conservation-plan/>

SECTION 2 SCOPE OF WORK

2.1 Overview. The Jekyll Island State Park Authority (JIA) has adopted and published a Golf Improvement Plan, providing framework for the future of golf on Jekyll Island. Jekyll is a state-owned barrier island lying between Saint Simons Island and Cumberland Island under the management of the JIA. The current land area actively utilized for golf on Jekyll is over 450 acres for 63 holes, which has been determined to be financially unsustainable at its current scale. The total acreage recommended by the Golf Improvement Plan to be made available for re-creating ecosystems and restoring habitats from land currently allocated to golf. The primary focus is the evaluation and planning of a terrestrial upland wildlife habitat corridor and secondarily a historic freshwater wetland restoration. The feasibility of a second phase will be determined during a later stage of the Golf Improvement Plan.

Terrestrial restoration opportunities up for consideration include creation of maritime grasslands, establishment of coastal pine savannah, or other grassland habitat types meant to be maintained with prescribed fire. Wildlife species that could be supported include grassland dependent bird species, waterfowl species, reptiles and amphibians, and mammals. Potential wetland restoration actions up for consideration include rebuilding historic freshwater wetland systems and salt marsh headwater systems that were disrupted and displaced by golf course construction. Along with restoration activities, opportunities for nature-based recreation and educational programming should be considered as well.

The primary terrestrial restoration focus will involve planning, design, and land management recommendations, a range of financial options, and permitting for the habitat restoration of land currently occupied by portions of the Oleander golf course (See Phase 1 Map). The project area encompasses a total of approximately 50 acres, including about 13 acres of existing embedded pine and oak forest patches. The motivating conservation opportunity for this phase is the creation of a section of a larger plan to create a wildlife habitat corridor reconnecting large natural areas present on northern and southern portions of the island. Other than active sand dune systems along the beach to the east and a narrow marsh edge along the island's western margin, no continuous natural habitat currently provides connectivity for populations of many wildlife species that are isolated from one another due to north/south habitat fragmentation. The JIA Conservation staff envisions the restored habitat as a mosaic of habitat types, predominately grasslands, which will be managed with prescribed fire and periodic mowing if necessary. Forest patches within this recipient area are currently managed with fire but have several invasive tree and plant species that may need to be addressed. The areas that are currently managed for golf include turf grass species that will need to be addressed prior to the implementation of restoration activities. The reintroduction of native wildlife warrants consideration and a feasibility assessment. Opportunities to create or enhance wetland features within the recipient area should be considered and current hydrological drainage processes should be evaluated for potential improvements to enhance ecology

and ecosystem services. An existing 6.25-acre freshwater pond at the north end of the project area is currently utilized as a roosting site by large numbers of wading birds and is seasonally active as a nesting rookery. The Golf Improvement Plan presents the opportunity to expand this pond, creating rookery islands, and bolstering a natural buffer around it. Other design considerations include an approximately 30-acre tidal, brackish lake bounding the eastern side of the project area. Increasing tidal/saltwater influence is anticipated to occur around the margins of this lake due to sea level rise. Opportunities should be explored to enhance the lake for birds and fish by creating areas of emergent and submerged aquatic vegetation. Designs should accommodate low impact recreational and educational access to the restored area.

The secondary priority of wetland restoration involves restoring a historic freshwater wetland on the northern part of Indian Mound golf course. The motivation of this restoration involves the rescue of a red maple loblolly bay wetland that is nearing complete succession into pine forest. The JIA envisions the retention of critical freshwater resources and a return of the habitat to a functional natural freshwater wetland with diverse vegetation. The historic wetland was diverted from the island through a series of drainage ditches in order to construct the golf course. The scope of this phase and the overall area will be determined by the progression through the Golf Improvement Plan. The continued success of golf will dictate the total amount of space allocated to freshwater wetland restoration, but there is potential to evaluate this restoration phase with and without removing holes from golf (See Phase 2 Map). Maintenance, management plans, recreational integration and permits should be considered.

Creative design and collaborative planning should be guided by experienced conservation professionals to realize this vision. Successfully bringing forgotten landscapes back to life on a Georgia barrier island while creating diverse habitats that support rare, threatened, or keystone species has tremendous potential to be a high-profile conservation success story that can serve as an example and influence future restoration efforts elsewhere.

Core Scope of Design & Implementation. The JIA seeks proposals for planning and design services from qualified professionals with demonstrated expertise in ecological restoration, landscape architecture for park spaces and conservation areas, nature-based engineering, and collaborative planning. The project scope includes the following services.

1. Engagement and coordination with key JIA staff, experts in natural resource agencies, NGO contributors, and key stakeholders within the community to inform concept design.
2. Data gathering, field surveys, and investigations may be required to support design development.
3. Development and presentation of consensus concept plan and preliminary design, including design drawings and conceptual renderings, implementation and phasing plan, identification of plant and material sources, development of monitoring plan and adaptive management framework, and estimates of probable construction costs.
4. Pre-application regulatory consultation, as may be required to provide confidence that preliminary designs will be compatible with regulatory expectations.
5. Assistance in identifying prospective mechanisms to fund restoration construction and initial management expenses, including grant identification and proposal preparation/submittal support.
6. Assessment of existing implementation and maintenance capabilities, including equipment and labor for JIA to manage and maintain restored areas.

2.2 Expected Deliverables & Services. Provided satisfactory performance and favorable circumstances, the JIA may, at its discretion, extend the project scope with potential to include the following:

1. Final Design plan, implementation plan, and management plan preparation
2. A range of options and financial requirements related to implementation, including a list of prospective vendors, contractors, and service providers.
3. Permit application and coordination, serving as the JIA's agent in communication with all regulatory interests.

MEMORANDUM

TO: COMMITTEE OF THE WHOLE
FROM: ZACHARY B. HARRIS, GENERAL COUNSEL
SUBJECT: WESTIN JEKYLL ISLAND - CONSENT TO HOTEL MANAGER CHANGE
DATE: APRIL 18, 2023

Background

Jekyll Island Authority (“JIA”) and Jekyll Ocean Front Hotel, LLC, a Georgia limited liability company (“JOFH”), are parties to that certain Hotel Ground Lease, dated October 15, 2010, by and between JIA and Jekyll Lodging Associates, LLC, as amended, by virtue of that certain Lease Assignment and Assumption Agreement, dated November 14, 2011, by and between Jekyll Lodging Associates, LLC, as assignor, and JOFH, as assignee (collectively, the “Ground Lease”). Pursuant to the Ground Lease, JOFH owns the Westin Jekyll Island Hotel, located at 110 Ocean Way, Jekyll Island, Georgia (the “Hotel”).

This Board approved Northview Hotel Group (“Northview”) as the purchaser of a majority ownership interest in JOFH at its November 15, 2022 meeting. The Board also approved Northview and its affiliate entity, NVHG Westin Jekyll Hotel Operator, LLC, as the hotel management company for JOFH for the Westin Hotel.

Due to circumstances beyond the control of JIA, Northview was compelled to drop the “Westin” name from its management entity “NVHG Westin Jekyll Hotel Operator, LLC, and create a new corporate entity to act as the hotel management company for JOFH. The Board’s approval is necessary for this new entity, NVHG Jekyll Hotel Operator, LLC, to operate as the hotel management company.

Request

Pursuant to Section 11.1(a), JIA has the right to approve of assignments of the Lease, to include the assignment of any right or privilege appurtenant to the Lease. Before you is a request by Northview and its affiliate, NVHG Jekyll Hotel Operator, LLC, to consent to and approve the transfer of rights to manage and operate the Hotel to Northview’s affiliate NVHG Jekyll Hotel Operator, LLC, a Delaware limited liability company. Northview meets the definition of an “Experienced Hotel Management Company” set forth in the Ground Lease. Approval of this request does not amend or modify any term of the Ground Lease or change the ground lessee entity.

Staff recommends approval of this request.

MEMORANDUM

TO: COMMITTEE OF THE WHOLE
FROM: NOEL JENSEN, DEPUTY EXECUTIVE DIRECTOR
SUBJECT: REVIEW OF CONCEPT PLAN FOR THE BUCCANEER SITE AS SUBMITTED BY LNWA DEVELOPERS, LLC AND RETREAT HOTELS AND RESORTS, LLC
DATE: 4/12/2023

LNWA Developers LLC has leased the property commonly represented as The Buccaneer Parcel since 2017. Per the terms of their lease, LNWA was to perform and present a market analysis for the parcel before concept plans could be submitted to the JIA Design Review Group (DRG) or the JIA Board. RCLCO was hired to perform the analysis and presented a market research analysis for the leased property at the October 19, 2021, JIA Board Meeting. This market analysis determined the best and highest use of the 6.892-acre parcel as a single-family residential planned development.

