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**Agenda**

Tuesday, April 23, 2024

9:30 a.m.

Jekyll Island Convention Center  
JIA Committees and Board Meeting

**Public Comment**

Written public comments can be submitted online till 12:00 noon on Monday, April 22<sup>nd</sup> at the JIA Board of Directors [website](#). The name of the person and the topic of the comment will be read into the record. The full public comment will become part of the permanent record.

Meeting documents and public comments are available at:

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

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

**I. Historic Preservation/Conservation Committee**

Bob Krueger, Chair

- A. Faith Chapel Tiffany Window Rededication Recap– Taylor Davis, Historic Preservationist
- B. Conservation Update - Yank Moore, Director of Conservation
- C. GSTC Update – Michelle Kaylor, Director of the Georgia Sea Turtle Center
- D. Introduction of Will Wagner as Director of Historic Resources – Brad Ballard, Senior Director of Amenities

**II. Finance Committee**

Bill Gross, Chair

- A. March Financials – Bill Gross, Chair
- B. Capital Request for Tire Balancing Machine – 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. Statewide Mutual Aid Agreement Ratification – Noel Jensen, Deputy Executive Director
- B. Operations Update – Noel Jensen, Deputy Executive Director
- C. ASM Global Update – Dan Hoffend, Executive Vice President of Convention Centers at ASM Global
- D. Executive Director’s Report – Mark Williams, Executive Director
- E. Chairman’s Comments – Dale Atkins, Chair

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

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## **Board Meeting Agenda**

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

#### **Action Items**

1. Minutes of the March 19, 2024, Board Meeting
2. Consideration for Capital Request for Purchase of Tire Balancing Machine
3. Consideration of the Statewide Mutual Aid Agreement Ratification

#### **Adjournment**

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MEMORANDUM

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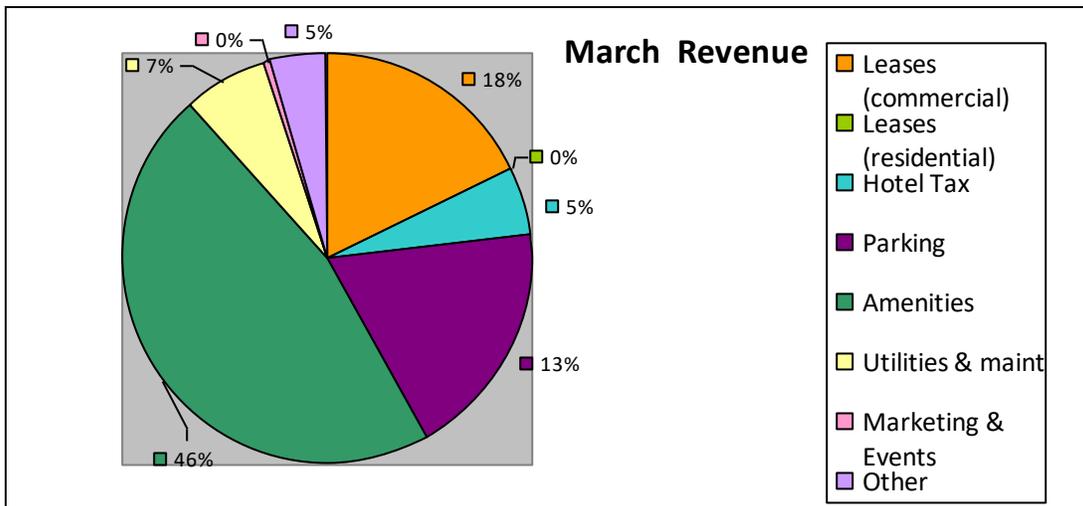
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**TO:** FINANCE COMMITTEE  
**FROM:** MARJORIE JOHNSON  
**SUBJECT:** MARCH FINANCIAL STATEMENTS  
**DATE:** 4/10/2024

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## Revenues

Revenues for March were \$3,231,908 which reflects a favorable \$439K (16%) variance from the budget. Year-to-date revenues reflect a favorable \$3M (10%) variance from budget and a favorable \$3.3M (11%) variance from the prior year-to-date revenues.



The largest variances for the month were:

- Business leases (+\$213K) – Variance is due to GA Power franchise fee that was budgeted in February, but not received until March (+\$206K).
- Interest Income (+\$78K) – Current interest rates are higher than they were when the budget was prepared.
- Convention Center (+\$83K) – Attendance was up significantly this month surpassing previous March attendance numbers. Rotary 6900 returned to Jekyll for the first time since 2015. March was also a big month for weddings and we hosted 3 large multi-day weddings this month.

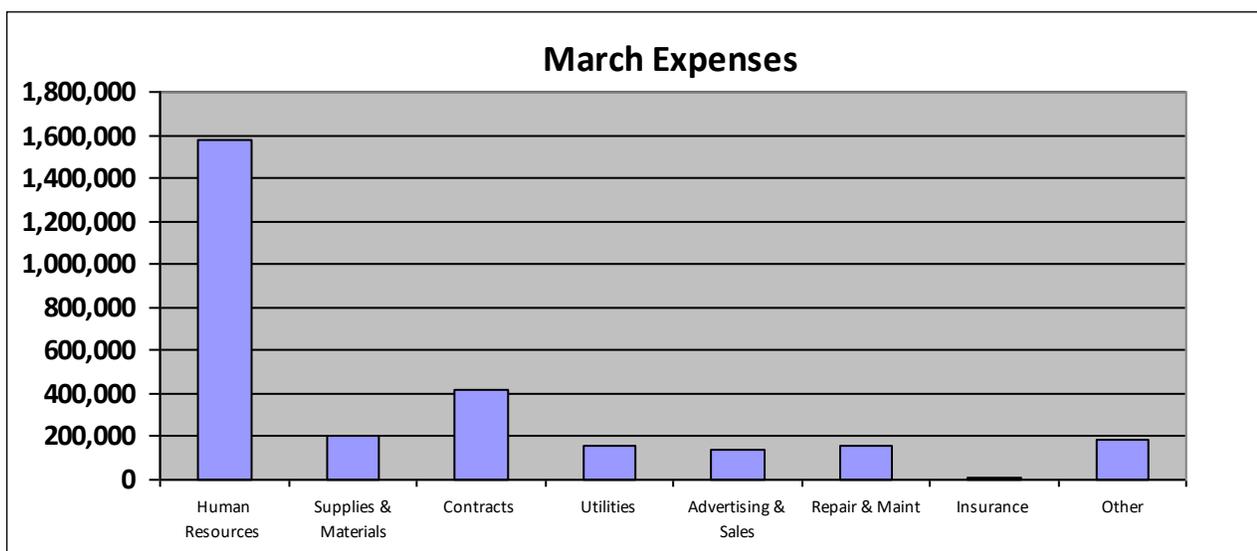
- Golf (+\$91K) – Golf revenue is down slightly from last year but is significantly higher than we budgeted for the month. We were unsure what impact the Pine Lakes renovation would have on our revenues, so we budgeted very conservatively. I am happy to say the revenues have been higher than we predicted for the last couple of months.

## Expenses

Expenses were \$2,845,223 for March and reflected an unfavorable budget variance of \$99K (4%) for the month. Expenses reflected a favorable \$817K variance from Year-to-date budget and reflected an unfavorable \$2.3M (9%) variance from Prior Year-to-Date expenses.

The largest budget variances for the month were:

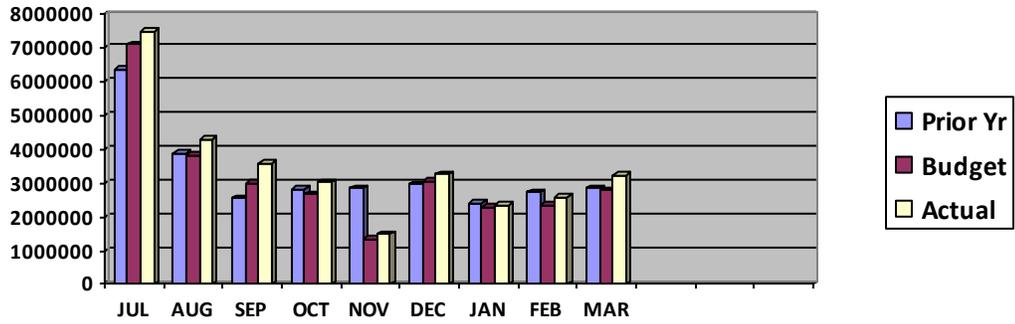
- Human Resources (-\$120K) – Vacant full time and part time positions, along with the benefits for those positions resulted in expenses being less than budget for the month.
- Contracts (+\$107K) – the majority of this variance is from the Convention Center and appears to be a timing issue that will offset in April.



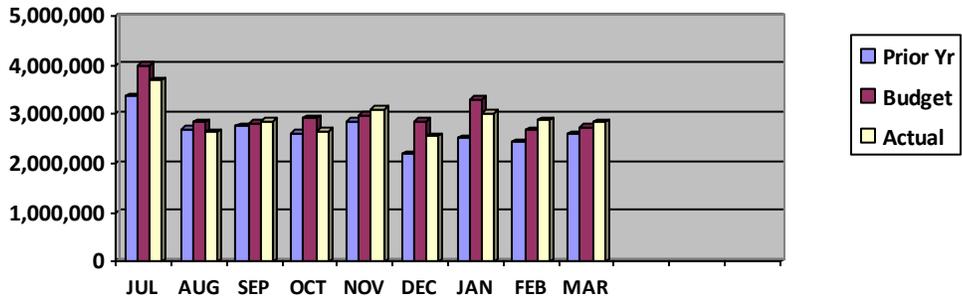
## Net Operating Cash

The Net Operating Cash Income for the month is \$386,684, which is a \$340K favorable variance from the budgeted net operating cash income of \$46K. Net Operating Cash Income reflects a favorable \$3.8M variance from year-to-date budget and a favorable \$987K variance from prior year-to-date income.

