



Agenda

JIA Board Committees and Meeting
Jekyll Island Convention Center

Tuesday, January 17th: JIA Committees and Meeting

9:30 a.m. - Jekyll Island Convention Center Rooms 7/8

Public Comment

Written public comments can be submitted online till 12:00 noon on Monday, January 16th at the JIA Board of Directors [website](http://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

- A. Introduction of Yank Moore, Director of Conservation – Jones Hooks, Executive Director

II. Finance Committee

Bill Gross, Chair

- A. November & December Financials – Bill Gross, Chair
- B. Consideration of Additional Capital Requests – Marjorie Johnson, Chief Accounting Officer and Jones Hooks, Executive Director
- C. Consideration of MOA with GDOT: Jekyll Causeway Bike Path Task Order 2 – Jones Hooks, Executive Director

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

- A. Public Safety Facility Funding Request – Jones Hooks, Executive Director

VI. Committee of the Whole

Dale Atkins, Chair

- A. Consideration of Award for Replacement Digital Display at Jekyll Island Convention Center - Noel Jensen, Deputy Executive Director
- B. Consideration of RFP 372 for Communications Tower - Noel Jensen, Deputy Executive Director
- C. Consideration of RFQ 343 for Wastewater Professional Engineering Services- Noel Jensen, Deputy Executive Director
- D. Consideration of Beachview Club Hotel Site Plan – Jones Hooks, Executive Director and Rick Patton, Rio Partners, LLC
- E. Consideration of Anchor Restaurant Site Plan – Jones Hooks, Executive Director
- F. Consideration of Resolution Revising Alcoholic Beverage Licensing Fees – Zach Harris, General Counsel
- G. Executive Director’s Report – Jones Hooks, Executive Director
- H. Chairman’s Comments – Dale Atkins, Chair

Board Meeting Agenda

Chairman, Dale Atkins – Call to Order

Action Item

- 1. Minutes of the November 15, 2022 Board Meeting
- 2. Consideration of Additional Capital Requests
- 3. Consideration of MOA with GDOT: Jekyll Causeway Bike Path Task Order 2
- 4. Consideration of Award for Replacement Digital Display at Jekyll Island Convention Center
- 5. Consideration of RFP 372 for Communications Tower
- 6. Consideration of RFQ 343 for Wastewater Professional Engineering Services
- 7. Consideration of Beachview Club Hotel Site Plan
- 8. Consideration of Anchor Restaurant Site Plan
- 9. Consideration of Resolution Revising Alcoholic Beverage Licensing Fees

Adjournment

10 Minute Break Before Continuing Work Session



Agendas
JIA Board Work Sessions

Monday, January 16th: Board Work Session

6:00 p.m. - Jekyll Island Convention Center Room 9/10
(Discussion Only – No Voting Items)

1. Dinner
2. Presentation by Mark Jaronski, Deputy Commissioner, Tourism for the Georgia Department of Economic Development
 - a. State of Tourism, Jekyll Island Impressions, and Jekyll Island Features in Explore Georgia Marketing
 - b. Q&A with Mark
3. Sales Forecast, Kevin Udell, Senior Sales Manager
4. 2023 Outlook: Partnerships and Insights, Alexa Hawkins, Director of Marketing & Communications
5. Discussion with hotel representatives of any mutual concerns or issues.

Tuesday, January 17th: Board Work Session Continued

Post Board Meeting to 1:45 p.m. - Jekyll Island Convention Center Room 9/10
(Discussion Only – No Voting Items)

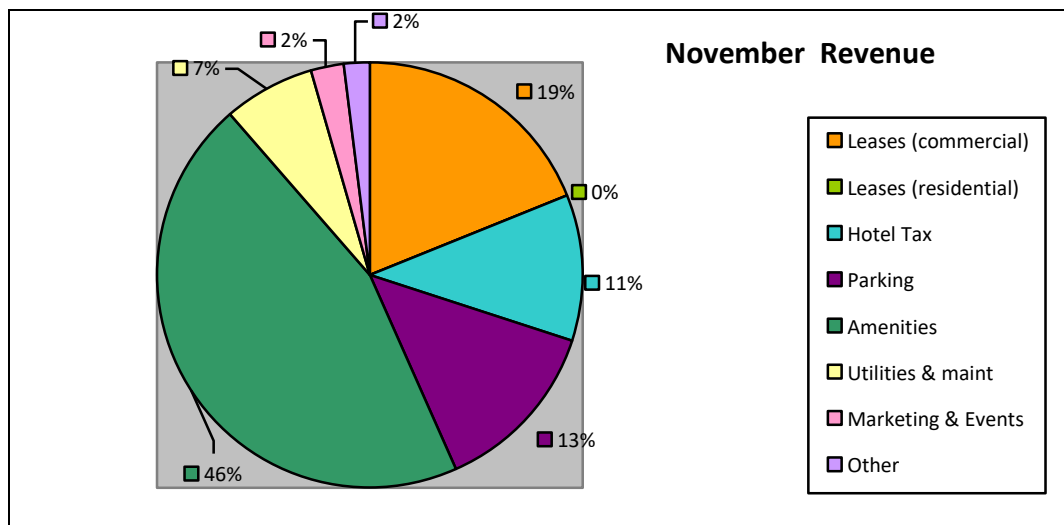
1. Training Session by Alkesh Patel, Senior Assistant Attorney General and Jennifer Colangelo, Assistant Attorney General
 - a. Responsibilities of Board Members and JIA Management
 - i. Open Records and Open Meetings
 - ii. Governor's Ethics Orders
 - b. Q&A
 - c. Annual Ethics Affidavit Instructions and Opportunity to Submit Forms
2. DCA Rural Innovation Grant Status
3. Golf Course Improvement Plan Update
4. Review of FY23 Strategic Plan and Projects Update
5. Georgia Sea Turtle Center Expansion
6. General Q&A

MEMORANDUM

TO: FINANCE COMMITTEE
FROM: MARJORIE JOHNSON
SUBJECT: NOVEMBER FINANCIAL STATEMENTS
DATE: 12/15/2022

Revenues

Revenues for November were \$2,851,935 which reflects a favorable \$414K (17%) variance from budget. Year-to-date revenues reflect a favorable \$2.1M (13%) variance from budget and a favorable \$1.6M (10%) variance from the prior year to date revenues.



The largest variances for the month were:

- Convention Center (+\$193K) - We held 10 events at the Center which hosted a total of 9,731 attendees and used 731,060 sq ft of event space. Several events recognized higher than budgeted revenues due to increased attendance at the events. One budgeted wedding was cancelled; however, we had two significant Indian weddings & together they surpassed the projections by more than \$100K.
- Hotel/Motel taxes (+\$143K) – Anticipating some downturn in revenues, we budgeted conservatively for hotel/motel taxes this year and we have been able to surpass the budgeted amounts. Year-to-date hotel/motel taxes are \$45K less than prior year-to-date revenues.

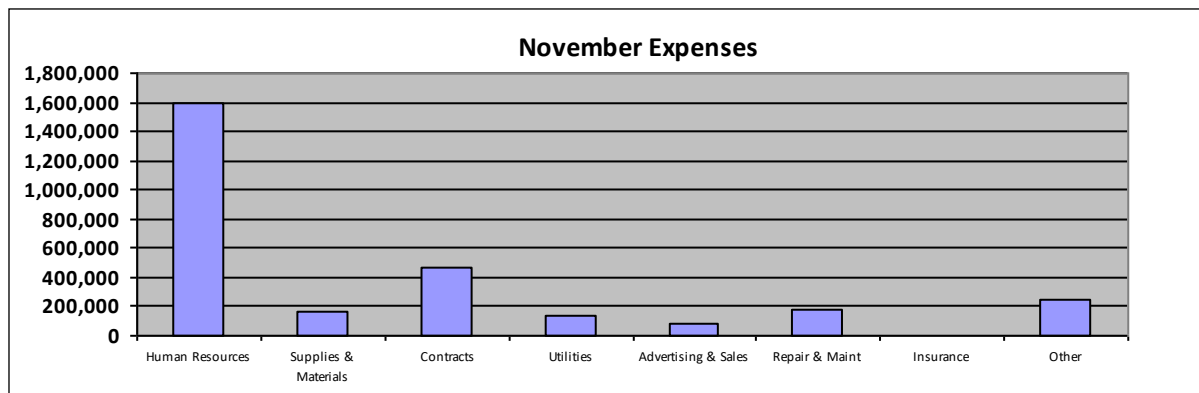
- Business Leases (+\$78K) – revenues for business leases were budgeted flat with the prior year and we were able to exceed those projections for the month. Year to date revenue is \$60K higher than prior year to date revenues.

Expenses

Expenses were \$2,854,838 for November and reflected an unfavorable budget variance of \$108K (4%) for the month. Expenses reflected a favorable \$101K variance from Year-to-date budget and reflected an unfavorable \$3.4M (32%) variance from Prior Year to Date expenses.

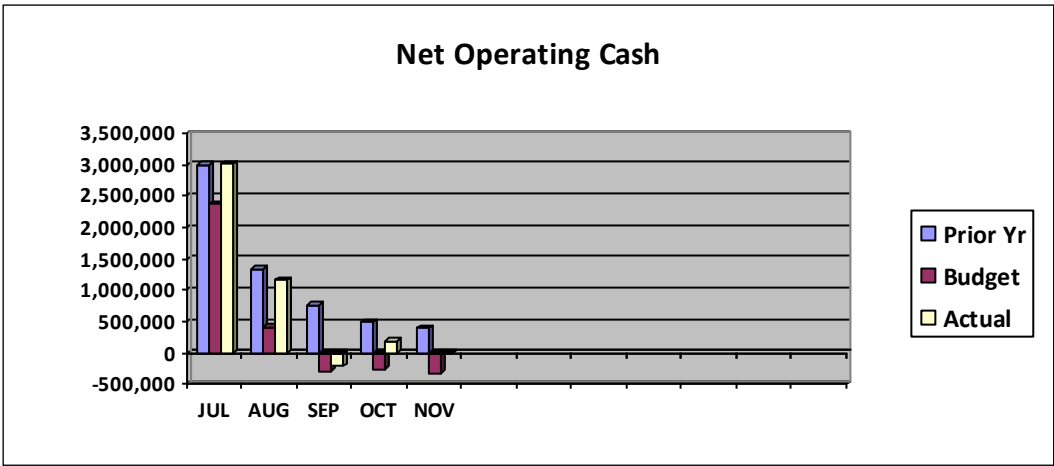
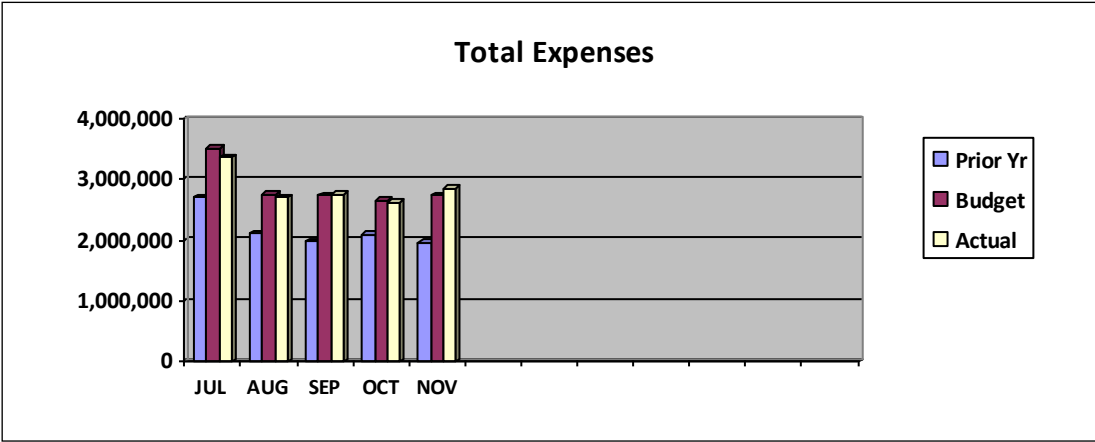
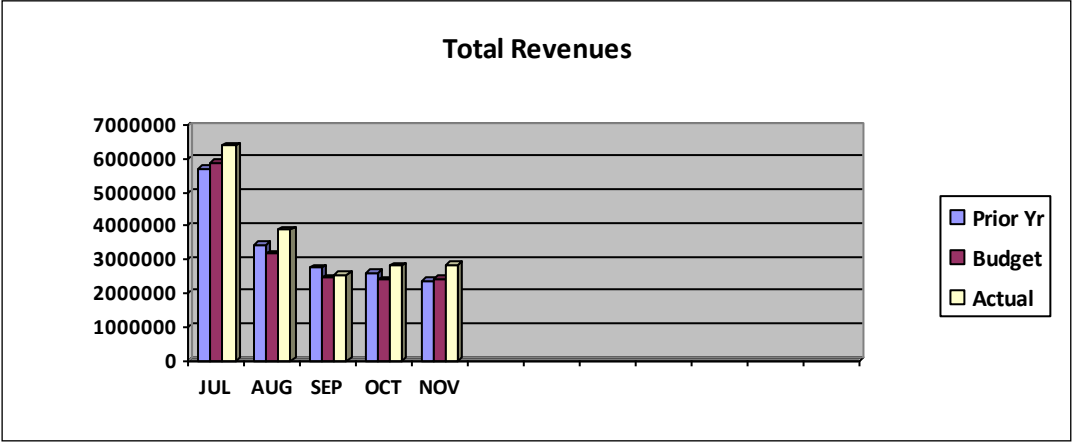
The largest budget variances for the month were:

- Human Resources (+\$190K) – The variance this month is due to staffing and overtime for the Shrimp & Grits festival and storm clean up the following week.
- Repairs – Facilities & Grounds (-\$91K) – this variance is timing related and is expected to be spent by the end of the fiscal year.



Net Operating Cash

The Net Operating Cash Loss for the month is \$2,903, which is a \$307K favorable variance from the budgeted net operating cash loss of \$309,483. Net Operating Cash Income reflects a favorable \$2.2M variance from year-to-date budget and an unfavorable \$1.8M variance from prior year to date income.



