



Agenda

Tuesday, October 17, 2023

9:30 a.m.

Jekyll Island Convention Center
JIA Committees and Meeting

Public Comment

Written public comments can be submitted online till 12:00 noon on Monday, October 16th at the JIA Board of Directors [website](https://www.jekyllisland.com/jekyll-island-authority/board-directors/). 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

No report

II. Finance Committee

Bill Gross, Chair

- A. September Financials – Bill Gross, Chair
- B. Acceptance of Grant from Georgia Tennis Association – 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

V. Legislative Committee

Glen Willard, Chair

No report

VI. Committee of the Whole

Dale Atkins, Chair

- A. Consideration of Award for RFP #378, Public Relations Agency Services– Alexa Hawkins, Director of Marketing & Communications
- B. Retail Operations Update – Brian O’Neal, Director of Retail Operations
- C. Second Reading and Consideration of Codified JIA Ordinances – Zach Harris, General Counsel
- D. Consideration of Lease assignment for 41 Main Street Suite 103 to Corridor Z Hospitality, LLC - Zach Harris, General Counsel
- E. Consideration of Lease Amendment with Seaside Food Company DBA Larry’s Giant Subs - Zach Harris, General Counsel
- F. Consideration of Schematic Design Variance for the former Buccaneer Site Project – Noel Jensen, Deputy Executive Director
- G. Operations Update – Noel Jensen, Deputy Executive Director
- H. Executive Director’s Report – Mark Williams, Executive Director
- I. Chairman’s Comments – Dale Atkins, Chair

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

Board Meeting Agenda

Chairman, Dale Atkins – Call to Order

Action Item

- 1. Minutes of the September 19, 2023 Board Meeting
- 2. Acceptance of Grant from Georgia Tennis Association
- 3. Consideration of Award for RFP #378 for Public Relations Agency Services
- 4. Adoption of Codified JIA Ordinances
- 5. Consideration of Lease assignment for 41 Main Street Suite 103 to Corridor Z Hospitality, LLC
- 6. Consideration of Lease Amendment with Seaside Food Company DBA Larry’s Giant Subs
- 7. Consideration of Schematic Design Variance for the former Buccaneer Site Project

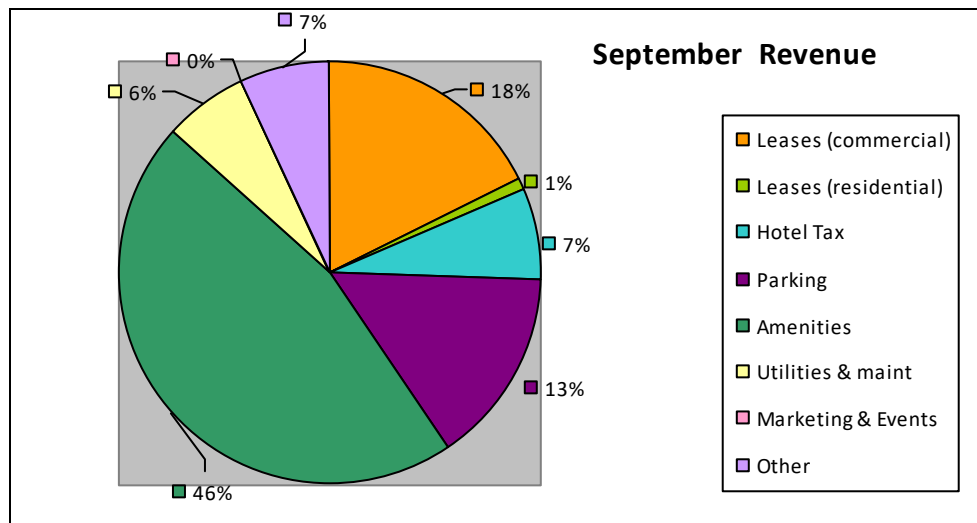
Adjournment

MEMORANDUM

TO: FINANCE COMMITTEE
FROM: MARJORIE JOHNSON
SUBJECT: SEPTEMBER FINANCIAL STATEMENTS
DATE: 10/10/2023

Revenues

Revenues for September were \$3,575,008 which reflects a favorable \$582K (19%) variance from budget. Year-to-date revenues reflect a favorable \$1.4M (10%) variance from budget and a favorable \$2.5M (20%) variance from the prior year-to-date revenues.



The largest variances for the month were:

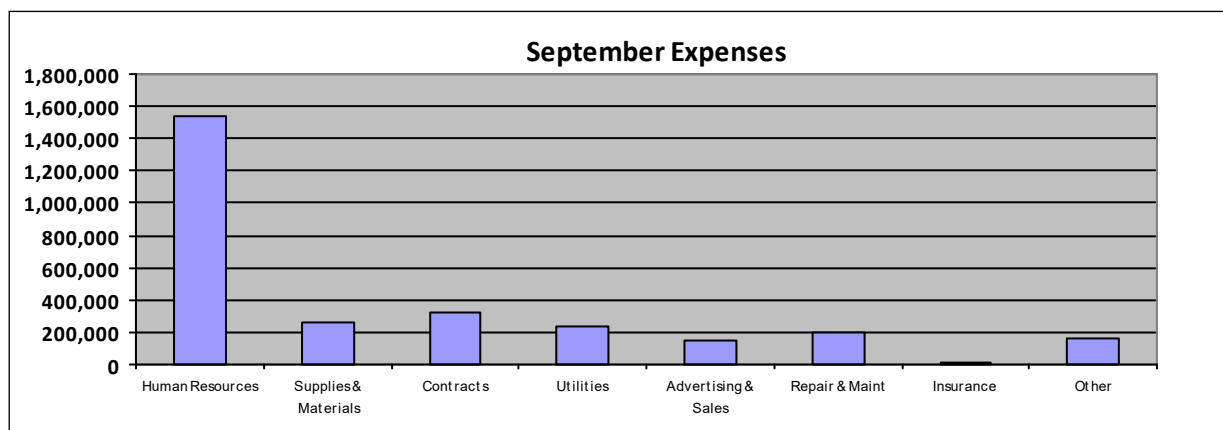
- Business Leases (+\$94K) – Percentage Rent received in September is based on August 2023 revenues from Island businesses and hotels. The percentage rent exceeded the amount we had anticipated when the budget was prepared.
- Convention Center (+\$160K) – The Governor’s Tourism Conference generated additional unexpected revenues due to attendance being higher than expected, which was also the case for several other groups including the Georgia Association of Broadcasters, Georgia Commission on Family Violence, and GMA Knox Institute Training.
- Interest Income (+\$94K) – Due to an increase in the interest rate from time of budgeting to current month, resulting in additional interest income.

Expenses

Expenses were \$2,859,209 for September and reflected an unfavorable budget variance of \$24K (1%) for the month. Expenses reflected a favorable \$420K variance from year-to-date budget and reflected an unfavorable \$426K (5%) variance from prior year-to-date expenses.

The largest budget variances for the month were:

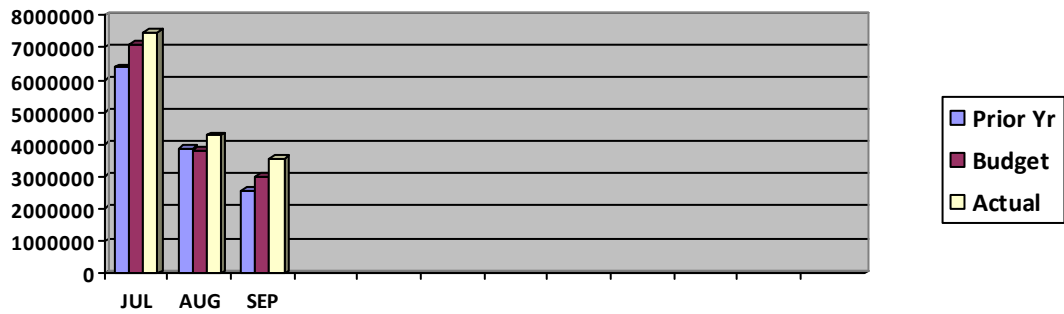
- Human Resources (-\$155K) – Variance is due to vacant positions that were budgeted but have not yet been filled.
- Advertising & Sales (+\$43K) – Variance due to timing – was \$40k under budget last month, so year-to-date, we are on track with budget.
- Repairs – Facilities & Grounds (+\$75K) – The largest variance was at the convention center due to \$23k in unexpected wall repairs and \$11k for pressure washing, which had been budgeted for the previous month.



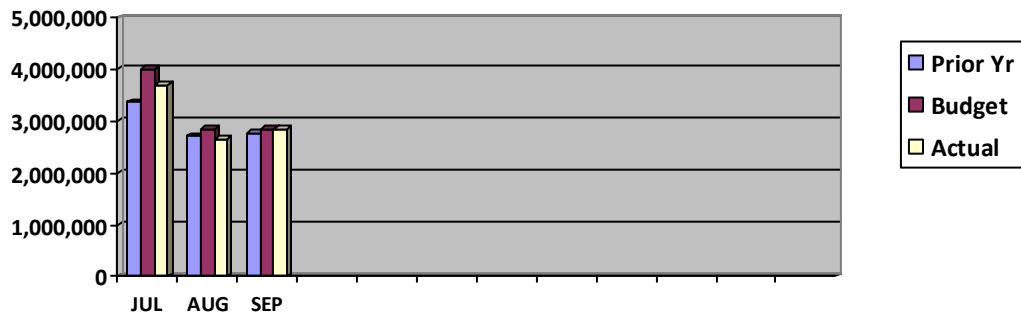
Net Operating Cash

The Net Operating Cash Income for the month is \$715,799, which is a \$558K favorable variance from the budgeted net operating cash income of \$158,033. Net Operating Cash Income reflects a favorable \$1.8M variance from year-to-date budget and a favorable \$2.1M variance from prior year-to-date income.