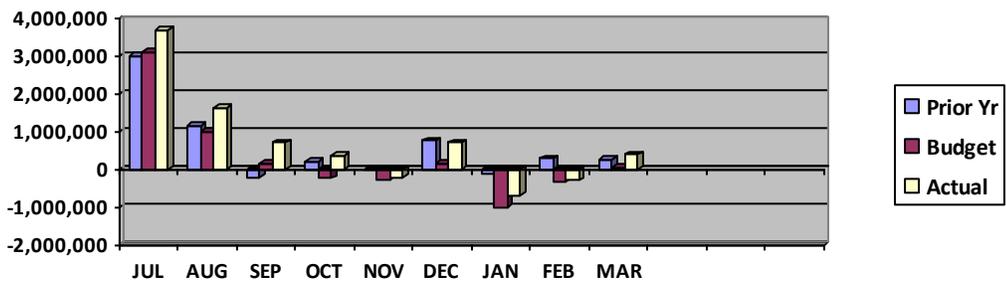
### Total Revenues



### Total Expenses



### Net Operating Cash





Jekyll Island Authority  
CONSOLIDATED BUDGET COMPARISON  
For the Nine Months Ending March 31, 2024

	MONTH	MONTH	BUDGET		YTD	YTD	BUDGET		PRIOR	VARIANCE	
	ACTUAL	BUDGET	VARIANCE	%	ACTUAL	BUDGET	VARIANCE	%	YEAR	ACTUAL	%
			(000's)	%			(000's)	%		(000's)	%
<b>Revenues</b>											
<b>Administration</b>											
Business Leases	581,731	368,266	213	58%	5,004,059	4,563,291	441	10%	4,704,677	299	6%
Hotel Tax	121,911	139,426	(18)	-13%	1,834,207	1,780,170	54	3%	1,811,552	23	1%
Tourism Development Fund	52,248	59,754	(8)	-13%	783,428	762,930	20	3%	765,363	18	2%
Parking	609,966	592,479	17	3%	5,011,987	5,045,876	(34)	-1%	4,086,168	926	23%
Interest	91,621	14,000	78	554%	874,813	145,000	730	503%	204,293	671	328%
Lot Rentals	1,934	10,664	(9)	-82%	847,275	756,736	91	12%	809,064	38	5%
Foundation	4,792	404	4	1087%	43,539	7,111	36	512%	7,154	36	509%
Airport	3,316	2,136	1	55%	21,189	19,536	2	8%	15,728	5	35%
Administration revenue	44,229	19,936	24	122%	299,249	240,755	58	24%	167,476	132	79%
Beach Village	-	688	(1)	-100%	2,316	7,846	(6)	-70%	-	2	0%
Intern Housing	440	4,000	(4)	-89%	37,290	59,800	(23)	-38%	20,635	17	81%
<b>Total Administration</b>	<b>1,512,187</b>	<b>1,211,753</b>	<b>300</b>	<b>25%</b>	<b>14,759,352</b>	<b>13,389,052</b>	<b>1,370</b>	<b>10%</b>	<b>12,592,111</b>	<b>2,167</b>	<b>17%</b>
<b>Enterprises</b>											
Golf	286,067	195,388	91	46%	2,000,559	1,665,975	335	20%	2,053,378	(53)	-3%
Convention Center	468,815	386,243	83	21%	4,100,628	3,133,897	967	31%	3,784,789	316	8%
Summer Waves	1,931	5,200	(3)	-63%	2,184,809	2,021,901	163	8%	2,031,493	153	8%
Campground	258,938	281,387	(22)	-8%	1,990,511	1,987,057	3	0%	1,881,950	109	6%
Life is Good	11,369	27,393	(16)	-58%	187,837	209,283	(21)	-10%	214,850	(27)	-13%
Museum	134,263	125,040	9	7%	993,790	898,466	95	11%	919,037	75	8%
Georgia Sea Turtle Center	248,896	265,135	(16)	-6%	1,762,940	1,749,209	14	1%	1,583,825	179	11%
Conservation	3,303	2,915	0	13%	18,981	18,498	0	3%	(465)	19	-4183%
Miniature Golf & Bikes	45,457	47,121	(2)	-4%	288,604	329,788	(41)	-12%	306,882	(18)	-6%
Water/Wastewater	128,287	117,568	11	9%	1,364,812	1,311,767	53	4%	1,309,669	55	4%
Sanitation	49,306	46,905	2	5%	442,034	420,720	21	5%	416,655	25	6%
Fire Department	14,177	3,400	11	317%	1,783,417	1,772,614	11	1%	1,447,474	336	23%
Tennis	34,316	18,755	16	83%	124,572	122,391	2	2%	110,916	14	12%
Marketing, Special Events & Sales	(14,479)	13,278	(28)	-209%	294,868	295,858	(1)	0%	351,899	(57)	-16%
Guest Information Center	18,082	21,543	(3)	-16%	190,692	219,221	(29)	-13%	255,905	(65)	-25%
Camp Jekyll & Soccer Fields	21,182	18,045	3	17%	190,850	173,872	17	10%	151,414	39	26%
Landscaping, Roads & Trails	9,736	5,500	4	77%	34,617	18,500	16	87%	25,043	10	38%
Vehicle & Equipment Maintenance	-	-	-	0%	1,194	1,000	0	19%	3,486	(2)	-66%
Facility Maintenance	75	-	0	0%	6,090	-	6	0%	9,144	(3)	-33%
Golf Course Maintenance	-	-	-	0%	909	-	1	0%	-	1	0%
<b>Total Enterprises</b>	<b>1,719,721</b>	<b>1,580,816</b>	<b>139</b>	<b>9%</b>	<b>17,962,715</b>	<b>16,350,016</b>	<b>1,613</b>	<b>10%</b>	<b>16,857,345</b>	<b>1,105</b>	<b>7%</b>
<b>Total Revenues</b>	<b>3,231,908</b>	<b>2,792,568</b>	<b>439</b>	<b>16%</b>	<b>32,722,067</b>	<b>29,739,068</b>	<b>2,983</b>	<b>10%</b>	<b>29,449,456</b>	<b>3,273</b>	<b>11%</b>

	MONTH	MONTH	BUDGET		YTD		BUDGET		YEAR		VARIANCE	
	ACTUAL	BUDGET	VARIANCE	%	ACTUAL	BUDGET	VARIANCE	%	ACTUAL	VARIANCE	%	%
			(000's)	%			(000's)	%		(000's)	%	%
<b>Expenses</b>												
Human Resources	1,573,207	1,693,284	(120)	-7%	14,174,750	15,087,247	(912)	-6%	12,688,131	1,487	12%	
Supplies & Materials	202,901	171,143	32	19%	1,494,388	1,568,774	(74)	-5%	1,538,538	(44)	-3%	
Advertising & Sales	140,398	98,475	42	43%	953,085	943,298	10	1%	911,446	42	5%	
Repairs - Facilities & Grounds	131,019	110,387	21	19%	1,729,202	1,673,199	56	3%	1,305,772	423	32%	
Utilities	152,733	138,940	14	10%	1,629,194	1,516,816	112	7%	1,450,509	179	12%	
Insurance	13,498	6,605	7	104%	1,271,091	1,286,565	(15)	-1%	968,806	302	31%	
Contracts	414,101	306,822	107	35%	2,950,063	2,921,092	29	1%	3,097,155	(147)	-5%	
Rentals	60,356	65,737	(5)	-8%	686,105	658,008	28	4%	647,547	39	6%	
Printing	3,880	9,443	(6)	-59%	77,458	104,791	(27)	-26%	127,230	(50)	-39%	
Motor Vehicle	23,005	32,537	(10)	-29%	230,096	258,448	(28)	-11%	235,540	(5)	-2%	
Telephone	9,288	8,970	0	4%	85,275	81,449	4	5%	81,726	4	4%	
Equipment Purchase <\$1K	5,218	5,200	0	0%	32,814	58,245	(25)	-44%	58,827	(26)	-44%	
Equipment Purchase \$1K to \$5K	9,890	3,000	7	230%	73,703	44,874	29	64%	79,087	(5)	-7%	
Travel	3,511	4,515	(1)	-22%	37,703	61,930	(24)	-39%	50,526	(13)	-25%	
Dues	46,191	38,573	8	20%	442,548	443,905	(1)	0%	345,093	97	28%	
Credit Card Fees	55,798	52,451	3	6%	499,440	475,465	24	5%	494,853	5	1%	
Bank Fees	230	75	0	207%	1,022	525	0	95%	1,079	(0)	-5%	
Interest Expense	-	-	-	0%	14	-	0	0%	-	0	0%	
<b>Total Expenditures</b>	<b>2,845,223</b>	<b>2,746,158</b>	<b>99</b>	<b>4%</b>	<b>26,367,952</b>	<b>27,184,632</b>	<b>(817)</b>	<b>-3%</b>	<b>24,081,864</b>	<b>2,286</b>	<b>9%</b>	
<b>Net Operating Cash Income **</b>	<b>386,684</b>	<b>46,410</b>	<b>340</b>	<b>733%</b>	<b>6,354,114</b>	<b>2,554,436</b>	<b>3,800</b>	<b>149%</b>	<b>5,367,592</b>	<b>987</b>	<b>18%</b>	

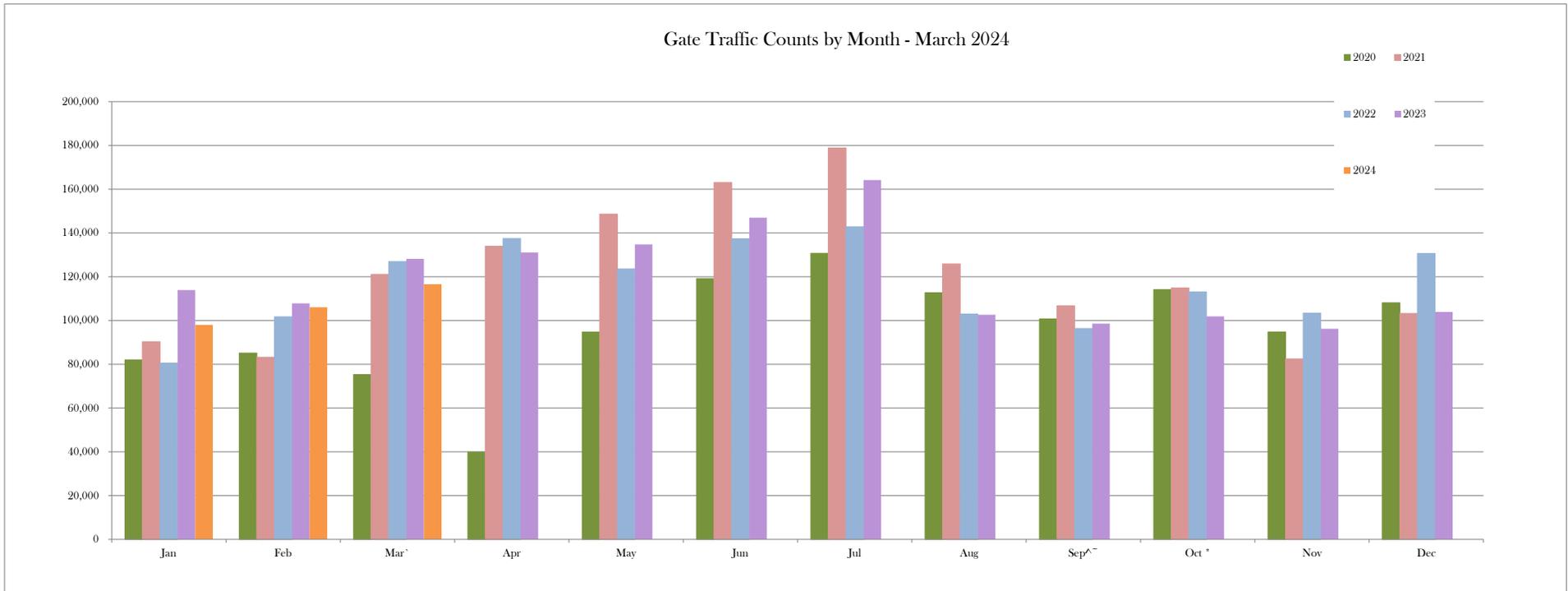
\*\* Does not include depreciation or capital projects