Jekyll Island Authority
CONSOLIDATED BUDGET COMPARISON
For the Five Months Ending November 30, 2022

	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	542,258	464,218	78	17%	2,756,222	2,471,100	285	12%	2,696,198	60	2%
Hotel Tax	220,293	120,685	100	83%	1,225,559	794,971	431	54%	1,259,794	(34)	-3%
Tourism Development Fund	94,411	51,722	43	83%	520,497	340,702	180	53%	531,875	(11)	-2%
Parking	381,899	367,890	14	4%	2,385,105	2,392,460	(7)	0%	2,356,801	28	1%
Interest	25,451	700	25	3536%	77,714	3,500	74	2120%	3,832	74	1928%
Lot Rentals	-	-	-	0%	81,201	43,000	38	89%	92,761	(12)	-12%
Foundation	542	474	0	14%	3,789	3,876	(0)	-2%	3,403	0	11%
Airport	2,614	1,716	1	52%	8,515	8,110	0	5%	6,340	2	34%
Administration revenue	26,530	26,557	(0)	0%	94,667	73,537	21	29%	103,359	(9)	-8%
Intern Housing	320	4,500	(4)	-93%	14,195	15,420	(1)	-8%	20,250	(6)	-30%
Total Administration	1,294,319	1,038,462	256	25%	7,167,462	6,146,675	1,021	17%	7,074,614	93	1%
Enterprises											
Golf	243,914	250,819	(7)	-3%	1,055,243	1,009,990	45	4%	1,067,828	(13)	-1%
Convention Center	555,688	363,187	193	53%	2,479,252	1,986,337	493	25%	1,695,110	784	46%
Summer Waves	1,386	-	1	0%	2,001,969	1,612,375	390	24%	1,435,098	567	40%
Campground	209,523	170,252	39	23%	1,034,481	880,064	154	18%	912,935	122	13%
Life is Good	15,119	16,547	(1)	-9%	136,884	130,207	7	5%	152,111	(15)	-10%
Museum	77,262	99,094	(22)	-22%	468,370	444,104	24	5%	407,712	61	15%
Georgia Sea Turtle Center	87,803	105,281	(17)	-17%	1,021,826	1,044,014	(22)	-2%	1,190,825	(169)	-14%
Conservation	866	500	0	73%	(21,614)	10,116	(32)	-314%	4,473	(26)	-583%
Miniature Golf & Bikes	22,833	22,687	0	1%	180,320	150,309	30	20%	203,732	(23)	-11%
Water/Wastewater	137,903	144,450	(7)	-5%	818,740	787,768	31	4%	825,070	(6)	-1%
Sanitation	44,568	45,632	(1)	-2%	231,598	228,403	3	1%	240,970	(9)	-4%
Fire Department	(5,512)	4,850	(10)	-214%	1,417,362	1,437,981	(21)	-1%	1,344,246	73	5%
Tennis	10,662	9,132	2	17%	52,177	53,273	(1)	-2%	52,102	0	0%
Marketing, Special Events & Sales	70,879	110,565	(40)	-36%	193,670	240,291	(47)	-19%	124,274	69	56%
Guest Information Center	67,639	38,783	29	74%	154,259	96,711	58	60%	69,619	85	122%
Camp Jekyll & Soccer Fields	14,932	16,992	(2)	-12%	83,307	95,301	(12)	-13%	63,864	19	30%
Landscaping, Roads & Trails	1,645	500	1	229%	4,724	3,500	1	35%	6,259	(2)	-25%
Vehicle & Equipment Maintenance	388	-	0	0%	2,034	250	2	714%	1,926	0	6%
Facility Maintenance	118	-	0	0%	1,497	-	1	0%	399	1	275%
Golf Course Maintenance	-	-	-	0%	-	-	-	0%	234	(0)	-100%
Total Enterprises	1,557,616	1,399,270	158	11%	11,316,098	10,210,994	1,105	11%	9,798,786	1,517	15%
Total Revenues	2,851,935	2,437,732	414	17%	18,483,560	16,357,669	2,126	13%	16,873,400	1,610	10%
Expenses											
Human Resources	1,587,385	1,396,948	190	14%	7,384,726	7,578,179	(193)	-3%	5,544,104	1,841	33%

	MONTH ACTUAL	MONTH BUDGET	BUDGET VARIANCE		YTD ACTUAL	YTD BUDGET	BUDGET VARIANCE		YEAR ACTUAL	VARIANCE	
			(000's)	%			(000's)	%		(000's)	%
Supplies & Materials	163,774	160,887	3	2%	939,634	949,353	(10)	-1%	685,164	254	37%
Advertising & Sales	76,060	120,208	(44)	-37%	447,749	480,295	(33)	-7%	261,095	187	71%
Repairs - Facilities & Grounds	139,402	230,131	(91)	-39%	664,405	706,667	(42)	-6%	640,790	24	4%
Utilities	129,382	137,203	(8)	-6%	931,803	853,285	79	9%	884,719	47	5%
Insurance	4,304	3,392	1	27%	731,546	730,296	1	0%	679,768	52	8%
Contracts	462,152	481,197	(19)	-4%	1,942,786	1,971,750	(29)	-1%	1,197,795	745	62%
Rentals	140,068	117,801	22	19%	388,639	394,640	(6)	-2%	280,386	108	39%
Printing	9,847	6,794	3	45%	54,842	72,847	(18)	-25%	34,394	20	59%
Motor Vehicle	36,220	18,746	17	93%	151,565	111,048	41	36%	104,137	47	46%
Telephone	9,886	9,717	0	2%	46,838	48,946	(2)	-4%	44,398	2	5%
Equipment Purchase <\$1K	1,708	1,450	0	18%	39,263	36,204	3	8%	37,870	1	4%
Equipment Purchase \$1K to \$5K	5,627	4,700	1	20%	44,223	44,299	(0)	0%	54,310	(10)	-19%
Travel	8,610	4,965	4	73%	26,108	31,835	(6)	-18%	17,194	9	52%
Dues	29,359	21,771	8	35%	217,937	199,773	18	9%	179,516	38	21%
Credit Card Fees	50,979	31,306	20	63%	302,353	207,204	95	46%	237,983	64	27%
Bank Fees	75	-	0	0%	732	-	1	0%	271	0	170%
Total Expenditures	2,854,838	2,747,216	108	4%	14,315,150	14,416,624	(101)	-1%	10,883,894	3,431	32%
Net Operating Cash Income **	(2,903)	(309,483)	307	-99%	4,168,410	1,941,045	2,227	115%	5,989,507	(1,821)	-30%

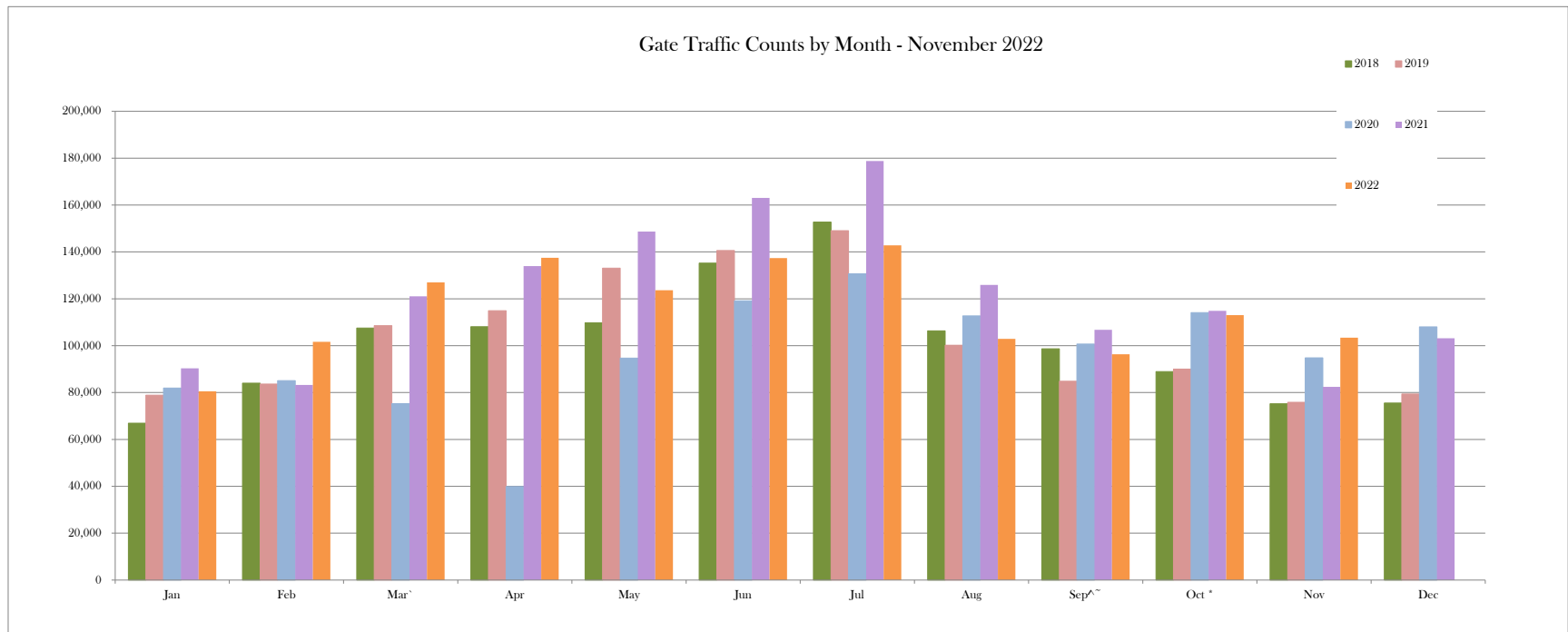
** Does not include depreciation or capital projects

November 2022 Traffic Counts

	2018			2019			2020			2021			2022		
	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	21,065	45,842	66,907	28,874	50,037	78,911	29,773	52,159	81,932	23,462	66,875	90,337	22,696	57,843	80,539
February	34,326	49,664	83,990	35,010	48,619	83,629	32,646	52,457	85,103	22,609	60,616	83,225	29,766	71,891	101,657
March	51,052	56,444	107,496	51,682	56,865	108,547	27,012	48,279	75,291	39,560	81,491	121,051	36,635	90,333	126,968
April	55,620	52,474	108,094	61,404	53,529	114,933	12,082	27,810	39,892	47,198	86,746	133,944	44,680	92,799	137,479
May	54,547	55,167	109,714	74,194	58,894	133,088	44,891	49,825	94,716	58,179	90,491	148,670	44,071	79,550	123,621
June	79,575	55,657	135,232	82,105	58,479	140,584	51,147	68,042	119,189	60,141	102,896	163,037	58,450	78,894	137,344
July	95,960	56,773	152,733	89,499	59,595	149,094	56,441	74,236	130,677	60,613	118,185	178,798	62,840	79,953	142,793
August	53,639	52,681	106,320	47,501	52,687	100,188	39,096	73,585	112,681	38,368	87,543	125,911	36,217	66,712	102,929
September	49,032	49,651	98,683	37,317	47,518	84,835	34,055	66,662	100,717	34,300	72,468	106,768	32,371	63,952	96,323
October	38,539	50,366	88,905	39,100	50,923	90,023	33,851	80,276	114,127	37,170	77,713	114,883	35,694	77,360	113,054
November	29,468	45,737	75,205	30,173	45,699	75,872	22,914	71,876	94,790	26,069	56,386	82,455	28,306	75,088	103,394
December	30,104	45,436	75,540	31,871	47,504	79,375	29,842	78,215	108,057	37,396	65,769	103,165	0	0	0
Totals	592,927	615,892	1,208,819	608,730	630,349	1,239,079	413,750	743,422	1,157,172	485,065	967,179	1,452,244	431,726	834,375	1,266,101

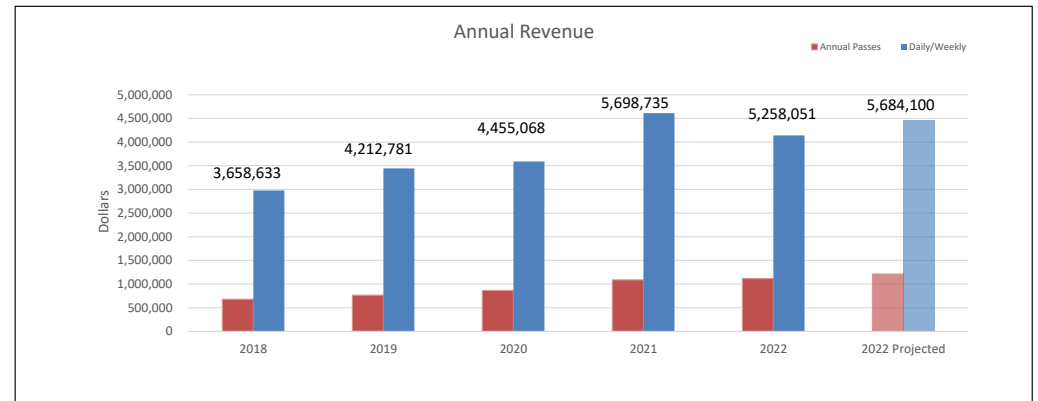
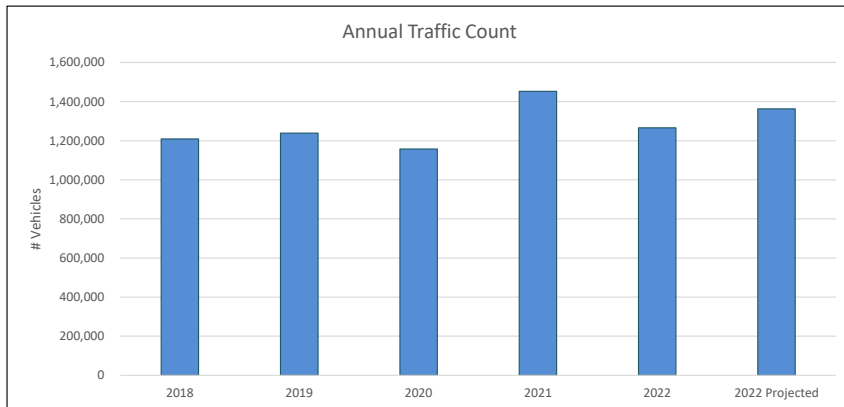
LPR system began April 2020

Year to Date	2018 YTD	2019 YTD	2020 YTD	2021 YTD	2022 YTD
Comparison	1,133,279	1,159,704	1,049,115	1,349,079	1,266,101



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

^Sep 2017 - Hurricane Irma
~Sept 2019 - Hurricane Dorian



December 6, 2022
 Jekyll Island Convention Center
November FY 23 Financial Review

	FY 23	FY 22	FY 21	FY 20	FY 19	FY 18	FY 17	FY 16	FY 15
Number of Events	10	14	11	20	13	21	21	12	10
Event Days	29	29	14	28	20	39	25	14	20
Attendance	9731	7371	941	8585	8593	13316	6848	4010	8304
Revenue	\$593,123 act \$413,970 bud	\$296,332act \$313,661bud	\$50,562	\$298,741	\$210,564	\$484,334	\$304,342	\$62,330	\$197,721
Square Feet Use	731,060	486,214	113,920	432,390	407,576	N/A	N/A	N/A	N/A

November continued to move quickly with a robust event calendar. The annual Facility Officers Meeting came in at higher revenues than estimated. It was initially estimated at \$52K and wrapped up at \$95K. GA Recreation & Parks also held strong with robust F&B numbers and ancillary revenues. The GA Technology Student Association created their sense of arrival mid-month. The robotics competition and cart race came back in classic fashion, with 1800 middle/high school students. There was a wedding that did not come through on the calendar for us and cancelled; however, we had two significant Indian weddings & together they surpassed the projections by more than \$100K.

FUTURE CONTRACTS ISSUED -- 9 Estimated revenues \$334,500

Conventions – 6– Anticipated rev of \$303,000
 Banquet – 2– Anticipated revenue \$ 30,500
 Assembly –1– Anticipated revenue \$ 1,000

PROPOSALS

JIA Sales – 9
 Westin – 1
 Cvent- 3
 Combined client sites and planning meetings with all staff -6

JEKYLL ISLAND AUTHORITY

HOTEL OCCUPANCY STATISTICS

Calendar Year to Date - November 2022

HOTEL STATISTICS AT-A-GLANCE

2022

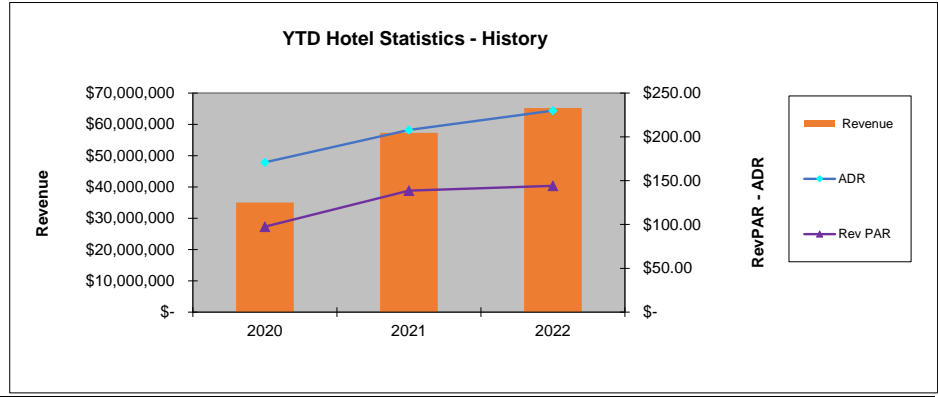
Total Revenue \$ 65,212,631
Occupancy Rate 62.7%
Rev PAR \$ 144.14
ADR \$ 229.98

