



## Official GWINNETT COUNTY AIRPORT AUTHORITY

Thursday, March 11, 2021 – 6:00 PM

Authority members present were Tip Cape (virtual attendance), Om DugGal (virtual attendance), and Matt Houser (virtual attendance). William Dodd and Andy Isburgh were absent.

Also present were Charles Adeogun (virtual attendance), Jenny Carter (virtual attendance), Lewis Cooksey (virtual attendance), Theresa Cox (virtual attendance), Tom Sever (virtual attendance), and Matthew L. Smith (virtual attendance). David Tucker was absent.

### Minutes

- I. CALL TO ORDER – 6:00 p.m.
- II. OPENING REMARKS  
New member Om DugGal was welcomed to the Authority along with new attorney Jenny Carter.
- III. PUBLIC COMMENT  
None
- IV. ADOPTION OF AGENDA  
{Action: Approved. Motion: Houser "Amend agenda to add Item F. under New Business – Consideration and approval of a write off amount for payments that are received for an amount less than the billed amount." Second: DugGal  
Vote: (3-0); Cape-Yes; Dodd-Absent; DugGal-Yes, Houser-Yes; Isburgh-Absent}  
  
{Action: Approved. Motion: Houser "Adopt agenda as amended," Second: DugGal  
Vote: (3-0); Cape-Yes; Dodd-Absent; DugGal-Yes, Houser-Yes; Isburgh-Absent}
- V. APPROVAL OF MINUTES  
A. Approval of Meeting Minutes from January 14, 2021  
{Action: Approved. Motion: Houser Second: DugGal  
Vote: (3-0); Cape-Yes; Dodd-Absent; DugGal-Yes, Houser-Yes; Isburgh-Absent}
- VI. CONSULTANT'S REPORT  
Report given.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

- A. Consideration and approval of Consent to Leasehold Deed to Secure Debt agreement for 490 Briscoe Blvd.

{Action: Approved. Motion: Cape Second: Houser

Vote: (3-0); Cape-Yes; Dodd-Absent; DugGal-Yes, Houser-Yes; Isburgh-Absent}

- B. Consideration and approval of Estoppel Certificate for 490 Briscoe Blvd.

{Action: Approved. Motion: Cape Second: Houser

Vote: (3-0); Cape-Yes; Dodd-Absent; DugGal-Yes, Houser-Yes; Isburgh-Absent}

- C. Appointment of one member to the Lease Committee – to assist staff in reviewing new lease requests, lease renewal requests, and other important lease related items.

{Action: Om DugGal was appointed by the Chairman to the Lease Committee}

- D. Appointment of two members to Consultant Selection Ad Hoc Committee – to assist staff in reviewing Request for Proposal documents to select an on-demand engineering consultant.

{Action: Tip Cape and Andy Isburgh were appointed by the Chairman to the Consultant Selection Ad Hoc Committee}

- E. Discussion of available hangar space and potential expansion at the airport.

{Discussion was held. No action was taken}

- F. Consideration and approval of a write off amount for payments that are received for an amount less than the billed amount.

{Action: Approved. Motion: Houser "Establish a write off amount of \$10 or less per invoice. With a requirement that any tenant that fails to pay the invoiced amount 4 or more times be sent to collections regardless of the amount that is failed to be paid on the 4<sup>th</sup> or subsequent times." Second: DugGal

Vote: (3-0); Cape-Yes; Dodd-Absent; DugGal-Yes, Houser-Yes; Isburgh-Absent}

IX. AIRPORT DIRECTOR'S REPORT

Report given.

X. DIRECTOR OF TRANSPORTATION / DEPUTY DIRECTOR OF TRANSPORTATION'S REPORT

Report given.

XI. EXECUTIVE SESSION

None

XII. ADJOURNMENT

{Action: Approved. Motion: Houser Second: DugGal

Vote: (3-0); Cape-Yes; Dodd-Absent; DugGal-Yes, Houser-Yes; Isburgh-Absent}

5-14-21

(Date)



---

Eric "Tip" Cape, Chairman  
Gwinnett County Airport Authority