## March 2024 Traffic Counts

	2020			2021			2022			2023			2024		
	Daily/Weekly	Annual Passes	Total	Gate Purchase	Pre-purchased	Total									
January	29,773	52,159	81,932	23,462	66,875	90,337	22,696	57,843	80,539	28,395	85,527	113,922	24,458	73,519	97,977
February	32,646	52,457	85,103	22,609	60,616	83,225	29,766	71,891	101,657	32,998	74,849	107,847	29,990	76,054	106,044
March	27,012	48,279	75,291	39,560	81,491	121,051	36,635	90,333	126,968	42,879	85,313	128,192	43,418	73,145	116,563
April	12,082	27,810	39,892	47,198	86,746	133,944	44,680	92,799	137,479	47,452	83,637	131,089	0	0	0
May	44,891	49,825	94,716	58,179	90,491	148,670	44,071	79,550	123,621	46,969	87,805	134,774	0	0	0
June	51,147	68,042	119,189	60,141	102,896	163,037	58,450	78,894	137,344	55,739	91,235	146,974	0	0	0
July	56,441	74,236	130,677	60,613	118,185	178,798	62,840	79,953	142,793	66,229	97,944	164,173	0	0	0
August	39,096	73,585	112,681	38,368	87,543	125,911	36,217	66,712	102,929	35,895	66,699	102,594	0	0	0
September	34,055	66,662	100,717	34,300	72,468	106,768	32,371	63,952	96,323	35,593	62,950	98,543	0	0	0
October	33,851	80,276	114,127	37,170	77,713	114,883	35,694	77,360	113,054	34,050	67,822	101,872	0	0	0
November	22,914	71,876	94,790	26,069	56,386	82,455	28,306	75,088	103,394	27,536	68,692	96,228	0	0	0
December	29,842	78,215	108,057	37,396	65,769	103,165	36,894	93,741	130,635	35,136	68,732	103,868	0	0	0
Totals	413,750	743,422	1,157,172	485,065	967,179	1,452,244	468,620	928,116	1,396,736	488,871	941,205	1,430,076	97,866	222,718	320,584

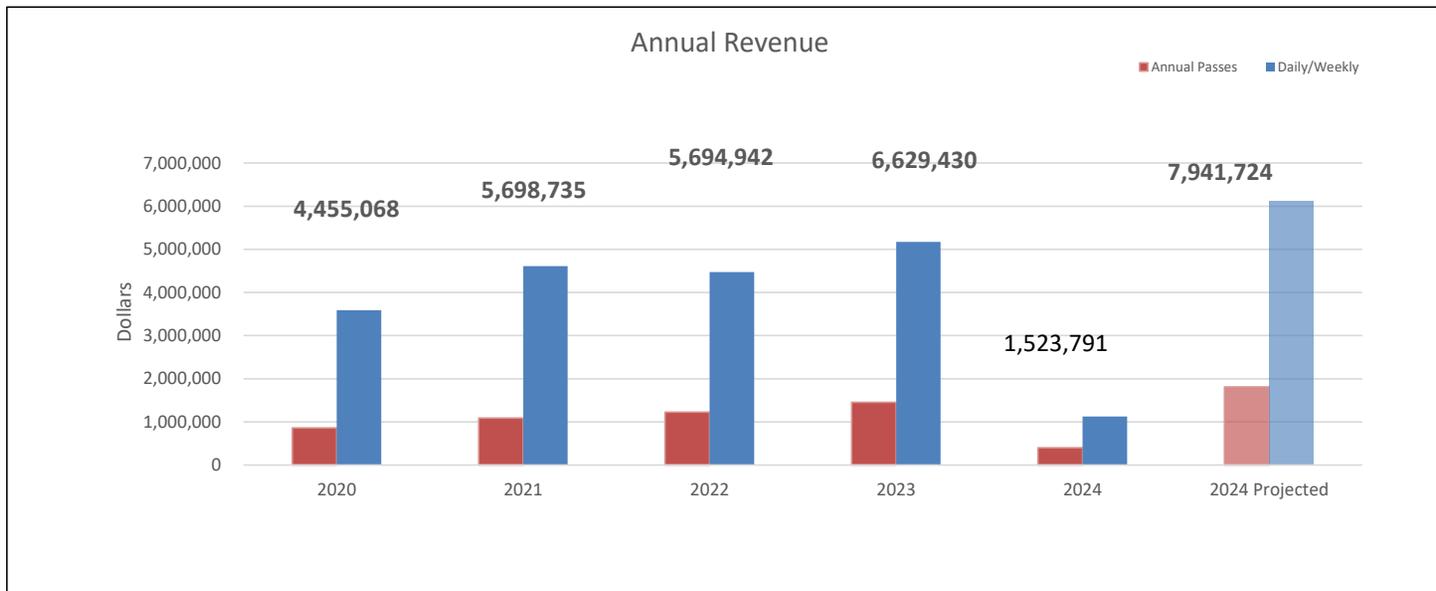
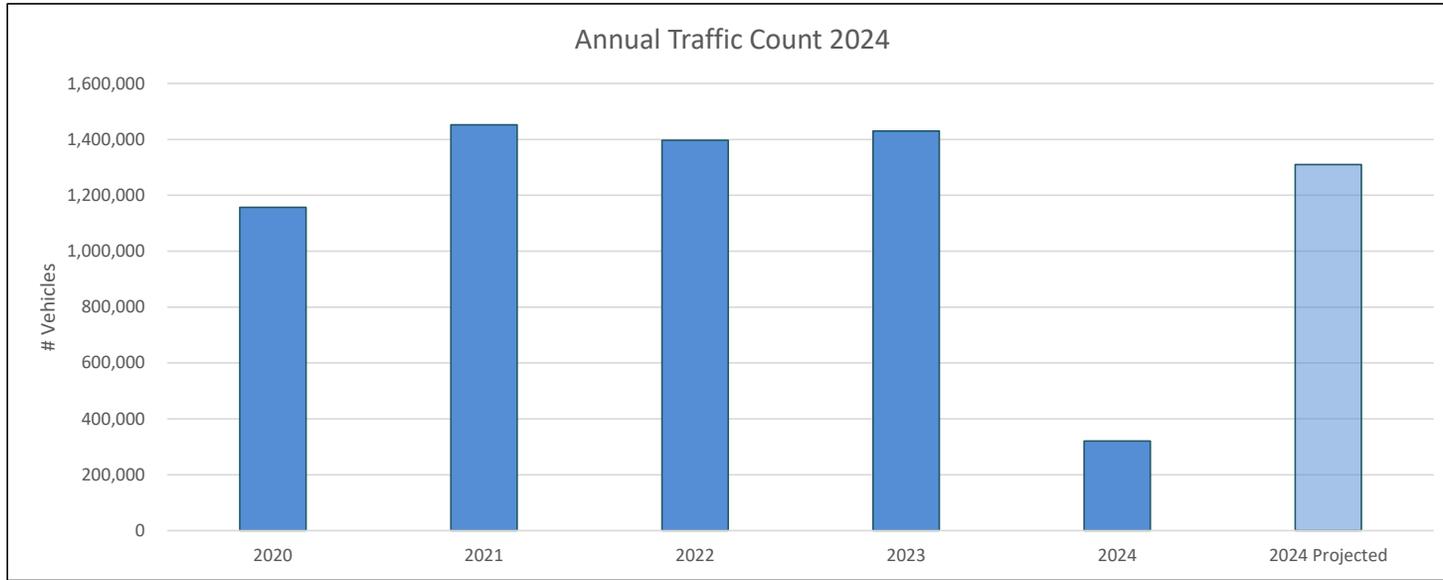
LPR system began April 2020

Year to Date Comparison	2020 YTD	2021 YTD	2022 YTD	2023 YTD	2024 YTD
	242,326	294,613	309,164	349,961	320,584



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

## Traffic Counts and Revenue as of March 31, 2024



April 3, 2024  
 Jekyll Island Convention Center  
**March FY24 Financial Review**

	<b>FY 24</b>	<b>FY 23</b>	<b>FY 22</b>	<b>FY 21</b>	<b>FY 20</b>	<b>FY 19</b>	<b>FY 18</b>
Number of Events	14	16	16	8	6	16	19
Event Days	33	37	40	15	14	25	39
Attendance	9,495	6,915	7,515	2,321	6,353	6,655	15,193
Revenue	\$504,180 Actual \$420,360 Budget	\$369,541.89	\$472,807	\$174,645	\$130,954	\$332,180	\$319,320
Square FT used	741,980	891,940	847,670	323,360	206,408	372,931	

March was a sneak preview of summer season. Attendance was up significantly surpassing previous years. The Center actuals came to the \$504K which is \$83K higher than forecasted. Areas that are trending better than forecast are both equipment and AV commissions. This trend is mostly a result of standard fee reintegration. At the start of FY24, March had several prime open dates, and we filled the Center with GA Department of Justice, National Beta and Jekyll Singers capturing the pickup estimates. The return of the Realtors Banquet & our gymnastic LR Productions remained strong attendance and consistent with previous years. We did have a cancellation with GAPT but anticipate the group for both the summer conference and fall meetings. Rotary 6900 Spring Conference returned to Jekyll for the first time since 2015 & came in as forecasted overall. Warmer weather brought the uptick on park rentals. Weddings sum up our March market & in full force. The Center hosted a traditional multi-day American wedding as well as two Indian weddings. Both Indian weddings were multi-day with the traditional 6+ functions within, generating \$180K combined.

**FUTURE CONTRACTS ISSUED -9 – Estimated Revenues \$536,500**

Banquet	3	Estimated Revenue	\$33,500
Conventions	3	Estimated Revenues	\$400,000
Sporting	3	Estimated Revenues	\$103,000