2021

Total Revenue \$ 57,316,614
Occupancy Rate 66.7%
RevPAR \$ 138.75
ADR \$ 207.89

2020

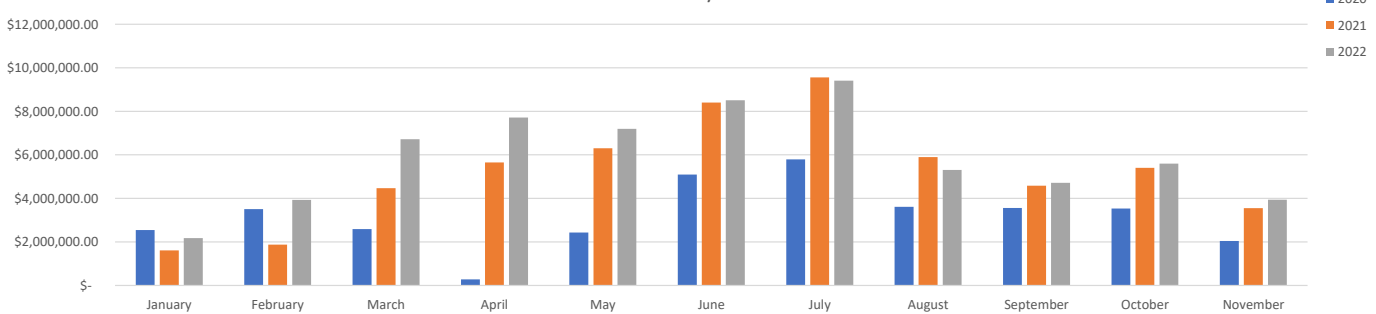
Total Revenue \$ 34,995,922
Occupancy Rate 57.0%
RevPAR \$ 97.50
ADR \$ 170.92



OCCUPANCY REPORT DETAIL

Hotel	# of Rms	Units Availbl	Units Occpd	Percent Occpd	Average Daily Rate	RevPAR	2022 Room Revenue	2021 Room Revenue	Revenue Variance	
Beachview Club	38	12,156	7,183	59.1%	\$ 228.57	\$ 135.06	1,641,813	1,474,856	\$ 166,957	11%
Home2Suites	107	35,738	23,500	65.8%	\$ 207.23	\$ 136.27	4,870,001	4,375,288	\$ 494,713	11%
Holiday Inn Resort	157	52,438	27,694	52.8%	\$ 218.76	\$ 115.53	6,058,244	6,563,819	\$ (505,575)	-8%
Days Inn & Suites	124	40,282	26,428	65.6%	\$ 188.65	\$ 123.77	4,985,657	4,973,815	\$ 11,842	0%
Courtyard by Marriott/ Residence Inn	209	69,597	42,709	61.4%	\$ 225.55	\$ 138.41	9,633,107	4,431,779	\$ 5,201,328	117%
Hampton Inn	138	46,092	27,734	60.2%	\$ 206.13	\$ 124.03	5,716,754	5,584,793	\$ 131,961	2%
Jekyll Island Club Resort	200	66,632	40,755	61.2%	\$ 323.81	\$ 198.06	13,196,900	12,181,102	\$ 1,015,798	8%
Seafarer Inn & Suites	73	22,187	12,675	57.1%	\$ 184.16	\$ 105.21	2,334,265	2,464,797	\$ (130,532)	-5%
Villas by the Sea	112	28,157	17,630	62.6%	\$ 208.53	\$ 130.57	3,676,462	3,352,447	\$ 324,015	10%
Villas by the Sea - Jekyll Realty	19	5,287	3,202	60.6%	\$ 156.57	\$ 94.83	501,349	427,916	\$ 73,433	17%
Villas by the Sea - Parker Kaufman	27	6,854	4,229	61.7%	\$ 129.13	\$ 79.67	546,075	347,283	\$ 198,792	57%
Westin	200	67,000	49,823	74.4%	\$ 241.90	\$ 179.88	12,052,004	11,138,719	\$ 913,285	8%
2022 Total		452,420	283,562	62.7%	\$ 229.98	\$ 144.14	\$ 65,212,631	\$ 57,316,614	\$ 7,896,017	13.8%
2021 Total		413,095	275,700	66.7%	\$ 207.89	\$ 138.75	\$ 57,316,614			
2020 Total		358,946	204,747	57.0%	\$ 170.92	\$ 97.50	\$ 34,995,922			

Revenues by Month

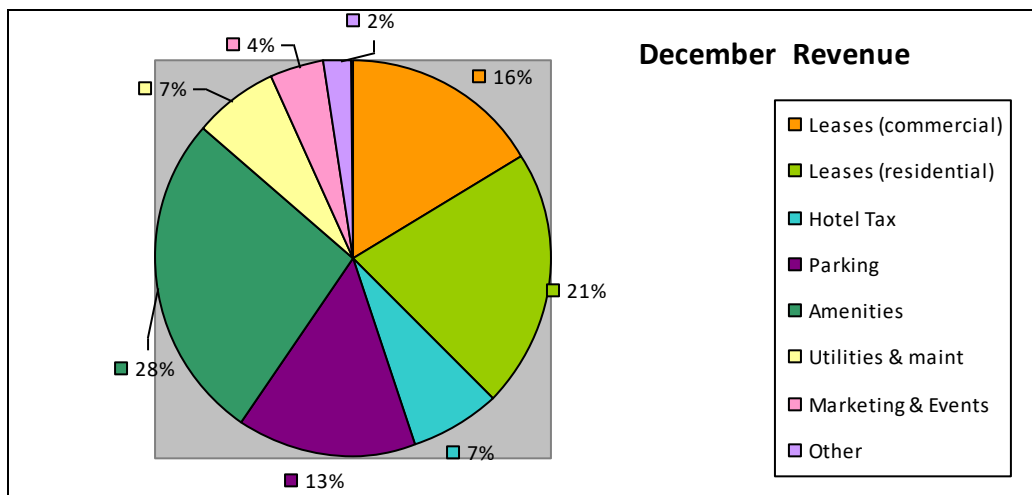


MEMORANDUM

TO: FINANCE COMMITTEE
FROM: MARJORIE JOHNSON
SUBJECT: DECEMBER FINANCIAL STATEMENTS
DATE: 1/9/2023

Revenues

Revenues for December were \$2,957,202 which reflects a favorable \$95K (3%) variance from budget. Year-to-date revenues reflect a favorable \$2.2M (12%) variance from budget and a favorable \$1.9M (10%) variance from the prior year to date revenues.



The largest variances for the month were:

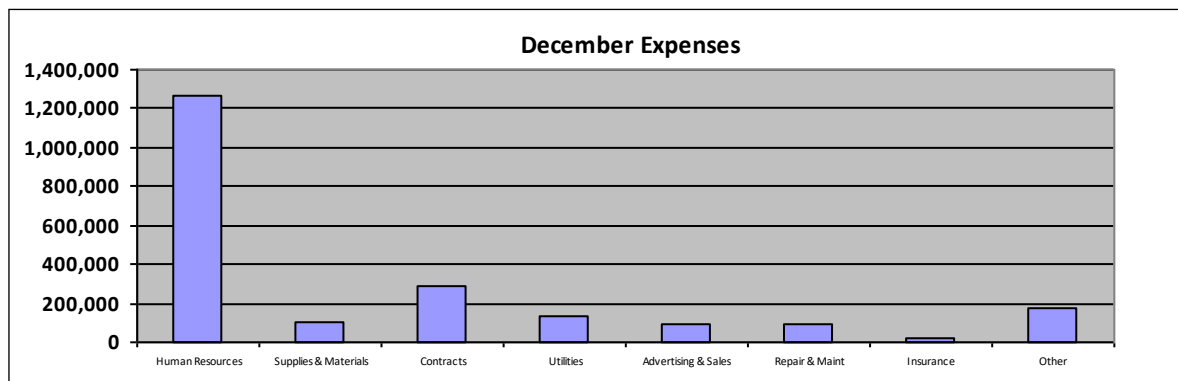
- Lot leases (+\$86K) – Variance is due to changes in land values made by Glynn County for 2022.
- Marketing & Events (-\$94K) – Revenue from sponsorships and vendor booth rentals were less than budget for the Shrimp & Grits Festival.
- Hotel/Motel taxes (+\$71K) – Anticipating some downturn in revenues, we budgeted conservatively for hotel/motel taxes this year and we have been able to surpass the budgeted amounts. Year-to-date hotel/motel taxes are \$27K less than prior year-to-date revenues.

Expenses

Expenses were \$2,189,932 for December and reflected a favorable budget variance of \$361K (14%) for the month. Expenses reflected a favorable \$463K variance from Year-to-date budget and reflected an unfavorable \$3.7M (29%) variance from Prior Year to Date expenses.

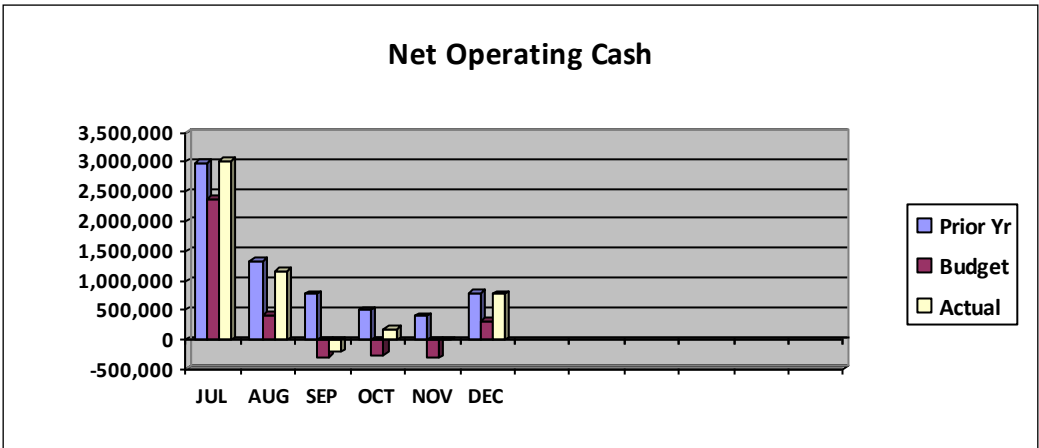
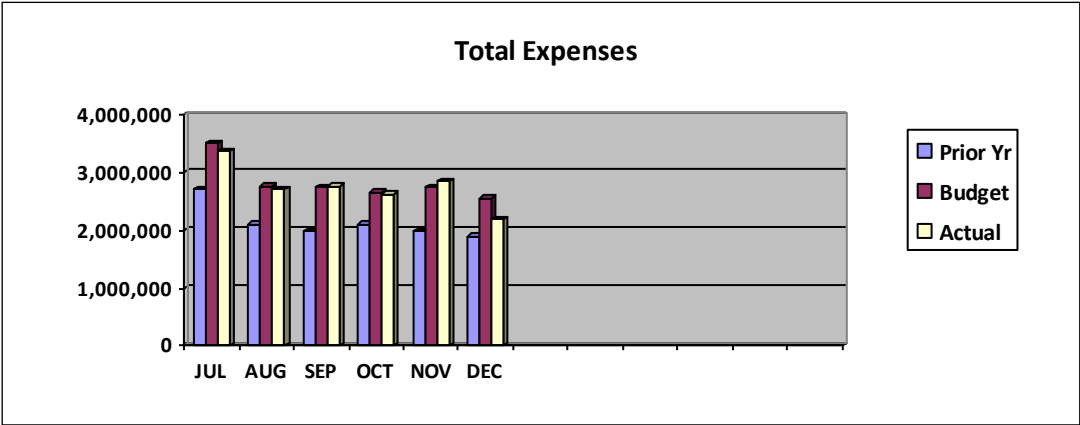
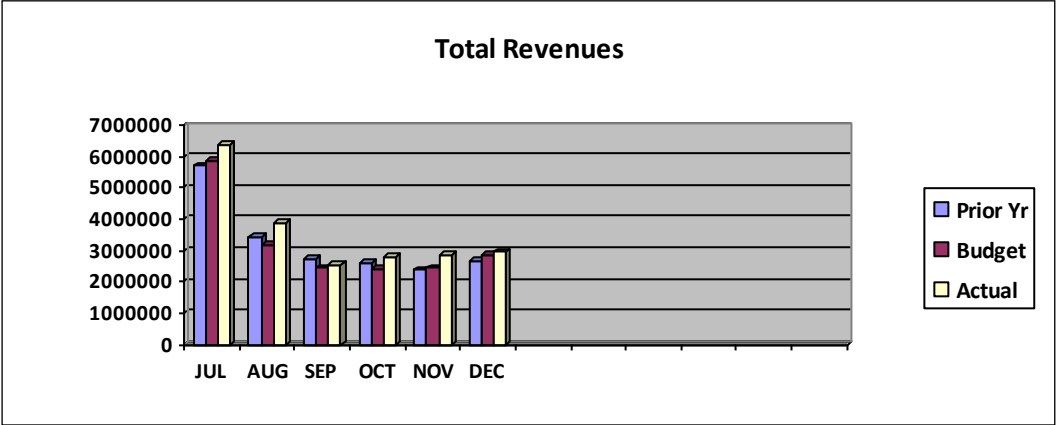
The largest budget variances for the month were:

- Human Resources (-\$161K) – Variance is due to vacant full time and part time positions.
- Supplies & Materials (-\$108K) - this variance is timing related and is expected to be spent by the end of the fiscal year. About 50% of this variance is for expenses for Shrimp & Grits and Holly Jolly that have not been received yet.



Net Operating Cash

The Net Operating Cash Income for the month is \$767,270, which is a \$456K favorable variance from the budgeted net operating cash income of \$311,193. Net Operating Cash Income reflects a favorable \$2.7M variance from year-to-date budget and an unfavorable \$1.8M variance from prior year to date income.



Jekyll Island Authority
CONSOLIDATED BUDGET COMPARISON
For the Six Months Ending December 31, 2022

	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	480,560	478,513	2	0%	3,236,782	2,949,613	287	10%	3,158,742	78	2%
Hotel Tax	151,663	97,489	54	56%	1,377,222	892,460	485	54%	1,393,862	(17)	-1%
Tourism Development Fund	58,724	41,781	17	41%	579,221	382,483	197	51%	589,332	(10)	-2%
Parking	436,891	460,952	(24)	-5%	2,821,996	2,853,412	(31)	-1%	2,783,211	39	1%
Interest	29,227	700	29	4075%	106,940	4,200	103	2446%	4,631	102	2209%
Lot Rentals	631,255	545,000	86	16%	712,456	588,000	124	21%	620,196	92	15%
Foundation	548	426	0	28%	4,336	4,302	0	1%	3,936	0	10%
Airport	1,163	1,527	(0)	-24%	9,678	9,637	0	0%	8,857	1	9%
Administration revenue	35,791	36,512	(1)	-2%	130,458	110,049	20	19%	140,103	(10)	-7%
Intern Housing	200	4,500	(4)	-96%	14,395	19,920	(6)	-28%	23,400	(9)	-38%
Total Administration	1,826,021	1,667,400	159	10%	8,993,483	7,814,075	1,179	15%	8,726,269	267	3%
Enterprises											
Golf	180,856	191,667	(11)	-6%	1,236,099	1,201,656	34	3%	1,248,248	(12)	-1%
Convention Center	156,561	99,847	57	57%	2,635,813	2,086,185	550	26%	1,873,185	763	41%
Summer Waves	10,712	3,600	7	198%	2,012,680	1,615,975	397	25%	1,440,176	573	40%
Campground	195,052	169,473	26	15%	1,229,533	1,049,538	180	17%	1,087,176	142	13%
Life is Good	23,513	20,938	3	12%	160,397	151,145	9	6%	176,012	(16)	-9%
Museum	41,521	111,699	(70)	-63%	509,891	555,802	(46)	-8%	474,776	35	7%
Georgia Sea Turtle Center	123,220	121,782	1	1%	1,145,047	1,165,796	(21)	-2%	1,318,454	(173)	-13%
Conservation	472	1,000	(1)	-53%	(21,143)	11,116	(32)	-290%	5,118	(26)	-513%
Miniature Golf & Bikes	33,914	31,805	2	7%	214,234	182,113	32	18%	252,762	(39)	-15%
Water/Wastewater	127,322	117,614	10	8%	946,062	905,382	41	4%	950,261	(4)	0%
Sanitation	46,434	45,693	1	2%	278,032	274,096	4	1%	289,177	(11)	-4%
Fire Department	7,822	4,450	3	76%	1,425,184	1,442,431	(17)	-1%	1,350,814	74	6%
Tennis	17,511	5,502	12	218%	69,198	58,776	10	18%	59,936	9	15%
Marketing, Special Events & Sales	132,859	226,975	(94)	-41%	326,529	467,266	(141)	-30%	127,466	199	156%
Guest Information Center	16,566	15,918	1	4%	170,824	112,629	58	52%	86,125	85	98%
Camp Jekyll & Soccer Fields	12,099	23,745	(12)	-49%	95,406	119,046	(24)	-20%	77,182	18	24%
Landscaping, Roads & Trails	4,659	3,000	2	55%	9,383	6,500	3	44%	11,724	(2)	-20%
Vehicle & Equipment Maintenance	-	250	(0)	-100%	2,034	500	2	307%	1,926	0	6%
Facility Maintenance	88	-	0	0%	1,585	-	2	0%	524	1	202%
Golf Course Maintenance	-	-	-	0%	-	-	-	0%	234	(0)	-100%
Total Enterprises	1,131,181	1,194,957	(64)	-5%	12,446,789	11,405,951	1,041	9%	10,831,274	1,616	15%
Total Revenues	2,957,202	2,862,357	95	3%	21,440,272	19,220,026	2,220	12%	19,557,543	1,883	10%