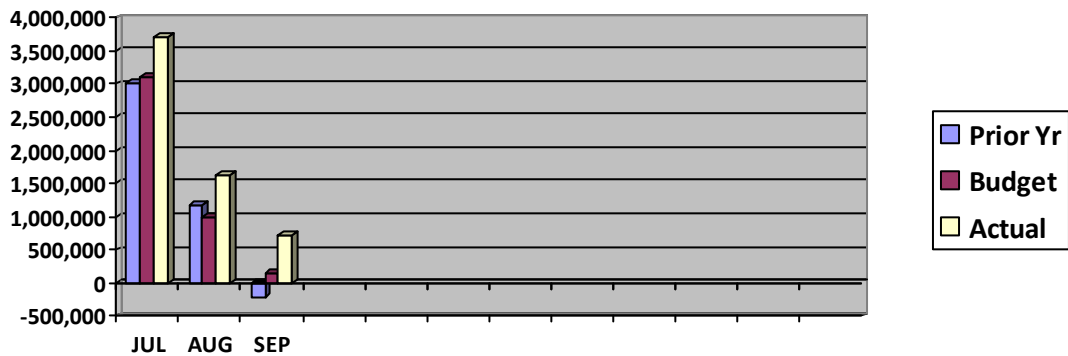
Total Revenues



Total Expenses



Net Operating Cash



Jekyll Island Authority
CONSOLIDATED BUDGET COMPARISON
For the Three Months Ending September 30, 2023

	MONTH ACTUAL	MONTH BUDGET	BUDGET VARIANCE		YTD ACTUAL	YTD BUDGET	BUDGET VARIANCE		PRIOR YEAR ACTUAL	VARIANCE	
			(000's)	%			(000's)	%		(000's)	%
Revenues											
Administration											
Business Leases	639,227	545,650	94	17%	1,901,390	1,679,089	222	13%	1,729,142	172	10%
Hotel Tax	241,781	198,870	43	22%	932,595	853,720	79	9%	815,505	117	14%
Tourism Development Fund	103,620	85,230	18	22%	395,214	365,880	29	8%	348,645	47	13%
Parking	538,464	544,541	(6)	-1%	1,990,686	1,933,780	57	3%	1,542,067	449	29%
Capital Outlay Surcharge	0	(0)	0	-100%	0	(0)	0	-100%	0	(0)	-26%
Interest	112,080	18,000	94	523%	219,333	58,000	161	278%	31,182	188	603%
Lot Rentals	28,480	10,000	18	185%	117,868	30,688	87	284%	51,405	66	129%
Foundation	109	420	(0)	-74%	2,641	2,747	(0)	-4%	2,826	(0)	-7%
Airport	1,320	2,136	(1)	-38%	4,602	6,720	(2)	-32%	3,449	1	33%
Administration revenue	22,680	6,528	16	247%	107,871	86,327	22	25%	59,067	49	83%
Beach Village	(0)	886	(1)	-100%	2,316	2,873	(1)	-19%	-	2	0%
Intern Housing	7,620	7,800	(0)	-2%	17,910	25,800	(8)	-31%	13,220	5	35%
Total Administration	1,695,381	1,420,061	275	19%	5,692,427	5,045,624	647	13%	4,596,508	1,096	24%
Enterprises											
Golf	210,312	152,434	58	38%	636,993	502,005	135	27%	545,241	92	17%
Convention Center	653,436	493,528	160	32%	2,201,506	1,757,601	444	25%	1,472,516	729	50%
Summer Waves	239,377	132,307	107	81%	2,189,501	2,007,901	182	9%	1,989,462	200	10%
Campground	194,024	187,138	7	4%	616,849	591,082	26	4%	605,959	11	2%
Life is Good	21,617	22,567	(1)	-4%	83,920	87,104	(3)	-4%	93,236	(9)	-10%
Museum	99,497	101,493	(2)	-2%	227,989	265,461	(37)	-14%	264,284	(36)	-14%
Georgia Sea Turtle Center	184,622	177,397	7	4%	865,791	834,354	31	4%	792,564	73	9%
Conservation	2,134	2,220	(0)	-4%	6,357	6,146	0	3%	(22,608)	29	-128%
Miniature Golf & Bikes	26,237	25,584	1	3%	106,733	130,838	(24)	-18%	121,798	(15)	-12%
Water/Wastewater	158,976	181,588	(23)	-12%	541,592	540,013	2	0%	540,076	2	0%
Sanitation	49,894	46,905	3	6%	145,820	140,715	5	4%	139,843	6	4%
Fire Department	10,662	3,735	7	185%	1,762,763	1,749,539	13	1%	1,437,417	325	23%
Tennis	6,885	4,929	2	40%	41,112	41,013	0	0%	31,508	10	30%
Marketing, Special Events & Sales	2,165	12,178	(10)	-82%	107,159	135,375	(28)	-21%	106,175	1	1%
Guest Information Center	10,594	10,333	0	3%	37,175	41,030	(4)	-9%	47,858	(11)	-22%
Camp Jekyll & Soccer Fields	15,869	16,930	(1)	-6%	52,791	56,591	(4)	-7%	56,703	(4)	-7%
Landscaping, Roads & Trails	(6,673)	1,500	(8)	-545%	6,392	4,500	2	42%	2,409	4	165%
Vehicle & Equipment Maintenance	-	-	-	0%	394	250	0	58%	447	(0)	-12%
Facility Maintenance	-	-	-	0%	54	-	0	0%	1,267	(1)	-96%
Golf Course Maintenance	-	-	-	0%	-	-	-	0%	-	-	0%
Service Station	-	-	-	0%	-	-	-	0%	-	-	0%
Total Enterprises	1,879,627	1,572,764	307	20%	9,630,891	8,891,518	739	8%	8,226,156	1,405	17%
Total Revenues	3,575,008	2,992,825	582	19%	15,323,317	13,937,143	1,386	10%	12,822,664	2,501	20%

	MONTH ACTUAL	MONTH BUDGET	BUDGET VARIANCE		YTD ACTUAL	YTD BUDGET	BUDGET VARIANCE		YEAR ACTUAL	VARIANCE	
			(000's)	%			(000's)	%		(000's)	%
Expenses											
Human Resources	1,535,399	1,689,977	(155)	-9%	4,739,804	5,217,301	(477)	-9%	4,412,703	327	7%
Supplies & Materials	258,520	230,442	28	12%	584,509	606,705	(22)	-4%	522,661	62	12%
Advertising & Sales	146,287	103,375	43	42%	234,331	247,027	(13)	-5%	264,266	(30)	-11%
Repairs - Facilities & Grounds	155,508	80,507	75	93%	485,787	410,815	75	18%	385,260	101	26%
Reserve for Fire Truck	-	-	-	0%	-	-	-	0%	-	-	0%
Utilities	224,598	198,590	26	13%	672,389	626,073	46	7%	618,643	54	9%
Insurance	11,302	11,972	(1)	-6%	899,805	886,855	13	1%	683,311	216	32%
Contracts	317,733	310,960	7	2%	873,040	881,930	(9)	-1%	1,169,240	(296)	-25%
Rentals	60,979	62,556	(2)	-3%	173,675	188,688	(15)	-8%	188,772	(15)	-8%
Printing	988	681	0	45%	30,051	36,681	(7)	-18%	40,967	(11)	-27%
Motor Vehicle	38,487	29,392	9	31%	97,254	106,286	(9)	-8%	87,666	10	11%
Telephone	8,697	9,000	(0)	-3%	26,126	27,025	(1)	-3%	26,667	(1)	-2%
Vehicle Purchase >\$1K	-	-	-	0%	-	-	-	0%	-	-	0%
Equipment Purchase <\$1K	3,061	500	3	512%	11,342	16,355	(5)	-31%	21,828	(10)	-48%
Equipment Purchase \$1K to \$5K	7,974	9,974	(2)	-20%	12,706	19,474	(7)	-35%	38,597	(26)	-67%
Travel	7,453	9,915	(2)	-25%	12,362	17,845	(5)	-31%	9,988	2	24%
Dues	32,173	35,032	(3)	-8%	212,749	203,683	9	4%	162,491	50	31%
Grants expenses	-	-	-	0%	-	-	-	0%	-	-	0%
Satellite Transmitters & time	-	-	-	0%	-	-	-	0%	-	-	0%
Credit Card Fees	49,967	51,844	(2)	-4%	200,347	193,450	7	4%	207,137	(7)	-3%
Debt Service Payment	-	-	-	0%	-	-	-	0%	-	-	0%
Bank Fees	83	75	0	11%	217	175	0	24%	111	0	96%
Interest Expense	-	-	-	0%	-	-	-	0%	-	-	0%
Bad Debt Expense/Recovered	-	-	-	0%	-	-	-	0%	-	-	0%
Debt Service Reserve	-	-	-	0%	-	-	-	0%	-	-	0%
Total Expenditures	2,859,209	2,834,791	24	1%	9,266,494	9,686,369	(420)	-4%	8,840,305	426	5%
Net Operating Cash Income **	715,799	158,033	558	353%	6,056,824	4,250,774	1,806	42%	3,982,359	2,074	52%

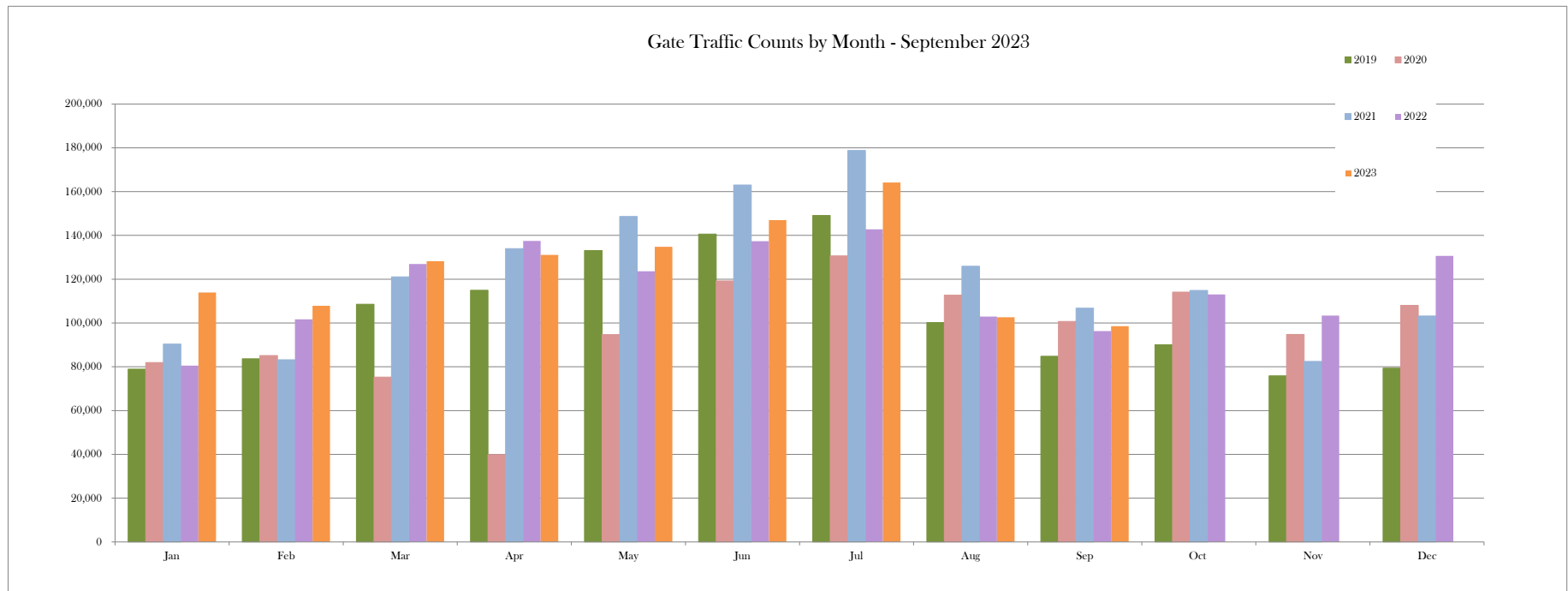
** Does not include depreciation or capital projects