LNWA Developers presented a preliminary concept in March of 2023, which was reviewed by a subcommittee of the DRG and sent back with comments regarding several issues, among them: the density of the site, circulation of vehicles, and turtle lighting requirements. LNWA revised the preliminary Concept to address these issues adequately and resubmitted their concept plan for DRG review on April 7, 2023. The revised concept reduced density, improved circulation, provided safer routing for emergency response, and recognized that future turtle lighting challenges will have to be resolved. With these updates, the DRG passed the Concept with comments that would have to be further addressed during the Schematic Phase of the project.

Staff hereby requests approval of the following:

1. Approval for the Concept Phase drawings of a planned development to be built by LNWA Developers LLC and Retreat Hotels and Resorts, LLC on the 6.892-acre parcel consisting of 25 single-family homes, additional guest parking, a community pool, and other features to be delineated during the Schematic Phase, which would be once again presented to the DRG and the JIA Board for further approval.



April 6, 2023

Mr. Noel Jensen
Chief Operating Officer
The Jekyll Island-State Park Authority
100 James Road
Jekyll Island, GA 31527

RE: Site Plan Resubmission for 6.892 acre-parcel

Dear Mr. Jensen,

On behalf of LNWA Developers LLC and Retreat Hotels and Resorts LLC (the "Developer", "We"), the Developer of a 6.892-acre parcel (the "Development", the "Parcel", the "Buccaneer Site"), I am writing to submit a further revised site plan (the "Revised April Plan") for review by the Jekyll Island Design Design Review Committee ("DRG").

By way of background, we submitted a revised concept plan on March 21, 2023, and received a letter response from you on March 24, 2023 (the "March DRG Letter"). I'm pleased to report that the Revised April Plan comprehensively addresses the issues raised in the March DRG Letter. The Revised April Plan reduces density, preserves additional trees, incorporates additional parking, adds a vegetative buffer along Beachview Drive and meets required setbacks. To further facilitate your review, I have addressed each comment in the March DRG Letter below.

1. *Addition of a column for the total square footage of each home to be listed on the chart by lot number.*

We have shown the size of the building footprint for each lot. However, until we have an approved Concept Plan, we are unable to develop the detailed floor plans and elevations required for the Schematic Design phase. At that time, we will be able to provide the square footage for each lot, as you have requested. However, it remains our design intent, as stated in our original submission of August 5, 2022, for the homes on the eastern portion of the property to have a lower profile and be smaller in habitable square footage than those on the western portion of the property.

2. *In earlier meetings, staff strongly advised against duplexes, and this prohibition was included in section 1.1 of the Project Development Agreement, where the product was stated as only single-family homes.*

We have eliminated all duplexes and show only single family detached homes.

3. *With the nature of the small lot sizes, staff does not favor a setback variance as suggested in the concept.*

We have reinstated a full 25-foot rear setback for all lots. However, as discussed, we would like permission to have non-structural improvements such as patios within the 25-foot setback up to 10 feet of the property line.

4. *There is a genuine concern for the density of homes that will inevitably experience continual turtle lighting ordinance violations long after the development group has transferred management to an HOA. Most of these homes will undoubtedly become rentals, and the churn associated with a rental pool would negatively impact this situation.*

We have reduced density to 25 homes.

5. *Construction activities such as infrastructure placement would significantly impact the remaining significant trees. We are now seeing the effects of such damage in prior developments, Ocean Oaks and The Cottages, where trees are degrading rapidly until they must be removed because of their overall condition. Along those same lines, some tree branches are growing into the homes' roofing zone, and permits are requested to cut larger limbs for maintenance and homeowners insurance purposes.*

We have redesigned the roadway layout and placement of homes to further reduce the impact on the treescape both during and post development.

6. *It is noted that a community pool was removed. It should be understood staff will not recommend pool permits within this development for individual homeowners because of conditions such as density and site coverage.*

We agree that no individual pools will be allowed in the development. We have shown a small community pool as a placeholder at this time.



7. *Additional parking for guests was requested in earlier discussions. Unfortunately, the latest plan reduced the number of guests parking spaces by half to 12 and is not considered to be in a suitable/useable location. As with a prior development, The Cottages, it is found that vendors, such as repair companies and guests, often park in inappropriate places and create restrictions that inhibit the response of emergency vehicles.*

We now show 17 spaces as well as room for 10 additional vehicles to be created with pea gravel along the right of way. Our redesign also incorporates better locations for the trash compactors and the mailbox.

8. *The northern portion of the roadway that splits in half contains an oak tree that will have to be maintained by the future HOA to allow clear access to emergency vehicles, such as fire apparatus. If branches were allowed to protrude below the 12'-mark, entry by the fire apparatuses could be denied north of the tree in question.*

We understand that the HOA will be responsible for trimming the branches of the now 2 trees located within roadway splits to maintain access for emergency vehicles.

9. *Please note that a vegetative buffer will be required between the housing area and Beachview Drive, as with Ocean Oaks, and must be approved on the landscaping plan provided in the future. In addition, follow-up care of the remaining oak trees will be the responsibility of the future HOA under the review of JIA staff.*

We have added a vegetative buffer along Beachview Drive and understand that the HOA will maintain it under the guidance of the JIA.

Additionally, I'd like to note that while lots 7 and 8 appear to be engulfed by tree canopy, this is in fact not the case on the ground. If desired, I'd be more than happy to meet you and your team to walk the site at your convenience. However, please disregard the current staking as it relates to a previous iteration of the plan.

We've taken all of your comments very seriously and approached the Revised April Plan with great care. We believe that this layout has been optimized for all stakeholders, and we look forward to your review.

Sincerely,



Dave Curtis
Board Chair
Retreat Hotels & Resorts
On behalf of: LNWA Developers LLC

Enclosures: Revised April Plan
Tree Mitigation Table

CC: Jones Hooks
Yank Moore
Cliff Gawron
Gary Wadsten
JJ Singh



TAG #	DISPOSITION	DBH (inches)	SPECIES	CONDITION	MITIGATION (inches)
1	Preserve	21	Live Oak	Good	-
2	Preserve	26	Live Oak	Good	-
3	Preserve	8	Cabbage Palm	Good	-
4	Preserve	2	Live Oak	Good	-
5	Preserve	3	Live Oak	Good	-
6	Preserve	20	Live Oak	Good	-
7	Preserve	26	Live Oak	Fair/Poor	-
8	Preserve	7	Magnolia	Good	-
9	Preserve	20	Live Oak	Good	-
10	Preserve	20	Live Oak	Good	-
11	Preserve	18	Live Oak	Good	-
12	Preserve	17	Live Oak	Good	-
13	Remove	21	Live Oak	Poor	2.5
14	Remove	18	Live Oak	Fair	9
15	Preserve	15	Live Oak	Good	-
16	Preserve	15	Live Oak	Good	-
17	Preserve	14	Live Oak	Good	-
18	Preserve	11	Laurel Oak	Good	-
19	Preserve	16	Live Oak	Good	-
20	Preserve	22	Live Oak	Good	-
21	Preserve	14	Laurel Oak	Good	-
22	Preserve	14	Laurel Oak	Good	-
23	Preserve	11	Laurel Oak	Good	-
24	Preserve	10	Laurel Oak	Good	-
25	Preserve	5	Live Oak	Good	-
26	Preserve	5	Live Oak	Good	-
27	Preserve	5	Live Oak	Good	-
28	Preserve	3	Live Oak	Good	-
29	Preserve	15	Live Oak	Good	-
30	Preserve	11	Live Oak	Dead	-
31	Preserve	11	Live Oak	Dead	-
32	Preserve	4	Live Oak	Good	-
33	Preserve	4	Live Oak	Good	-
34	Preserve	27	Live Oak	Good	-
35	Preserve	17	Live Oak	Fair	-
36	Remove	31	Laurel Oak	Dead	Dead
37	Remove	26	Live Oak	Dead	Dead
38	Preserve	29	Live Oak	Fair	-
39	Preserve	23	Live Oak	Fair	-
40	Preserve	21	Live Oak	Fair	-
41	Preserve	22	Live Oak	Good/Fair	-
42	Preserve	26	Live Oak	Good	-
43	Remove	19	Live Oak	Poor	2.5
44	Remove	11	Live Oak	Fair/Poor	5.5
45	Remove	2	Live Oak	Good	2
46	Remove	4	Live Oak	Good	4
47	Preserve	24	Laurel Oak	Good	-
48	Preserve	16	Laurel Oak	Fair	-
49	Preserve	22	Laurel Oak	Good	-
50	Preserve	23	Laurel Oak	Fair	-
51	Preserve	17	Laurel Oak	Good	-
52	Preserve	27	Live Oak	Good	-
53	Preserve	29	Live Oak	Fair	-
54	Preserve	20	Cabbage Palm	Good	-
55	Preserve	23	Live Oak	Poor	-
56	Preserve	3	Live Oak	Good	-
57	Preserve	2	Live Oak	Good	-
58	Preserve	3	Live Oak	Good	-
59	Preserve	3	Live Oak	Good	-
60	Preserve	3	Live Oak	Good	-
61	Preserve	11	Cabbage Palm	Good	-
62	Preserve	10	Cabbage Palm	Good	-
63	Preserve	11	Cabbage Palm	Good	-
64	Remove	22	Laurel Oak	Poor	2.5
65	Remove	15	Cabbage Palm	Good	15
66	Remove	13	Cabbage Palm	Good	13
67	Remove	11	Cabbage Palm	Fair	11
68	Remove	11	Cabbage Palm	Good	11
69	Remove	10	Cabbage Palm	Good	10
70	Preserve	12	Cabbage Palm	Good	-
71	Preserve	10	Cabbage Palm	Good	-
72	Preserve	11	Cabbage Palm	Fair	-
73	Preserve	11	Cabbage Palm	Good	-
74	Preserve	10	Cabbage Palm	Poor	-
75	Preserve	12	Cabbage Palm	Good	-