Expenses

Human Resources	1,268,872	1,429,571	(161)	-11%	8,653,598	9,007,750	(354)	-4%	6,680,471	1,973	30%
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	MONTH ACTUAL	MONTH BUDGET	BUDGET VARIANCE		YTD ACTUAL	YTD BUDGET	BUDGET VARIANCE		YEAR ACTUAL	VARIANCE	
			(000's)	%			(000's)	%		(000's)	%
Supplies & Materials	105,567	213,787	(108)	-51%	1,045,201	1,163,140	(118)	-10%	792,533	253	32%
Advertising & Sales	96,506	65,916	31	46%	544,256	546,211	(2)	0%	293,102	251	86%
Repairs - Facilities & Grounds	88,667	121,637	(33)	-27%	753,073	828,304	(75)	-9%	714,729	38	5%
Utilities	126,145	133,423	(7)	-5%	1,057,948	986,708	71	7%	1,013,904	44	4%
Insurance	25,039	10,022	15	150%	756,585	740,318	16	2%	682,228	74	11%
Contracts	286,851	351,235	(64)	-18%	2,229,637	2,322,985	(93)	-4%	1,439,035	791	55%
Rentals	75,856	60,996	15	24%	464,495	455,635	9	2%	349,450	115	33%
Printing	8,071	47,306	(39)	-83%	62,913	120,153	(57)	-48%	37,925	25	66%
Motor Vehicle	7,923	23,615	(16)	-66%	159,488	134,663	25	18%	122,650	37	30%
Telephone	8,560	10,260	(2)	-17%	55,398	59,207	(4)	-6%	53,517	2	4%
Equipment Purchase <\$1K	1,512	10,119	(9)	-85%	40,774	46,323	(6)	-12%	57,237	(16)	-29%
Equipment Purchase \$1K to \$5K	11,226	8,850	2	27%	55,450	53,149	2	4%	58,972	(4)	-6%
Travel	2,710	5,365	(3)	-49%	28,819	37,200	(8)	-23%	20,026	9	44%
Dues	33,031	26,731	6	24%	250,968	226,504	24	11%	198,080	53	27%
Credit Card Fees	43,346	32,332	11	34%	345,700	239,537	106	44%	269,001	77	29%
Bank Fees	49	-	0	0%	781	-	1	0%	384	0	103%
Total Expenditures	2,189,932	2,551,164	(361)	-14%	16,505,082	16,967,788	(463)	-3%	12,783,245	3,722	29%
Net Operating Cash Income **	767,270	311,193	456	147%	4,935,190	2,252,238	2,683	119%	6,774,298	(1,839)	-27%

** Does not include depreciation or capital projects

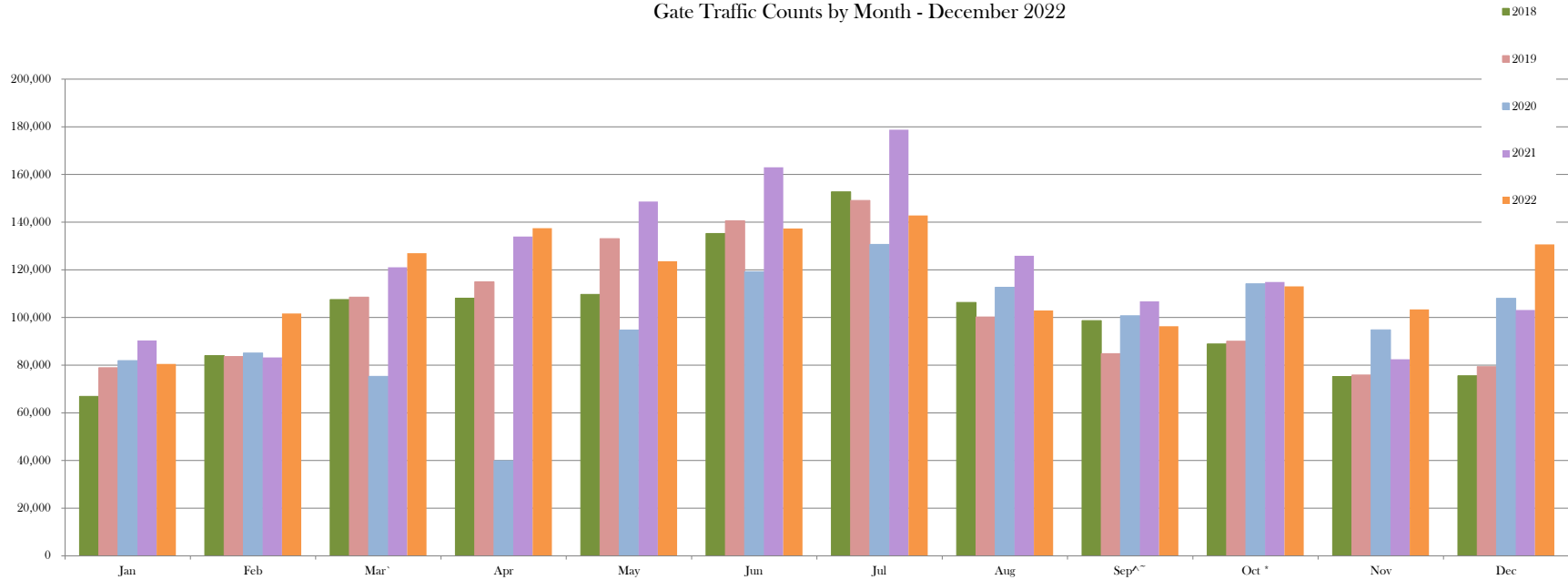
December 2022 Traffic Counts

	2018			2019			2020			2021			2022		
	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	21,065	45,842	66,907	28,874	50,037	78,911	29,773	52,159	81,932	23,462	66,875	90,337	22,696	57,843	80,539
February	34,326	49,664	83,990	35,010	48,619	83,629	32,646	52,457	85,103	22,609	60,616	83,225	29,766	71,891	101,657
March	51,052	56,444	107,496	51,682	56,865	108,547	27,012	48,279	75,291	39,560	81,491	121,051	36,635	90,333	126,968
April	55,620	52,474	108,094	61,404	53,529	114,933	12,082	27,810	39,892	47,198	86,746	133,944	44,680	92,799	137,479
May	54,547	55,167	109,714	74,194	58,894	133,088	44,891	49,825	94,716	58,179	90,491	148,670	44,071	79,550	123,621
June	79,575	55,657	135,232	82,105	58,479	140,584	51,147	68,042	119,189	60,141	102,896	163,037	58,450	78,894	137,344
July	95,960	56,773	152,733	89,499	59,595	149,094	56,441	74,236	130,677	60,613	118,185	178,798	62,840	79,953	142,793
August	53,639	52,681	106,320	47,501	52,687	100,188	39,096	73,585	112,681	38,368	87,543	125,911	36,217	66,712	102,929
September	49,032	49,651	98,683	37,317	47,518	84,835	34,055	66,662	100,717	34,300	72,468	106,768	32,371	63,952	96,323
October	38,539	50,366	88,905	39,100	50,923	90,023	33,851	80,276	114,127	37,170	77,713	114,883	35,694	77,360	113,054
November	29,468	45,737	75,205	30,173	45,699	75,872	22,914	71,876	94,790	26,069	56,386	82,455	28,306	75,088	103,394
December	30,104	45,436	75,540	31,871	47,504	79,375	29,842	78,215	108,057	37,396	65,769	103,165	36,894	93,741	130,635
Totals	592,927	615,892	1,208,819	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

LPR system began April 2020

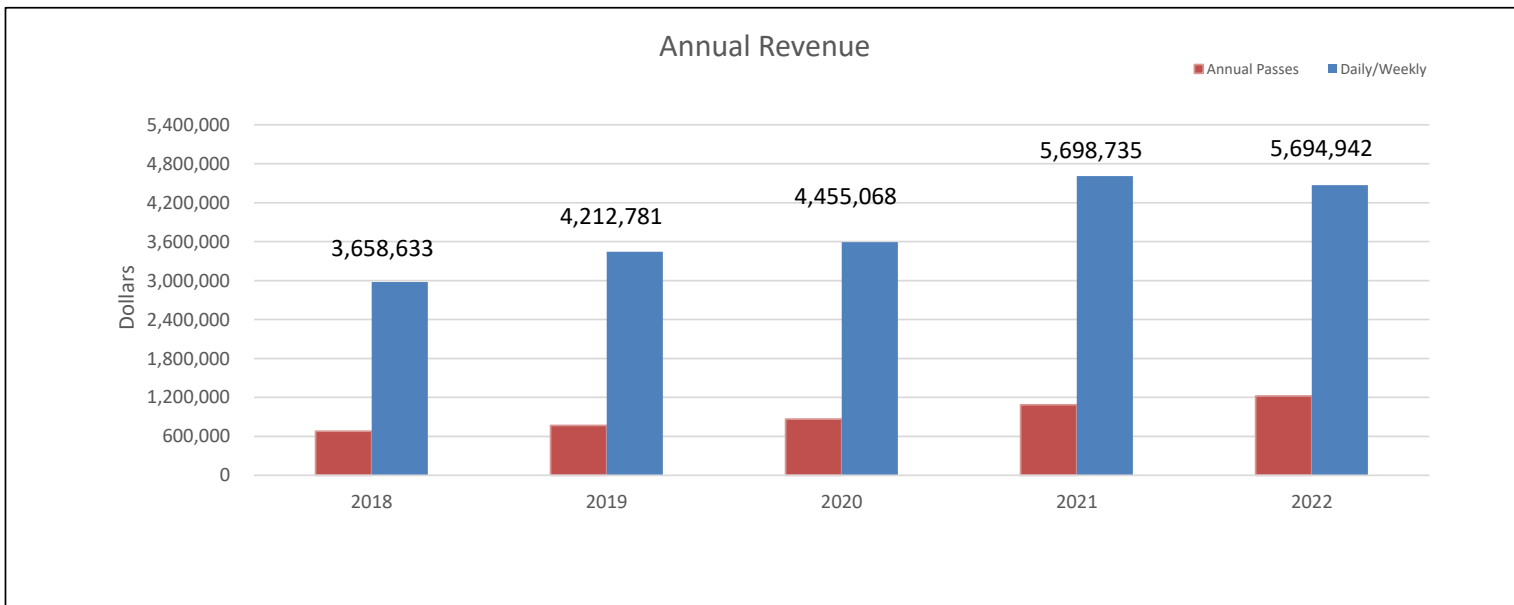
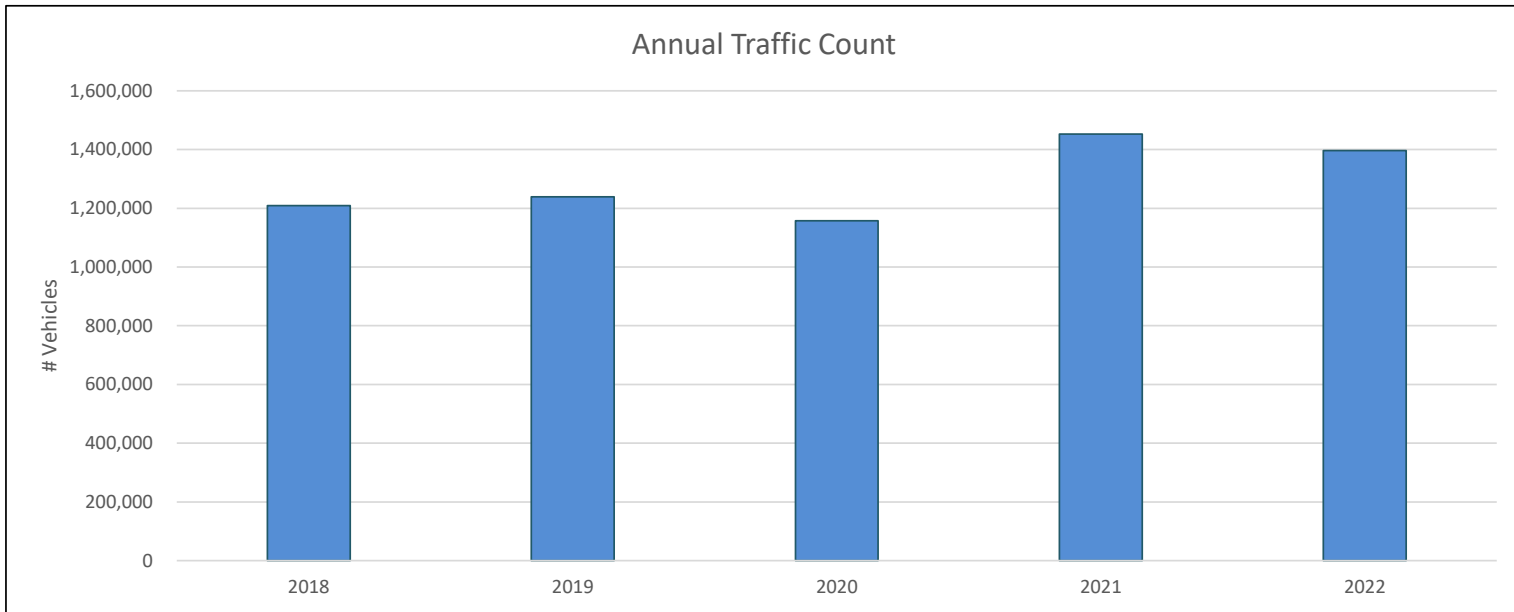
Year to Date Comparison	2018 YTD	2019 YTD	2020 YTD	2021 YTD	2022 YTD
	1,208,819	1,239,079	1,157,172	1,452,244	1,396,736

Gate Traffic Counts by Month - December 2022



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

~Sept 2019 - Hurricane Dorian



Jan 4, 2023

Jekyll Island Convention Center

December FY 23 Financial Review

	FY 23	FY 22	FY 21	FY 20	FY 19	FY 18	FY 17	FY 16	FY 15
Number of Events	7	11	7	12	8	7	6	3	5
Event Days	13	23	11	24	16	15	13	7	12
Attendance	2,915	6046	1190	9722	9,625	10750	17,431	10270	10776
Revenue	\$168,872.29 act \$108,076.00 Budg	\$195,891	\$20,661	\$170,591	\$181,806	\$91,214	\$158,300	\$157,456	\$95,229
Sq feet used	384,970	706,170	139,360	548,660	546,380	N/A	N/A	N/A	N/A

December transitioned from the robust busy all day, everyday pace into our traditional holiday season. Georgia Farm Bureau made their annual return with strong island wide presence with slightly higher revenues. The Center welcomed the Brunswick Golden Isles Chamber Breakfast & hosted the Fall Coastal College Graduation. With the island in holiday season mode, we had the Jekyll Island Singers as well as the 6th Annual Christmas Concert. There were a few cancellations with Rayonier, GA Fiscal, and the Redemption Church. These all were events that did not develop, but we were hopeful for during budget planning.