**PROPOSALS**

- CVB – 9
- C VENT – 2
- Combined sites and planning meetings with all staff – 5



# JEKYLL ISLAND AUTHORITY

## HOTEL OCCUPANCY STATISTICS

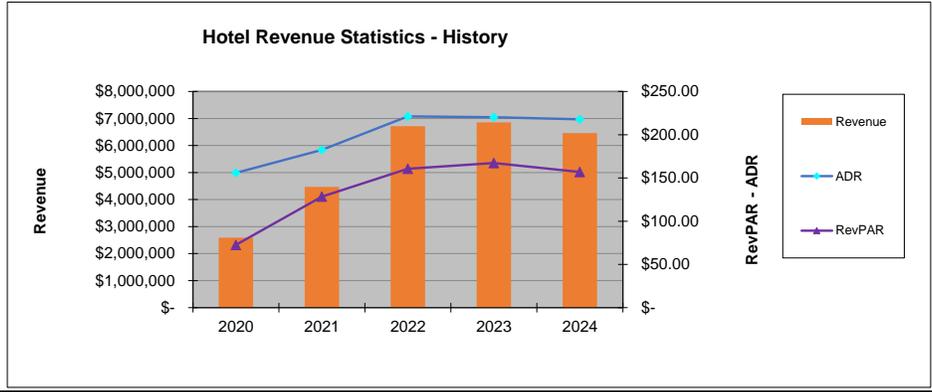
March 2024

### HOTEL STATISTICS AT-A-GLANCE

**Mar-24**  
 Total Revenue \$ 6,463,455  
 Occupancy Rate 72.0%  
 RevPAR \$ 156.96  
 ADR \$ 217.89

**Mar-23**  
 Total Revenue \$ 6,859,696  
 Occupancy Rate 75.9%  
 RevPAR \$ 167.26  
 ADR \$ 220.23

**Mar-22**  
 Total Revenue \$ 6,716,406  
 Occupancy Rate 72.6%  
 RevPAR \$ 160.61  
 ADR \$ 221.20



### OCCUPANCY REPORT DETAIL

Hotel	# of Rms	Units Availbl	Units Occpd	Percent Occpd	Average Daily Rate	RevPAR	2024 Room Revenue	2023 Room Revenue	Revenue Variance
Beachview Club	38	1,176	810	68.9%	\$ 209.12	\$ 144.04	\$ 169,385.23	\$ 201,036.13	\$ (31,651) -16%
Home2Suites	107	3,317	2,533	76.4%	\$ 205.12	\$ 156.64	\$ 519,573.00	\$ 510,008.00	\$ 9,565 2%
Holiday Inn Resort	157	4,867	3,170	65.1%	\$ 175.14	\$ 114.07	\$ 555,182.00	\$ 666,085.00	\$ (110,903) -17%
Days Inn & Suites	124	2,581	2,035	78.8%	\$ 142.15	\$ 112.08	\$ 289,282.17	\$ 469,772.11	\$ (180,490) -38%
Courtyard by Marriott/ Residence Inn	209	6,479	4,754	73.4%	\$ 225.48	\$ 165.45	\$ 1,071,929.00	\$ 1,171,489.00	\$ (99,560) -8%
Hampton Inn	138	4,278	3,407	79.6%	\$ 184.43	\$ 146.88	\$ 628,370.00	\$ 628,430.00	\$ (60) 0%
Jekyll Island Club Resort	200	6,200	4,388	70.8%	\$ 320.35	\$ 226.72	\$ 1,405,680.00	\$ 1,286,855.00	\$ 118,825 9%
Seafarer Inn & Suites	73	1,926	1,311	68.1%	\$ 163.90	\$ 111.56	\$ 214,872.04	\$ 246,434.97	\$ (31,563) -13%
Villas by the Sea	105	2,565	1,631	63.6%	\$ 213.49	\$ 135.75	\$ 348,196.00	\$ 343,372.00	\$ 4,824 1%
Villas by the Sea - Jekyll Realty	19	589	530	90.0%	\$ 103.01	\$ 92.69	\$ 54,594.03	\$ 57,746.09	\$ (3,152) -5%
Villas by the Sea - Parker Kaufman	33	1,000	658	65.8%	\$ 186.70	\$ 122.85	\$ 122,848.58	\$ 90,687.77	\$ 32,161 35%
Westin	200	6,200	4437	71.6%	\$ 244.21	\$ 174.77	\$ 1,083,543.00	\$ 1,187,780	\$ (104,237) -9%
<b>Mar-24 Total</b>	<b>1,403</b>	<b>41,178</b>	<b>29,664</b>	<b>72.0%</b>	<b>\$ 217.89</b>	<b>\$ 156.96</b>	<b>\$ 6,463,455</b>	<b>\$ 6,859,696</b>	<b>\$ (396,241) -5.8%</b>

# JEKYLL ISLAND AUTHORITY

## HOTEL OCCUPANCY STATISTICS

Calendar Year to Date - March 2024

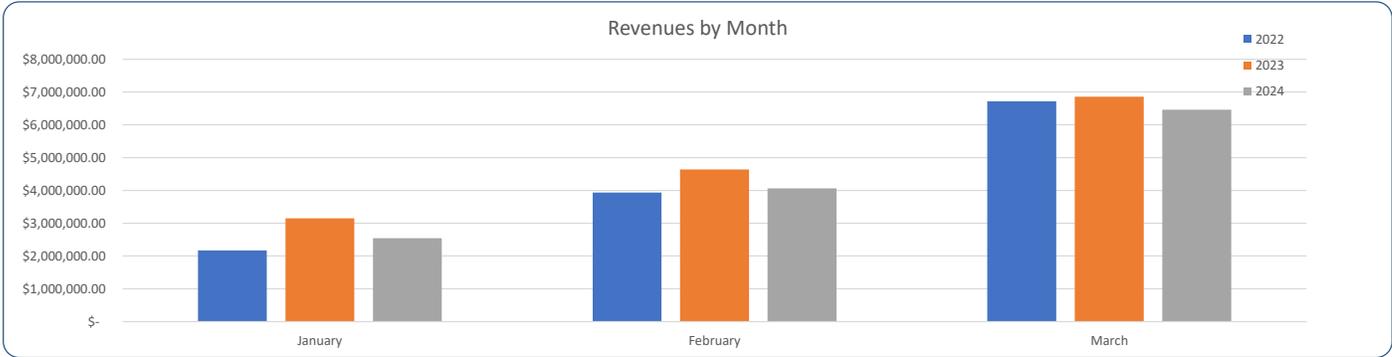
### HOTEL STATISTICS AT-A-GLANCE

<b>2024</b>		
Total Revenue	\$	13,073,631
Occupancy Rate		58.0%
Rev PAR	\$	108.14
ADR	\$	186.35
<b>2023</b>		
Total Revenue	\$	14,651,507
Occupancy Rate		64.3%
RevPAR	\$	122.64
ADR	\$	190.66
<b>2022</b>		
Total Revenue	\$	12,821,708
Occupancy Rate		55.7%
RevPAR	\$	105.92
ADR	\$	190.15



### OCCUPANCY REPORT DETAIL

Hotel	# of Rms	Units Availbl	Units Occpd	Percent Occpd	Average Daily Rate	RevPAR	2024 Room Revenue	2023 Room Revenue	Revenue Variance	
Beachview Club	38	3,434	1,658	48.3%	\$ 182.06	\$ 87.90	301,863	401,798	\$ (99,935)	-25%
Home2Suites	107	9,737	6,157	63.2%	\$ 182.67	\$ 115.51	1,124,687	1,217,709	\$ (93,022)	-8%
Holiday Inn Resort	157	14,601	7,001	47.9%	\$ 151.37	\$ 72.58	1,059,722	1,267,004	\$ (207,282)	-16%
Days Inn & Suites	124	7,535	5,743	76.2%	\$ 120.44	\$ 91.80	691,679	1,073,163	\$ (381,484)	-36%
Courtyard by Marriott/ Residence Inn	209	19,019	10,999	57.8%	\$ 196.50	\$ 113.64	2,161,275	2,593,337	\$ (432,062)	-17%
Hampton Inn	138	12,558	8,126	64.7%	\$ 157.00	\$ 101.59	1,275,746	1,333,410	\$ (57,664)	-4%
Jekyll Island Club Resort	200	18,062	9,978	55.2%	\$ 271.61	\$ 150.04	2,710,077	2,717,830	\$ (7,753)	0%
Seafarer Inn & Suites	73	6,102	2,961	48.5%	\$ 146.55	\$ 71.11	433,924	511,340	\$ (77,415)	-15%
Villas by the Sea	105	6,902	3,950	57.2%	\$ 172.52	\$ 98.73	681,437	735,353	\$ (53,916)	-7%
Villas by the Sea - Jekyll Realty	19	1,789	1,267	70.8%	\$ 95.25	\$ 67.46	120,685	121,094	\$ (409)	0%
Villas by the Sea - Parker Kaufman	33	2,951	1,805	61.2%	\$ 129.76	\$ 79.37	234,225	190,215	\$ 44,010	23%
Westin	200	18,200	10,513	57.8%	\$ 216.71	\$ 125.18	2,278,310	2,489,254	\$ (210,944)	-8%
<b>2024</b>	<b>Total</b>	<b>120,890</b>	<b>70,158</b>	<b>58.0%</b>	<b>\$ 186.35</b>	<b>\$ 108.14</b>	<b>\$ 13,073,631</b>	<b>\$ 14,651,507</b>	<b>\$ (1,577,877)</b>	<b>-10.8%</b>
<b>2023</b>	<b>Total</b>	<b>119,467</b>	<b>76,846</b>	<b>64.3%</b>	<b>\$ 190.66</b>	<b>\$ 122.64</b>	<b>\$ 14,651,507</b>			
<b>2022</b>	<b>Total</b>	<b>121,054</b>	<b>67,430</b>	<b>55.7%</b>	<b>\$ 190.15</b>	<b>\$ 105.92</b>	<b>\$ 12,821,708</b>			



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**MEMORANDUM**

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**TO:** FINANCE COMMITTEE

**FROM:** MARJORIE JOHNSON, CHIEF ACCOUNTING OFFICER  
NOEL JENSEN, DEPUTY EXECUTIVE DIRECTOR

**SUBJECT:** EMERGENCY PURCHASE - CAPITAL EQUIPMENT REQUEST FROM FLEET MAINTENANCE

**DATE:** 4/15/2024

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Fleet maintenance staff experienced catastrophic failure to a critical piece of equipment on March 19<sup>th</sup> after the JIA Board meeting. The tire and wheel balancer, that was purchased as a used model for less than \$1,500 to save funds approximately five years ago, malfunctioned and could not be repaired due to parts no longer being available.

An emergency purchase was authorized by Chief Accounting Officer, Marjorie Johnson, and Executive Director, Mark Williams. NAPA Auto Parts, via our State Contract for convenience, submitted a quotation of \$5,681.33 for a new Model EEWb746AS Wheel Balancer and the Purchase Order was issued immediately. This tire and wheel balancer is used daily to balance all sizes of automotive and truck tires and returns fleet assets to service promptly.

Staff hereby request approval in arrears (emergency purchase) to NAPA Auto Parts, via our State Contract for convenience, in the sum of \$5,681.33 for a new Model EEWb746AS Wheel Balancer.



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**MEMORANDUM**

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**TO:** COMMITTEE OF THE WHOLE  
**FROM:** NOEL JENSEN, DEPUTY EXECUTIVE DIRECTOR  
**SUBJECT:** CONSIDERATION OF ADOPTION - STATEWIDE MUTUAL AID AGREEMENT (SWMAA)  
**DATE:** 4/15/2024

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Jekyll Island is vulnerable to a wide range of natural and man-made disasters and emergencies. The Georgia Emergency Management Act gives the local governments of the State the authority to make agreements for mutual aid assistance in emergencies. Pre-existing agreements for mutual aid assistance in emergencies help to ensure the timely provision of mutual aid assistance and the reimbursement of costs incurred by those parties who render such assistance.

This agreement also provides the framework to support mutual assistance in managing an emergency or disaster occurring within any political subdivision that is a Participating Party, whether arising from natural disaster, technological hazard, human caused disaster, civil emergency, community disorders, insurgency, enemy attack, acts of terrorism, or other significant events or homeland security activities.

“Assistance” includes personnel, equipment, facilities, services, supplies, and other resources furnished to a Requesting Party pursuant to this Agreement during an emergency or disaster.

Any Participating Party may withdraw from this Agreement by mailing notice of withdrawal to the governing authorities of all other Participating Parties.

