

JEKYLL ISLAND – STATE PARK AUTHORITY
November 14, 2023 – Approved Minutes

The Jekyll Island State Park Authority (JIA) Board of Directors met in Public Session Tuesday, November 14, 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
Mr. Ruel Joyner (Via Teleconference)
Mr. Joseph B. Wilkinson Jr. (Via Teleconference)
Mr. Glen Willard (Via Teleconference)

Key Staff Present: Mark Williams, Executive Director
Noel Jensen, Deputy Executive Director
Marjorie Johnson, Chief Accounting Officer
Jenna Johnson, Director of Human Resources
Zachary Harris, General Counsel
Alexa Hawkins, Director of Communications & Marketing
Anna Trapp, Executive Assistant

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

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:

- Susan Williams – Deer Management

I. Historic Preservation/Conservation Committee

Bob Krueger, Chair

No report

II. Finance Committee

Bill Gross, Chair

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

- Revenues were \$3,021,688.
- Expenses were \$2,661,468.
- Net Operating Cash Income was \$360,219.
- Total Traffic Counts were 101,872 vehicles.
- Calendar year-to-date hotel revenues totaled \$62 million.

- B. Marjorie Johnson, Chief Accounting Officer, presented the Georgia Trauma Commission Grant acceptance for consideration. The Jekyll Island Fire Department was awarded a non-competitive grant totaling \$1,694. The funds may be used to purchase supplies and equipment that support the department's response to trauma-related emergencies.

A motion to recommend accepting the grant totaling \$1,694 from the Georgia Trauma Commission as presented by staff, was made by Dr. Evans and seconded by Ms. Burch-Meeks. The motion carried unanimously.

- C. Mr. Gross provided background information on the Golf Improvement Plan, which has been under development by staff since 2017 and is considered part of Jekyll Island's larger strategic plan. The Board has approved the 2022 Golf Improvement Plan (GIP), approved funding a deposit for turf replacement on Pine Lakes in FY 23, and placed more than \$1.3 million in a dedicated account for other portions of the GIP. Mr. Gross invited Mr. Jensen and Ms. M. Johnson to further discuss staff's request to approve a resolution for a \$20 million bond issuance to support this project.

Noel Jensen, Deputy Executive Director, spoke to the GIP's published schedule noting that Pine Lakes is scheduled to close in January 2024 for renovations with the turf that was ordered and arriving in May/June 2024. The golf architect of Pine Lakes, Clyde Johnston, has delivered renovation drawings to staff. Execution of the Pine Lakes plans will total approximately \$8 million of the requested \$20M bond issuance. The remaining \$12 million would cover renovations to the Great Dunes Golf Course.

Additionally, staff has submitted two funding requests to the State for consideration, one is for \$8M to complete Phase I of the Golf Improvement Plan, which is for the Pine Lakes Renovation. The other request is for \$12M and would cover the Great Dunes Renovations. Staff will not know the outcome of these requests until around January 2024.

Marjorie Johnson, Chief Accounting Officer, explained that the proposed resolution would be a catalyst for the ensuring the GIP stays on schedule. She explained that the Board would still approve any funds issued from the bond. First for Pine Lakes, then again for Great Dunes. If the entire \$20M is needed, the current interest rate is 4.81% and the annual payment would be \$1.6 million. The majority of that payment would come from the Tourism Development Fund and the rest would be covered through operating funds or other implemented funds. The bond would be issued through the Brunswick and Glynn County Development Authority, and an intergovernmental agreement would be issued with Glynn County. Staff has been working with Trey Monroe of Stifel Investment Services to develop that process.

Mark Williams, Executive Director, added that staff did discuss the bond rate with the State, and they are supportive of the recommended process.

A motion to recommend adopting Resolution # R-2023-3, as recommended by staff, was made by Mr. Krueger and seconded by Commissioner Rabon. The motion carried unanimously.

There were no public comments.

III. Human Resources Committee

Buster Evans, Chair

- A. Jenna Johnson, Director of Human Resources presented an update to the Holiday Pay Policy for consideration. The update will provide additional holiday pay for 24-hour shift employees. Currently, those employees only receive eight hours of holiday pay for holidays worked, so this update would allow them to receive pay up to 24-hours, matching the hours they worked on that holiday. J. Johnson explained that this is a popular benefit within Fire and EMS departments, and this change will allow JIA to remain competitive when recruiting these employees.

A motion to recommend approving the updated Holiday Pay Policy, as presented by staff, was made by Mr. Krueger and seconded by Mr. Wilkinson. The motion carried unanimously.

- B. Jenna Johnson, Director of Human Resources presented an update to the Annual and Sick Leave Policy for consideration. This update provides clarification on how annual and sick leave is applied to 24-hour shift employees.

A motion to recommend approving the updated Sick Leave Policy, as presented by staff, was made by Mr. Gross and seconded by Mr. Krueger. The motion carried unanimously.

There were no public comments.

IV. Marketing Committee

Joy Burch-Meeks, Chair

- A. Kevin Udell, Senior Sales Manager, provided an update on Fiscal Year 2024 Group Sales. Highlights from the update included:
- Fiscal Year 2024 leads to date are the highest on record. The conversion of leads to actuals is usually around 50%.
 - Convention Center sales for FY 2024 equals approximately 42,000 room nights for Jekyll Island hotels from leads.
 - Convention Center revenues have increased substantially since the pandemic hit during FY2021. FY 2023 reached revenues of \$5.6 million, surpassing the previous highest revenue year of 2019 which totaled \$3.2 million.

There were no public comments.