FUTURE CONTRACTS ISSUED - 6 – Estimated revenues \$65,000

Conventions –1– Anticipated rev \$55,000

Meetings –0–Anticipated revenue

Banquet –0– Anticipated revenue

Weddings –1– Anticipated revenue \$10,000

Public Event – 0 – Anticipated revenue

PROPOSALS

CVB –8

Westin – 1

Cvent- 3

ASM sitepass -0

Combined sites and planning meetings with all staff – 4

JEKYLL ISLAND AUTHORITY

HOTEL OCCUPANCY STATISTICS

Calendar Year to Date - December 2022

HOTEL STATISTICS AT-A-GLANCE

2022

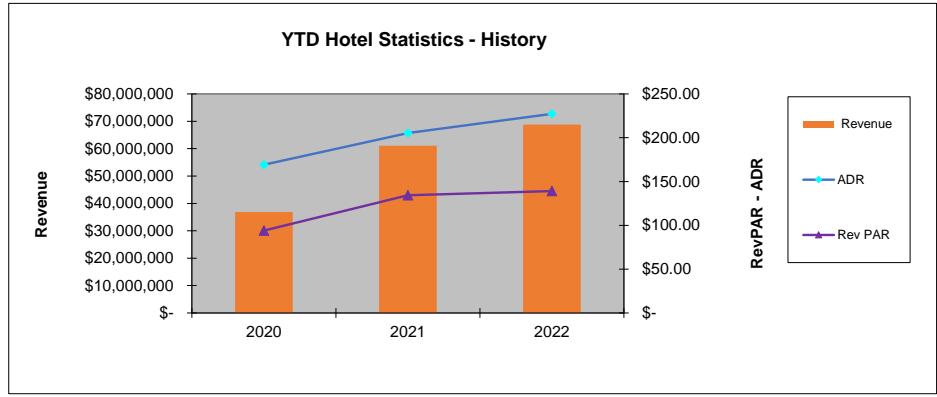
Total Revenue \$ 68,801,718
Occupancy Rate 61.2%
Rev PAR \$ 139.11
ADR \$ 227.25

2021

Total Revenue \$ 61,055,347
Occupancy Rate 65.4%
RevPAR \$ 134.40
ADR \$ 205.37

2020

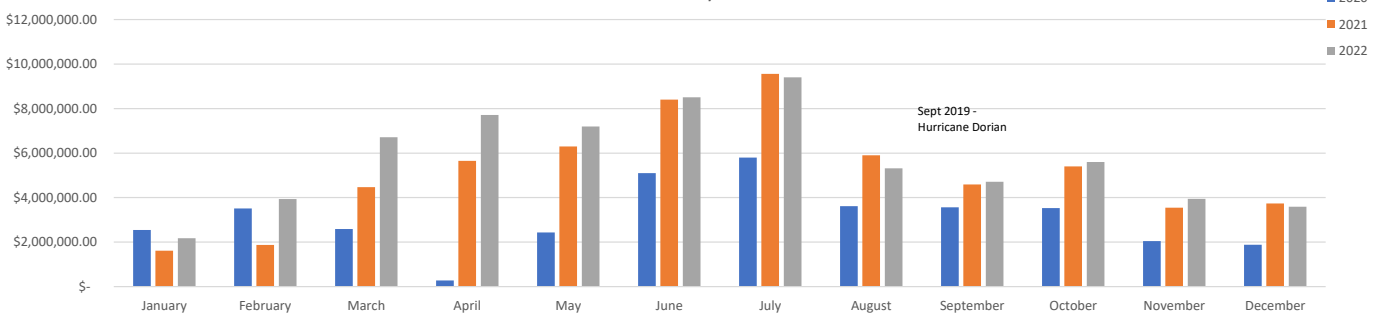
Total Revenue \$ 36,878,423
Occupancy Rate 55.5%
RevPAR \$ 93.98
ADR \$ 169.19



OCCUPANCY REPORT DETAIL

Hotel	# of Rms	Units Availbl	Units Occpd	Percent Occpd	Average Daily Rate	RevPAR	2022 Room Revenue	2021 Room Revenue	Revenue Variance	
Beachview Club	38	13,315	7,717	58.0%	\$ 224.66	\$ 130.21	1,733,702	1,548,086	\$ 185,616	12%
Home2Suites	107	39,055	25,402	65.0%	\$ 203.03	\$ 132.06	5,157,410	4,646,606	\$ 510,804	11%
Holiday Inn Resort	157	57,305	29,379	51.3%	\$ 214.67	\$ 110.06	6,306,873	6,880,899	\$ (574,026)	-8%
Days Inn & Suites	124	43,882	28,123	64.1%	\$ 185.21	\$ 118.70	5,208,598	5,221,954	\$ (13,356)	0%
Courtyard by Marriott/ Residence Inn	209	76,076	45,581	59.9%	\$ 222.68	\$ 133.42	10,150,132	4,893,948	\$ 5,256,184	107%
Hampton Inn	138	50,370	29,266	58.1%	\$ 202.92	\$ 117.90	5,938,778	5,903,464	\$ 35,314	1%
Jekyll Island Club Resort	200	72,832	44,171	60.6%	\$ 320.84	\$ 194.58	14,171,625	13,277,998	\$ 893,627	7%
Seafarer Inn & Suites	73	24,200	13,700	56.6%	\$ 179.12	\$ 101.40	2,453,999	2,599,031	\$ (145,031)	-6%
Villas by the Sea	109	30,856	18,811	61.0%	\$ 206.29	\$ 125.76	3,880,541	3,546,348	\$ 334,193	9%
Villas by the Sea - Jekyll Realty	18	5,845	3,299	56.4%	\$ 153.49	\$ 86.63	506,378	438,803	\$ 67,575	15%
Villas by the Sea - Parker Kaufman	26	7,660	4,473	58.4%	\$ 126.37	\$ 73.79	565,266	361,464	\$ 203,802	56%
Westin	200	73,200	52,837	72.2%	\$ 240.90	\$ 173.89	12,728,416	11,736,745	\$ 991,671	8%
2022 Total		494,596	302,759	61.2%	\$ 227.25	\$ 139.11	\$ 68,801,718	\$ 61,055,347	\$ 7,746,372	12.7%
2021 Total		454,266	297,300	65.4%	\$ 205.37	\$ 134.40	\$ 61,055,347			
2020 Total		392,416	217,974	55.5%	\$ 169.19	\$ 93.98	\$ 36,878,423			

Revenues by Month



March 2020 - current = COVID impact (largest impact was March - June)

MEMORANDUM

TO: FINANCE COMMITTEE
FROM: MARJORIE JOHNSON, CHIEF ACCOUNTING OFFICER
SUBJECT: FY 2023 CAPITAL EQUIPMENT AND PROJECTS REQUESTS
DATE: 1/9/2023

Net Operating Income for the first six months of Fiscal Year 2022 have been significantly better than anticipated, as a result, our bottom line is approximately \$2.7M better than the FY 2023 year-to-date budget.

The staff would like to request the following capital equipment and projects:

Freezer at Summer Waves (replacement)	\$30,000.00
Hollybourne exhibit design (additional funding)	\$65,000.00
Audio units for GSTC tours (additional funding)	\$7,200.00
Flooring at Golf Club House common areas	\$12,000.00
Total requested from Current year income	\$114,200.00

Bike path to Guest Information Center (additional funding)	\$150,000.00
Total requested from Tourism Development Fund	\$150,000.00

Beach crossover repairs (repair storm damage)	\$140,000.00
Total requested from Public Improvement Fund	\$140,000.00

MEMORANDUM OF AGREEMENT
BY AND BETWEEN
GEORGIA DEPARTMENT OF TRANSPORTATION AND
JEKYLL ISLAND-STATE PARK AUTHORITY FOR
PRELIMINARY ENGINEERING

This Memorandum of Agreement (“Agreement”) is made and entered into this _____ day of _____, 2023, by and between the GEORGIA DEPARTMENT OF TRANSPORTATION, an agency of the State of Georgia (hereinafter called the “DEPARTMENT” or “GDOT”), and JEKYLL ISLAND-STATE PARK AUTHORITY (hereinafter called the “SPONSOR”).

WHEREAS, **PI No. 0016635 Jekyll Island Causeway Bike Path** (hereinafter called “PROJECT”) has been added to the Statewide Transportation Improvement Plan; and

WHEREAS, the DEPARTMENT policy requires, and the SPONSOR has agreed, that the SPONSOR shall fund a portion of the DEPARTMENT expenses associated with obtaining a concept report during the Scoping Phase of the Preliminary Engineering phase (hereinafter called “PE” or the “PROJECT”); and

WHEREAS, the DEPARTMENT has agreed to manage the PROJECT and has added it to the Regional On Call contract. The DEPARTMENT will also perform the functions required for the successful completion of PE; and

WHEREAS, the estimated amount for the PE for this project phase is **Five Hundred Forty Four Thousand Three Hundred Twenty Seven and 64/100 (\$544,327.64)**; and

WHEREAS, the SPONSOR has agreed to pay 20% of the total amount in the amount of **One Hundred Eight Thousand Eight Hundred Sixty Five and 53/100 (\$108,865.53)** to the DEPARTMENT within thirty (30) days of notification of this fully executed Agreement; and

WHEREAS, the Constitution authorizes intergovernmental agreements whereby the state may contract with any local governmental entity, public corporation, or public authority “for joint services, for the provision of services, or for the joint or separate use of facilities or equipment; but such contracts must deal with activities, services or facilities which the parties are authorized by law to undertake or provide.” Ga. Constitution Article IX, §III, ¶I(a).

NOW THEREFORE, in consideration of the mutual promises made and of the benefits to flow from one to the other, the DEPARTMENT and the SPONSOR hereby agree each with the other as follows:

1. **PAYMENT BY THE SPONSOR TO THE DEPARTMENT**

- a. Subject to the provisions of this section, the SPONSOR will be responsible for providing payment of twenty percent (20%) of the PE Phase Estimate or **One Hundred Eight Thousand Eight Hundred Sixty Five and 53/100 (\$108,865.53)** to the DEPARTMENT within thirty (30) days

of notification of this fully executed Agreement.

- b. All payments by the SPONSOR to the DEPARTMENT shall be sent to the following address:

For payments made by check:
Georgia Department of Transportation
P.O. Box 932764
Atlanta, GA 31193-2764

For payments made by ACH:
Bank Routing (ABA) # 121000248
Account # 29794840000000007

- c. If there is an unused balance after completion of all tasks and phases of the PROJECT, then pending a final audit by the DEPARTMENT, the remainder will be refunded to the SPONSOR.
- d. The DEPARTMENT will prepare Specific Activity Agreements for funding applicable to other PROJECT activities, when appropriate.
- e. Both the SPONSOR and the DEPARTMENT hereby acknowledge that Time is of the essence.

If, for any reason, the SPONSOR does not make payment to the DEPARTMENT pursuant to Paragraph 1 above, the DEPARTMENT reserves the right, where applicable, to delay or cancel the PROJECT.

2. The PROJECT will be added to the GDOT Regional On-Call contract in which all required activities will be completed in accordance with the DEPARTMENT's Plan Development Process hereinafter referred to as "PDP", the applicable guidelines of the American Association of State Highway and Transportation Officials, hereinafter referred to as "AASHTO", the DEPARTMENT's Standard Specifications Construction of Transportation Systems, the DEPARTMENT'S Local Administered Project Manual and all applicable design guidelines and policies of the DEPARTMENT to produce a cost effective PROJECT.

3. COMPLIANCE WITH APPLICABLE LAWS

- a. The undersigned, on behalf of the SPONSOR, certifies that the provisions of Section 45-10-20 through 45-10-28 of the Official Code of Georgia Annotated relating to Conflict of Interest and State employees and officials trading with the State have been complied with in full.
- b. The provisions of Section 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated relating to the "Drug-Free Workplace Act" have been complied with in full, as stated in Appendix A of this Agreement.
- c. The SPONSOR has read and understands the regulations for STATE AUDIT REQUIREMENT as stated in Appendix B of this Agreement and will comply in full with all applicable audit requirements.

d. The SPONSOR hereby agrees that it shall comply with all applicable requirements of the American with Disabilities Act of 1990 (ADA), 42 U.S.C. 12101, *et seq.* and 49 U.S.C. 322; Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 791; and regulations and amendments thereto.

e. The SPONSOR hereby agrees that it shall comply with Official Code of Georgia Annotated Title 25, Chapter 9, Georgia Utility Facility Protection Act, CALL BEFORE YOU DIG 1-800-282-7411.

f. The SPONSOR hereby agrees that it shall not discriminate on the basis of age, race, color, sex, national origin, religion or disability and that it shall comply, at a minimum, with the following Georgia laws: the Georgia Age Discrimination Act (O.C.G.A. § 34-1-2 *et seq.*); the Georgia Equal Employment for Persons with Disabilities Code (O.C.G.A. 34-6A-1 *et seq.*); and the Sex Discrimination in Employment (O.C.G.A. 34-5-1 *et seq.*). The SPONSOR further agrees that it will comply with any and all state and federal laws not specifically stated herein addressing discrimination to the extent that such is applicable.

g. SPONSOR acknowledges and agrees that failure to complete appropriate certifications or the submission of a false certification shall result in the termination of this Agreement.

4. The Parties acknowledge that the following Attachments to this Agreement are hereby incorporated into and made a part of this Agreement as though expressly written herein:

Exhibit A - Estimate for TAP Project Scoping Phase

Exhibit B - Detailed Project Schedule

Appendix A - Certification of Local Government Drug Free Workplace

Appendix B - Certification of Compliance with State Audit Requirement

5. This Agreement is made and entered into in FULTON COUNTY, GEORGIA, and shall be governed and construed under the laws of the State of Georgia.

6. The covenants herein contained shall, except as otherwise provided, accrue to the benefit of and be binding upon the successors and assigns of the parties hereto.

7. If any provision of this Agreement is determined to be invalid or unenforceable, the remaining provisions shall remain in force and unaffected to the fullest extent permitted by law and regulation.

8. Nothing contained herein shall be construed as conferring upon or giving to any person, other than the parties hereto, any rights or benefits under or by reason of this Agreement.

9. The above "Whereas" clauses are hereby incorporated by reference as though fully set forth herein.

10. This Agreement supersedes all prior negotiations, discussion, statements and agreements between the parties and constitutes the full, complete and entire agreement between the Parties with respect hereto; no member, officer, employee or agent of either party has authority to make, or has made, any statement, agreement, representation or contemporaneous agreement, oral or written, in connection herewith, amending, supplementing, modifying, adding to, deleting from, or changing the terms and conditions of this Agreement. No modification of or amendment to this Agreement will be binding on either Party hereto unless such modification or amendment will be properly authorized, in writing, properly signed by both Parties and incorporated in and by reference made a part hereof.

IN WITNESS WHEREOF, the DEPARTMENT and the SPONSOR have caused these presents to be executed under seal by their duly authorized representatives.

GEORGIA DEPARTMENT OF
TRANSPORTATION

JEKYLL ISLAND-STATE PARK AUTHORITY

BY: _____
Commissioner

BY: _____
C. Jones Hooks – Executive Director

ATTEST:

Treasurer

EXHIBIT A
GDOT Estimate for TAP Project Scope Phase

**P.I. 0016635 GLYNN COUNTY, JEKYLL ISLAND STATE PARK AUTHORITY – JEKYLL ISLAND
CAUSEWAY BIKE PATH**

91832 TO#29: ATKINS NORTH AMERICA, INC. – Provide survey database, preliminary plans, and
Environmental documentation – PI#0016635 Glynn County – Contract ID: 48400-NEW-TOOPD1900741

Item Total = \$544,327.64

Total PO Amount = \$544,327.64

EXHIBIT B

**P.I. 0016635 GLYNN COUNTY, JEKYLL ISLAND STATE PARK AUTHORITY – JEKYLL ISLAND
CAUSEWAY BIKE PATH**

DETAILED PROJECT SCHEDULE

**APPENDIX A CERTIFICATION OF LOCAL GOVERNMENT
DRUG-FREE WORKPLACE**

I hereby certify that I am a principal and duly authorized representative of JEKYLL ISLAND STATE PARK AUTHORITY whose address is 100 James Road, Jekyll Island, GA 31527 and it is also certified that:

1. The provisions of Section 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating to the "Drug-Free Workplace Act" have been complied with in full; and
2. A drug-free workplace will be provided for the SPONSOR's employees during the performance of the contract; and
3. It is certified that the undersigned will not engage in unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

JEKYLL ISLAND STATE PARK AUTHORITY

Date

C. Jones Hooks – Executive Director

APPENDIX B
CERTIFICATION OF COMPLIANCE WITH STATE AUDIT REQUIREMENT

I hereby certify that I am a duly authorized representative of JEKYLL ISLAND STATE PARK AUTHORITY whose address is 100 James Road, Jekyll Island, GA 31527 and it is also certified that:

I. STATE AUDIT REQUIREMENT

The provisions of Section 12-3-234 of the Official Code of Georgia Annotated, relating to the requirement of annual audits for Jekyll Island State Park Authority shall be complied with throughout the contract period. Further, Jekyll Island State Park Authority shall comply in all material respects with all applicable audit requirements promulgated or enforced by the Georgia Department of Audits and Accounts.