TAG #	DISPOSITION	DBH	SPECIES	CONDITION	MITIGATION
76	Preserve	10	Cabbage Palm	Good	-
77	Preserve	12	Cabbage Palm	Good	-
78	Preserve	10	Cabbage Palm	Good	-
79	Preserve	10	Cabbage Palm	Good	-
80	Remove	10	Cabbage Palm	Good	10
81	Remove	11	Cabbage Palm	Good	11
82	Remove	10	Cabbage Palm	Good	10
83	Preserve	9	Cabbage Palm	Good	-
84	Preserve	10	Cabbage Palm	Good	-
85	Preserve	12	Cabbage Palm	Good	-
86	Preserve	10	Cabbage Palm	Good	-
87	Remove	12	Cabbage Palm	Good	12
88	Preserve	20	Live Oak	Good	-
89	Preserve	26	Live Oak	Good	-
90	Preserve	29	Live Oak	Good	-
91	Preserve	3	Live Oak	Good	-
92	Preserve	3	Live Oak	Good	-
93	Preserve	4	Live Oak	Good	-
94	Preserve	3	Live Oak	Good	-
95	Preserve	3	Live Oak	Fair	-
96	Preserve	4	Live Oak	Good	-
97	Preserve	4	Live Oak	Good	-
98	Preserve	7	Live Oak	Good	-
99	Preserve	4	Live Oak	Good	-
100	Preserve	4	Live Oak	Good	-
101	Preserve	23	Live Oak	Fair	-
102	Preserve	24	Live Oak	Good	-
103	Preserve	19	Live Oak	Fair	-
104	Preserve	20	Live Oak	Good	-
105	Preserve	28	Live Oak	Fair/Poor	-
106	Preserve	23	Live Oak	Fair	-
107	Preserve	24	Live Oak	Good	-
108	Remove	17	Live Oak	Dead	Dead
109	Remove	18	Live Oak	Dead	Dead
110	Remove	17	Live Oak	Dead	Dead
111	Remove	26	Laurel Oak	Dead	Dead
112	Preserve	24	Live Oak	Good	-
113	Preserve	15	Live Oak	Good	-
114	Preserve	20	Live Oak	Fair	-
115	Preserve	23	Live Oak	Fair	-
116	Preserve	16	Live Oak	Poor	-
117	Preserve	20	Live Oak	Fair	-
118	Preserve	23	Live Oak	Fair	-
119, 120	Preserve	29, 27, 32	Live Oak	Good	-
121	Remove	17	Live Oak	Dead	Dead
122	Remove	30	Laurel Oak	Dead	Dead
123	Preserve	23	Live Oak	Fair	-
124	Preserve	24, 20	Live Oak	Fair	-
125	Preserve	23	Live Oak	Fair	-
126	Preserve	21	Live Oak	Poor	-
127	Remove	19	Live Oak	Dead	Dead
128	Preserve	8	Cabbage Palm	Good	-
129	Preserve	11	Cabbage Palm	Good	-
130	Preserve	11	Cabbage Palm	Good	-
131	Preserve	17	Pindo Palm	Invasive	-
132	Preserve	8	Live Oak	Good	-
133	Preserve	23	Live Oak	Fair	-
134	Preserve	24	Live Oak	Fair	-
135	Preserve	9	Live Oak	Good	-
136	Remove	3	Live Oak	Good	2.5
137	Remove	11	Cabbage Palm	Good	11
138	Preserve	34	Live Oak	Good/Fair	-
139	Remove	16	Live Oak	Good/Fair	16
140	Preserve	6	Live Oak	Good	-
141	Preserve	16	Live Oak	Fair	-
142	Preserve	9	Live Oak	Good	-
143	Preserve	26	Live Oak	Good/Fair	-
144	Preserve	21	Live Oak	Poor	-
145	Remove	8	Red Bay	Dead	Dead
146	Preserve	15	Live Oak	Poor	-
147	Preserve	12	Live Oak	Good	-
148	Preserve	14	Live Oak	Good	-
149	Preserve	14	Live Oak	Poor	-
150	Preserve	19	Live Oak	Good	-

TAG #	DISPOSITION	DBH	SPECIES	CONDITION	MITIGATION
151	Preserve	9	Live Oak	Good	-
152	Preserve	19	Live Oak	Poor	-
153	Preserve	16	Live Oak	Fair/Poor	-
154	Preserve	9	Live Oak	Good	-
155	Remove	15	Laurel Oak	Dead	Dead
156	Preserve	17	Live oak	Good	-
157	Preserve	26	Live Oak	Fair	-
158	Preserve	11	Cabbage Palm	Good	-
159	Preserve	8	Cabbage Palm	Fair	-
160	Preserve	10	Cabbage Palm	Good	-
161	Preserve	37	Live oak	Good/Fair	-
162	Preserve	9	Cabbage Palm	Good	-
163	Remove	14	Cabbage Palm	Good	14
164	Preserve	8	Cabbage Palm	Poor	-
165	Preserve	11	Cabbage Palm	Poor	-
166	Preserve	23	Live Oak	Poor	-
167	Preserve	26	Live Oak	Good	-
168, 169	Preserve	32, 21	Live Oak	Good/Fair	-
170	Preserve	34	Live Oak	Good/Fair	-
171	Preserve	28	Live Oak	Good	-
172	Preserve	14	Live Oak	Fair	-
173	Preserve	21	Laurel Oak	Poor	-
174	Preserve	25	Live Oak	Good/Fair	-
175	Preserve	6	Live Oak	Good	-
176	Preserve	3,2	Live Oak	Good	-
177	Preserve	24	Live Oak	Good	-
178	Preserve	13	Buckthorn	Good	-
179	Preserve	18	Live Oak	Poor	-
180	Preserve	21	Live Oak	Good	-
181	Preserve	20	Live Oak	Fair	-
182	Preserve	23	Live Oak	Good	-
183	Preserve	29	Live Oak	Fair	-
184	Preserve	18	Live Oak	Good	-
185	Preserve	20	Live Oak	Good	-
186	Preserve	20	Live Oak	Fair	-
187	Preserve	18	Live Oak	Poor	-
188	Preserve	20	Live Oak	Fair	-
189	Preserve	23	Live Oak	Fair	-
190	Preserve	12	Cabbage Palm	Good	-
191	Preserve	9	Cabbage Palm	Good	-
192	Preserve	10	Cabbage Palm	Good	-
193	Preserve	6	Live Oak	Fair/Poor	-
194	Preserve	14	Live Oak	Poor	-
195	Preserve	17	Live Oak	Good	-
196	Preserve	25	Live Oak	Good	-
197	Preserve	31	Live Oak	Good	-
198	Remove	11	Live Oak	Good	11
199	Remove	9	Live Oak	Good	9
200	Remove	14	Live Oak	Good	14
201	Preserve	15	Live Oak	Good	-
202	Remove	15	Live Oak	Poor	2.5
203	Preserve	11	Live Oak	Fair	-
204	Remove	36	Live Oak	Poor	2.5
205	Preserve	26	Live Oak	Poor	-
206	Preserve	12	Cabbage Palm	Good	-
207	Preserve	13	Cabbage Palm	Good	-
208	Preserve	14	Cabbage Palm	Good	-
209	Preserve	10	Cabbage Palm	Good	-
210	Preserve	36	Live Oak	Good	-
211	Preserve	22	Live Oak	Good	-
212	Preserve	26	Live Oak	Good	-
213	Preserve	26	Live Oak	Good	-
214	Preserve	23	Live Oak	Good/Fair	-
215	Preserve	32	Live Oak	Good/Fair	-
216	Preserve	29	Live Oak	Good/Fair	-
217	Remove	2	Live Oak	Good	2
218	Preserve	17	Pindo Palm	Invasive	-
219	Preserve	10	Cabbage Palm	Good	-
220	Preserve	8	Laurel Oak	Good	-
221	Preserve	10	Cabbage Palm	Good	-
222	Preserve	10	Cabbage Palm	Good	-
223	Preserve	10	Cabbage Palm	Good	-
224	Preserve	9	Cabbage Palm	Good	-
225	Preserve	13	Cabbage Palm	Good	-
226	Preserve	12	Cabbage Palm	Good	-