V. Legislative Committee

Glen Willard, Chair

No Report

VI. Committee of the Whole

Dale Atkins, Chair

- A. Noel Jensen, Deputy Executive Director, presented the Design Development Plan for the Seaside Retreat, previously referred to as the former Buccaneer site. 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 to be resolved.

At the November 8, 2023, DRG meeting, the Design Development 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 Construction Document phases.

In addition to the Design Development set of drawings, The DRG granted three minor variances for specific chimney stacks projecting into the setback and extending up to two feet above the maximum height of 35 feet. A variance was also considered and approved for some 18" tabby landscape walls to be constructed in the setback as a landscaping feature in specific locations. The last variance will allow culs-de-sac in the development to be 93 feet instead of 96, which will still allow appropriate a turning radius for the Jekyll Island Fire Department's future ladder truck.

Dave Curtis, representing Retreat Hotels & Resorts and Scott Edmonston the architect with SEA Studio, presented details of the design development plan for Seaside Retreat. A few architectural highlights of the plan include:

- The east side of the Development features 14 lots and has two home types which are 1.5 stories tall. One type of home is inspired the low country and features deep porches. The other is inspired by coastal cottages in the Golden Isles.
- The west side of the Development features 11 lots that have two home types, which are 2.5 – 3.0 stories. One type of home is inspired by the historic streets of Charleston and Savannah, while the other is more formal and inspired by South Carolina low country.
- The homes are tied together with landscape walls reminiscent of the Historic Village, while also including chimneys that aesthetically link disparate home types.

Additionally, sustainability influenced the design and layout of the homes:

- *Energy efficiency.* The homes have been placed and designed to utilize shade and cross ventilation, all while maximizing natural light. The houses will come with ultra-high energy efficient HVAC systems and state-of-the-art insulation techniques.
- *Protection against hurricanes.* The homes will have tie downs and strapping to protect against strong winds, while windows and doors will be protected by impact-rated materials and/or operable shutters.
- *Tree protection.* The homes have been designed and selected for each site to limit the impact of existing trees. We have meticulously catalogued each tree with an arborist and all trees labeled "good" to "fair" that are impacted during construction will be placed in an aftercare program.

- *Sensitivity to turtles.* The east side will feature lower profile homes, which are intended to lessen the impact from the beach, while all homes will be in compliance with the Turtle Ordinance.

A motion to recommend approving the Design Development Phase drawings for Seaside Retreat as recommended by staff, was made by Mr. Krueger and seconded by Mr. Gross. The motion carried unanimously.

- B. Noel Jensen, Deputy Executive Director, presented an update on the Beachview Club. Beachview Club has hired a new architect and project management group. With this, they have paused work on the separate building which was seen during the schematic design phase and instead focus on the existing building. They are planning to present a redraw of the new section for consideration in January, and they will be refreshing the current building until then.
- C. Noel Jensen, Deputy Executive Director, presented an Operations update, highlighting the following:
- The roof trusses have been added to the Public Safety Complex, and overall the project is remaining on track.
 - The parking at the airport during Shrimp & Grits was a successful and smooth operation.
 - The Annex Building is currently under renovation. The third floor is now complete, and the Marketing Department has settled into their new offices. The next phase will be renovating the first floor, then the second floor.
- D. Mark Williams, Executive Director, presented the 2024 Board Meeting dates for consideration. The dates fall on the 3rd Tuesday of each month, except for the meetings in April, November, and December.

A motion to recommend approving the proposed 2024 meeting dates as presented by staff was made by Mr. Willard and seconded by Mr. Krueger. The motion carried unanimously.

- E. Mark Williams, Executive Director, presented his report highlighting the following:
- Shrimp & Grits was a successful event. The switch to a two-day event was appreciated by staff and vendors.
 - The Executive Director participated in several speaking engagements including: Jekyll Lions Club, WorkSource Georgia Academy, Jekyll Island Rotary, Brunswick Rotary, and a panel along side Yank Moore at the Legislative Environmental Policy Academy.
 - Final interviews for the Senior Director of Amenities are scheduled.
 - Jekyll Island's Millionaire Motorcar has arrived and is available to reserve for historic tours on Jekyll.

Williams also announced that ASM Global, who manages the Convention Center has been acquired by Legends. He introduced John Paige, the Regional General Manager, to speak more on the merger. Paige ensured a smooth and seamless transition during the merger, confirming that Tabita Mayers and the current team at the Convention Center will remain in their positions.

F. For the sake of time, Chairman Atkins chose to forgo his comments.

There were no public comments.

The Jekyll Island State Park Authority (JIA) Board Meeting
November 14, 2023

The Board Meeting was called to order at 9:55 a.m., and all members were present in-person or via teleconference.

Action Items

1. Mr. Krueger moved to accept the minutes of the October 17, 2023 Board Meeting as presented. The motion was seconded by Commissioner Rabon. There was no discussion, and the minutes were unanimously approved.
2. The recommendation from the Finance Committee to accept a grant totaling \$1,694 from the Georgia Trauma Commission as presented by staff carried by unanimous approval.
3. The recommendation from the Finance Committee to Adopt Resolution R-2023-3 as presented by staff carried by unanimous approval.
4. The recommendation from the Human Resources Committee to approve the holiday pay policy update carried by unanimous approval.
5. The recommendation from the Human Resources Committee to approve the Annual and Sick Leave policy update carried by unanimous approval.
6. The recommendation from the Committee of the Whole to approve the Design Development Phase drawings for Seaside Retreat carried by unanimous approval.
7. The recommendation from the Committee of the Whole to approve the Proposed 2024 Meeting Dates carried by unanimous approval.

The motion to adjourn the Board Meeting was made by Mr. Krueger and seconded by Commissioner Rabon. There was no objection to the motion, and the meeting adjourned at 10:30 a.m.