September 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	47,452	83,637	131,089
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	46,969	87,805	134,774
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	55,739	91,235	146,974
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	66,229	97,944	164,173
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	35,895	66,699	102,594
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	35,593	62,950	98,543
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	392,149	735,959	1,128,108

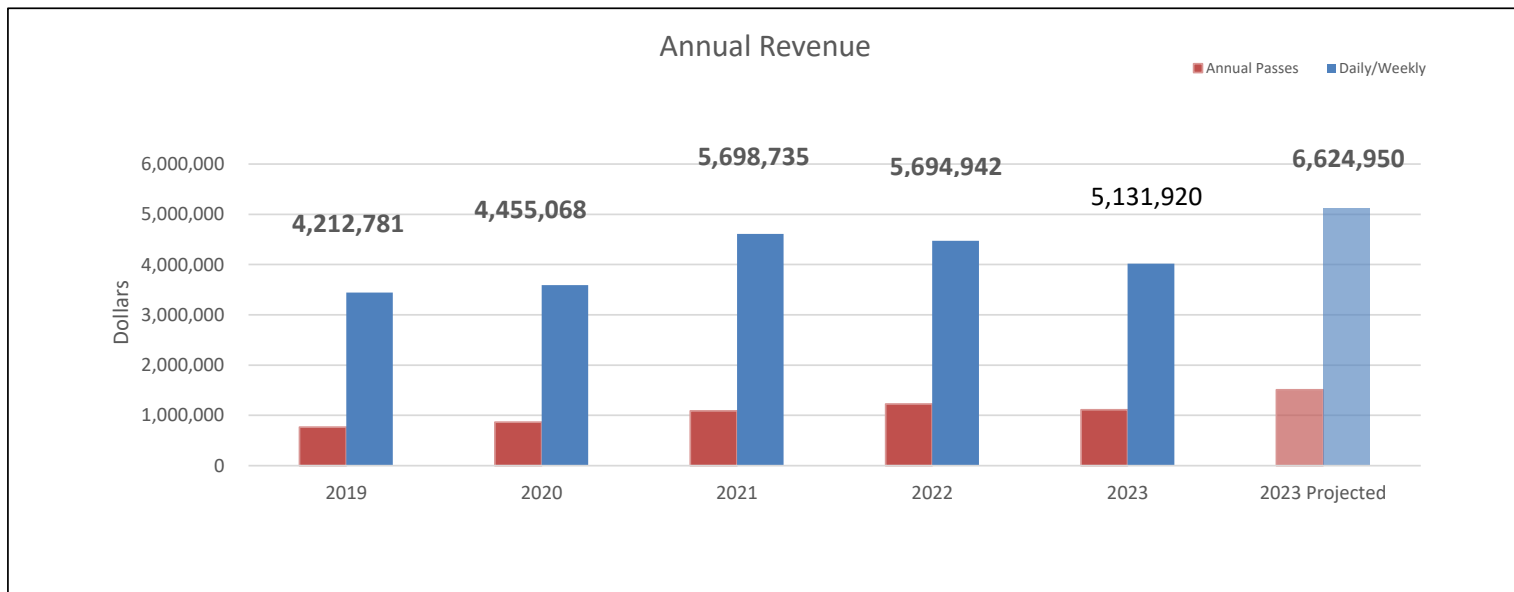
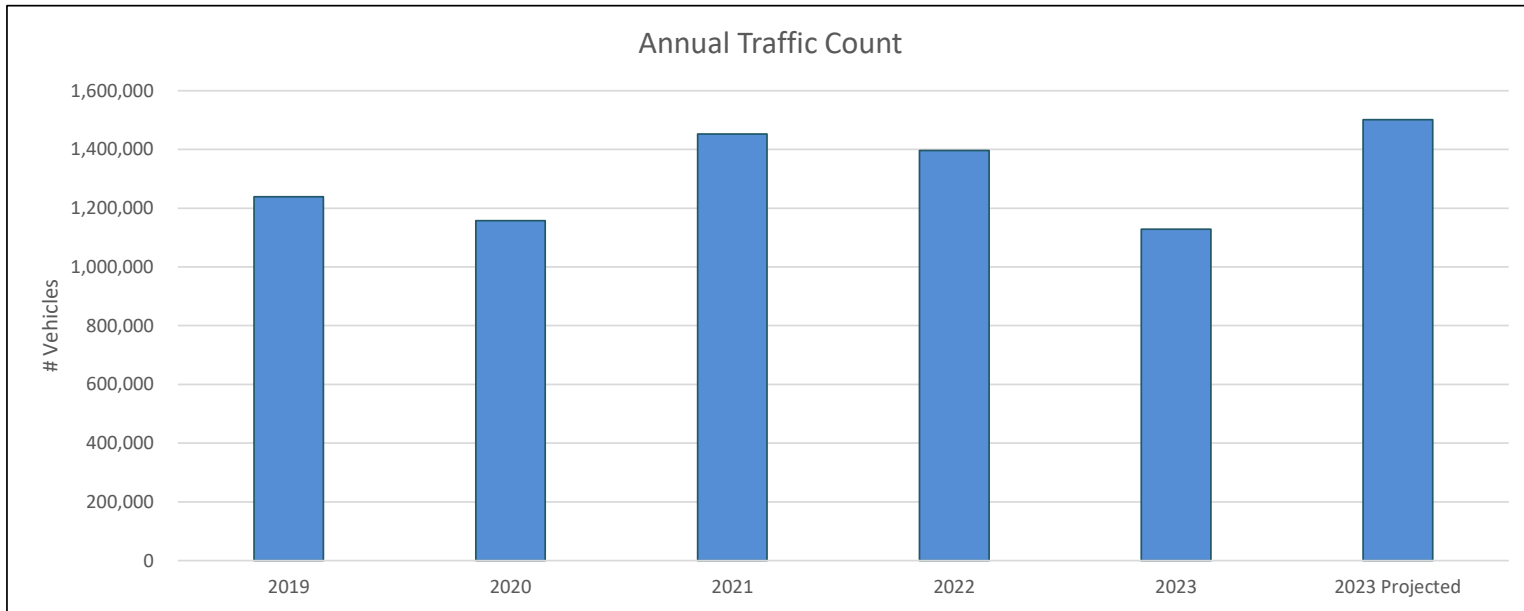
LPR system began April 2020

Year to Date Comparison	2019 YTD	2020 YTD	2021 YTD	2022 YTD	2023 YTD
	993,809	840,198	1,151,741	1,049,653	1,128,108



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

~Sept 2019 - Hurricane Dorian
Sept 2022 - Hurricane Ian



October 5, 2023

Jekyll Island Convention Center ASM and JIA Combined

September FY24 Financial Review

	FY 24	FY 23	FY 22	FY 21	FY20	FY19	FY18
Number of Events	17	18	11	14	7	18	18
Event Days	39	29	14	20	30	39	27
Attendance	6,905	1,930	2,104	379	3,672	6,881	6,126
Sq Feet Used	744,920	218,320	231,100	20,000	353,400		
Revenue	\$554,595 Budget \$709,556 Act	\$123,529	\$265,923	\$16,457	\$268,138	\$400,202	\$314,074

The month of September trended higher than anticipated and maintained a robust pace as if we were still in summer season. The month started with another signature Hindu wedding. This event drew in right at \$100K for the facility. The GA Pupil Transportation Fall Conference did have to cancel their meeting due to their board's desire to rotate markets, planning to return in the future. The Behavioral Health Conference replaced the displaced revenue keeping the overall revenue meeting forecast projections. The Governor's Tourism Conference had favorable variances across all elements – F&B and ancillary categories. The GA Municipal Knox Training, Family Violence, and Broadcasters all had higher attendance and ancillary elements generated \$85K in increased revenue. Park rentals continued to remain on track with the welcoming warm weather. Lastly, a successful FY23 paved the way for Inspire (Audio Visual) commissions that amount to \$21K that were unanticipated.

FUTURE Contracts Issued – 4 estimated revenue -\$159,000

Conventions	2	Anticipated revenue	\$110,000
Meetings	1	Anticipated revenue	\$25,000
Banquet	1	Anticipated revenue	\$24,000

PROPOSALS

CVB – 14

Westin Leads - 0

C Vent- 6

Meetings Planner Tours/Visits - 5

JEKYLL ISLAND AUTHORITY

HOTEL OCCUPANCY STATISTICS

September 2023

HOTEL STATISTICS AT-A-GLANCE

Sep-23

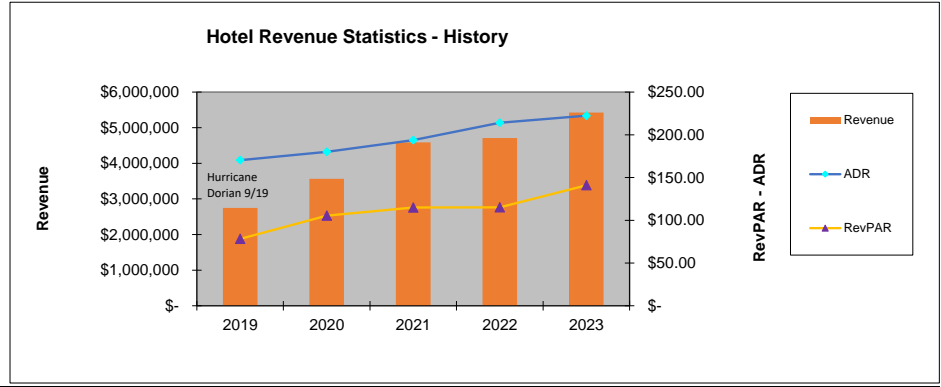
Total Revenue	\$	5,423,566
Occupancy Rate		63.4%
Rev PAR	\$	140.88
ADR	\$	222.39