GEMA/FEMA has also requested that downstream jurisdictions such as the City of Brunswick and Jekyll Island adopt the SWMAA to ensure that they would remain eligible for Federal response, recovery, and mitigation funding as jurisdictions within Glynn County.

In an effort to promote collaboration with other jurisdictions such as Glynn County, The City of Brunswick, Jekyll Island Authority Staff hereby requests adoption of the Statewide Mutual Aid Agreement which would expire March 1, 2028, unless otherwise acted upon by the JIA Board of Directors.



# STATEWIDE MUTUAL AID AND ASSISTANCE AGREEMENT

County/Municipality: Jekyll Island State Park Authority (JISPA)

The State of Georgia is vulnerable to a wide range of natural and man-made disasters and emergencies. The Georgia Emergency Management Act, as amended (The Act) gives the local governments of the State the authority to make agreements for mutual aid assistance in emergencies. Pre-existing agreements for mutual aid assistance in emergencies help to ensure the timely provision of mutual aid assistance and the reimbursement of costs incurred by those parties who render such assistance.

This mutual aid agreement is entered pursuant to authorities contained in Articles I through III, Chapter 3, Title 38, Official Code of Georgia Annotated.

## ARTICLE I STATEMENT OF AGREEMENT, DEFINITIONS AND AUTHORITIES

This Agreement is made and entered into between the participating political subdivisions, which approve and execute this Agreement, hereinafter called "Participating Parties" and the Georgia Emergency Management and Homeland Security Agency (GEMA/HS). For purposes of this Agreement, the following terms and expressions shall apply:

- (1) "Agreement" means this agreement, generally referred to as the "Statewide Mutual Aid Agreement" (SWMAA).
- (2) "Assistance" includes personnel, equipment, facilities, services, supplies and other resources furnished to a Requesting Party pursuant to this Agreement during an emergency or disaster.
- (3) "Assisting Party" means a party that provides assistance pursuant to this Agreement during an emergency or disaster.
- (4) "Authorized Representative" means a Participating Party's elected or appointed official or employee who has been authorized in writing by that party to request, to offer, or otherwise to provide mutual aid assistance.
- (5) "Participating Party" means a county or municipality of the State of Georgia that has become party to this Agreement by its approval and execution of this agreement.
- (6) "Participating Parties" means the combination of counties and municipalities that have become parties to this Agreement by their approval and execution of this Agreement.
- (7) "Requesting Party" means a party that requests assistance pursuant to this Agreement during an emergency or disaster.

Any term or expression not defined in this Agreement shall have the meaning specified in the Georgia Emergency Management Act, as amended (the Act) and rules promulgated thereunder, unless used in a context that clearly suggests a different meaning.

ARTICLE II  
GENERAL PURPOSE

The purpose of this Agreement is to:

1. Provide the framework to support mutual assistance in managing an emergency or disaster occurring within any political subdivision that is a Participating Party, whether arising from natural disaster, technological hazard, human caused disaster, civil emergency, community disorders, insurgency, enemy attack, acts of terrorism, other significant events or homeland security activity; and
2. Identify those persons who are authorized to act on behalf of the Participating Party signing this Agreement as their Authorized Representative(s) concerning the provision of mutual aid resources and requests for mutual aid resources related to any mutual aid assistance sought from another Participating Party, or from or through the State of Georgia. Appendix A of this Agreement shall contain the name(s) of the Participating Party's Authorized Representative for purposes of this Agreement. Appendix A can be amended by the authorizing Participating Party as needed with no effect on the entire Agreement. All such amendments to Appendix A shall be done in writing and the Participating Party shall notify GEMA/HS and all other Participating Parties of such amendment within thirty (30) days.

ARTICLE III  
ACKNOWLEDGEMENT OF PRINCIPLES

The prompt, full and effective utilization of resources of the Participating Parties, including any resources on hand or available from the State or Federal Government or any other source, that are essential to the safety, care and welfare of the people shall be the underlying principle on which all articles of this Agreement shall be understood.

In the event of a conflict between any provision of this Agreement and any existing intrastate mutual aid agreement affecting a Participating Party, the provisions of this Agreement shall be controlling.

On behalf of the governing authority of each political subdivision of this State participating in the Agreement, the director of emergency management of such political subdivision will be responsible for formulation of the appropriate mutual aid plans and procedures necessary to implement this Agreement.

ARTICLE IV  
PARTICIPATING PARTY RESPONSIBILITIES

(a) It shall be the responsibility of each Participating Party to formulate procedures and programs for intergovernmental cooperation in the performance of the responsibilities listed in this Article. In formulating such plans, and in carrying them out, each Participating Party, insofar as practical, shall:

- (1) Protect and assure uninterrupted delivery of services, medicines, water, food, energy and fuel, search and rescue, and critical lifeline equipment, services, and resources, both human and material; and

(2) Inventory and set procedures for the loan and delivery of human and material resources, together with procedures for reimbursement.

(b) Whenever a Participating Party requires mutual aid assistance from another Participating Party and/or the State of Georgia, the Requesting Party may request assistance by:

(1) Contacting the Participating Party who is the owner/operator/employer of the supplies, equipment and/or personnel being sought for mutual aid assistance (the Assisting Party); or

(2) Contacting GEMA/HS to serve as the facilitator of such request for those resources being sought for mutual aid that are owned/operated/employed by Participating Parties (where such Participating Parties have submitted a record of those resources to GEMA/HS for such use); and/or, when such resources being sought for mutual aid are owned/operated/employed directly by the State of Georgia.

The provisions of this Agreement shall only apply to requests for assistance made by an Authorized Representative. Requests may be verbal or in writing. If verbal, the request must be confirmed in writing within 30 days of the verbal request. Requests shall provide the following information:

(1) A description of the emergency service function for which assistance is needed, such as but not limited to fire services, law enforcement, emergency medical, transportation, communications, public works and engineering, building inspection, planning and information assistance, mass care, resource support, health and medical services, damage assessment, volunteer and donated goods and search and rescue; and

(2) The amount and type of personnel, equipment, materials and supplies needed, and a reasonable estimate of the length of time each will be needed; and

(3) The specific place and time for staging of the Assisting Party's response and a point of contact at that location.

The Assisting Party will (a) maintain daily personnel time records, material records and a log of equipment hours (or miles, if appropriate) and (b) report work progress to the Requesting Party at mutually agreed upon intervals.

#### ARTICLE V LIMITATIONS

Any Participating Party requested to render mutual aid shall take such action as is necessary to provide and make available the resources covered by this Agreement in accordance with the terms hereof; provided that it is understood that the Participating Party who is asked to render aid may withhold resources to the extent necessary to meet the current or anticipated needs of the Participating Party's own political subdivision to remain in compliance with such Participating Party's policy, rule or law.

The Assisting Party's mutual aid resources will continue under the command and control of their own

supervisors, but the organizational units will be under the operational control of the emergency services authorities of the Requesting Party unless the Assisting Party approves an alternative.

In the event the Governor should declare a State of Emergency, any and all provisions of this Agreement which may conflict with the declared State of Emergency shall be superseded by the terms and conditions contained within the State of Emergency.

#### ARTICLE VI LIABILITY AND IMMUNITY

(a) In accordance with O.C.G.A. § 38-3-35(a), no political subdivision of the state, nor the agents or representatives of the state or any political subdivision thereof, shall be liable for personal injury or property damage sustained by any person appointed or acting as a volunteer emergency management worker or member of any agency engaged in emergency management activity. The foregoing shall not affect the right of any person to receive benefits or compensation to which he might otherwise be entitled under Chapter 9 of Title 34, Code Section 38-3-30, any pension law, or any act of Congress.

(b) In accordance with O.C.G.A. § 38-3-35(b), no political subdivision of the state nor, except in cases of willful misconduct, gross negligence, or bad faith, the employees, agents, or representatives of the state or any political subdivision thereof, nor any volunteer or auxiliary emergency management worker or member of any agency engaged in any emergency management activity complying with or reasonably attempting to comply with Articles 1 through 3, Chapter 3, Title 38, Official Code of Georgia Annotated; or any order, rule, or regulation promulgated pursuant to Articles 1 through 3 of title, or pursuant to any ordinance relating to precautionary measures enacted by any political provisions of Articles 1 through 3 of said chapter and title, or pursuant to any ordinance relating to precautionary measures enacted by any political subdivision of the state shall be liable for the death of or the injury to person or for damage to property as a result of any such activity.

(c) It is the express intent of the parties that the immunities specified in accordance with O.C.G.A. § 38-3-35 shall apply in addition to any other immunity provided by statute or case law.

#### ARTICLE VII RIGHTS AND PRIVILEGES

In accordance with O.C.G.A. § 38-3-30(a), whenever the employees of any Assisting Party or political subdivision are rendering outside aid pursuant to this agreement and the authority contained in Code Section 38-3-27, the employees shall have the same powers, duties, rights, privileges and immunities as if they were performing their duties in the political subdivisions in which they are normally employed.

#### ARTICLE VIII REIMBURSEMENT

In accordance with O.C.G.A. § 38-3-30(b), The Requesting Party shall be liable for any loss of or damage to equipment used or placed within the jurisdiction of the Requesting Party and shall pay any expense incurred in the operation and maintenance thereof. No claim for the loss, damage or expense shall be allowed unless, within 60 days after the same is sustained or incurred, an itemized notice of

the claim under oath is served by mail or otherwise upon the designated fiscal officer of the Requesting Party. Appendix B of this Agreement shall contain the name(s) of the Participating Party's designated fiscal officer for purposes of this Agreement. Appendix B can be amended by the authorizing Participating Party as needed with no effect on the entire Agreement. Appendix B can be amended by the authorizing Participating Party as needed with no effect on the entire Agreement. All such amendments to Appendix B shall be done in writing and the Participating Party shall notify GEMA/HS and all other Participating Parties of such amendment within thirty (30) days.

The Requesting Party shall also pay and reimburse the Assisting Party for the compensation paid to employees furnished by the Assisting Party during the time of the rendition of the aid, as well as the actual travel and per diem expenses of such employees while they are rendering the aid. The reimbursement shall include any amounts paid or due for compensation due to personal injury or death while the employees are engaged in rendering the aid. The term "employee," as used herein, shall mean, and this provision shall apply with equal effect to, paid, volunteer and auxiliary employees and emergency management workers.

Expenses to be reimbursed by the Requesting Party shall include the following:

- (1) Labor costs, which shall include all usual wages, salaries, compensation for hours worked, mobilization and demobilization, the Assisting Party's portion of payroll taxes (as employer), insurance, accrued paid leave and other fringe benefits, but not those amounts paid or due as a benefit to the Assisting Parties personnel under the terms of the Georgia Workers Compensation Act; and
- (2) Equipment costs, which shall include the fair rental value, the cost of fuel and other consumable supplies, service and repairs. If the equipment is damaged while in use under this Agreement and the Assisting Party receives payment for such damage under any contract for insurance, the Requesting Party may deduct such payment from any item or items invoiced; and
- (3) Material costs, which shall include the total reasonable cost for the use and consumption of any and all consumable supplies delivered by the Assisting Party for the benefit of the Requesting Party; and
- (4) Meals, lodging and other related expenses, which shall include charges for meals, lodging and other expenses relating to the provision of assistance pursuant to this Agreement shall be the actual and reasonable costs incurred by the Assisting Party.