TAG #	DISPOSITION	DBH	SPECIES	CONDITION	MITIGATION
227	Preserve	14	Cabbage Palm	Good	-
228	Preserve	10	Cabbage Palm	Good	-
229	Preserve	10	Cabbage Palm	Good	-
230	Preserve	10	Cabbage Palm	Good	-
231	Preserve	6, 4	Live Oak	Good/Fair	-
232	Preserve	9	Cabbage Palm	Poor	-
233	Preserve	12	Cabbage Palm	Good	-
234	Preserve	8	Cabbage Palm	Good	-
235	Preserve	7	Live Oak	Good/Fair	-
236	Preserve	48	Live Oak	Good	-
237	Preserve	10	Cabbage Palm	Good	-
238	Preserve	12	Cabbage Palm	Good	-
239	Preserve	11	Cabbage Palm	Good	-
240	Preserve	11	Cabbage Palm	Good	-
241	Preserve	10	Laurel Oak	Good	-
242	Preserve	5	Live Oak	Good	-
243	Preserve	3	Live Oak	Good	-
244	Preserve	3	Live Oak	Good	-
245	Preserve	3	Live Oak	Good	-
246	Preserve	3	Live Oak	Good	-
247	Preserve	4	Live Oak	Good	-
248	Preserve	3	Live Oak	Good	-
249	Preserve	3	Live Oak	Good	-
250	Preserve	3	Live Oak	Good	-
251	Preserve	5	Live Oak	Good	-
252	Preserve	4	Live Oak	Good	-
253	Preserve	3	Live Oak	Good	-
254	Preserve	3	Live Oak	Good	-
255	Preserve	3	Live Oak	Good	-
256	Preserve	3	Live Oak	Good	-
257	Preserve	4	Live Oak	Good	-
258	Preserve	3	Live Oak	Good	-
259	Preserve	3	Live Oak	Good	-
260	Preserve	5	Live Oak	Good	-
261	Preserve	3	Live Oak	Good	-
262	Preserve	3	Live Oak	Good	-
263	Remove	8	Live Oak	Good	8
264	Remove	5	Live Oak	Good	5
265	Remove	4	Live Oak	Good	4
266	Remove	3	Live Oak	Good	3
267	Remove	3	Live Oak	Good	3
268	Preserve	3	Live Oak	Good	-
269	Preserve	3	Live Oak	Good	-

MEMORANDUM

TO: FINANCE COMMITTEE
FROM: MARJORIE JOHNSON, CHIEF ADMINISTRATIVE OFFICER & NOEL JENSEN DEPUTY EXECUTIVE DIRECTOR
SUBJECT: GDOT GRANT FUNDS ACCEPTANCE REQUEST FOR JEKYLL ISLAND AIRPORT TERMINAL
DATE: 4/12/2023

The Georgia Department of Transportation (GDOT) has notified staff that a draft contract was sent to JIA legal department for review to accept \$446,379.63 in Airport Infrastructure Program (AIP) Funding. This funding would be used to rebuild a new, ADA compliant airport terminal at Jekyll Island Airport. The new terminal would be constructed on the footprint of the existing terminal as dictated by AIP and FAA rules and would support the ever increasing popularity of Jekyll Island becoming an aviation destination.

GDOT also programmed the JIA matching funds of \$171,154.85 to the project from funding that was previously returned to GDOT because of legal issues with using AIG funds for the airport fueling terminal. GDOT did apply \$73,136.33 of the \$171,154.85 towards the terminal design contract (AP023-9000-51). GDOT will apply \$98,018.52 of those reimbursed funds for a construction contract.

The JIA will be responsible for any construction costs that exceed the funding provided by GDOT.

Staff hereby requests approval of the following:

1. Accept the grant from GDOT in the amount of \$446,379.63.
2. Approve the Memorandum of Agreement with GDOT and authorize the JIA Board Chairman to sign on behalf of the Authority.

The Jekyll Island State Park Authority (JIA) and Committees met in Public Session on Tuesday, March 21, 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
Dr. Buster Evans
Mr. Joseph B. Wilkinson Jr.
Mr. Glen Willard (via Teleconference)
Ms. Joy Burch-Meeks (via Teleconference)
Mr. Ruel Joyner (via Teleconference)
Commissioner Mark Williams (via Teleconference)

Key Staff Present: Jones Hooks, Executive Director
Noel Jensen, Deputy Executive Director
Tom Alexander, Director of Historic Resources
Yank Moore, Director of Conservation
Marjorie Johnson, Chief Accounting Officer
Brian Lee, Digital Content Manager
Jenna Johnson, Director of Human Resources
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 9:32 a.m. All Board members were present either in-person or via teleconference. Mr. Joyner left the meeting at approximately 10:30 a.m.

I. Historic Preservation/Conservation Committee

- A. Tom Alexander, Director of Historic Resources discussed the conservation and restoration of the Tiffany Window at Faith Chapel. The window titled *David Sets Singers Before the Lord* was installed on Good Friday, 1921 in the Jekyll Island Club's Faith Chapel. During the past 100 years, the window has received very little restoration, as it was not needed. Through an assessment by Restoric, LLC., it was determined that the window was in good condition, but it required preservative action to ensure its integrity for the next 100 years.

The three window panels have been removed and transferred to a secure location for cleaning and restoration in the needed areas. Temporary panels were created by the JIA Marketing team and installed in Faith Chapel to create the illusion of the window's presence. The restoration is scheduled to continue through late summer 2023, and a rededication ceremony and other events are planned following the reinstallation of the window.

Any additional costs that may occur will be paid through existing preservation funds. Alexander thanked the Friends of Historic Jekyll Island for their support of this restoration project and their generous matching donation for two-thirds of the cost.

B. Yank Moore, Director of Conservation, provided a department update, highlighting the following items:

- JIA partnered with Georgia Audubon to plant native sweet grass seed in the Beach Prairie area. Approximately 30,000 plugs were planted over four and half days between December and January. This stretch of habit along Beach View Drive is protected under the most recent Conservation Plan and updated Master Plan
- Four acres of native and pollinator seeds were planted along the south side of the Jekyll Causeway. This project was funded by a \$15,000 donation through the Jekyll Island Foundation.
- A bioswale was created across from the mini-golf course on Beachview Drive as a natural stormwater management system. The vegetation for this project was also paid for by a single \$15,000 donation paid through the Jekyll Island Foundation.
- Another two bioswales will be at the site of the new Public Safety Facility, and combined they will be able to hold approximately 65,000 gallons of stormwater or rainwater. This project was funded by an in-kind grant through the UGA Marine Extension.
- Following five years since implementation of the second phase of the revetment project, a survey will be done to assess loss caused by Hurricanes Ian and Nicole and to develop a maintenance plan.
- The sand motor or feeder berm concept that was presented by the U.S. Army Corp in June 2022 is entering the modeling phases, and a presentation will be given on the most recent findings.

Dr. Evans commented on the significance of the revetment project and noted that he believes its protection has prevented millions of dollars of potential damage.

There were no public comments.

II. Finance Committee

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

- Revenues were \$2,736,726.
- Expenses were \$2,447,103.
- Net Operating Cash Income was \$289,623.
- Total Traffic Counts were 107,847 vehicles.
- Revenues reported by hotels was \$4.6 million.

Jones Hooks, Executive Director, added that the Convention Center report included in the Board's packet shows the highest revenue numbers since the center opened.

B. Noel Jensen, Executive Deputy Director, presented for consideration the award of RFP#372 to Midland Communications, Inc of Calhoun, Georgia. Only one responsive bid was received for Request for Proposal (RFP) #372, which entails supplying and constructing a self-supporting Communications Monopole Tower owned and managed by the Jekyll Island Authority. The bid submitted by Midland Communications, Inc. was within the initial budget estimate of \$300,000 to design, build, and commission the communications tower adjacent to water tower #4 at 305 South Beachview Drive.