Sep-22

Total Revenue	\$	4,711,809
Occupancy Rate		53.8%
RevPAR	\$	115.20
ADR	\$	214.09

Sep-21

Total Revenue	\$	4,586,305
Occupancy Rate		59.3%
RevPAR	\$	114.84
ADR	\$	193.70



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	1,112	547	49.2%	\$ 244.40	\$ 120.22	\$ 133,687.09	\$ 133,169.69	\$ 517	0%
Home2Suites	107	3,210	2,346	73.1%	\$ 187.79	\$ 137.25	\$ 440,559.00	\$ 281,019.16	\$ 159,540	57%
Holiday Inn Resort	157	4,224	2,675	63.3%	\$ 193.98	\$ 122.85	\$ 518,900.00	\$ 420,405.00	\$ 98,495	23%
Days Inn & Suites	124	1,181	992	84.0%	\$ 197.42	\$ 165.83	\$ 195,842.02	\$ 378,509.57	\$ (182,668)	-48%
Courtyard by Marriott/ Residence Inn	209	6,270	4,213	67.2%	\$ 220.66	\$ 148.27	\$ 929,653.00	\$ 726,768.00	\$ 202,885	28%
Hampton Inn	138	4,140	2,386	57.6%	\$ 185.62	\$ 106.98	\$ 442,881.00	\$ 354,341.00	\$ 88,540	25%
Jekyll Island Club Resort	200	6,000	3,341	55.7%	\$ 326.31	\$ 181.70	\$ 1,090,216.00	\$ 983,415.00	\$ 106,801	11%
Seafarer Inn & Suites	73	1,962	1,215	61.9%	\$ 166.34	\$ 103.01	\$ 202,098.10	\$ 155,108.27	\$ 46,990	30%
Villas by the Sea	105	2,808	1,712	61.0%	\$ 197.36	\$ 120.33	\$ 337,874.00	\$ 267,294.23	\$ 70,580	26%
Villas by the Sea - Jekyll Realty	20	600	248	41.3%	\$ 133.34	\$ 55.12	\$ 33,069.54	\$ 36,724.38	\$ (3,655)	-10%
Villas by the Sea - Parker Kaufman	33	990	481	48.6%	\$ 136.27	\$ 66.21	\$ 65,546.80	\$ 41,272.90	\$ 24,274	59%
Westin	200	6,000	4232	70.5%	\$ 244.15	\$ 172.21	\$ 1,033,239.00	\$ 933,782	\$ 99,457	11%
Sep-23 Total	1,404	38,497	24,388	63.4%	\$ 222.39	\$ 140.88	\$ 5,423,566	\$ 4,711,809	\$ 711,756	15.1%

JEKYLL ISLAND AUTHORITY

HOTEL OCCUPANCY STATISTICS

Calendar Year to Date - September 2023

HOTEL STATISTICS AT-A-GLANCE

2023

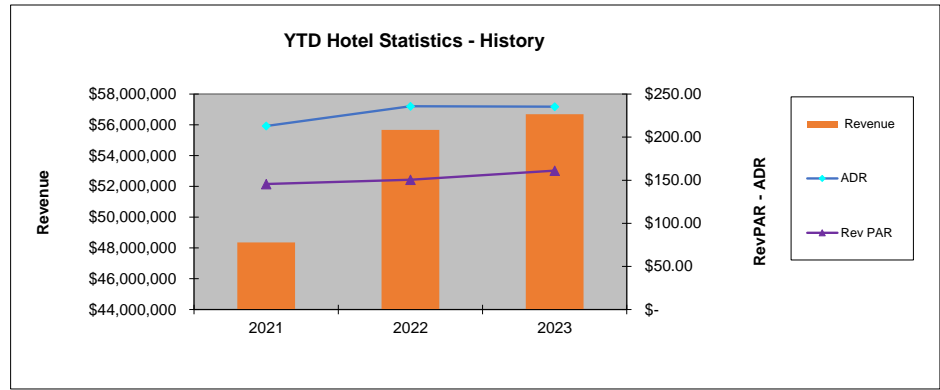
Total Revenue \$ 56,690,875
Occupancy Rate 68.5%
Rev PAR \$ 161.14
ADR \$ 235.27

2022

Total Revenue \$ 55,667,764
Occupancy Rate 63.9%
RevPAR \$ 150.65
ADR \$ 235.87

2021

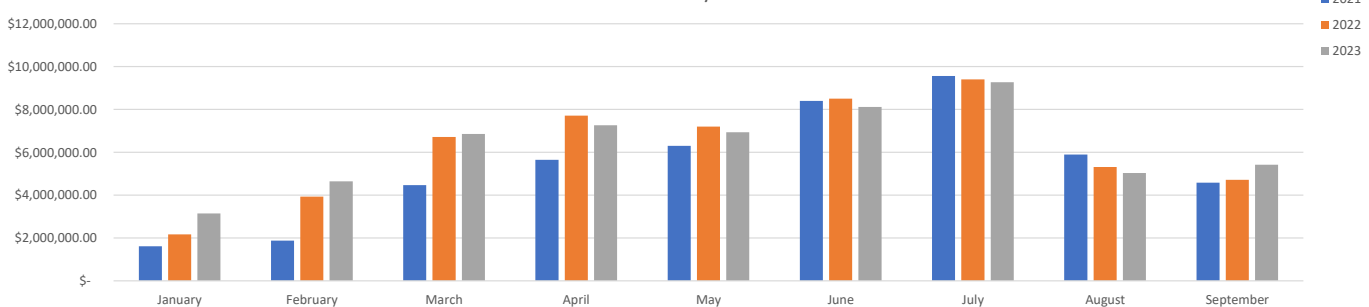
Total Revenue \$ 48,361,498
Occupancy Rate 68.4%
RevPAR \$ 145.64
ADR \$ 212.92



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	10,158	6,182	60.9%	\$ 246.46	\$ 149.99	1,523,626	1,435,895	\$ 87,731	6%
Home2Suites	107	29,211	22,137	75.8%	\$ 207.09	\$ 156.94	4,584,402	4,053,671	\$ 530,731	13%
Holiday Inn Resort	157	40,817	25,316	62.0%	\$ 215.46	\$ 133.64	5,454,665	5,373,019	\$ 81,646	2%
Days Inn & Suites	124	19,218	15,339	79.8%	\$ 176.54	\$ 140.91	2,708,000	4,393,112	\$ (1,685,112)	-38%
Courtyard by Marriott/ Residence Inn	209	57,057	41,330	72.4%	\$ 238.82	\$ 172.99	9,870,574	8,170,155	\$ 1,700,419	21%
Hampton Inn	138	37,674	23,949	63.6%	\$ 202.22	\$ 128.55	4,843,076	4,903,101	\$ (60,026)	-1%
Jekyll Island Club Resort	200	46,189	30,733	66.5%	\$ 349.35	\$ 232.45	10,736,462	11,082,245	\$ (345,783)	-3%
Seafarer Inn & Suites	73	18,123	13,119	72.4%	\$ 170.15	\$ 123.17	2,232,154	2,033,593	\$ 198,561	10%
Villas by the Sea	105	24,992	15,110	60.5%	\$ 215.27	\$ 130.15	3,252,740	3,098,629	\$ 154,111	5%
Villas by the Sea - Jekyll Realty	20	5,248	2,897	55.2%	\$ 151.69	\$ 83.73	439,441	433,796	\$ 5,646	1%
Villas by the Sea - Parker Kaufman	33	8,518	4,996	58.7%	\$ 155.65	\$ 91.29	777,623	460,490	\$ 317,133	69%
Westin	200	54,600	39,858	73.0%	\$ 257.62	\$ 188.06	10,268,114	10,230,059	\$ 38,055	0%
2023 Total		351,805	240,966	68.5%	\$ 235.27	\$ 161.14	\$ 56,690,875	\$ 55,667,764	\$ 1,023,112	1.8%
2022 Total		369,507	236,011	63.9%	\$ 235.87	\$ 150.65	\$ 55,667,764			
2021 Total		332,051	227,134	68.4%	\$ 212.92	\$ 145.64	\$ 48,361,498			

Revenues by Month



MEMORANDUM

TO: FINANCE COMMITTEE
FROM: MARJORIE JOHNSON, CHIEF ACCOUNTING OFFICER
SUBJECT: GEORGIA TENNIS ASSOCIATION GRANT
DATE: 10/17/2023

The Jekyll Island Tennis department has been awarded a \$1,000.00 grant from the Georgia Tennis Association (USTA Southern). There are no matching funds required for this grant.

The grant is the Adult Trophy Grant and can be used to offset the cost of trophies for USTA Southern tennis tournaments that are held at the Jekyll Island Tennis Center.

Staff requests the Board's consideration in accepting the grant award from the Georgia Tennis Association in the amount of \$1,000.00.

MEMORANDUM

TO: COMMITTEE OF THE WHOLE
FROM: ALEXA HAWKINS, DIRECTOR OF MARKETING & COMMUNICATIONS
SUBJECT: REQUEST TO AWARD RFP #378 – PUBLIC RELATIONS AGENCY SERVICES TO LOU HAMMOND GROUP
DATE: OCTOBER 17, 2023

Background

Jekyll Island Authority (“JIA”) staff assembled a three-person selection committee from within the Marketing Department who are directly involved in PR initiatives to review the submitted proposals for RFP #378 for Public Relations Agency Services. The selected firm will support Jekyll Island Authority’s (JIA) strategic national and regional media relations and public relations priorities, to cohesively represent Jekyll Island, the Jekyll Island Authority and its amenity facilities, and business partners on the island.

JIA received a total of 15 proposals ranked through a series of seven categories and 13 questions/criteria total. The top three scores were selected for interviews, as follows:

- The Zimmerman Agency
- Lou Hammond Group - Atlanta
- Hemsworth Communications

During the interview phase, The Zimmerman Agency withdrew their proposal at the request of a current conflicting client.

After the formal interviews of the remaining two agencies, the selection committee found that Lou Hammond Group - Atlanta (LHG) impressed JIA staff with their in-depth knowledge of Jekyll Island’s mission and vision and the long-term strategic needs for balancing visitation and operations through earned media coverage, ultimately making them the best fit.

As noted at the August Board meeting with your previous approval of release of RFP #378, public relations agency services are currently budgeted therefore no additional budget is being requested.

Staff hereby requests approval of the following:

Awarding RFP #378 for Public Relations Agency Services to Lou Hammond Group - Atlanta.

MEMORANDUM

TO: COMMITTEE OF THE WHOLE
FROM: ZACHARY B. HARRIS, GENERAL COUNSEL
SUBJECT: SECOND READING AND ADOPTION OF CODIFIED VERSION OF ORDINANCES O-2022-1 AND O-2022-2
DATE: OCTOBER 17, 2023

Background

The JIA Board adopted Ordinance No. O-2022-1 amending, restating and revising the Code of Ordinances of the Jekyll Island State Park Authority on June 21, 2022. The JIA Board subsequently adopted Ordinance No. O-2022-2 establishing a greenspace ordinance on October 28, 2022. Because the substantive provisions of these ordinances were set forth in attachments incorporated by reference in the ordinances, each ordinance also authorized the JIA Executive Director to edit and reformat the ordinance to comply with the existing Code's requirements as to numbering and format.

In coordination with the editors of CivicPlus (formerly known as Municode.com), JIA's code hosting provider, JIA staff proposed the draft of the codification of Ordinance Nos. O-2022-1 and O-2022-2, together with any other adopted ordinances not yet codified by Municode, which may be found here: https://www.jekyllisland.com/wp-content/uploads/2023/10/revised_codified-version-of-the-code.pdf for first reading on September 19, 2023. Where appropriate, internal cross-references within the proposed code have been numbered or renumbered to correspond with the revised code sections. Except as modified by Ordinances O-2022-1 and O-2022-2, and any previously adopted ordinances not yet codified by Municode, existing code sections in the Code of Ordinances remain in effect and unchanged.

Following first reading, a public comment period ran from September 19, 2023, through September 29, 2023. No public comments were received.

Recommendation

This item is presented for second reading and consideration by the Board. A proposed resolution adopting the codification is enclosed. Staff recommends approval of the resolution and codification of ordinances.