The Assisting Party shall maintain records and submit invoices within 60 days for reimbursement as specified hereinabove and the Requesting Party shall pay the invoice no later than 30 days following the invoice date.

#### ARTICLE IX IMPLEMENTATION

This Agreement shall become operative immediately upon its approval and execution by GEMA/HS and any two political subdivisions of this State; thereafter, this Agreement shall become effective as to any other political subdivision of this State upon its approval and execution by such political subdivision.

Any Participating Party may withdraw from this Agreement by mailing notice of withdrawal, approved by the governing authority of such political subdivision, but no such withdrawal shall take effect until 30 days after the governing authority of the withdrawing political subdivision has given notice in writing of such withdrawal to the governing authorities of all other Participating Parties. Such action shall not relieve the withdrawing political subdivision from obligations assumed hereunder prior to the effective date of withdrawal.

Copies of this Agreement shall, at the time of their approval, be deposited with each of the respective Participating Parties and with GEMA/HS.

ARTICLE X  
TERM OF AGREEMENT

This Agreement, once executed, is valid until March 1, 2028. Agreement of the Participating Parties to extend the term of this agreement at any time during the last year of its original term or the last year of any subsequent four-year term shall extend the term of this agreement for four years. Each four-year extension shall constitute a separate agreement.

ARTICLE XI  
VALIDITY

If any provision of this Agreement is declared unconstitutional, or the applicability thereof to any person or circumstances is held invalid, the constitutionality of the remainder of this Agreement and the applicability thereof to other persons and circumstances shall not be affected thereby.

Agreed:

\_\_\_\_\_  
JISPA Board Chair - Signature

\_\_\_\_\_  
JISPA Board Chair – Print Name

County/Municipality: Jekyll Island State Park Authority (JISPA)

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_  
GEMA/HS Director – Signature

\_\_\_\_\_  
GEMA/HS Director – Print Name

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

APPENDIX A  
AUTHORIZED REPRESENTATIVE

The below named individual(s), in addition to the chief executive officer, is/are the “Authorized Representative(s)” for \_\_\_\_\_ (county/municipality), and are authorized to request, offer, or otherwise provide and coordinate mutual aid assistance on behalf of the above-named county/municipality:

Mark Williams	Executive Director
Print Name	Job Title/Position

\_\_\_\_\_  
Signature of Above Individual

Noel Jensen	Deputy Executive Director
Print Name	Job Title/Position

\_\_\_\_\_  
Signature of Above Individual

Olivia Hancock	Operations Specialist
Print Name	Job Title/Position

\_\_\_\_\_  
Signature of Above Individual

JISPA Board Chair - Signature	Date: _____/_____/_____
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APPENDIX B  
DESIGNATED FISCAL OFFICER(S)

The below named individual(s) is/are the “designated fiscal officer(s)” for \_\_\_\_\_

(county/municipality) for the purpose of reimbursement sought for mutual aid:

Mark Williams  
\_\_\_\_\_  
Print Name

Executive Director  
\_\_\_\_\_  
Job Title/Position

\_\_\_\_\_  
Signature of Above Individual

Noel Jensen  
\_\_\_\_\_  
Print Name

Deputy Executive Director  
\_\_\_\_\_  
Job Title/Position

\_\_\_\_\_  
Signature of Above Individual

Olivia Hancock  
\_\_\_\_\_  
Print Name

Operations Specialist  
\_\_\_\_\_  
Job Title/Position

\_\_\_\_\_  
Signature of Above Individual

\_\_\_\_\_  
JISPA Board Chair - Signature

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_



The Jekyll Island State Park Authority (JIA) Board of Directors met in Public Session Tuesday, March 19, 2024, 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. (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  
Brad Ballard, Senior Director of Amenities

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

Chairman Dale Atkins, called the meeting to order at 9:31 a.m. All members were present in-person or via teleconference, except for Mr. Ruel Joyner, Ms. Joy Burch-Meeks, and Commissioner Walter Rabon, who were absent.

JIA received one online public comment for this meeting:

- Caroline Tye – Constructive Criticism

## **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 February Financials including an overview of Revenues, Expenses, Net Operating Cash, Traffic Statistics, and Hotel Revenues for the month.

- Revenues were \$2,584,866.
- Expenses were \$2,879,260.
- Net Operating Cash Income was \$294,394.
- Total Traffic Counts were 106,044 vehicles.
- Calendar year-to-date hotel revenues totaled approximately \$4 million.

Mr. Gross provided additional details for the monthly financials.

- The largest variances from the budget revenue were seen from the Interest Income, which was \$82,000 more than budget, the Convention Center revenue, which was \$160,000 more than budget, and Golf revenues, which was \$69,000 more than budget.
  - The largest variances in expenses for February were the Human Resources expenses, which were \$78,000 less than budget, due to vacant full-time and part-time positions. Also included were the Insurance Expenses, which were \$219,000 more than budget, due to receiving the January invoice in February.
  - The Net Operating Cash Loss for February is \$294,394, which is \$46,000 better than the budgeted net operating Cash Loss of \$341,000.
  - The Year-to-date Net Operating Cash Income reflects a \$3.5M favorable budget variance and a favorable \$853,000 variance from Prior year to date Income.
  - The total traffic count for February was 106,044 vehicles, which was 1,803 less vehicles than February 2023. Mr. Gross noted that the visitation to Jekyll Island was impacted due to rain. Year to date traffic count is 204,021 vehicles, which is 12,748 less cars than last year.
  - The February 2024 hotel revenues reported was \$4 million, which is \$575,000 less than the February 2023 revenue. The occupancy rate was 61.2%, which is down from 67.8% in February 2023. Revenue per available room was \$104.73, which is down from \$123.84 in February 2023. The average daily rate was \$171.05, which was down slightly from \$182.56 February 2023.
- B. Marjorie Johnson, Chief Accounting Officer, presented the capital request for the Installation of Fire and Security Systems in the Infirmary Building for \$37,000.
- Mr. Kreuger made a motion to recommend approving the Capital Project Request totaling \$37,000 for Installation of Fire and Security Systems in the Infirmary Building as recommended by staff and Dr. Evans seconded. The motion carried unanimously.

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

Buster Evans, Chair

No Report

### **IV. Marketing Committee**

Joy Burch-Meeks, Chair

- A. Alexa Hawkins, Director of Marketing and Communications, presented an update from the Marketing Department.
- Garden and Gun highlighted Jekyll Island as one of seven islands in the feature “Seven Southern Barrier Islands Where We Wouldn’t Mind Getting Stranded On.”
  - The spring issue of 31-81 will be sent out in May of 2024. She highlighted the cover featuring a purple passionflower as well as a feature specific to the JIA Conservation Department.
  - The North American Travel Journalists Awards honored the Marketing Department

with the Gold Award for the cover design for the 2023 fall and winter issue of 31·81. Mrs. Hawkins highlighted that the honorable mention in this category was National Geographic, and she recognized Brian Lee, former Digital Content Manager for the JIA, as the photographer for this shot.

- Turtle Crawl: The annual race will take place April 27, 2024. Over 800 participants have registered, which exceeds more than 150 participants registered at this time last year. The total participant count for the 2023 race was around 1,600. The race route has changed this year, ending the race at the Georgia Sea Turtle Center. She noted that this is the second largest race in the Golden Isles, second to the bridge run.
- The new Causeway digital billboard screens, funded as an approved capital expense in August of 2023, are now installed.

There was one public comment.

- Karen Gleason, resident, spoke on preparing for emergencies on the island, especially wildfires. She mentioned that there are several fire roads that have overgrown on the north end of the island that need maintenance. She requested the JIA actively engage the residents to help protect the island against natural disasters.

Mark Williams, Executive Director, responded to say that we are in the middle of the prescribed fire season and that the JIA will send out Nixle alerts for the residents to be informed of this. He also urged the residents to go onto the Jekyll Island website to review the Firewise program for safety tips.

## **V. Legislative Committee**

Glen Willard, Chair

No Report

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

- A. Zach Harris, General Counsel, presented the Verizon Cell Tower, 206 Stable Road, Second Amendment for Equipment Addition. This amendment is to document the exchange or the addition of additional equipment. With this amendment, T-Mobile would co-locate on the tower, exchange the equipment on the tower, and install a small supporting equipment box within the lease perimeter.

Dr. Evans made a motion to recommend approving the Verizon Cell Tower, 206 Stable Road, Second Amendment for Equipment Addition and Mr. Kreuger seconded. The motion carried unanimously.

- B. Zach Harris, General Counsel, presented the Tortuga Jacks Lease Amendment. He explained that this is a proposed second amendment to a business lease entered in with Tortuga Jacks, LLC in 2015. The tenant is requesting to expand the restaurant outdoor seating patio and will require additional square feet of unimproved land to remain within the total allowable hardscape coverage under the JIA Code of Ordinances for pervious vs impervious cover. The tenant has offered to undertake additional maintenance responsibilities, detailed in the lease, in return for the expanded area. Upon execution, a new Exhibit A will be added to the second amendment for approximately 24,636 square ft,

including the existing, improved square footage. This is pending legal review.

Mr. Gross made a motion to recommend Tortuga Jacks Lease Amendment and Mr. Kreuger seconded. The motion carried unanimously.

- C. Noel Jensen, Deputy Executive Director, presented the Tortuga Jacks Deck Expansion Design. In November of 2023, drawings by landscape architect, Jeff Homans, were submitted to the Design Review Group. The new design includes cosmetic improvements on the east side, an expanded patio area, and relocation of the band stage. The Design Review Group approved the Deck Expansion Design in March 2024.

Mr. Kreuger made a motion to recommend approval of Tortuga Jacks Deck Expansion and Mr. Gross seconded. The motion carried unanimously.

- D. Noel Jensen, Deputy Executive Director, presented an Operations update.

- The Public Safety Complex: He highlighted that the JIA Facilities Department, Water/Wastewater Department, and Roads and Grounds Department assisted with connecting the new building to utilities, saving the JIA almost six figures in costs through value engineering.
- Golf Course Improvements: Controlled burns and under brushing are taking place with the help of the JIA Conservation Department and Jekyll Island Fire Department. Additionally, Golf Course Architect, Clyde Johnston, added a new bunker to Pine Lakes hole number six (6).
- Public Works Administration Building: This building will include new offices for Landscape, Park Services, Facilities, and Landscape Planning and Design as well as a break room, a training room, and two restrooms. He noted that this building includes recycled red iron that was originally used as the cart barn at the Great Dunes Golf Course, saving the JIA almost \$100,000.
- Summer Waves Parking Lot Improvements: The pervious grid and stone is complete, creating 123 new parking spots on the left-hand side of the Summer Waves Parking lot. The entire entrance, roundabout, and left-hand side will be repaved this year. The right-hand side will be assessed next year. New parking lot lighting is also being installed for the consideration of new evening park hours at Summer Waves.
- Great Dunes Golf Course Construction: RFP 380 for construction of the Great Dunes Golf Course will be posted in the coming week. He noted that the Golf Course Architects for this project are handling the Administration of the project. He explained that there will not be substantial changes to this course, only a restoration. Noel Jensen, Deputy Executive Director, and Andrea Marroquin, Museum Curator, met with the Walter Travis Society Board regarding the design. The Board highlighted that this will be one of three Walter Travis Courses that the public can still play, and the only one with ocean views.