The communications tower must be approximately 150 feet tall and accommodate four wireless communication carriers. Midland Communications services will include all geotechnical testing, permitting, site preparation, foundation design/engineering, tower erection, and all associated accessories needed for proper operation.

A motion to recommend awarding RFP #372 to Midland Communications Inc. to design, build, and commission the communications tower adjacent to Water Tower #4 at 305 South Beachview Drive pending additional legal review, was made by Mr. Wilkinson and seconded by Dr. Evans. The motion carried unanimously.

A motion to recommend allocating \$279,302 from current the year's funds for supplying and constructing a communications monopole to accept up to four cellular carriers was made by Mr. Wilkinson and seconded by Mr. Krueger. The motion carried unanimously.

There were no public comments.

III. Human Resources Committee

Buster Evans, Chair

A. Jenna Johnson, Director of Human Resources, presented the revised Drugfree Workplace Policy for consideration. The changes include clarification of repetitive and confusing language throughout the policy. It also clarifies the consequences of a positive drug test and specifies dismissal for illegal drug use and the disqualification from employment due to illegal drug convictions. The policy aids in creating a safe work environment where employees can perform their duties in a safe, efficient, and productive manner.

Jones Hooks, Executive Director, added that the drug testing is completely random, and every JIA employee's name is included in the drawings.

A motion to recommend approving the revised Drugfree Workplace Policy as presented by staff, was made by Mr. Krueger and seconded Mr. Wilkinson. The motion carried unanimously.

IV. Marketing Committee

A. Alexa Hawkins, Director of Marketing, presented the department's report. She announced that Driftwood Beach was included on TripAdvisor's Traveler's Choice Award Best of Best beaches list. It was ranked as number three for best beaches in the United States and number twelve in the world. This particular award is based solely on visitor reviews submitted on TripAdvisor. A short video highlighting the award and actual TripAdvisor reviews was created by the Marketing team and shared on social media.

Hawkins explained that the marketing for Driftwood Beach is strategic and aligns with capacity management. The purpose of Driftwood is to view the natural landscape and to enjoy something that is unique and different from the traditional beach experience, which guests can easily find at the other beaches on Jekyll.

B. An update on Group Sales was deferred to a future meeting.

There were no public comments.

V. Legislative Committee

A. Mr. Glen Willard, Legislative Committee Chair, provided a brief update for the on-going State 2023 legislative session, highlighting the following items:

- As of Thursday, March 16th, the Senate had passed 62 House Bills and the House had passed 12 Senate Bills.
- Sine Die is scheduled for March 29th, marking the end of the 2023 session.
- The 2023 supplemental appropriations bill was approved by the House and Senate and signed by Governor Kemp. This includes \$1.5 million for the Jekyll Island Public Safety Facility.

There were no public comments.

VI. Committee of the Whole

A. Dr. Jeffery Humphreys, Director of Selig Center for Economic Growth at University of Georgia presented the findings of the 2022 Jekyll Island Economic Impact Study which is an update to the study completed for fiscal year 2016. Findings from the study include:

Jekyll Island Spending in Glynn County:

- Total spending by non-resident day trippers: \$18,450,393
- Total spending by non-resident short stay visitors: \$660,100,178
- Total spending by long-stay visitors (30+ Days): \$2,669,200
- Average spending by nonresident homeowners: \$32,645,633

The fiscal year 2022 economic impact of Jekyll Island on Glynn County includes:

- \$1.1 billion in sales (output or gross receipts)
- \$625 million in production (value added)
- \$387 million in income
- 9,905 full- and part-time jobs
- \$35 million in tax revenues for local government

The economic impacts of Jekyll Island on the state include:

- \$639 million in sales (output or gross receipts)
- \$369 million in production (value added)
- \$218 million in income
- 5,489 full- and part-time jobs
- \$18 million in tax revenues for state government

B. Brian Lee, Digital Content Manager presented the contract with VivaTicket for a Point-of-Sale System. In November 2022, the Board approved awarding RFP #370 for a new Ticketing & Point of Sale System to VivaTicket. Funding for the project was subsequently approved by the Board in February 2023.

The contract encompasses initial setup, third-party integrations, staff training, and deployment. Given the breadth of this project, setup is expected in April 2023 with a full deployment during January 2024. Amenities supported by the system are Summer Waves Water Park, Georgia Sea Turtle Center, Mosaic, Jekyll Island Tennis Center, Mini Golf & Bike Rentals, Guest Information Center, Life is Good, and Remember When. After initial setup,

maintenance and Application Programming Interface (API) fees will renew annually, which include major software upgrades each year.

A motion to recommend approving the contract with Vivaticket for the installation and implementation of the Ticketing and Point of Sale System was made by Mr. Gross and seconded by Mr. Krueger. The motion carried unanimously.

- C. Noel Jensen, Deputy Executive Director, presented for consideration the awarding of RFQ #343 to Roberts Civil Engineering. Request for Quote (RFQ) #343 for Wastewater Professional Engineering Services, including subcontracting and supervising wastewater line cleaning with interactive sewer line mapping services was issued on January 17, 2023. Two responsive bids were received and evaluated from Hofstadter & Associates, Inc. and Roberts Civil Engineering. The outcome of the evaluations based on five criteria resulted in Roberts Civil Engineering as the apparent winner.

A motion to recommend awarding RFQ 343 for Wastewater Professional Engineering Services to Roberts Civil Engineering at a total cost of \$530,728 to be funded from the Wastewater Reserve and SPLOST funding was made by Dr. Evans and seconded by Mr. Gross. The motion carried unanimously.

- D. Zach Harris, General Counsel presented RFP#374 for the ground lease and redevelopment of Gould Casino. The Gould Casino building is located at 203 Old Plantation Road and is currently used for storage by JIA. It was originally built during the Club Era for recreational use and was later used as an auditorium and convention center by the JIA. RFP #374 will be released with the intention to find a more suitable use for the current structure while considering historic rehabilitation standards. The JIA would prefer operation as an indoor/outdoor food, beverage and activity amenity complementing the Jekyll Island Historic District. The RFP will be posted on March 22, 2023, and respondents will have until May 5, 2023 to submit responsive proposals. Following evaluation and award by the Board, the successful respondent would commence redevelopment upon execution of a commercial ground lease with JIA.

A motion to recommend releasing RFP#374 for the Ground Lease and Redevelopment of the historic Gould Casino located at 203 Old Plantation Road was made by Mr. Krueger and seconded by Mr. Gross. The motion carried unanimously.

- E. Noel Jensen, Deputy Executive Director, presented RFP #375 for the New Great Dunes Golf Course Design. The release of this RFP aligns with phase two of the approved Golf Improvement Plan (GIP). This phase of improvements to the Jekyll Island Golf Course (JIGC) includes the restoration of the original Great Dunes 9-hole course to its former splendor and combining it with a selection of nine holes from Oleander to create an 18-hole course that gives the JIGC a signature golfing experience while allowing substantial cost savings to golf operations and maintenance.

RFP #375 conceptualizes and designs “for construction” drawings in detail of a complete restoration of the Great Dunes and rehabilitation of nine holes from Oleander. The strategy of Walter Travis and his predecessors, such as Willie Park, designer of Olympia Fields, and Karl Keffer, the original Great Dunes architect, will be used to transform nine holes of the current Oleander course, resulting in a “classic” course. The architecture will follow as closely as possible the original design, bringing the course back to a links-style golf course. The new Great Dunes Course would reestablish an enhanced golfing experience and generate needed marketing opportunities for golf on Jekyll Island.

A motion to recommend releasing RFP#375 to engage and contract a Golf Course Architecture Firm to prepare golf course design and construction documents for the New Great Dunes Golf Course was made by Mr. Krueger and seconded by Dr. Evans. The motion carried unanimously.

- F. Jones Hooks, Executive Director, presented the Anchor Restaurant Design Development Plan for consideration. The design presented will replace the poolside restaurant at Jekyll Holiday Inn. The Board approved the concept plan in October 2022, the site plan in January 2023, the schematic design in February 2023. The Design Review Group (DRG) approved the presented design development plan on March 3, 2023, and recommends Board approval. This is the last item requiring Board approval for this project. DRG will review the final construction documents and construction will commence once approved.

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

- G. Jones Hooks, Executive Director presented the Beachview Club Design Development Plan for consideration. The presented plan includes the expansion at the Hilton Tapestry Beachview Club. The Board approved the concept plan in October 2022, the revised site plan in January 2023, and the schematic design in February 2023. The Design Review Group (DRG) approved the presented design development plan on March 3, 2023, and recommends Board approval. This is the last item requiring Board approval for this project. DRG will review the final construction documents and construction will commence once approved.