**A RESOLUTION
OF THE
JEKYLL ISLAND-STATE PARK AUTHORITY
APPROVING CODIFICATION OF PRIOR ORDINANCES**

WHEREAS, O.C.G.A. § 12-3-236.1(a) authorizes the Jekyll Island-State Park Authority to “adopt reasonable ordinances and resolutions relating to the property, affairs, and government of Jekyll Island”; and

WHEREAS, the Board of Jekyll Island State Park Authority (the “Board”) has adopted the Code of Ordinances for Jekyll Island-State Park Authority (the “Code of Ordinances”); and,

WHEREAS, on June 21, 2022, the Board adopted Ordinance Number O-2022-1 extensively revising portions of the Code of Ordinances; and

WHEREAS, on October 28, 2022, the Board adopted Ordinance Number O-2022-2 establishing a greenspace protection district over approximately 660+/- acres of the Jekyll Island Golf Courses and adjacent lands (collectively, Ordinances Nos. O-2022-1 and O-2022-2 are the “2022 Ordinances”); and

WHEREAS, the 2022 Ordinances provided for the reformatting and renumbering of the provisions of said ordinances by the Executive Director to be consistent with the formatting and numbering requirements of the Code of Ordinances; and

WHEREAS, in coordination with CivicPlus (formerly known as Municode), the current code hosting service provider for the Code of Ordinances, the Executive Director has proposed a codification version of the 2022 Ordinances, together with any previously adopted ordinances not yet codified by Municode (collectively, the “Codification”) for review and approval by the Board, said Codification document being available on the website of the Jekyll Island State Park Authority at https://www.jekyllisland.com/wp-content/uploads/2023/10/revised_codified-version-of-the-code.pdf and being incorporated by reference as if fully stated herein; and

WHEREAS, the Board has read and considered the Codification in keeping with its customary practices of enacting ordinances, having first read the same on September 19, 2023, having posted the same online for public comment, and having finally read the same on October 17, 2023; and

WHEREAS, the Board finds the Codification to accurately restate in all material respects the 2022 Ordinances, together with any other adopted ordinances of the Board not yet codified; and

WHEREAS, the Board further finds the Codification to be consistent in all material respects with the requirements of the Code of Ordinances as to format, number and order.

NOW, THEREFORE, be it resolved by the Board, that the Codification is hereby approved and adopted;

BE IT FURTHER RESOLVED that the Code of Ordinances, as affected by the Codification, is ratified and approved for publication.

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized and directed to republish, or cause to be republished, including in online and digital format, the Code of Ordinances, as affected by the Codification, in keeping with the reasonable and customary practices of the Jekyll Island State Park Authority or as otherwise required by law.

SO RESOLVED this 17th day of October, 2023.

JEKYLL ISLAND-STATE PARK AUTHORITY

Dale Atkins, Jr., Chairman

ATTEST:

William H. Gross, Secretary/Treasurer

MEMORANDUM

TO: COMMITTEE OF THE WHOLE
FROM: ZACHARY B. HARRIS, GENERAL COUNSEL
SUBJECT: LARRY'S SUBS BEACH VILLAGE LEASE AMENDMENT
DATE: OCTOBER 17, 2023

Background.

At its September 20, 2022 meeting, this Board approved the Commercial Lease Agreement (the "Lease") for Seaside Food Company, Inc. a Georgia corporation ("Tenant"), for the operation of a Larry's Giant Subs at 41 Main Street, Suite 101 in the Beach Village. The business opened to the public in February of 2023 and has exceeded staff expectations in quality of services and performance.

Tenant has submitted a written request to be allowed to sell beer and wine for consumption on premises at the leased premises. Tenant supports the request by stating that other restaurants sell alcoholic beverages in Beach Village and that customers consistently ask about the availability of beer and wine at the business. Tenant anticipates some degree of increased sales following successful permitting for beer and wine sales.

An amendment allowing the sale of beer and wine as a permitted use is required before Tenant may seek local and state permitting. Section 5.1 of the Lease pertaining to Permitted Use presently excludes the sale of alcoholic beverages:

5.1 Permitted Use. Tenant will operate its business at the Premises for the operation of a sandwich shop serving sandwiches, salads, soups, desserts and similar fare and related merchandise (but excluding alcoholic beverages) that is open to the public under the trade name of Larry's Giant Subs ("Tenant's Trade Name") and no other trade name and for no other business or purpose without the prior written consent of Landlord (the "Permitted Use").

Before you is a proposed amendment removing the exclusion of alcoholic beverages from the Permitted Use. Also included in the proposed amendment is a correction to Sections 24 and 25 of the Lease pertaining to Tenant's indemnity obligations that substitutes the word "sole" for the word "gross" in both sections.

Recommendation.

Staff recommends approval of the amendment.

COMMERCIAL LEASE AGREEMENT

THIS FIRST AMENDMENT TO COMMERCIAL LEASE AGREEMENT (this “First Amendment”) is made effective as of _____, 2023 (the “Effective Date”), by and between JEKYLL ISLAND-STATE PARK AUTHORITY, a public corporation and instrumentality of the State of Georgia (“Landlord”), and SEASIDE FOOD COMPANY, INC., a Georgia corporation, (“Tenant”). Landlord and Tenant are sometimes referred to herein collectively as the “Parties” and individually as a “Party”.

RECITALS

WHEREAS, Landlord and Tenant entered that Commercial Lease Agreement (the “Lease”), effective as of September 23, 2022, for that certain Premises located at 41 Main Street, Suite 101, Jekyll Island, Glynn County, Georgia, as the same is described on Exhibit A of the Lease, which exhibit is incorporated herein by reference; and

WHEREAS, Landlord and Tenant desire to amend the Lease to allow Tenant to sell beer and wine and for other purposes.

NOW THEREFORE, in consideration of these premises and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows.

AGREEMENT

Section 1. Capitalized terms not defined in this First Amendment will have the meanings ascribed to them in the Lease.

Section 2. Section 5 of the Lease pertaining to Permitted Use is hereby amended by deleting Subsection 5.1 and replacing it with the following provision:

5.1 Permitted Use. Tenant will operate its business at the Premises for the operation of a sandwich shop serving sandwiches, salads, soups, desserts and similar fare and related merchandise that is open to the public under the trade name of Larry’s Giant Subs (“Tenant’s Trade Name”) and no other trade name and for no other business or purpose without the prior written consent of Landlord (the “Permitted Use”).

Section 3. Section 24 of the Lease pertaining to Tenant Indemnity is amended by striking the word “gross” and inserting in its place the word “sole”.

Section 4. Section 25 of the Lease pertaining to Waiver of Liability is amended by striking the word “gross” and inserting in its place the word “sole”.

Section 5. Except as amended and modified by this First Amendment, all other terms, conditions and provisions of the Lease continue unchanged and unmodified and in full force and effect. In the event of any conflict between the provisions of the Lease and this First Amendment, the latter will control.

[SIGNATURE PAGE FOLLOWS]

[REMAINDER OF PAGE LEFT BLANK]

IN WITNESS WHEREOF, the parties have caused this First Amendment to be executed by their authorized signatories as of the Effective Date.

LANDLORD:

**JEKYLL ISLAND—STATE PARK
AUTHORITY,** a public corporation and
instrumentality of the State of Georgia

By: _____

Name: Dale Atkins

Its: Chairman

ATTEST:

By: _____

Name: _____

Its: _____

TENANT:

SEASIDE FOOD COMPANY, INC., a Georgia
corporation

By: _____

Name: Steve C. Sharpe

Its: Authorized Signatory

MEMORANDUM

TO: COMMITTEE OF THE WHOLE
FROM: NOEL JENSEN, DEPUTY EXECUTIVE DIRECTOR
SUBJECT: REQUEST OF VARIANCE ON SCHEMATIC DESIGN FOR THE BUCCANEER SITE AS SUBMITTED BY LNWA DEVELOPERS, LLC AND RETREAT HOTELS AND RESORTS, LLC
DATE: 10/13/2023

In August 2023, the JIA Board approved the Schematic Design 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, and a community pool. The concept was revised in response to Design Review Group (DRG) feedback, which reduced density, improved circulation, provided safer routing for emergency response, and recognized the future turtle lighting challenges.

The Schematic Design drawings passed review with minor comments, such as clarification of turning radii for emergency vehicles and clarification of maximum residential height measurements that would have to be further addressed during the project's Site Staking and Design Development phases.

Subsequently, staff received a request for a variance from Retreat Hotels and Resorts to reduce the road width of the main streets from 26' wide to 20' wide. After a review of the applicable International Fire Code sections, the DRG determined that a request for variance could be given if, as mitigation to that request, all residences would be constructed with residential fire sprinkler systems.

Staff hereby requests approval of the following:

Approval of the variance for reducing the width of the main streets from 26' wide to 20' wide, with mitigation being all residences would be constructed with residential fire sprinkler systems per the International Fire Code as adopted by the JIA Board in current Jekyll Island codes and ordinances.

The Jekyll Island State Park Authority (JIA) Board of Directors met in Public Session Tuesday, September 19, 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
Ms. Joy Burch-Meeks
Commissioner Walter Rabon (Via Teleconference)
Mr. Joseph B. Wilkinson Jr. (Via Teleconference)
Mr. Glen Willard (Via Teleconference)
Ruel Joyner (Via Teleconference)

Key Staff Present: Mark Williams, Executive Director
Noel Jensen, Deputy Executive Director
Marjorie Johnson, Chief Accounting Officer
Yank Moore, Director of Conservation
Michelle Kaylor, Director of Georgia Sea Turtle Center
Jenna Johnson, Director of Human Resources
Zachary Harris, General Counsel
Alexa Hawkins, Director of Communications & Marketing
Anna Trapp, Executive Assistant

Chairman Dale Atkins, called the meeting to order at 9:30 a.m. All members were present in-person or via teleconference.

JIA received one online public comment for this meeting:

- Jon Stevenson – Splash Pad and Blue Book

I. Historic Preservation/Conservation Committee

Bob Krueger, Chair

- A. Yank Moore, Director of Conservation, presented Jekyll Island's 2023 Community Wildfire Protection Plan. He first provided background information on the plan noting that Jekyll Island became a Firewise Community in 2009 and developed a Prescribed Fire Management Plan in 2014. Following a wildfire at Jekyll Island's entrance gates in 2017, the JIA increased the prioritization of fire management and the allocation of resources towards prescribed fire and forest management. In 2018 Jekyll Island worked with Glynn County as part of their Community Wildfire Protection Plan which was organized by the Georgia Forestry Commission. However, due to the uniqueness of Jekyll Island, the JIA decided to create its own detailed protection plan. A few highlights of the plan include:
- Set guidelines for allocation of resources.
 - Prioritization of new firebreaks and fuel management.
 - Recognition of risks associated with prescribed fire on Jekyll Island.
 - Guidance on how to manage the different habitats and ecosystems on Jekyll.
 - Outlines best practices for fire management.

- Includes an action plan, providing a direct approach to address each issue that may arise.
- Establishment of the plan allows the JIA to apply for funding from FEMA, USDA programs, and U.S. Forest Service.