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

- He thanked the staff for working hard to make budget for this month.
- The Rotary Club will be hosting a Memorial Day event at the Skeet House as the first event to be held in this building.
- The Faith Chapel, Tiffany Window restoration reveal will take place on Good

Friday, March 29, 2024. He thanked the Friends of Historic Jekyll Island for their funding and volunteer work to make this happen.

- Mark Williams, Executive Director, and Alexa Hawkins, Director of Marketing and Communications, attended the Jekyll Island Citizens Association meeting and presented the Historic Shoppes Renovation plan on Pier Road. They also had the honor of meeting the new Jekyll Island Citizens Association President, Joanne Kinsey.
- Mark Williams, Executive Director, attended the Senate Budget Hearing in Atlanta, Georgia. He noted that the budget is moving forward and is currently under negotiation. In the January 2024 Board Meeting, Mark Williams, Executive Director, announced that Yank Moore, Director Conservation, submitted a grant for the conservation phase of the Golf Improvement Plan and was awarded \$1.6M. Today, he announced that the JIA did make the slate. Board Member, Commissioner Walter Rabon, could not attend today's meeting as he serves as Chairman of the Trustees for the Georgia Outdoor Stewardship Act Organization and was presenting the slate to the Senate Budget Committee. He thanked the Rotary Club for installing a bike repair station at Great Dunes Park. The Rotary Club and the Lions Club have partnered to host a public island-wide clean-up day on April 15, 2024, beginning at 10:00 am and ending at 12:00 pm at the Great Dunes Park. The Jekyll Island Greenhouse will be hosting their annual Spring Plant Sale on April 13, 2024.

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**

**March 19, 2024**

The Board Meeting was called to order at 10:16 a.m., and all members were present in-person or via teleconference, except for Mr. Ruel Joyner, Ms. Joy Burch-Meeks, and Commissioner Walter Rabon, who were absent.

#### **Action Items**

1. Mr. Kreuger moved to accept the minutes of the February 20, 2024, 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 Committee of the Whole to approve the Verizon Cell Tower, 206 Stable Road, Second Amendment for Equipment Addition as presented by staff carried by unanimous approval.
3. The recommendation from the Committee of the Whole to approve the Tortuga Jacks Lease Amendment as presented by staff carried by unanimous approval.
4. The recommendation from the Committee of the Whole to approve the Tortuga Jacks Deck Expansion Design as presented by staff carried by unanimous approval.
5. Dr. Evans moved to accept the amendment to the agenda to include the proposed Capital Request as item #5, which was erroneously omitted from the full Board portion of the

agenda. The motion was seconded by Mr. Krueger. There was no discussion, and the amendment was unanimously approved.

6. The recommendation from the Finance Committee to approve the proposed Capital Requests as presented by staff carried by unanimous approval.

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 was adjourned at 10:16 a.m.



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## MEMORANDUM

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**TO:** COMMITTEE OF THE WHOLE  
**FROM:** NOEL JENSEN, DEPUTY EXECUTIVE DIRECTOR  
**SUBJECT:** OPERATIONS MONTHLY REPORT – MARCH 2024  
**DATE:** 4/15/2024

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### **PUBLIC SERVICES**

#### **March Highlights:**

- Jekyll Island Airport (09J) self-serve aviation fuel (100LL) sold 1,336.95 gallons of 100LL aviation fuel in 59 transactions totaling \$8,716.91 in sales for the month of March.
- Campground expansion preparation continues onsite with GA Power installing main electrical services and transformers.
- At the Jekyll Island Public Safety Complex, Georgia Power has installed the power transformer and construction continues on schedule, awaiting power to be connected from the transformer to the building so that interior construction can advance.
- A Golf Improvement Plan is underway, the redesign of Great Dunes and Oleander into an 18-hole course is completed. An RFP for construction was issued in March with bids being due on April 26, 2024. A fourth site visit was completed April 4th by Brian Ross and Jeffrey Stein for a pre-bid meeting and site tour with seven (7) perspective construction contractors.

#### **Operations Department Work Orders**

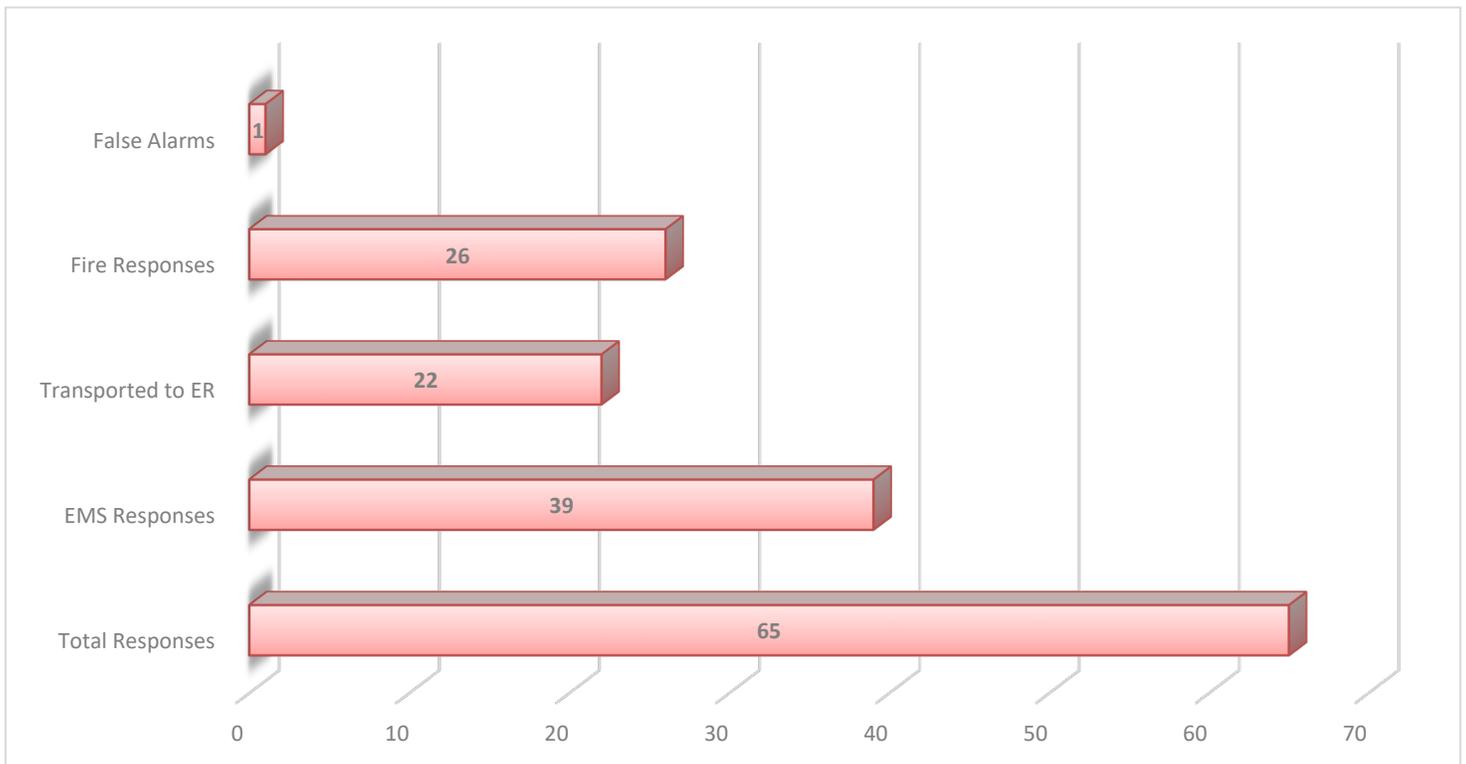


**PUBLIC SAFETY – Fire & EMS**

**March Highlights:**

- Completed 289 hours of staff training for the month.
- Two (2) annual inspections, one (1) re-inspection, ten (10) site visit inspections, two (2) CO inspections, and four (4) other inspections were conducted in March.
- Twenty-nine (29) permits were issued, and Code Enforcement investigated three (3) complaints.
- JIFD Conducted Three (3) Controlled Burns.
- JIFD Attended the March JIA Employee Orientation to Present Fire Prevention.
- JIFD responded to one (1) Animal Bite.

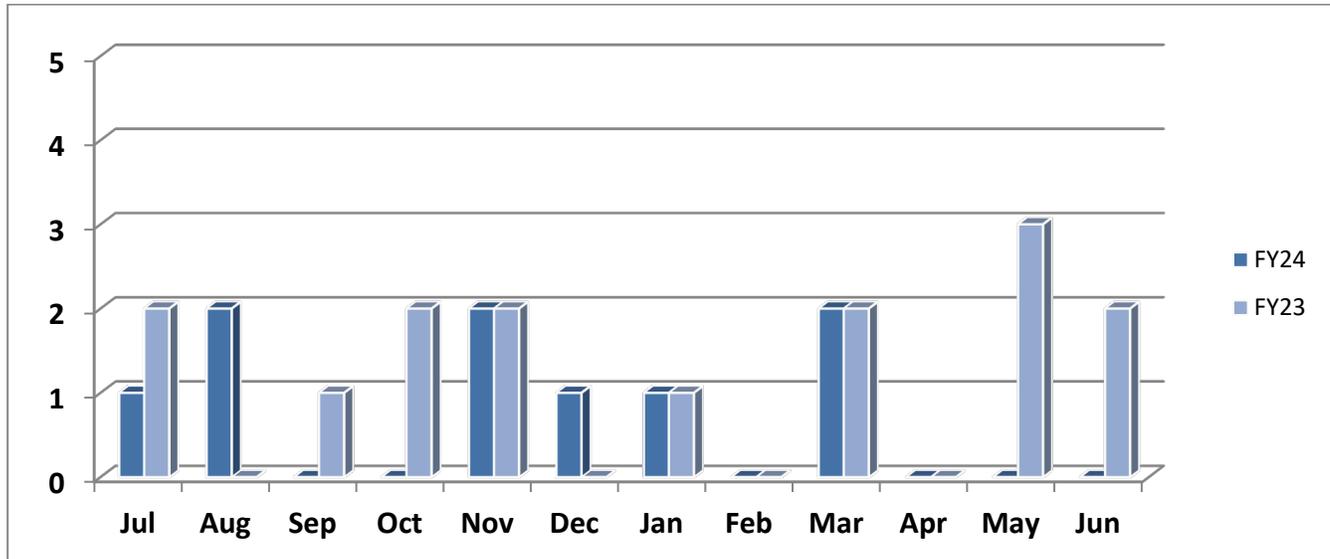
**Jekyll Island Fire & EMS Responses**



**MEMORANDUM**

**TO:** HUMAN RESOURCES COMMITTEE  
**FROM:** JENNA JOHNSON, HR DIRECTOR  
**SUBJECT:** HUMAN RESOURCES COMMITTEE REPORT  
**DATE:** 4/15/2024