JEKYLL ISLAND STATE PARK AUTHORITY

Date _____

C. Jones Hooks – Executive Director

MEMORANDUM

TO: FINANCE COMMITTEE
FROM: NOEL JENSEN, DEPUTY EXECUTIVE DIRECTOR
SUBJECT: CONVENTION CENTER SIGN AWARD
DATE: 1/9/2023

A new two-sided, digital outdoor display for the Convention Center was approved as a capital budget purchase at \$100,000.00. The current, digital display is 10 years old, with a 10 to 12-year life expectancy. There are new digital features available today that will better serve the Convention Center.

JIA staff received three competing bids for the Convention Center sign to replace the existing digital display with one (1) new, fully customizable, two-sided display from Watchfire and restore the existing case with fresh paint and new lettering. The three (3) bidders were Dalton Signs, Inc., ANS Signs, Inc., and Whitfield Signs Company. The bidder presenting the lowest responsive bid is Dalton Signs, Inc. for an amount of \$77,901.50.

Staff hereby requests awarding of the Convention Center Sign to Dalton Signs, Inc. for \$77,901.50.

MEMORANDUM

TO: COMMITTEE OF THE WHOLE
FROM: NOEL JENSEN, DEPUTY EXECUTIVE DIRECTOR
SUBJECT: REQUEST FOR PROPSAL (RFP) 372 FOR COMMUNICATIONS TOWER
DATE: 1/10/2023

Staff has finalized RFP 372 that will be released upon JIA Board approval for a self-supporting Communications Monopole Tower to be owned and managed by the Jekyll Island Authority.

The Communications Tower must be approximately 150-foot and capable of accommodating four (4) wireless communication carriers. This is to be a turnkey proposal including any and all geotechnical testing, permitting, site preparation, tower and foundation design and engineering, all associated materials and accessories, and installation.

Staff is making a request for release of RFP 372 to select a contractor to design, build and commission the Communications Tower located adjacent to Water Tower #4 at 305 South Beachview Drive.



100 JAMES ROAD

JEKYLL ISLAND, GA 31527

(912) 635-4000

Request for Proposal # 372

for

Communications Tower

Date Issued: January 17, 2023

Submission Deadline:

Friday, February 10, 2023
at 2:00p.m. Eastern Time

SECTION 8

PROPOSAL

RFP # 372

Communications Tower

A. Background

The Jekyll Island Authority (JIA) invites proposals from qualified vendors to provide a 145-foot, self-supporting communications monopole tower. Upon project completion the tower will be owned and managed by the Jekyll Island Authority. This is to be a turnkey proposal including geotechnical testing, permitting, site preparation, tower and foundation design and engineering, all associated materials and accessories, and installation.

B. Project Overview

The monopole is to be erected adjacent to the JIA water tower located at 305 South Beachview Drive (31-01'33" N, 81-25'08" W) on land owned by the JIA. An opportunity exists for a potential change order to replicate construction of an identical tower to be located at 1176 North Beachview Drive. Any potential economies can be discussed in the vendor bid submission.

C. Project Objectives and Expected Outcome

The monopole tower must be capable of accommodating four (4) wireless communications carriers and the bids submitted shall demonstrate how this collocation will be accomplished.

D. Expected Tasks and Services

General construction work shall conform to the Glynn County, Georgia building codes and any other applicable state, local and Federal codes, and local ordinances. Material furnished by the successful vendor shall be new and of first quality as defined by industry standards and best practices. The monopole shall meet TIA/EIA standards for Steel Antenna Towers and Antenna Supporting Structures. All foundation and tower designs must be prepared, signed, and sealed by a structural engineer who is licensed, certified, and registered in the state of Georgia as a professional engineer and shall be submitted to the Jekyll Island Authority for approval during the Due Diligence/County approval process. A copy of the

geotechnical report should accompany and support the structural engineering design(s). The Tower and all related structures must conform to the local, state or federal most current version of the wind loading requirements. The above approvals are in addition to the approval of the Federal Aviation Administration (“FAA”) if required.

E. Work of Others

a. Work of JIA

None

b. Work of other contractors

Including any and all geotechnical testing, permitting, site preparation, tower and foundation design and engineering, all associated materials and accessories, and installation.

MEMORANDUM

TO: COMMITTEE OF THE WHOLE
FROM: NOEL JENSEN, DEPUTY EXECUTIVE DIRECTOR
SUBJECT: REQUEST FOR QUOTATION (RFQ) 343 FOR WASTEWATER PROFESSIONAL ENGINEERING SERVICES
DATE: 1/9/2023

Staff has finalized RFQ 343 that will be released upon JIA Board approval for Wastewater Professional Engineering Services, including subcontracting and supervision of wastewater line cleaning with interactive sewer line mapping services.

This project will include approximately 110,000 LF of the JIA wastewater system. Wastewater mapping will consist of the selected engineering firm physically locating and plotting the wastewater lines. The engineering firm will then clean, camera and grade the wastewater infrastructure in a manner that will direct funding to the most immediate repairs. After project completion, JIA staff will have access to, at no additional cost, an as-built set of engineering drawings and an interactive video mapping system linking a color-coded digital map with the actual video footage of the sewer pipes showing location and elevation in a non-GIS related platform.

Staff is making a request for the cost of the sewer cleaning and mapping to be funded out of the Wastewater Reserve and SPLOST funding.



**JEKYLL ISLAND – STATE PARK AUTHORITY
Request for A Sealed Quotation**

Date Released January 17, 2023
Bid Opening: February 17, 2023

Request for Quotation – RFQ #343

**For the Project: Wastewater Professional Engineering Services;
Jekyll Island, Georgia**

Olivia Hancock
Jekyll Island-State Park Authority
100 James Rd
Jekyll Island, Georgia 31527
(912) 635-4418
E-mail: ohancock@jekyllisland.com
www.jekyllisland.com

JEKYLL ISLAND – STATE PARK AUTHORITY
Request For A Sealed Proposal

Date Released January 17, 2023

Request for Quotation – RFQ #343

For the Project: Wastewater Professional Engineering Services; Jekyll Island, Georgia

All Quotations are to be made in accordance with the provisions of these instructions and specifications.

Quotations should be submitted to Noel Jensen, Deputy Executive Director, Jekyll Island- State Park Authority, 100 James Road, Jekyll Island, Georgia 31527.

The deadline for submitting Quotations is 2:00 p.m. legally prevailing time on February 17, 2023, at which time Quotations will be opened and recorded.

Questions and requests for clarification may be submitted no later than Tuesday, February 7, 2023, at 2:00pm via email to Olivia Hancock at ohancock@jekyllisland.com. Questions will be answered in an addendum no later than Friday, February 10, 2023, by 5:00pm.

Minority business enterprises shall have a fair and equal opportunity to submit Quotations. All companies are encouraged to subcontract with minority business enterprises.

Quotations shall be evaluated by criteria set forth in this Request for Quotation. Subsequent to the deadline for submitting Quotations, Offerors may correspond with the Jekyll Island-State Park Authority representative named below for the purpose of Quotation clarification. All correspondence shall be conducted with:

Olivia Hancock
Jekyll Island-State Park Authority
100 James Rd
Jekyll Island, Georgia 31527
(912) 635-4418
E-mail: ohancock@jekyllisland.com

All questions concerning this RFQ must be submitted in writing (e-mail may be used) to the contact person named above. No questions other than written will be accepted. No response other than written will be binding upon the Jekyll Island-State Park Authority.

From the issue date of this RFQ until a successful Offeror is selected, Offerors are not allowed to communicate for any reason with any staff except through the individual named above.

Terms and Conditions

Offerors are cautioned that any documentation submitted with or in support of a Quotation will become subject to public inspection under the Georgia Open Records Act.

By submitting a Quotation in response to this RFQ, the Offeror agrees that it will not request, and will not authorize anyone on its behalf to request any other Offeror's response to this RFQ. Likewise, Offeror will not utilize any information contained in any other Offeror's response to this RFQ, regardless of how that information is obtained, in formulating any response to this RFQ.

The Jekyll Island-State Park Authority reserves the right to amend the RFQ prior to the date of Quotation submission. Amendments will be sent to all Offerors.

Prior to the Quotation due date, a submitted Quotation may be withdrawn by the Offeror by submitting a written request to the Jekyll Island-State Park Authority representative named above.

The cost for developing the Quotation is the sole responsibility of the Offeror. The Jekyll Island-State Park Authority will not provide reimbursement for such costs.

Each Quotation shall be prepared simply and economically, providing straightforward, concise delineation of Offeror's ability to satisfy the requirements of this RFQ. Original **blue** ink signatures by the appropriate individual or authorized official of the proposer are required, where appropriate.

Quotations are to be submitted in a plain envelope with the project title, RFQ number, and the name of the proposer written on the front. Quotations submitted via fax or "not sealed" will be rejected.

Purpose and Intent

The Jekyll Island Authority (the “Authority”), by means of this Request for Quote (“RFQ”) for this project will include Engineering Services for approximately 110,000 LF of the JIA wastewater system. Wastewater mapping will consist of the selected engineering firm physically locating and plotting the wastewater lines. The engineering firm will then clean, camera and grade the wastewater infrastructure in a manner that will direct funding to the most immediate areas in need of repair. After project completion, JIA staff will have access to, at no additional cost, an as-built set of engineering drawings and an interactive video mapping system linking a color-coded digital map with the actual video footage of the sewer pipes showing location and elevation in a non-GIS related platform. The Authority will select one engineering firm to provide the entire scope of services with the use of subcontractors.

The Engineer will be engaged for a term commencing with the date of appointment which is expected to be on or about March 3, 2023. The Authority reserves the right to extend the term of engagement.

Background

This project will examine approximately 110,000 LF of the JIA wastewater system. Wastewater mapping will consist of the selected engineering firm physically locating and plotting the wastewater lines. The engineering firm will then clean, camera and grade the wastewater infrastructure in a manner that will direct funding to the most immediate repairs. After project completion, JIA staff will have access to, at no additional cost, an as-built set of engineering drawings and an interactive video mapping system linking a color-coded digital map with the actual video footage of the sewer pipes showing location and elevation in a non-GIS related platform.

Required Components in Proposal

1. **Coversheet:** List RFQ Statement; date of submission; the name of the Contractor; and the name, address, and telephone number of a contact person for questions concerning the submittal.
2. **Letter of Interest:** A letter must be submitted that states the interests of the Contractor in this project and shall be signed by a person who will have contract authority over the project, indicating that the contents of the submittal are true and accurate. It shall summarize why JIA should select this Contractor. It shall also state that the Contractor can meet the insurance requirements as listed herein and that it is the intent of the Contractor to execute an agreement with JIA.
3. **Contractor Information and Experience:** The intent of this section is to characterize the team that will be used, subcontractors involved and how the team is organized. The following information must be provided:

- a. Name of the organization and key team members that will form the Contractor assigned to the project. Provide organizational charts to illustrate how the key team members will function together and the reporting structure.
- b. Please indicate the pertinent experience of the key members of the contractor's team. Area of residence for each individual, details regarding education, training, experience, and major projects completed may be included.
- c. Indicate whether this type of work has been performed with this team.
- d. Name similar projects where the team has worked together previously and list owner contact information. If subcontractors are not yet known, list the type of subcontractors.
- e. The experience of the team in engineering and assessing wastewater systems and permitting with various regulatory authorities should be submitted.

4. Project Approach: Based upon the site inspections performed, each applicant shall provide the following information to JIA:

- a. Conceptual Approach and schedule for the completion of all components listed in the scope of work. At a minimum, this will include but is not limited to the following deliverables:
 - i. Engineering elements and as-built of wastewater lines.
 - ii. A summary of the overall plan for cleaning and CCTV of sewer systems.
 - iii. Explanation of the interactive map-based pipe rating platform that will be provided as a deliverable.
 - iv. Explanation of how the interactive map-based pipe rating system will meet the Scope of Work and provide versatility between the divisions of JIA (Public Works, Ecological, etc.) for planning, maintenance, and response to issues.
 - 1. Will the interactive map pipe rating system require the purchase of additional software?
 - 2. Will the interactive map-based pipe rating system require any training of JIA staff?
- b. The bidder shall provide a complete fee schedule, which shall include the fixed fee to complete the Scope of Services (attached hereto as Attachment #1). The bidder should also include a statement of any assumptions or exclusions underlying the bidder's Cost Proposal. This total fixed fee shall be the bidder's firm fixed price to perform the services requested pursuant to the RFQ.
- c. The information provided will be taken into consideration as part of the selection process. Failure to submit all the required information may result in the bid being considered non-responsive. Each bidder is required to hold its prices firm through the selection process and the appointment of the Engineer by the Authority.

Evaluation

Within 7 days of the opening of sealed Quotations, all Quotations will be examined by the Jekyll Island-State Park Authority (Owner) to verify if requirements of the RFQ have been met. Failure to meet any of the Quotation requirements will be cause for the rejection of a Quotation. Award shall be given to Quotation deemed most advantageous to the Owner acting in its sole discretion.

The selection committee will rate all proposals utilizing the Weighted Rating System (See below). The sum of the Total Weighted Ratings assigned by the committee members will be used to rank the proposals.

	Evaluation Criteria	Weight	0-5 Score	Weighted Score
1	Stability of Proposal to exceed Authority's requirements and delivery schedule	20%		
2	Ability of proposed mapping system to meet the needs set forth in the scope of services.	30%		
3	Cost of the proposed services.	20%		
4	Qualifications & Experience of firm in providing Engineering services	20%		
5	Customer Service, familiarity with Jekyll Island's sewer system and updating capabilities	10%		

Minimum Specifications For All Bid Items

Responsive bidders will present Jekyll Island Authority the following engineering services associated with engineering evaluations, sewer cleaning, CCTV, and interactive mapping on Jekyll Island. Bid will be proposed by unit cost of length in 1' increments.

The following summarizes the scope of services to perform.

1. Engineering Services

- a. Bidding services and supervision of subcontractor to perform scope #2.
- b. Engineering as-built drawings
- c. Engineer grading of each individual section of wastewater line as to a scale to be determined, such as Good/Fair/Poor/Out of Service.
- d. Engineering determination as to mode of repairs after evaluation and a multi-year cost based plan for these repairs..

2. Sewer Cleaning & CCTV Interactive Mapping

- a. Subcontractor labor and equipment for cleaning and video for the sewer system on Jekyll Island (Approximately 110,000 LF).
- b. Work shall be allowed to be performed between 7:00 am and 6:00 pm Monday to Saturday.
- c. Solids removed from the sewer system will be unloaded at the Jekyll Island treatment plant where Jekyll Island will take responsibility for the solids.

3. Interactive Mapping

- a. An interactive video mapping system will be included that links a color-coded digital map with the actual video footage of the sewer pipes.
- b. Icons will be utilized to identify point specific defects in the sewer system as analyzed by a Professional Engineer or equivalent professional.
- c. Ability to locate specific areas of sewer line via video footage +/- 1' of horizontal distance.
- d. Interactive mapping will be capable of end user data editing.
- e. Mapping will be accessible to multiple electronic devices, including computers, laptops, tablets, and cell phone. Accessibility will be provided without additional purchase charges or subscriptions.
- f. Mapping information should be provided in both a "cloud" and local based format.
- g. One formal class will be provided to demonstrate and train JIA staff on the mapping system.
- h. The interactive mapping will **NOT** require a software subscription to access the data. In addition, accessing the data will not cost JIA any additional expense above the quoted price from the proposer.

Note: The proposed fee assumes that the following will be provided by Jekyll Island at no charge

- a. Water for pump trucks
- b. Disposal of solids at the treatment plant
- c. Access through the Jekyll Island entry gates
- d. Location for equipment parking and storage

Quotation Form

The total cost of the aforementioned scope of work will be as follows.