A motion to recommend approving the design development plan for the Hilton Tapestry Beachview Club Hotel was made by Mr. Gross and seconded by Mr. Krueger. The motion carried unanimously.

- H. Noel Jensen, Deputy Executive Director, presented the Operations Update highlighting the following amenities:
- Historically the tennis facility typically does not have a large direct revenue impact due to the nature of the operation, but the projected revenue for 2023 is the highest to date. Additionally, tennis has a large indirect impact on revenue through hosted tournaments. The adult and junior tournaments that the Director of Tennis, Stewart Atkins has attracted to Jekyll Island bring visitors from all over the country onto Jekyll for three to four days, creating revenue through retail sales, hotel stays, and other amenity fees.
 - Campground revenues have grown significantly since the Board approved gradually reducing the amount of time campers could reserve a space at the campground from 180 days to 90 days max during the winter season. This change in policy has increased visitor turnover, resulting in higher revenues for the campground, more guests experiencing the Jekyll Island Campground, and a 97% occupancy rate during February.
 - Summer Waves revenue for FY 2023 is projected to be over \$3 million. This prediction is due in large part to the newest attraction Man-O-War. This slide is able to move 600-700 guests an hour, which has distributed the density of people at waterpark which makes for a more enjoyable guest experience. The 2023 Summer Waves season will begin on May 13th. New group cabanas have been installed, and a sensory room has been built that will allow parents to take their children into a quiet place to desensitize themselves from the park noises.

- I. Jones Hooks, Executive Director, presented the Executive Director's report which included the following highlights:

- An agreement has been signed with R.M. Woodworth & Associates to begin conducting reviews of lessees' capital reserve accounts and expenditure requirements, as included in standard leases.
 - The Historic Resources Department will apply for the Great Dunes Golf Course to be recognized under the National Registry of Historic Places.
 - The Mosaic staff has developed new tours and offerings for guests. Printed details were provided to the Board.
 - The Mercer Medical Clinic on Jekyll is under construction following completion of the demolition. JIA staff is still waiting to hear the final decision from the Department of Community Affairs (DCA) regarding the innovation grant to cover the furniture, fixtures & equipment costs. The DCA Board's next meeting will be in April, and staff anticipates receiving a response following that discussion.
- J. Dale Atkins presented the Chairman's Comments. He thanked the Board and the JIA staff for their support and discussion. He also thanked Dr. Humphreys for his time and presentation of the Economic Impact study.

There were no public comments.

The Chairman continued directly into the JIA Board Meeting.

The Jekyll Island State Park Authority (JIA) Board Meeting
March 21, 2023

The Board Meeting was called to order at 11:06 a.m., and all members were present either in-person or via teleconference except for Mr. Joyner who was absent.

Action Items

1. Mr. Krueger moved to accept the minutes of the February 21, 2023 Board Meeting as presented. The motion was seconded by Mr. Gross. There was no discussion, and the minutes were unanimously approved.
2. The recommendation from the Finance Committee to award RFP #372 to Midland Communications Inc. to design, build, and commission the communications tower adjacent to Water Tower #4 at 305 South Beachview Drive pending additional legal review carried by unanimous approval.
3. The recommendation from the Finance Committee to allocate \$279,302 from current year funds for supplying and constructing a communications monopole to accept up to four cellular carriers carried by unanimous approval.
4. The recommendation from the Human Resources Committee to approve the revised Drug-free Workplace Policy carried by unanimous approval.
5. The recommendation from the Committee of the Whole to approve the contract with Vivaticket for the installation and implementation of the Ticketing and Point of Sale System as recommended by staff carried by unanimous approval.
6. The recommendation from the Committee of the Whole to award RFQ 343 for Wastewater Professional Engineering Services to Roberts Civil Engineering at a total cost of \$530,728 to be funded from the Wastewater Reserve and SPLOST funding carried by unanimous approval.

7. The recommendation from the Committee of the Whole to release RFP #374 for the Ground Lease and Redevelopment of the historic Gould Casino located at 203 Old Plantation Road carried by unanimous approval.
8. The recommendation from the Committee of the Whole to release RFP#375 to engage and contract a Golf Course Architecture Firm to prepare golf course design and construction documents for the New Great Dunes Golf Course carried by unanimous approval.
9. The recommendation from the Committee of the Whole to approve the design development plan for the Anchor Restaurant at Jekyll Holiday Inn Resort carried by unanimous approval.
10. The recommendation from the Committee of the Whole to approve the design development plan for the Hilton Tapestry Beachview Club Hotel carried by unanimous approval.

The motion to adjourn was made by Mr. Krueger and seconded by Dr. Evans. There was no objection to the motion and the meeting adjourned at 11:09 a.m.

MEMORANDUM

TO: COMMITTEE OF THE WHOLE
FROM: NOEL JENSEN, DEPUTY EXECUTIVE DIRECTOR
SUBJECT: OPERATIONS MONTHLY REPORT – MARCH 2023
DATE: 4/10/2023

PUBLIC SERVICES

March Highlights:

- Jekyll Island Airport (09J) self-serve aviation fuel (100LL) sold 1,400.90 gallons of 100LL aviation fuel in 56 transactions totaling \$8,909.71 in sales for the month of March.
- Campground expansion preparation continues onsite with JIA Landscape, Roads and Grounds, and water/wastewater staff. The bathhouse construction contractor has completed bathhouse #1 and bathhouse #2 is 90% complete. Bathhouse #3 is 30% complete.
- Submittals for the Public Safety Complex are processing. The contractor is awaiting rebar delivery to begin foundation work.

Operations Department Work Orders

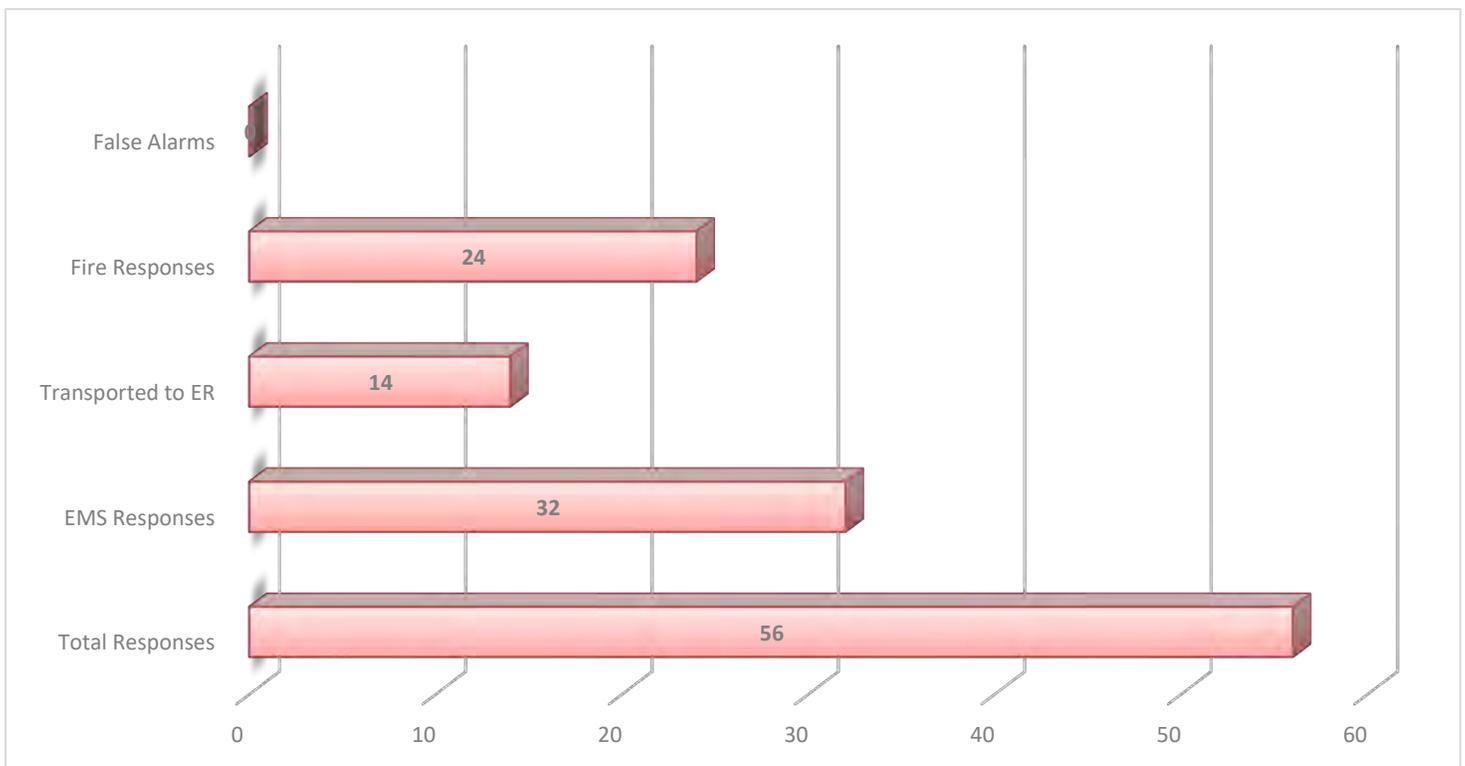


PUBLIC SAFETY – Fire & EMS

March Highlights:

- Completed 425:53 hours of staff training for the month.
- Three (3) annual inspections, twelve (12) site visit inspections, twenty-one (21) rental inspections, two (2) sprinkler inspections, three (3) alarm inspections, one (1) CO inspection, and two (2) event inspections were conducted in March.
- Twelve (12) permits were issued, and there were four (4) complaints investigated by Code Enforcement.
- Conducted interviews for Deputy Chief Position and elected Billy Lartz to be promoted to Deputy Chief.
- Held the groundbreaking ceremony for the new Public Safety building.
- Attended the Georgia Fire Chiefs Conference.
- Completed the Acting Officer In-Charge training program.

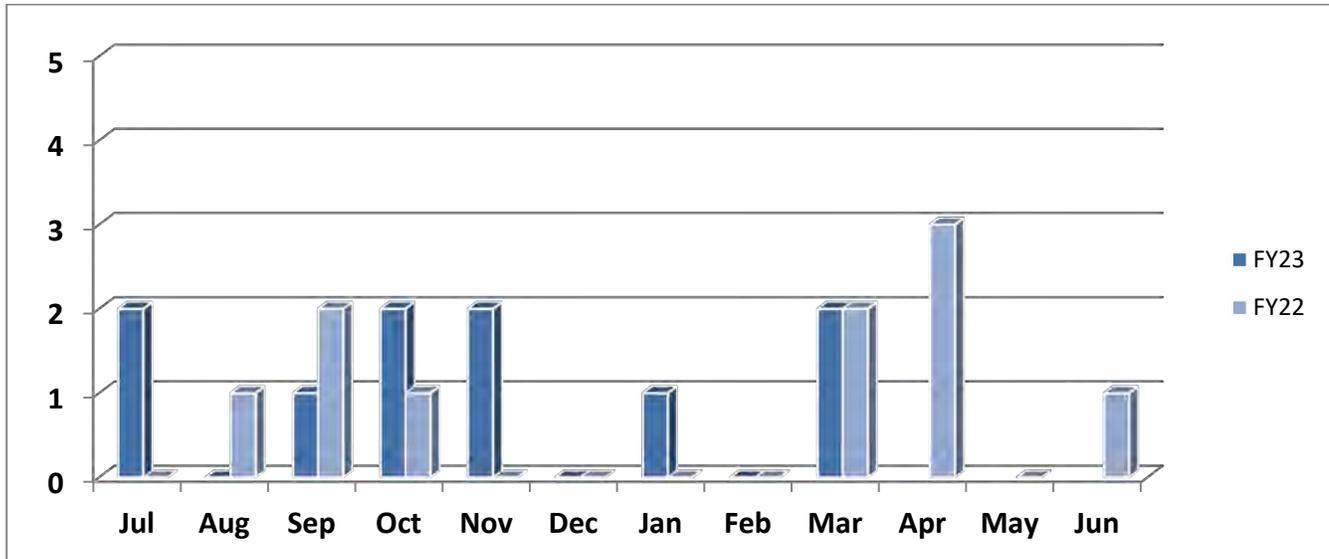
Jekyll Island Fire & EMS Responses



MEMORANDUM

TO: HUMAN RESOURCES COMMITTEE
FROM: JENNA JOHNSON, HR DIRECTOR
SUBJECT: HUMAN RESOURCES COMMITTEE REPORT
DATE: 4/11/2023

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



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
FY23	2	0	1	2	2	0	1	0	2				10
FY22	0	1	2	1	0	0	0	0	2	3	0	1	10

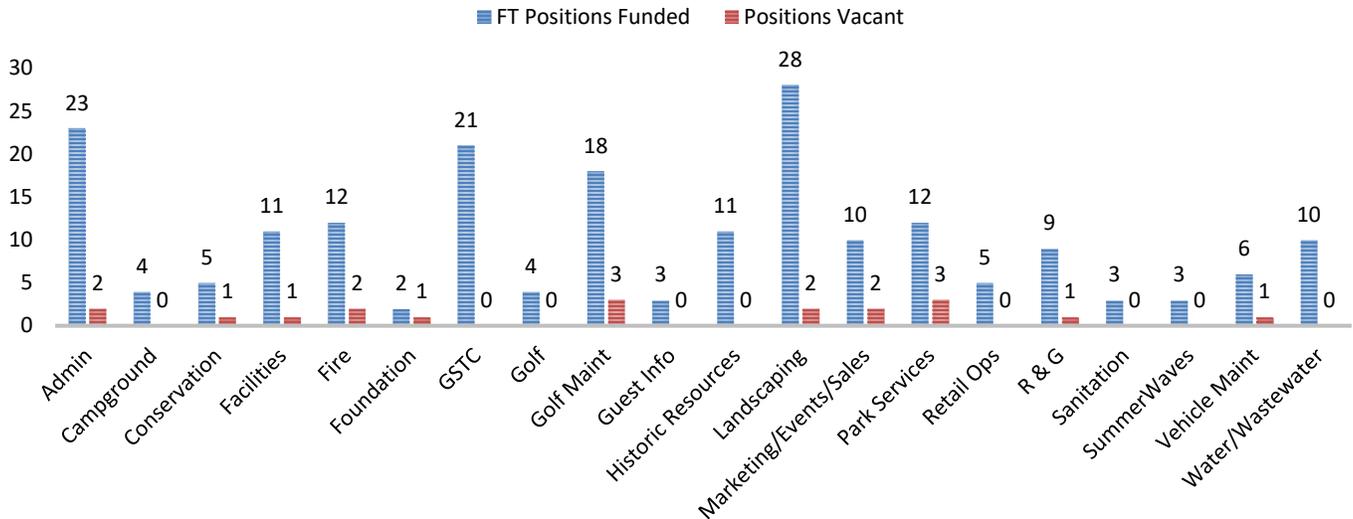
JIA Employee Census:

Month	Full time	Part Time	Seasonal	Interns/ Members	Total Employees
Mar	176	101	8	1	286

Retirements:

- None

FULL TIME STAFFING



Full-time Staffing as of 4/10/2023

Recognition:

o **Meet our March Featured Employee: Rick Simpson**



Rick is originally from Burlington, Vermont, but has lived in the Golden Isles for 13 years and 8 years as a snowbird. He began his career with the Jekyll Island Authority (JIA) on February 10, 2022. As the Membership Coordinator with Golf, Rick has the responsibilities of providing excellent customer service to our golfing community, coordinating membership sales, renewals and assuring people experience the best service possible.

When Rick was asked what he likes most about working for the Jekyll Island Authority, he said, “Camaraderie of the staff, all working together to provide a great experience to the golfers. My experience in the golfing industry has also provided insight as to what “counts” from the customer perspective”. Then when asked if he could improve one thing about Jekyll Island, he said, “Nothing major, just keep doing what we are doing”.

When not at work for JIA, Rick is also a USGA official (he worked the Jekyll Invitational NCAA D3 tournament in March 2023). He is an avid golfer and a 4-time Club champion at the Jekyll Golf club and a 10-time champion in Vermont. Rick also enjoys riding his Harley-Davidson, shooting pool and Karaoke.

A few other things to know about Rick is that he has had 10 holes-in-one!! He also worked in Healthcare IT for 34 years before coming to Georgia and 25 years as an officer in the Vermont Golf Association. Currently he is a trustee for the Vermont Golf Association Scholarship Fund, which awards college scholarships to students affiliated with Golf.

MEMORANDUM

TO: HISTORIC PRESERVATION/CONSERVATION COMMITTEE
FROM: YANK MOORE, DIRECTOR OF CONSERVATION
SUBJECT: CONSERVATION UPDATE
DATE: 04/10/2023

Research and Monitoring

- Georgia Sea Grant Fellow Michael Brennan and Joseph Colbert led an effort by volunteers to survey for priority snakes in dense habitats as an ongoing effort to understand population densities of highly cryptic species. Snakes of multiple species were found, and data was collected for a variety of academic research partners studying the health of reptile species.