B. Michelle Kaylor, Director of the Georgia Sea Turtle Center presented an update on the GSTC operations highlighting the following programs:

Sea Turtle Nesting Season

- Jekyll had 217 sea turtle nests this year, and over 10,000 hatchlings emerged, making it the 2nd busiest nesting season on record.
- Thanks to genetic work completed in collaboration with the University of Georgia, it was determined that over 60 unique loggerhead sea turtles nested on Jekyll Island this season.
- 8 sea turtles were rehabbed and released.

Diamondback Terrapin Conservation

- 447 females were encountered on the causeway.
- 12 injured terrapins were rehabbed.
- 240 eggs were incubated resulting in 132 hatchlings. The GSTC will house 20 of those hatchlings through the winter, and the remaining will be released into the marsh this season.

Education Programs

- 1,061 programs were held in the center with 36,000 attendees learning about the conservation efforts on Jekyll Island.
- 1,035 guests participated in the offered beach programs that gives guests the opportunity to experience seeing a sea turtle nesting or turtle hatchings. 40% of those participated in turtle walks and 60% completed the ride along turtle patrol.
- 2023 was the 2nd best Adopt-a-Nest year since its inception in 2013. With a \$30 donation that goes back to the GSTC, any guest can adopt a nest and track its progress through the season.

There were no public comments.

II. Finance Committee

Bill Gross, Chair

- A. Mr. Bill Gross, Finance Committee Chair, summarized the August Financials including an overview of Revenues, Expenses, Net Operating Cash, Traffic Statistics, and Hotel Revenues for the month.
- Revenues were \$4,279,682.
 - Expenses were \$2,642,053.
 - Net Operating Cash Income was \$1,637,629.

- Total Traffic Counts were 102,594 vehicles.
- Year-to-date hotel revenues totaled \$51.3 million.

- B. Marjorie Johnson, Chief Accounting Officer, presented the request to accept a grant from Southern Tennis Association (USTA Southern). The grant totals \$500, with no matching funds required, and can be used to offset costs for food and supplies during National Tennis Month events. The Tennis Center will use the funds to support a happy hour event at the Southern Clay Court East Tournament.

A motion to recommend accepting the grant totaling \$500 from the Southern Tennis Association as presented by staff, was made by Dr. Evans and seconded by Mr. Krueger. The motion carried unanimously.

- C. Marjorie Johnson, Chief Accounting Officer, presented the capital project request for a splash pad at Jekyll Island Beach Village. She explained that the firepit unit at the Beach Village has eroded due to the salt air exposure, it requires complete restoration. As an alternative, staff recommends replacing the unit with a 45' x 45' recirculating Splash Pad that is more suited to the climate on Jekyll Island. The proposed Splash Pad will feature a variety of interactive water features including fountains, water jets and LED lighting. A new Splash Pad will offer a safe and enjoyable water feature for families and will operate year-round beginning in the Spring of 2024. The estimated cost of the Splash Pad, UV treatment system, and lighting for this project is \$450,000. Funding for this project will come from the Beach Village Event fund and the Public Improvement fund.

Ms. Burch-Meeks asked what other options were considered for the location and why a Splash Pad was considered the best option. Noel Jensen, Deputy Executive Director explained the options were to either refurbish the fire pit or implement a splash pad. JIA staff consulted with the Westin and Beach Village shop owners, and the consensus was that a more family friendly feature was preferred to increase visitor activation in that area.

Mr. Krueger asked how close the Splash Pad would be to the pedestrian walkways in Beach Village. Jensen explained that the Splash Pad would be in the middle of the Village green with grassy area on either side for families to enjoy.

Mark Williams, Executive Director, added that during the short winter periods when the Splash Pad is inactive, the area can be walked across or used as event space.

A motion to recommend approving the Capital Project Request totaling \$450,000 for a Beach Village Splash Pad as recommended by staff, was made by Mr. Krueger and seconded by Dr. Evans. Ms. Burch-Meeks abstained from the vote, and all other members voted in favor of the motion.

There was one public comment:

- Al Tate, a Jekyll Island resident, spoke against the proposed Splash Pad. Noting the funds required for the project could be used elsewhere to better serve Jekyll Island's mission to educate.

III. Human Resources Committee

Buster Evans, Chair

- A. Jenna Johnson, Director of Human Resources, presented the Retirement Presentation for Danny Sheppard. Sheppard has worked in JIA's facility department as the Carpentry Supervisor for 26 and a half years.

Noel Jensen, Deputy Executive Director, spoke to Danny's time with the Authority noting that he has worked on almost every carpentry project on Jekyll Island, big and small. He highlighted Danny's master craftsmanship and the quality in his carpentry work. Jensen congratulated Sheppard on his retirement and wished him and his family the best.

There were no public comments.

IV. Marketing Committee

Joy Burch-Meeks, Chair

- A. Alexa Hawkins, Director of Marketing & Communications, presented a department report which included a summary of media highlights and announcements.
- Rick Reichmuth with Fox & Friends highlighted Jekyll Island and the Georgia Sea Turtle Center through four live broadcasting segments.
 - The Atlanta Journal-Constitution featured the sea turtle hatchings on Jekyll Island, noting that the patrols offered by the GSTC are a one-of-a-kind opportunity.
 - Holly Jolly Jekyll has gone through a small rebrand with more emphasis on the lights in the branding artwork.
 - A giveaway of a Holly Jolly Holiday was launched on social media August 16th- 31st. From this, JIA received 14,169 new email subscribers and 6,086 new social media followers.
 - The Fall/Winter 2023 issue of the 31•81 magazine will be on island in October and hit mailboxes shortly after that.
 - In addition to this publication, 31•81 will become A Jekyll Island Lifestyle Brand to include various merchandise sold online and on island.

There were no public comments.

V. Legislative Committee

Glen Willard, Chair

No Report

VI. Committee of the Whole

Dale Atkins, Chair

- A. Zach Harris, General Counsel, presented the First Reading of Codified JIA Ordinances. Through the engagement of a consultant, GMC, a consolidated and revised code of ordinances was approved by the Board in June 2022, and a greenspace ordinance was established and approved in October 2022. Since that approval, the revised ordinances needed reformatting to fit Municode.com, JIA's code hosting provider. The presented

codified form of the ordinances is substantively the same as what was approved in 2022. These ordinances will be posted online and open for public comment from September 19th to September 29th.

B. Noel Jensen, Deputy Executive Director, presented an Operations update, highlighting the following:

- Hurricane Idalia did come through Jekyll Island, but thanks to JIA crew and staff, the Island had a quick recovery. Roads and Ground and Landscaping staff has collected approximately 16,500 cubic yards of debris following the storm. There's more debris left to be picked up, but compared to Hurricanes Matthew and Irma, Idalia resulted in far less debris.
- Mercer Medical Clinic on Jekyll Island opened on September 18, 2023, as a soft opening, and the ribbon cutting is scheduled for Friday, September 27th.
- A new cell tower has been erected, and three carriers, Verizon, T-Mobile, and AT&T will move to this tower once the contracts are complete. The purpose of this new cell tower was to remove the carriers from the water tower which has amassed over \$800,000 in damages.
- The Golf Improvement Plan is progressing. Two site visits have been completed by the golf course architects, and a preliminary concept has been delivered. The architects are members of the Walter Travis Society and are committed to ensuring the course returns to what Walter Travis envisioned in his 1927 design.
- The three SPLOST 2022 approved projects include safety improvements at the fishing pier, rehabilitation of the driftwood beach bike path, and a wastewater survey. The wastewater survey is partially funded by the JIA and is on-going. Every single piece of sewer main on Jekyll Island is being viewed with a camera, cleaned, and inspected. There have been a few areas discovered that have intruding roots. Those areas as well as other areas in poor condition will be repaired. The survey allows issues to be isolated and repaired instead of replacing an entire line.
- The Public Safety Complex construction has gone vertical and continues.

Dr. Evans inquired about a previous RFP that was issued for a pickleball complex. Jensen explained that several site visits were conducted but no one submitted a responsive bid. The RFP will be rereleased within the next year.

C. Mark Williams, Executive Director, presented his report highlighting the following:

- There was Colonel's Island Terminal substation power outage that impacted Jekyll Island on September 17th. He thanked Georgia Power for the constant and consistent updates leading up power being restored.
- He thanked Noel Jensen for staying on the Island during Hurricane Idalia and prioritizing getting the Island operational by the next day. The campground guests were able to return on Thursday, the GSTC was open by noon, and Mosaic was open during their normal hours of operation.
- Williams participated in a panel at the Convention Center for the Governor's Tourism Conference.
- Staff has been diligently preparing for both the Shrimp & Grits Festival and Holly Jolly Jekyll.

- A meeting was held with Jekyll Island's Citizens Association president, Tim Kinsey, and additional meetings with other Jekyll Island associations such as Rotary and the Arts Association are scheduled.
- Walter Rabon has been announced as the permanent Commissioner for DNR.

D. Dale Atkins, Chair, thanked Mark and other staff members for their reports.

There were no public comments.

The Jekyll Island State Park Authority (JIA) Board Meeting
September 19, 2023

The Board Meeting was called to order at 10:39 a.m., and all members were present in-person or via teleconference.

Action Items

1. Mr. Krueger moved to accept the minutes of the August 15, 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 accept a grant totaling \$500 from the Southern Tennis Association as presented by staff carried by unanimous approval.
3. The recommendation from the Finance Committee to approve the proposed Capital Project Request totaling \$450,000 for a Beach Village Splash Pad as presented by staff carried by unanimous approval, except for Ms. Burch-Meeks who abstained.

The motion to adjourn the Board Meeting was made by Mr. Krueger and seconded by Mr. Gross. There was no objection to the motion and the meeting adjourned at 10:41 a.m.