Total Cost for engineering services, supervision of subcontractors and deliverables.

\$ _____ Lump Sum (includes OH&P)

References:

Proposer shall provide references from a minimum of three (3) business references where this type of service has been rendered. Phone numbers and contact name shall also be listed.

Signature

The undersigned, having carefully read and considered these bid documents, does hereby offer to provide such services or equipment on behalf of the Jekyll Island Authority, in the manner described and subject to the terms and conditions set forth in the attached bid. Services, or equipment will be provided at the rates set forth in said bid. I agree to comply with all of the conditions, specifications, and special instructions as herein stated or implied.

The undersigned further states that this bid is made in good faith and is not founded on, or in consequence of, a collusion, agreement, or understanding between themselves or any other interested party.

Company: _____ Contact: _____

Address: _____ City: _____ State: _____

_____ Zip: _____ Phone: _____ Fax: _____

_____ Cell: _____

Authorized Signature: _____ Federal Tax ID Number: _____

Email: _____

PROPOSAL LETTER

We propose to furnish and deliver any and all the deliverables and services named in the attached Request for Quote (RFQ).

We further agree to strictly abide by all the terms and conditions contained herein as modified by any attached special terms and conditions, all of which are made a part hereof. Any exceptions are noted in writing and included with this proposal.

It is understood and agreed that this proposal constitutes an offer, which when accepted in writing by the Jekyll Island-State Park Authority, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the Jekyll Island-State Park Authority.

It is understood and agreed that we have read the specifications shown or referenced in this RFQ and that this proposal is made in accordance with the provisions of such specifications. By our written signature on this proposal, we guarantee and certify that all items included in this proposal meet or exceed any and all such specifications. We further agree, if awarded a contract, to deliver goods and services which meet or exceed the specifications.

It is understood and agreed that this proposal shall be valid and held open for a period of ninety (90) days from proposal opening date.

PROPOSAL SIGNATURE AND CERTIFICATION (Proposer must sign and return with proposal)

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the proposer. I further certify that provisions of the Official Code of Georgia Annotated, Sections 45-10-3 (6) have not been violated and will not be violated in any respect.

Authorized Signature

Date

Printed Name, Title

Company

STATEMENT OF PROPOSER'S QUALIFICATIONS

Legal Name
of Company: _____

Business Address: _____

Telephone: _____ Fax: _____

Plan of organization: _____ Corporation _____ Proprietorship _____ Partnership

When organized _____ When incorporated _____

How many years have you been engaged in business under the present firm name? _____

Have you ever been declared in default on a contract? _____

If yes, please explain _____

Names and addresses of company officers:

President _____

Address _____

Signature: _____

Printed Name: _____

Title: _____

Company Name: _____

Address: _____

Telephone Number: _____

NOTARY PUBLIC

Sworn to and subscribed before me this:

_____ day of _____, _____

Notary Public Signature

Printed Name

My Commission Expires _____ Notary Stamp

ATTACHMENT #1 SCOPE OF SERVICES

A. Engineering Services

- Engineering Services supervised by a P.E.
- Bidding services and supervision of subcontractors to perform scope B & C.
- Engineering as-built drawings
- Engineer grading of each individual section of wastewater line as to a scale to be determined such as Good/Fair/Poor/Out of Service.
- Engineering determination as to mode of repairs after evaluation and a cost based multi-year plan for repairs.

B. Manhole Inspections

The identified manholes in the sanitary sewer system shall be inspected for general construction, condition, and evidence of inflow, infiltration, or surcharges. Manholes are identified by number. Other manholes encountered in the area to be inspected shall also be inspected and their location in the system identified. The interior of each manhole shall also be video recorded and documented similar to what is required for the CCTV inspection in Section B. below.

The Authority will provide the Engineer with the following:

- System drawings in full size hard copy and PDF Format (when available).
- A list of manholes to be inspected.
- Assistance with locating manholes (on an as-needed basis).

C. CCTV Inspection

The Engineer shall perform pipeline internal inspections of the sanitary sewer system located on Jekyll Island. Sewers to be inspected shall be cleaned sufficiently for televising and video recording. Specific fire hydrants will be identified for use in obtaining cleaning water at no charge to the Engineer. Videos shall be easily accessed by clicking the desired pipe within the provided mapping system.

The Authority will provide the Engineer with the following:

- Assistance with locating manholes (on an as-needed basis).
- Maps of the gravity sewer system.
- Identify hydrants for the Engineer's use.
- Identify manhole(s) for the Engineer's use when decanting liquid from vacuum truck(s) or temporary holding vessel(s).
- Clearing vegetation from easements as needed to perform the tasks as described in the Scope.
- Identify an area for dumping solids collected from the Jekyll Island Sewer System during the time of this project.
- Identify areas for equipment storage.

The Engineer will be responsible for performing the following tasks:

- Hiring of subcontractor to perform wastewater cleaning and camera operations.
- Determine pipe conditions in accordance with the National Association of Pipeline Sewer Service Company's (NASSCO) Pipeline Assessment and Certification Program (PCAP).
- Documenting the location of connections (laterals) by showing on the interactive map.
- Provide interactive map-based pipe rating software that can show pipe conditions as well as accessing CCTV video by clicking pipe on the interactive map. Pipe conditions would include, but not be limited to, material changes, gushers, stains, cracks, and fractures.
- Supervision and scheduling of subcontractor to clean the pipes in sufficient manner for proper video inspection, and removal and disposal of solid waste.

The Engineer shall provide a draft of the CCTV inspection report for review and comment by the Authority thirty (30) days before submitting the final Report of Recommendations.

The Engineer shall provide the Authority with the following deliverables (to be submitted as attachments to the final report of recommendations) in connection with the tasks performed as outlined in this Section:

- Three (3) sets of videos in DVD format with voice over.
- Three (3) copies of bound computer-generated reports and one (1) PDF copy of the computer-generated reports.
- Summary sheet(s) of observed conditions.
- System map with manholes identified (inserted into the report).
- Engineering determination as to mode of repairs after evaluation and a cost based multi-year plan for repairs.

MEMORANDUM

TO: COMMITTEE OF THE WHOLE
FROM: JONES HOOKS, EXECUTIVE DIRECTOR
SUBJECT: SITE PLAN FOR BEACHVIEW CLUB HOTEL
DATE: JANUARY 17, 2023

Background

On October 18, 2022 the Jekyll Island Authority (JIA) Board approved the concept plan for Hilton Tapestry Beachview Club dated May 15, 2022 and last revised October 11, 2022 with a variance for a minimum parking requirement of 1:1.

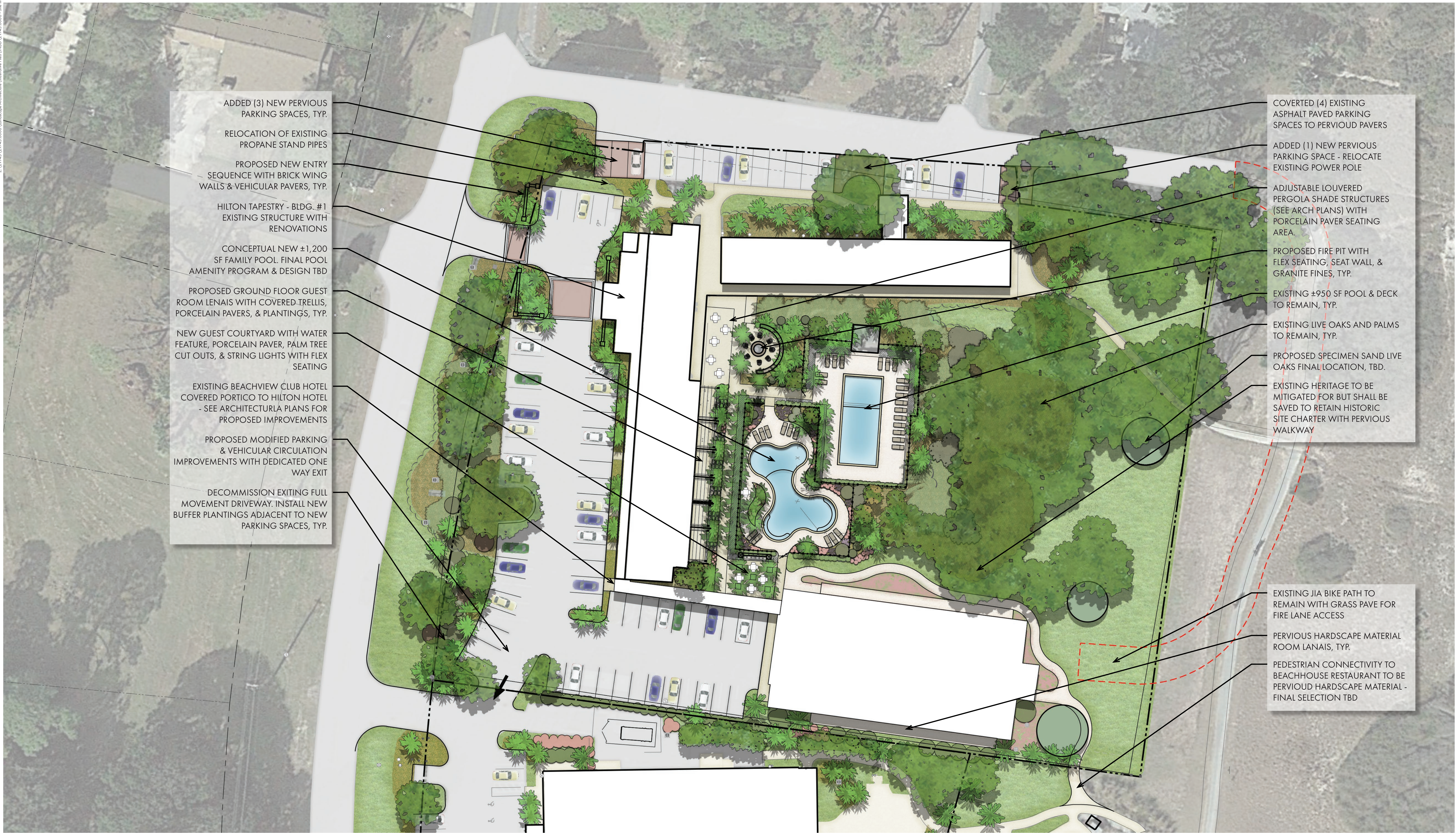
On January 6, 2023, representatives from Rio Partners, LLC and Thomas & Hutton presented a revised site plan to JIA's Design Review Group (DRG). The members of DRG have reviewed and approved the final plan dated May 15, 2022 and revised November 7, 2022.

Following DRG approval, the Board's next step will be to review and consider the schematic design at a future Board meeting.

Recommendation

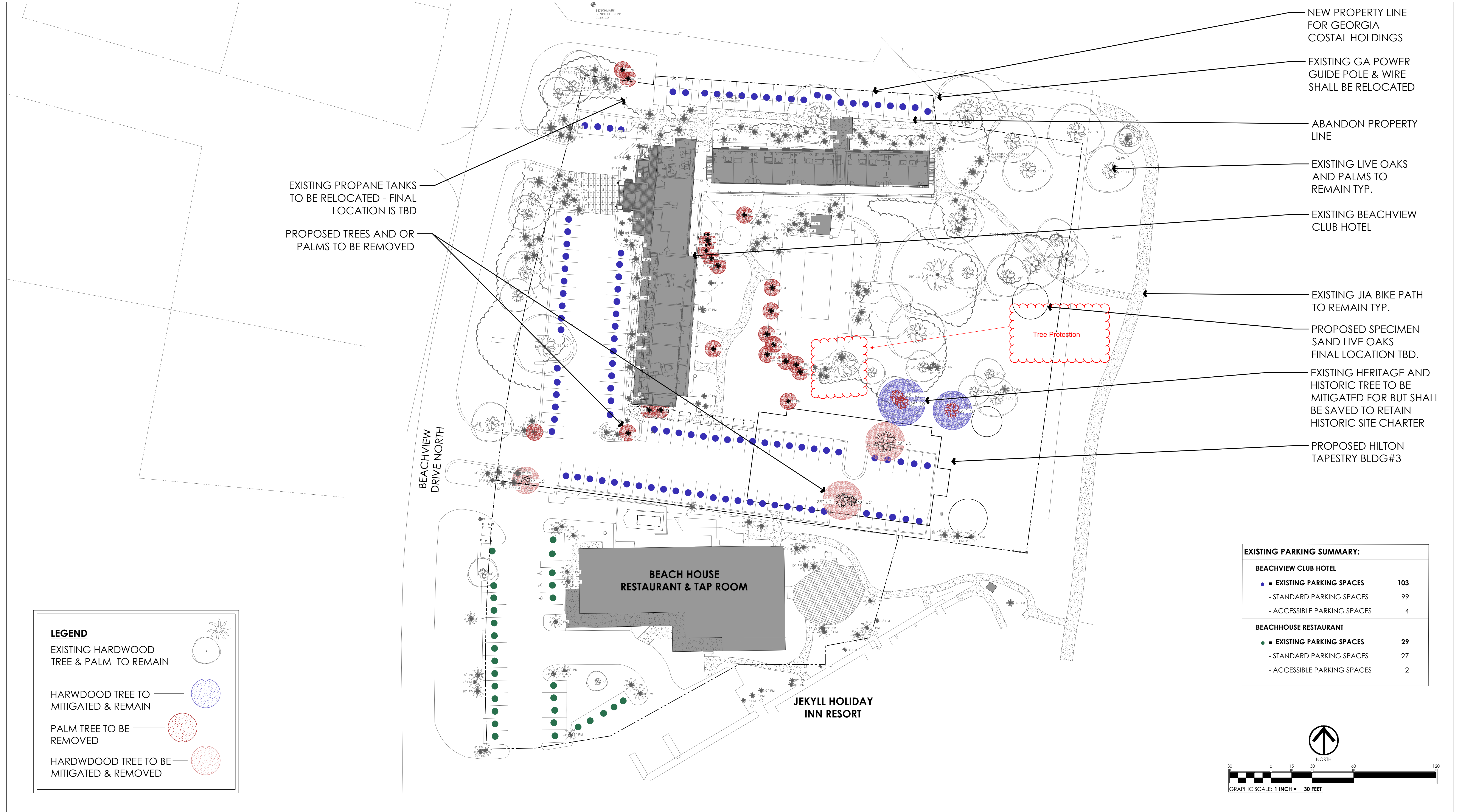
Staff recommends approval of the enclosed site plan for Hilton Tapestry Beachview Club Hotel.