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



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<b>FY24</b>	1	2	0	0	2	1	1	0	2				9
<b>FY23</b>	2	0	1	2	2	0	1	0	2	0	3	2	15

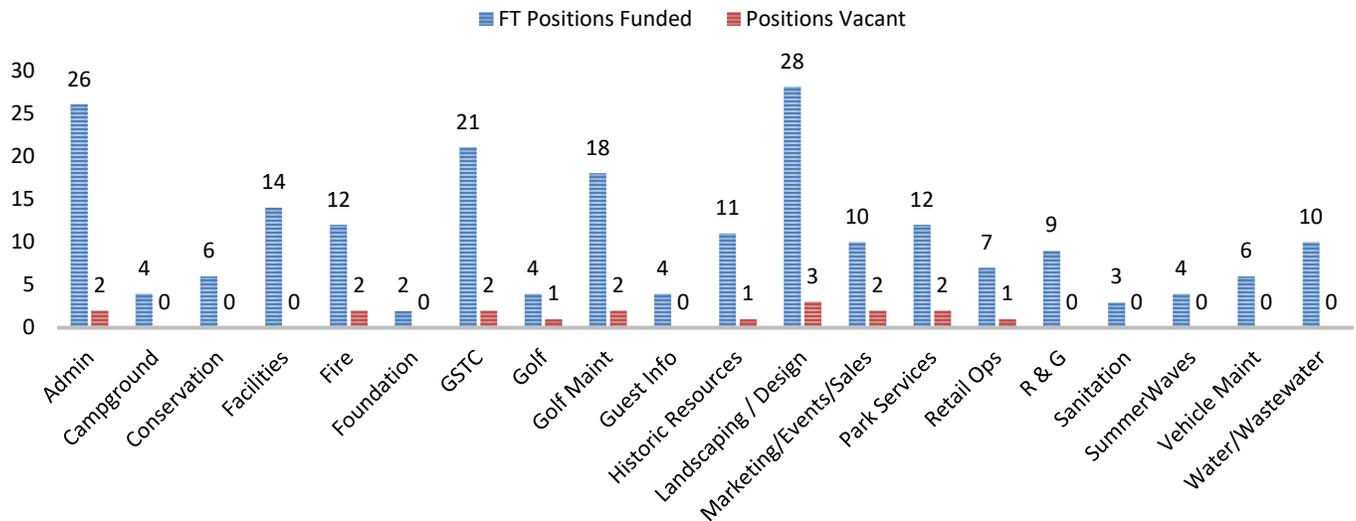
**JIA Employee Census:**

Month	Full time	Part time	Seasonal	Interns	Total Employees
Mar	196	105	8	0	309

**Retirements:**

- None

## FULL TIME STAFFING



*Full-time Staffing as of 4/08/2024*

### **Recognition:**

- **Meet our April Featured Employee: Bill Campbell**



Bill Campbell is originally from Decatur, Georgia and has lived in the Golden Isles for 20 years. He began working for the Jekyll Island Authority (JIA) on July 18, 2022 and works in Accounting. His main job responsibilities are the purchasing of goods for all of the Jekyll Island Authority along with managing the operations of the Warehouse.

When Bill was asked what he likes most about working for the Jekyll Island Authority, he said, “I love the people I work with, working for the Jekyll Island Authority is like having a large extended family.” When Bill is not purchasing or managing the warehouse at the JIA, he is spending time doing the things he loves, which are camping, hiking, and fishing. Additionally, he loves to travel to explore new places,

being outdoors and being active. To add to his list of interests and hobbies Bill spends time with home improvement projects and he loves his pets too!!!

Bill has been married to his wife Angela for 30 years and they have a son (Connor) and a daughter (Laila) who is a recent graduate of Georgia College and State University.

Thank you for your service Bill, we appreciate all you do!

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## MEMORANDUM

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**TO:** HISTORIC PRESERVATION/CONSERVATION COMMITTEE  
**FROM:** YANK MOORE, DIRECTOR OF CONSERVATION  
**SUBJECT:** CONSERVATION UPDATE  
**DATE:** 4/12/2024

### **Research and Monitoring**

- The conservation team has started alligator capture surveys for the year and has managed to catch the 3 largest known alligators on Jekyll Island. Keeping these large males on the island helps to control the population and capturing them instills a simulated hunting pressure, constantly re-establishing a fear a humans.

### **Management and Planning**

- The conservation team along with assistance from JIFD, continued prescribed fire efforts on Great Dunes Golf Course and Pine Lakes Golf Course adding another 24 acres to the season total. The fire weather cooperated and allowed the teams to continue to introduce fire into areas without a known fire history.
- Conservation Staff, including Park Rangers, assisted with a sea turtle release by the GSTC and partner organizations.

### **Outreach, Leadership, Staffing**

- The Park Ranger team welcomes Grace Cecil as a Seasonal Park Ranger. He will be with us for six months educating vistors and answering questions on the beach and public parks across the island.
- Joseph Colbert and Dan Quinn attended a meeting held by partners at GaDNR and Manomet to discuss a partnership lookind at wading bird colony success across the Gerogia coast.
- Dan Quinn and Morgan Pierce attended the Florida Invasive Species Council annual meeting and presented a poster on our efforts on Jekyll over the past 10+ years. This meeting allowed for extensive professional networking and insight into safer more efficient ways to treat invasive species.
- Dan Quinn was accepeted onto the Coastal Advisory Council and will be part of a 20-member committee charged with providing advice to the staff of the Georgia Coastal Management Program in the development of programs and projects to guide the conservation and management of natural, cultural, and historic resources within the coastal area.
- Yank Moore spoke to JICA – the citizens association, about the efforts of the Conservation Department, including understanding wildlife, habitat management, and restoration.
- Dan Quinn, Yank Moore, and Morgan Pierce attended a lecture and discussion at GaDNR about Mangrove expansion.



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## MEMORANDUM

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**TO:** COMMITTEE OF THE WHOLE  
**FROM:** BRAD BALLARD, SENIOR DIRECTOR OF AMENITIES  
**SUBJECT:** AMENITIES REPORT FOR APRIL 2024  
**DATE:** APRIL 23, 2024

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### Mosaic and Historic Resources

**Tiffany Returns:** On March 29<sup>th</sup>-30<sup>th</sup>, 2024, the island enjoyed a weekend of special events to celebrate the return of the Tiffany window, after a 3-year conservation project. A ceremonial unveiling of the window took place at Faith Chapel. As part of a Preservation Spotlight, visitors enjoyed behind-the-scenes conversations with the conservator and a living history experience featuring Museum Interpreter, Tim Maki as Louis Comfort Tiffany.



**Moss Cottage Exhibit Update:** In March an extensive exhibit refresh of Moss Cottage was completed. New interpretive panels, collection pieces, and furnishings work together to highlight the story of the cottage and the families who owned the property. The redesign showcases the unique cottage, with subtle nods to the Struthers' marble business, the Macy's tea trade, as well as the staff's role in maintaining the life that Club Members enjoyed here on Jekyll Island.



**Hollybourne Cottage Exhibit Update:** The JIA Historic Resources Department consulted with HW Exhibits to complete an exhibit design for the entire first floor of Hollybourne Cottage. The new exhibits will enable visitors to meet Charles Stewart Maurice and his family. Cottage visitors will imagine what it would have been like to live, visit, or work in their Gilded Age Home. Visitors will also explore the home's unique architecture and ongoing efforts to preserve Hollybourne Cottage. With the exhibit design complete, the first phase of fabrication and installation of the exhibits is now underway.

### Jekyll Island Tennis Center

**Events and Tournaments:** JITC hosted a St. Patrick's Day member's social on March 17<sup>th</sup>. Over 60 members participated in food, fun, and tennis. The Southern Clay Court Championships East tournament was April 18<sup>th</sup>-21<sup>st</sup> and is the highest level of competitive play the JITC has all year. Over 60 players will compete in singles and doubles play.

### Jekyll Island Golf Club

No Report.



## Jekyll Island Campground

### **Occupancy Report**

<b>February</b>	<b>2023</b>	<b>2024</b>
Nights Available	5,549	5,549
Nights Rented	5,382	5,438
Occupancy %	97%	98%

### **Revenue Comparison**

<b>February</b>	<b>2023</b>	<b>2024</b>
Reservations	\$ 212,097.00	\$ 240,709.00
Concessions	\$ 17,925.00	\$ 21,704.00
<b>TOTAL</b>	<b>\$ 189,685.32</b>	<b>\$ 217,307.00</b>

The campground expansion is still underway. Staff and campers are eagerly anticipating opening the new section this fall.

### **Mini-Golf and Bike Rental**

**Painting and Projects:** Painting of the mini-golf courses is complete. The JIA Facilities team removed the Faith Chapel structure from the course. Tony Pierce has been hired to create a new Faith Chapel replica that will be installed this summer.

**Bike Rental:** 18 new rental bikes have arrived, and staff have been putting them together for the past two weeks. Over the next 2 months several other projects will take place to improve the bike rental barn for visitors and our employees.



### **Summer Waves**



**Prepping for the season:** Opening day for Summer Waves is May 11<sup>th</sup>. Summer Waves and JIA Facilities worked together to place a canopy on top of the Nature's Revenge slide. This will offer shade to Summer Wave's visitors and staff throughout the season. Summer Waves staff are also spraying fresh gel coats on the slides this off season. The Frantic Atlantic wave pool is full, and the Turtle Creek lazy river is starting to flow.

**Hiring:** Over 50 applicants have submitted their hiring paperwork and are ready for orientation.



**MEMORANDUM**

**TO: COMMITTEE OF THE WHOLE**  
**FROM: MICHELLE KAYLOR, GSTC DIRECTOR**  
**SUBJECT: GEORGIA SEA TURTLE CENTER UPDATE – APRIL 2024**

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**Admissions Comparison with Prior Year**

<u>March 2023</u>	<u>March 2024</u>
14,434	13,624

**Year to Date Overall Revenue Comparison**

<u>March FY23</u>	<u>March FY24</u>
\$1,850,321.38	\$1,876,285

**Revenue Categories**

- March admissions \$147,072.90 was \$1,202.10 under budget.
- March concessions \$164,813.84 was \$4,530.85 over budget.
- Adoptions: 68 | \$3,400
- Donations (General): 10 | \$265.00
- Public Programs | \$16,279.61
- Daily Programs | 265

**Rehabilitation**

	<b>Sea Turtle</b>	<b>Other Patients</b>
<b>New Patients</b>	<b>9</b>	<b>13</b>
<b>Current Patients</b>	<b>20</b>	<b>17</b>
<b>Released Patients</b>	<b>0</b>	<b>10</b>
<b>Transferred Patients</b>	<b>0</b>	<b>2</b>
<b>Total Since 2007</b>	<b>1062</b>	<b>2695</b>

The GSTC hosted and trained the Georgia Aquarium staff on flipper tag application for 8 of their cold stun loggerhead sea turtles on March 25<sup>th</sup>.







**Board of Directors Committee Assignments**  
*Effective August 15, 2023*

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