MEMORANDUM

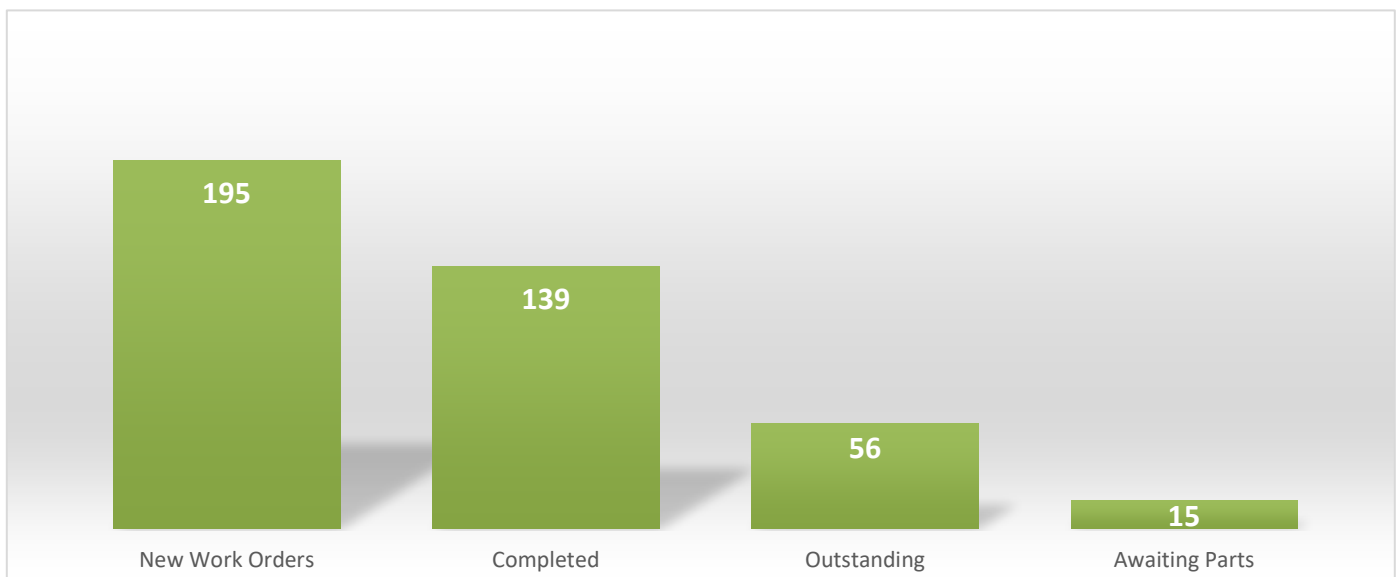
TO: COMMITTEE OF THE WHOLE
FROM: NOEL JENSEN, DEPUTY EXECUTIVE DIRECTOR
SUBJECT: OPERATIONS MONTHLY REPORT – SEPTEMBER 2023
DATE: 10/9/2023

PUBLIC SERVICES

September Highlights:

- Jekyll Island Airport (09J) self-serve aviation fuel (100LL) sold 697.38 gallons of 100LL aviation fuel in 38 transactions totaling \$4,546.91 in sales for the month of September.
- Campground expansion preparation continues onsite with JIA Facilities, Roads and Grounds, and Water/Wastewater staff. Bathhouse construction contractor completed Bathhouse #1 and Bathhouse #2. Bathhouse #3 is 98% complete.
- The campground reached 67% occupancy, 4% above average for September.
- Public Safety Complex contractor Dabbs Williams has begun steel erection. Apparatus bay concrete is complete, and second-floor decking is underway.
- The Golf Improvement Plan is underway with a second site visit completed by Brian Ross and Jeffrey Stien, who are 60% complete with redesign of Great Dunes and Oleander into a Walter Travis designed 18-hole course.

Operations Department Work Orders

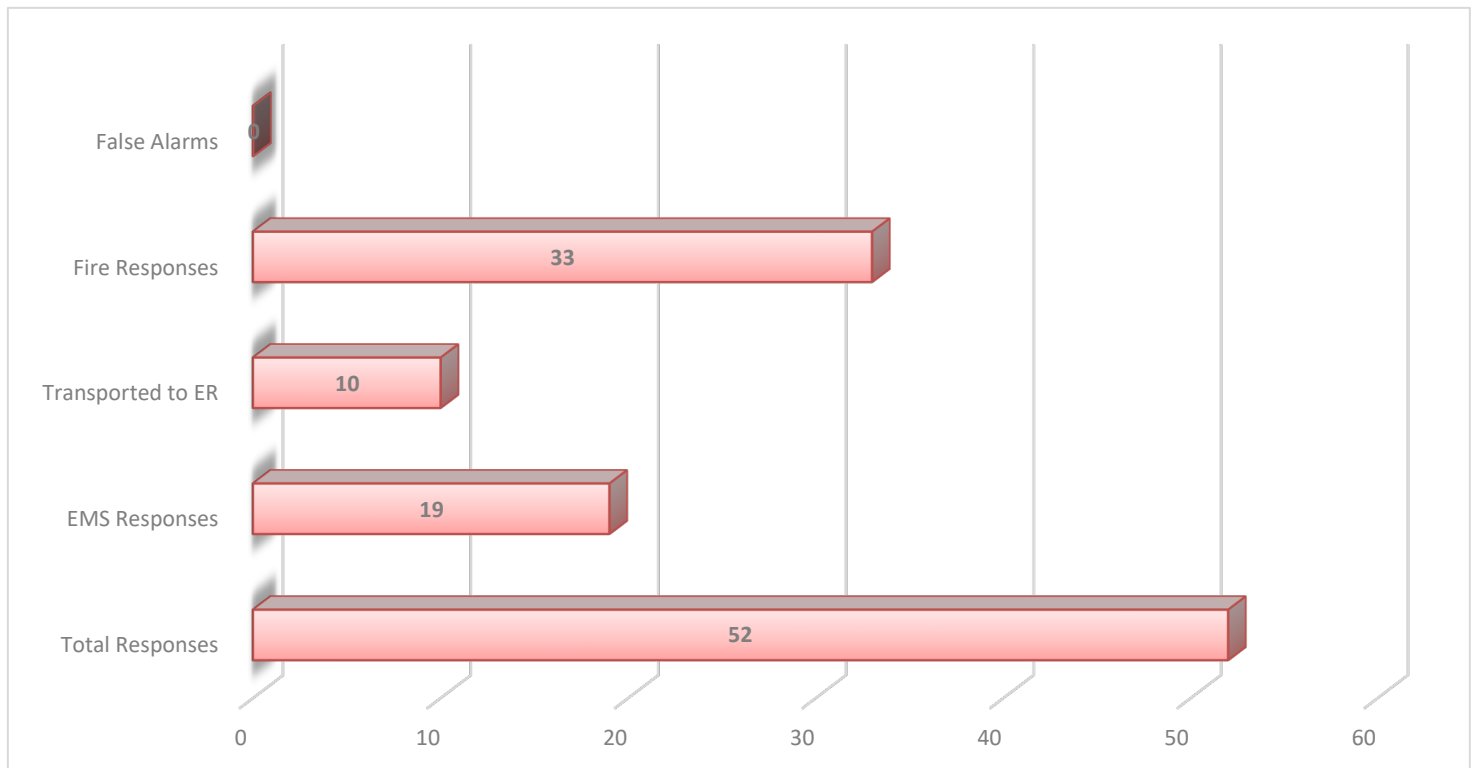


PUBLIC SAFETY – Fire & EMS

September Highlights:

- Completed 466:13 hours of staff training for the month.
- Sixteen (16) annual inspections, two (2) re-inspections, ten (10) site visit inspections, one (1) CO inspection, and four (4) other inspections were conducted in September.
- Fourteen (14) permits were issued, and there were three (3) complaints investigated by Code Enforcement.
- JIFD hosted the JIA Employee Appreciation Luncheon.

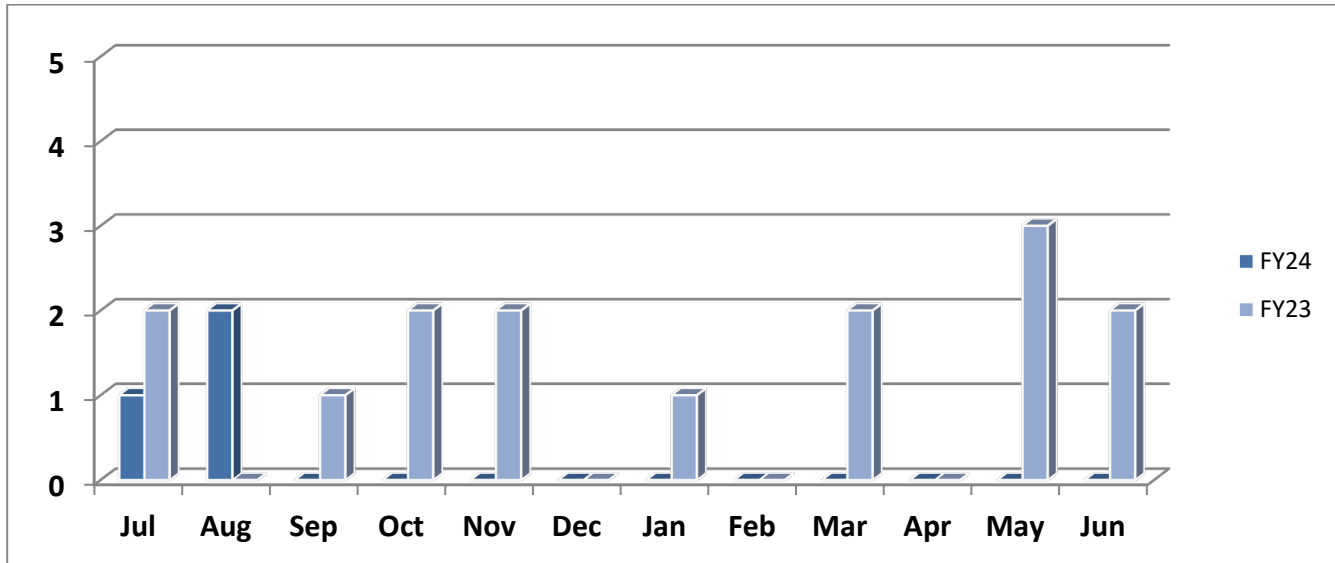
Jekyll Island Fire & EMS Responses



MEMORANDUM

TO: HUMAN RESOURCES COMMITTEE
FROM: JENNA JOHNSON, HR DIRECTOR
SUBJECT: HUMAN RESOURCES COMMITTEE REPORT
DATE: 10/9/2023

JIA Workers Compensation Claims: (Target goal for FY24 = 9).