Management and Planning

- We partnered with Glynn County GIS for their annual beach profile data collection. This data set is used to monitor the changing shoreline along the entire beachfront.
- Conservation Staff performed another prescribed burn on Oleander Golf Course. A couple of priority blocks that have been burned previously were targeted after a prominent rain event. Burning these areas continuously, slowly burns off the layers of organic matter and exposes soil so seeds and spores can reach the ground to germinate. The goal in these areas is to increase overall plant and animal diversity.
- Conservation Staff installed a living shoreline headwall at the newly installed culvert on Crane Bike Path and installed an Interpretive Panel on the Bike Path adjacent to Ben Fortson Parkway. These items were part of a Coastal Incentive Grant project that is managed by NOAA through GaDNR Coastal Resources Division. The final report and deliverables for this grant cycle have been submitted.

Outreach, Leadership, Staffing

- We welcome Ben Angalet as our new seasonal Park Ranger. He is a graduate of the Coastal College of Georgia where he majored in Coastal Ecology.
- Ranger Walks have ended for the season after the successful fledging of both juvenile Bald Eagles from our main nest on Crane Bike Path. Gatorology programs have already begun, signifying the beginning of Spring.
- Joseph and Yank attended a meeting with the St. Simons Land Trust and local land managers to discuss and provide input on a future grassland restoration.
- Joseph and Yank attended a Geospatial workshop that discussed the integration of public data and ArcGIS for answering ecological questions.
- Joseph Colbert traveled to Ford Plantation to speak with their community on how we manage and study Alligators on Jekyll Island.

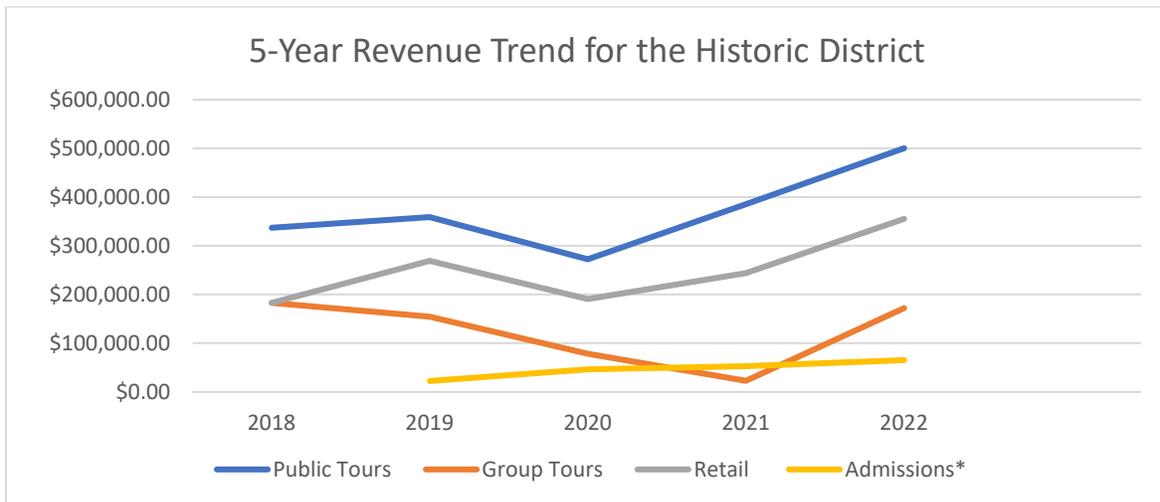
MEMORANDUM

TO: COMMITTEE OF THE WHOLE
FROM: TOM ALEXANDER, DIRECTOR OF HISTORIC RESOURCES
SUBJECT: HISTORIC RESOURCES UPDATE
DATE: APRIL 18, 2023

Revenue

The Historic District saw a SIGNIFICANT increase in revenue in all areas as shown in the comparative table below. After **13 consecutive months of meeting and exceeding revenue projections**, the Historic District (including Mosaic visitation and tours, as well as special programs and events) recorded the **BEST REVENUE MONTH EVER-\$172,263**. This exceeds the previous milestone of April 2022 of \$147,985 by \$24,278. Projections for revenue for April and May of 2023 appear to be better than average as well based on recent trends and bookings of private motor coach tours.

Source	March 2023 Revenue
All Admissions & Tours	\$118,132
Museum Store Sales	\$54,131
Venue Leases	\$0
Total	\$172,263



Note in the above chart, 2020 revenue was significantly impacted by the pandemic. 2019 was the year Mosaic opened and the first-year admissions* revenue was tracked separately for museum visitation.

With the continued easing of effects of the pandemic, the Historic District has seen a significant increase in visitation. This in turn has allowed for the Mosaic to better reap the benefits of its 2018-2019 renovation.

Additionally, the Historic District **hosted 2065 guests on 50 group tours** given during March.

Recent Highlights

- **Mosaic Outdoor Classroom Project:** Work continued on the outdoor classroom at the museum. This project is funded by the **Jekyll Island Foundation** with donations provided by the **Friends of Historic Jekyll Island (FOHJI)**. The project is being managed by JIA Assistant Executive Director, **Noel Jensen**.



Outdoor classroom construction continues.

- **Living History Presents...:** This program saw its 3rd month of performance in March. 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 created by **Allison Dupuis**, educator and our newest character, Jean Struthers, daughter of William & Savannah Struthers of Moss Cottage, was

performed by lead interpreter, **Emily Robertson**. Costumes for living history characters were generously funded by a grant from the **Friends of Coastal Georgia History, Inc.**, the funds of which are administered by the **Jekyll Island Foundation**.



Emily Robertson, portraying Jekyll Island Club sportswoman Jean Struthers

- **Tiffany Window Conservation:** Work recently resumed with the Tiffany window conservation project. Conservators returned to the island on April 3, 2023. Reports from conservators as they work continue to reveal useful details about the window for future interpretation as well as affirming the good condition of the window overall. Conservators affirm initial estimates that the work will take through the summer to complete.

JIA staff and conservator team discuss Tiffany window progress.



- **Archaeology:** Following reports from the Landscaping Department that evidence of human activity was discovered during routine tree planting, Historic District staff performed due diligence by digging an archaeological test pit to determine if important artifacts were present that may need preserving. This activity revealed minor evidence of early twentieth century (late Club era) activity (glass and pottery remnants).



Andrea Marroquin, curator, and resident archaeologist performing site test.

- **Birthday Celebration:** Mosaic: Jekyll Island Museum informally celebrated its fourth birthday in its reimagined form by offering cupcakes and soft drinks to guests visiting the museum on April 6.



Mosaic staff prepping refreshments for guests to commemorate the museum's 4th birthday.

MEMORANDUM

TO: COMMITTEE OF THE WHOLE
FROM: MICHELLE KAYLOR, GSTC DIRECTOR
SUBJECT: GEORGIA SEA TURTLE CENTER UPDATE – MARCH 2023
DATE: 4/6/2023

Admissions Comparison with Prior Year

<u>March 2022</u>	<u>March 2023</u>
13,859	14,434

Revenue Categories

- March admissions \$133,731.60 was \$42,818.54 over budget
- March concessions \$159,962.47 was \$32,462.47 over budget
- Adoptions 51 | \$2,510.00
- Donations (General): 31 | \$770.00
- Memberships: 31 | \$3413.20
- Public Programs | \$8,743.00
- School Field Trips | \$4,740
- Daily Programs | 182

Marketing/PR/Events/Grants/Pubs

Trip Advisor: 2,323 reviews, ranking GSTC #4 out of #17 Jekyll attractions.

58.7K Facebook Followers

Impressions: 7.9 M

Number of Posts: 29

28.87 Instagram Followers

Impressions: 1.8 K

Number of Posts: 25 posts, 24 stories

Education

- The education team led 42 tours educating 573 participants. 7,939 guests attended a daily program in the center.
- In March 18 Behind the Scenes tours were facilitated for 96 participants.

Research

- Scott Galdos has joined the GSTC Research team as a seasonal employee with a focus on diamondback terrapin causeway conservation work.
- Causeway preparation has begun for diamondback terrapin nesting season

Rehabilitation

	Sea Turtle	Other Patients
New Patients	2	8
Current Patients	18	7
Released Patients	0	4
Transferred Patients	0	0
Total Since 2007	1033	2565

- New seasonal Rehabilitation Associate, Kayla Davis, joined the rehabilitation department.

Volunteer

March 2023 Volunteer Service hours: 500.5 hours (45 hours more than 2022 March)

Multiplied by the National Volunteer hourly value of \$29.95 = **\$14,989.98**



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>