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
FY24	1	2	0										3
FY23	2	0	1	2	2	0	1	0	2	0	3	2	15

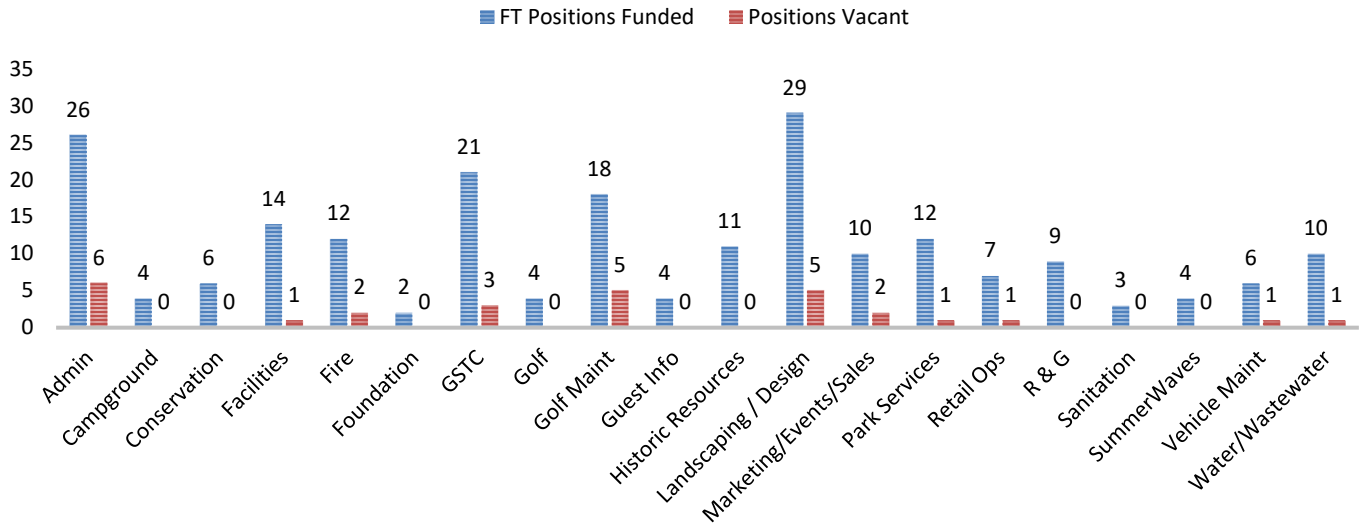
JIA Employee Census:

Month	Full time	Part time	Seasonal	Interns	Total Employees
Sep	186	101	77	0	364

Retirements:

- None

FULL TIME STAFFING



Full-time Staffing as of 10/9/2023

Recognition:

○ **Meet our October Featured Employee: Delores Johnson**



Originally from Waycross, Georgia, Delores has lived in the Golden Isles for 35 years. She began her career with the Jekyll Island Authority (JIA) on February 2, 2007. As the Park Services Manager, Delores leads her team in making sure all facilities are clean and look their best for the JIA guest. She is continuously looking for better ways to improve the way the department keeps the island clean and natural.

When Delores was asked what she likes most about working for the JIA, she said, "I like being able to work with all departments and love being a part of such a beautiful island."

When Delores is not being the Park Services Manager with the JIA, she is enjoys spending time with her family and camping.

Delores, 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: 10/06/2023

Research and Monitoring

- The Conservation Team completed another successful season of Alligator health and population surveys. Over the 7-month period from March to September, we captured 61 individuals ranging in size from 11 in to over 8 ft. Twelve of these were hatch of the year that were given unique identification codes for us to monitor them throughout their lives on Jekyll. We worked alongside partners looking at health, diet, and microplastic quantities.

Management and Planning

- Dan Quinn and Yank Moore are assisting our partners within the Coastal Georgia Cooperative Invasive Species Management Area develop a training for Public Works staff to recognize and deal with invasive species in their daily jobs.
- We received a donated Florida Pine Snake for use in educational programs. Dr. Boylan at the GSTC performed its initial health checkup and determined that it is a very healthy 2-year old.

Outreach, Leadership, Staffing

- We are pleased to welcome Micael Brennan on board as a part-time Wildlife Technician when his Sea Grant Fellowship ends. His efforts in our research and monitoring program have made him a valuable member of the team.
- Dan Quinn and Michael Brennan attended the State of the Georgia Coast Symposium on Tybee Island hosted by University of Georgia Marine Extension. The meeting focused on discussing challenges impacting coastal communities and the marine environment, while finding collaborative solutions on policy and resource management.
- Ray Emerson and Ayrton Moleen attended the Sea Turtle Cooperators end of season meeting. Park Rangers and leaders of our educational programs often get a lot of questions related to Sea Turtles on Jekyll and throughout the coast.
- Ray Emerson and Ayrton Moleen invited all JIA volunteers to a private Gatorology Experience at Camp Jekyll.



Flowers from a false foxglove and a blazing star, both of which are high value native pollinators. We plan to collect seeds from these species and others to grow out for upcoming restoration opportunities.

MEMORANDUM

TO: COMMITTEE OF THE WHOLE
FROM: ANDREA MARROQUIN, MUSEUM CURATOR
SUBJECT: HISTORIC RESOURCES UPDATE
DATE: OCTOBER 17, 2023

Revenue

During the month of September, the Mosaic, Jekyll Island Museum exceeded its revenue goal, earning 122% of its projected budget.

Source	September 2023 Revenue
All Admissions & Tours	\$83,970.48
Museum Store Sales	\$39,152.82
Total	\$123,123.30

September Highlights

Living History Presents...: September featured Living History Presents tours of the Historic District with emphasis on memorable member, J.P. (Jack) Morgan, Jr. In conjunction with “Meet the Morgans,” an exhibit located in the Mosaic lobby, this program shared the stories of some of Jekyll Island’s most influential club members, who were actively involved in creating history on Jekyll Island and beyond.



Jack Morgan portrayed by Tim Maki

“Have Some Madeira, M’dear?”: On September 10, the Mosaic partnered with Hofwyl-Broadfield Plantation to host a special event highlighting connections between the Jekyll Island Club and the antebellum rice plantation. Held at Hollybourne Cottage, the event included Madeira wine, snacks, and historical presentations.

Yachting Life at the Jekyll Island Club: On September 15, a joint program was offered between Mosaic, Jekyll Island Museum and America’s Boating Club Golden Isles. The presentation offered guests a nautical trip into the lives of the millionaires of the Jekyll Island Club.

Preservation: Preservation efforts this month focused on windows. A window rehab project was completed on the historic windows on the third floor of the Large Dorm. Faith Chapel's exterior and window casement rehabilitation was also completed in preparation for the return of the Tiffany window.



Taylor Davis, with staff and volunteers, completed multiple window rehab projects.

Tiffany Window Conservation: The newly restored Tiffany Window was recently reinstalled at Faith Chapel. The 100-year-old stained glass masterpiece underwent a detailed treatment to clean, stabilize, and preserve the art glass, as part of an extensive multi-year conservation project. This project was made possible with financial support from the Friends of Historic Jekyll Island. Plans are currently underway for a spring event to celebrate the completion of the project and the window's safe return.



Curator Andrea Marroquin served as project manager for the Tiffany window conservation.

Cultural Resources Management – Brockington and Associates, Inc. completed an Assessment of Effects for the Proposed Pine Lakes Golf Course Renovations. Brockington was hired to determine the effects the renovations might have on the island's cultural resources. The project has been submitted to the State Historic Preservation Office for review.

MEMORANDUM

TO: COMMITTEE OF THE WHOLE
FROM: MICHELLE KAYLOR, GSTC DIRECTOR
SUBJECT: GEORGIA SEA TURTLE CENTER UPDATE – SEPTEMBER 2023

Admissions Comparison with Prior Year

<u>September 2022</u>	<u>September 2023</u>
8,536	9,335

Revenue Categories

- September admissions \$99,411.70 was \$12,053.66 over budget.
- September concessions \$121,656.17 was \$13,471.23 over budget.
- Adoptions: 26 | \$1,270.00
- Donations (General): 10 | \$155.00
- Memberships: 13 | \$1,460.55
- Public Programs | \$11,797
- Daily Programs | 237

Marketing/PR/Events/Grants/Pubs

Trip Advisor: 2,333 reviews, ranking GSTC #4 out of #24 things to do on Jekyll.

66.6K Facebook Followers

Impressions: 2M

Number of Posts: 10

30.2K Instagram Followers

Impressions: 93K

Number of Posts: 15 posts, 10 stories

Critters & Cocktails – Governor’s Tourism Conference | September 11 | 4-5 PM | Jekyll Island Convention Center | 200 estimated attendees

Critters & Cocktails – Georgia Association of Broadcaster’s Conference | September 15 | 6-8 PM | Jekyll Island Convention Center | 75 estimated attendees

Sea Turtle Release of Jones | September 28 | 9 AM | Great Dunes Beach | ~230 people in attendance

Education

- 16 Behind the Scenes tours were facilitated for 57 participants.
- 4 Sunrise Turtle Walks reached 39 participants.
- Annie Gero accepted a position as full-time Education Interpreter I

Research

- 217 sea turtle nests were laid on Jekyll's beaches this season. To date, these nests have produced 14,666 hatchlings which have emerged and made their way towards the ocean.
 - There are five nests still incubating in the sand
- Preparation has begun for end-of-nesting-season headcount surveys for diamondback terrapins in the marshes around Jekyll and the Downing-Musgrove Causeway
- Data QA/QC for the sea turtle season is ongoing with final reports and data transfer to collaborating institutions due by end of December.
- Staff have begun work on various grants to support aspects of both sea turtle and diamondback terrapin management and conservation.

Rehabilitation

	Sea Turtle	Other Patients
New Patients	0	9
Current Patients	3	16
Released Patients	1	5
Transferred Patients	0	0
Total Since 2007	1040	2648

- Diamondback terrapin nesting season ended in August; we currently have 6 terrapins still in rehab.
- We had 240 Diamondback terrapin (DBT) eggs in our incubators this season, with 131 hatching. Of those 131 DBT eggs, 25 have gone to spend the year in Atlanta as part of our partnership with Zoo Atlanta who exhibits them for a year educating guests at the zoo. Then the 25 terrapins come back to Jekyll to be released. 20 will remain at the GSTC as ambassadors before being released next spring.
- We released a total of 68 DBT hatchlings from our incubators along with 25 DBT hatchlings that spent the last year at Zoo Atlanta.
- We had 64 freshwater turtle eggs (Florida softshell, Yellow-bellied slider, and Common snapping turtle), with 32 of those eggs hatching and being released.
- Adam Lochstampf joined our team as a Rehabilitation Technician I on September 22, 2023, transferring over from the Education Department

Volunteer

September 2023 Volunteer Service hours: 579.25 hours (264.25 hours more than the 315 September 2022 hours, which is an 83% increase)

Multiplied by the National Volunteer hourly value of \$29.95 = **\$17,348.54**

Two GSTC volunteers have been cross trained with Conservation whose department also welcomed one new volunteer. Gatorology Volunteer Enrichment was held at Camp Jekyll with 18 volunteers in attendance along with staff from the Administrative department, GSTC, and Conservation.



Board of Directors Committee Assignments
Effective August 15, 2023

<p align="center"><u>HISTORIC PRESERVATION/CONSERVATION</u></p> <p>Bob Krueger, Chair Dale Atkins Walter Rabon Joe Wilkinson Buster Evans</p> <p><u>Staff:</u> Yank Moore Michelle Kaylor Cliff Gawron</p>	<p align="center"><u>FINANCE</u></p> <p>Bill Gross, Chair Dale Atkins Bob Krueger Joe Wilkinson Walter Rabon Buster Evans Glen Willard Joy Burch-Meeks Ruel Joyner</p> <p><u>Staff:</u> Mark Williams Marjorie Johnson</p>
<p align="center"><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 align="center"><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 align="center"><u>LEGISLATIVE</u></p> <p>Glen Willard, Chair Dale Atkins Bob Krueger Bill Gross Walter Rabon Ruel Joyner Joy Burch Meeks</p> <p><u>Staff:</u> Mark Williams</p>	<p align="center"><u>COMMITTEE OF THE WHOLE</u></p> <p>Dale Atkins, Chair Bob Krueger Bill Gross Joe Wilkinson Walter Rabon Joy Burch-Meeks Buster Evans Glen Willard Ruel Joyner</p> <p><u>Staff:</u> Mark Williams Noel Jensen</p>