Z:\2024\2024\0000\Landscaping\Illustrative Plan\IND\2024\0000 - Site Illustrative



BEACHVIEW SITE ILLUSTRATIVE JEKYLL ISLAND, GA





EXISTING PARKING & SITE CONDITIONS

BEACHVIEW CLUB

JEKYLL ISLAND, GEORGIA
MAY 15, 2022 rev. NOVEMBER 7, 2022



1208 Newcastle Street • Suite 201
Brunswick, GA 31520 • 912.466.0536

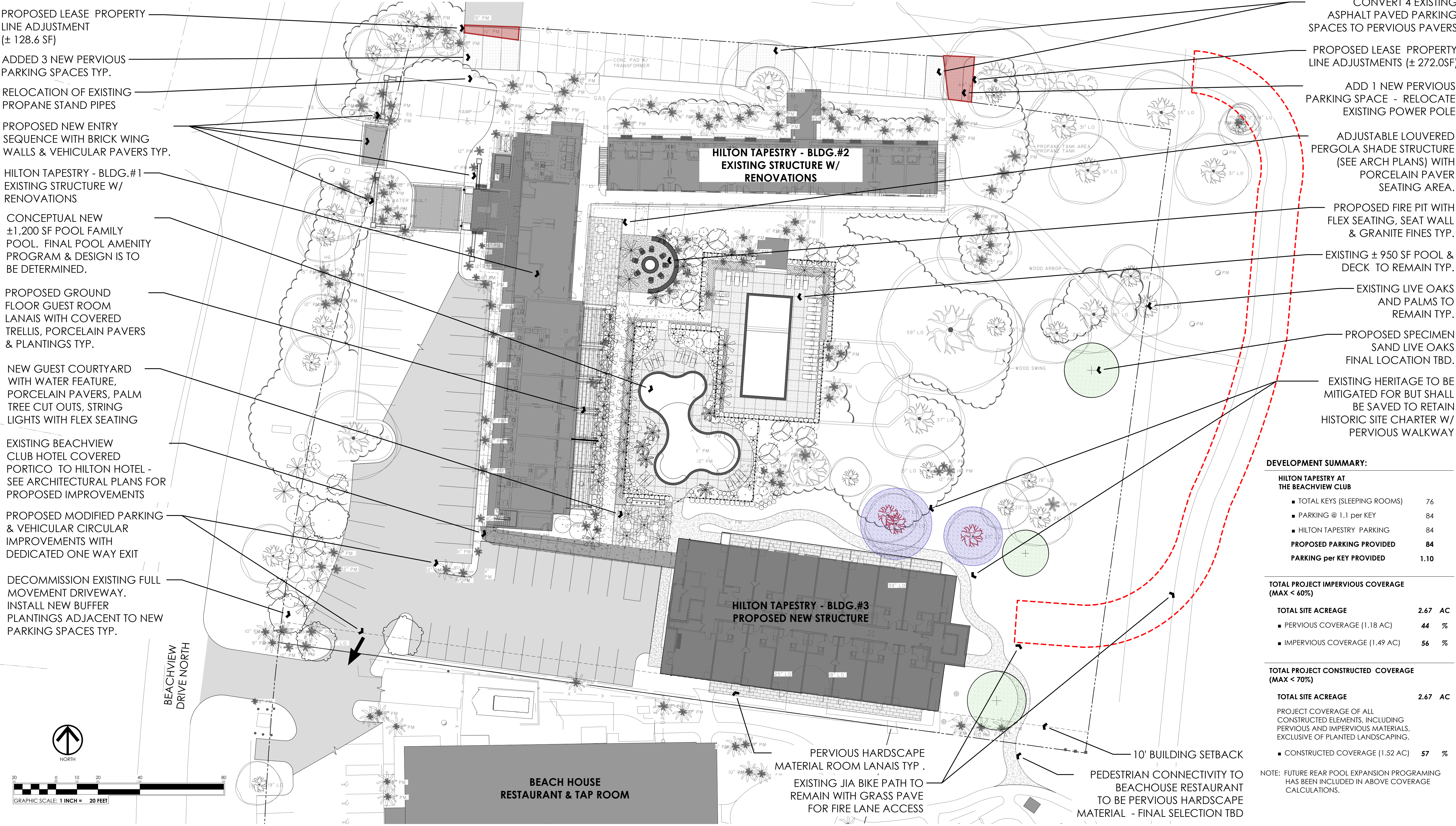
www.thomasandhutton.com

This map illustrates a general plan of the development which is for discussion purposes only, does not limit or bind the owner/developer, and is subject to change and revision without prior written notice to the holder. Dimensions, boundaries and position locations are for illustrative purposes only and are subject to an accurate survey and property description.

COPYRIGHT © 2020 THOMAS & HUTTON
Draft, Page 53

PREPARED FOR:





DEVELOPMENT SUMMARY:

HILTON TAPESTRY AT THE BEACHVIEW CLUB	
■ TOTAL KEYS (SLEEPING ROOMS)	76
■ PARKING @ 1.1 per KEY	84
■ HILTON TAPESTRY PARKING	84
PROPOSED PARKING PROVIDED	84
PARKING per KEY PROVIDED	1.10

TOTAL PROJECT IMPERVIOUS COVERAGE (MAX < 60%)	
TOTAL SITE ACREAGE	2.67 AC
■ PERVIOUS COVERAGE (1.18 AC)	44 %
■ IMPERVIOUS COVERAGE (1.49 AC)	56 %

TOTAL PROJECT CONSTRUCTED COVERAGE (MAX < 70%)	
TOTAL SITE ACREAGE	2.67 AC
PROJECT COVERAGE OF ALL CONSTRUCTED ELEMENTS, INCLUDING PERVIOUS AND IMPERVIOUS MATERIALS, EXCLUSIVE OF PLANTED LANDSCAPING.	
■ CONSTRUCTED COVERAGE (1.52 AC)	57 %

NOTE: FUTURE REAR POOL EXPANSION PROGRAMING HAS BEEN INCLUDED IN ABOVE COVERAGE CALCULATIONS.

CONCEPTUAL SITE LAYOUT

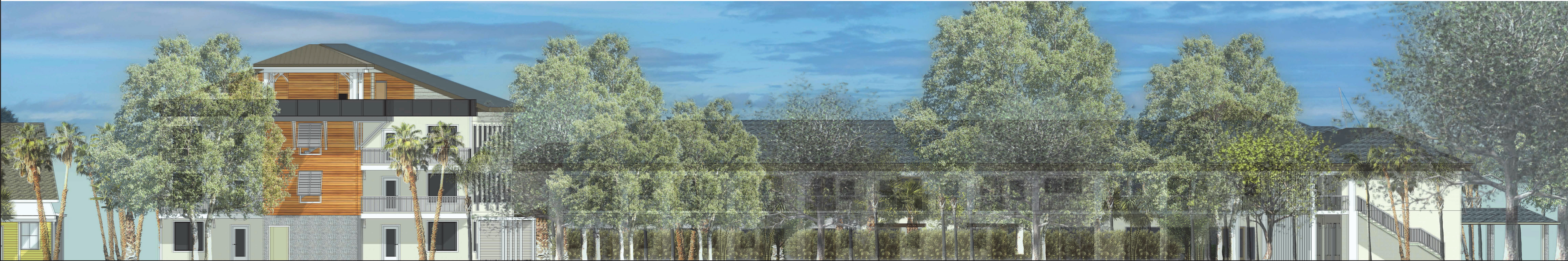
HILTON TAPESTRY AT THE BEACHVIEW CLUB

JEKYLL ISLAND, GEORGIA
MAY 15, 2022 rev. NOVEMBER 7, 2022

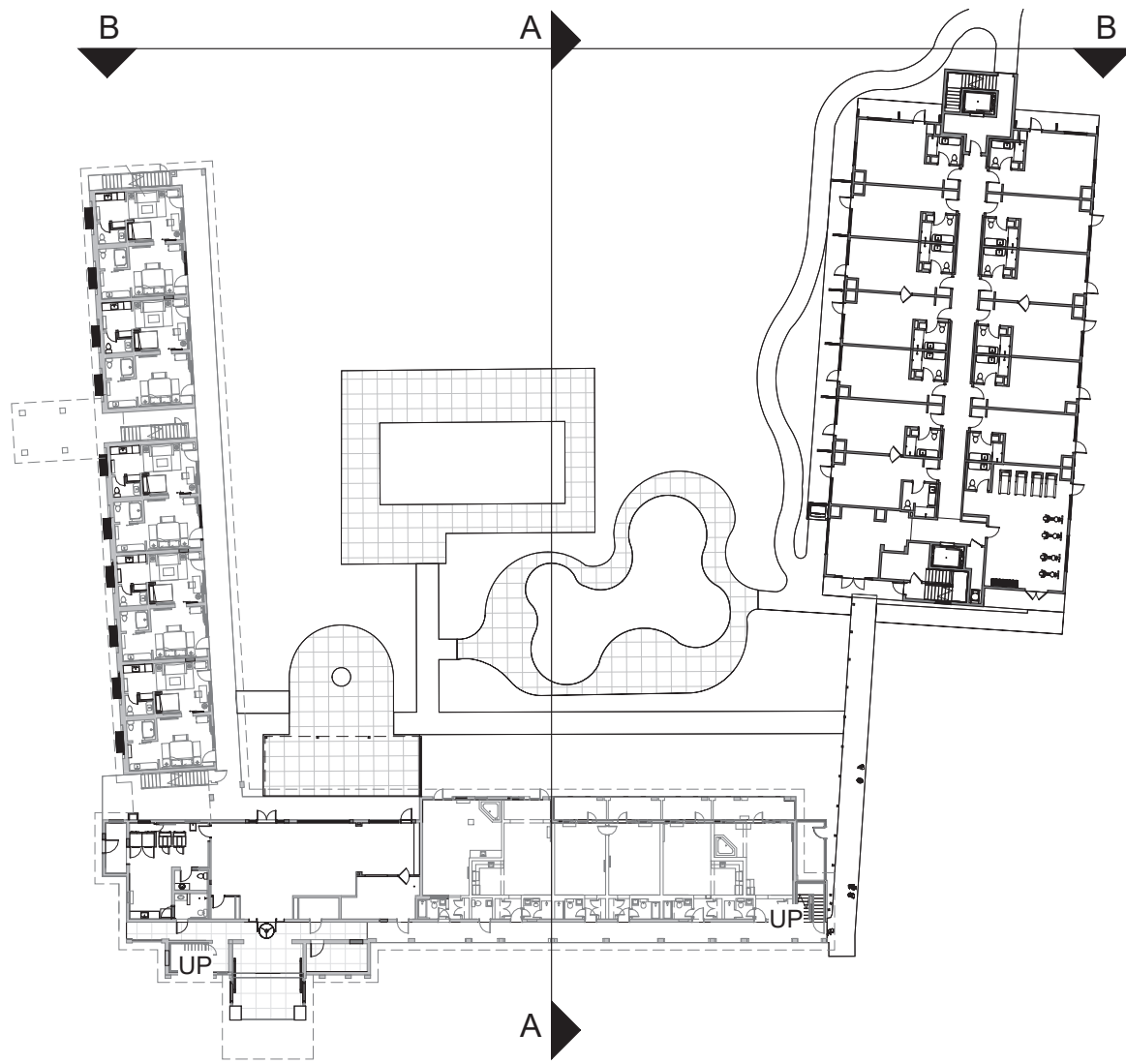
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A -EAST / WEST SITE SECTION



B -NORTH / SOUTH SITE SECTION



1 KEY PLAN
1" = 50'-0"



561 JACOBS MILL POND ROAD
ELGIN, SOUTH CAROLINA 29045
803.960.5026 / jeff@jefflewisaiia.com

RENOVATIONS & ADDITION
BEACHVIEW CLUB HOTEL

721 N. BEACHVIEW DR. | JENNYL ISLAND | GEORGIA

SITE SECTIONS

REV DATE COMMENTS

JOB #: 18-021 12.28.2020

A110

MEMORANDUM

TO: COMMITTEE OF THE WHOLE
FROM: JONES HOOKS, EXECUTIVE DIRECTOR
SUBJECT: SITE PLAN FOR ANCHOR RESTAURANT
DATE: JANUARY 17, 2023

Background

On October 18, 2022 the Jekyll Island Authority (JIA) Board approved the concept plan for The Anchor Restaurant at Jekyll Holiday Inn.

On January 6, 2023, representatives from New Castle Hotel & Resorts presented the final site plan for the Anchor Restaurant to JIA's Design Review Group (DRG). The members of DRG have reviewed and approved the site plan received on January 3, 2023.

Following DRG approval, the Board's next step will be to review and consider the schematic design at a future Board meeting.

Recommendation

Staff recommends approval of the enclosed site plan for the Anchor Restaurant.

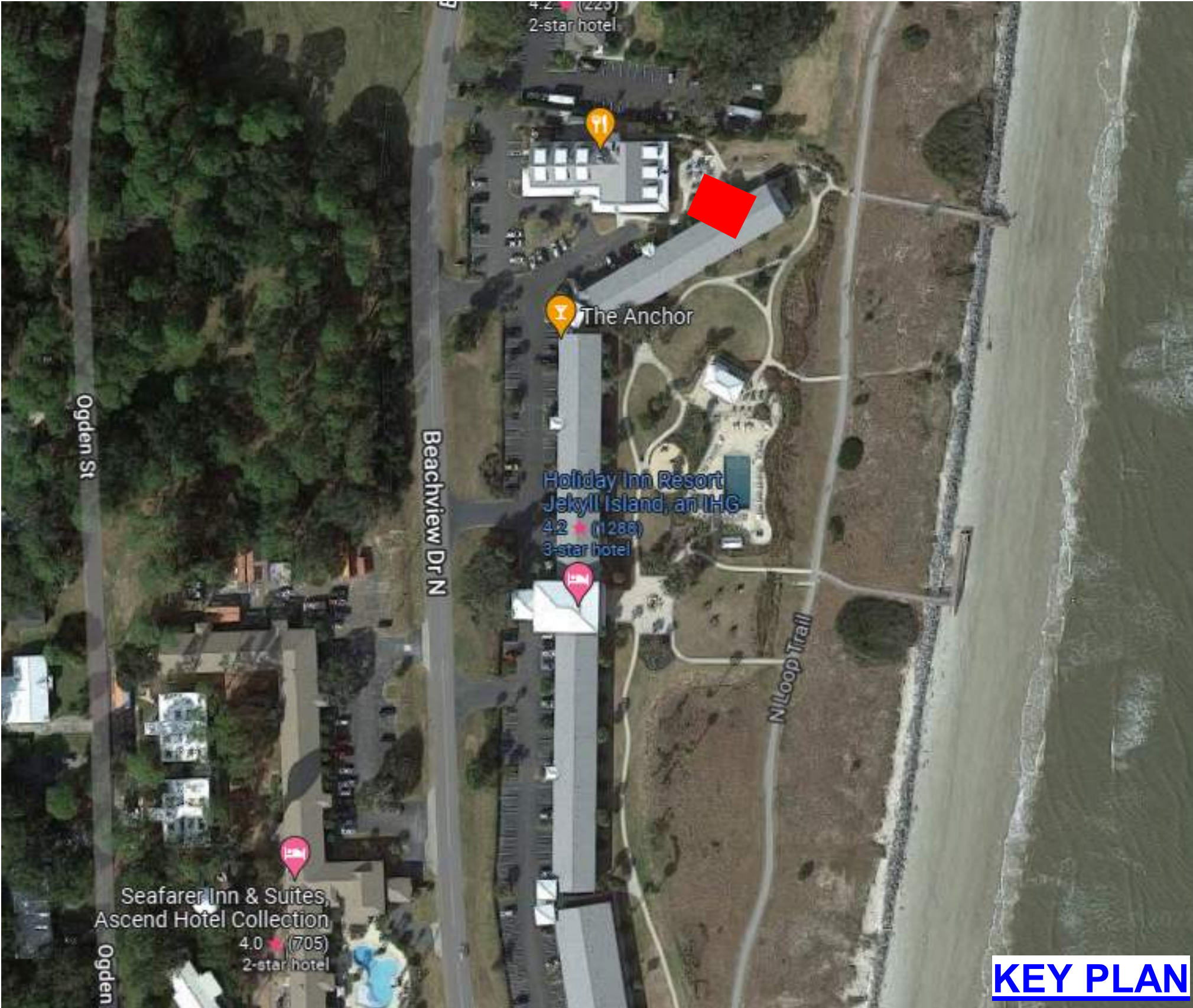
JIA- ANCHOR RESTAURANT

711 Beachview Drive
North, Jekyll Island, GA,
USA



LIST OF DRAWINGS

ARCHITECTURAL	
A000	COVER SHEET
A002	OBC MATRIX/NOTES/LEGEND
A004	FIRE SEPARATION PLANS
A100	GROUND FLOOR PLAN
A101	ROOF PLAN
A102	FOUNDATION PLAN
A103	REFLECTED CEILING PLAN
A105	ROOF PLAN & DETAILS
A201	EXTERIOR ELEVATION I
A202	EXTERIOR ELEVATION II
A203	PERSPECTIVE
A205	3D VIEWS
A301	BUILDING SECTIONS
A310	WALL SECTIONS
A501	SECTION DETAILS
A502	PLAN DETAILS
A503	SECTION DETAILS
A601	WINDOW & DOOR SCHEDULE
A602	DOOR& WINDOW SCHEDULE
A700	TYPICAL BARRIER FREE DETAILS



LIST OF CONSULTANTS ARCHITECT



CHAMBERLAIN ARCHITECT SERVICES LTD.
4671 Palladium Way (Unit 1)
Burlington, Ontario. L7M 0W9

Phone: 905.631.7777
Contact: Jon McGinn x 273



ISSUED FOR
JIA REVIEW

JIA- ANCHOR RESTAURANT

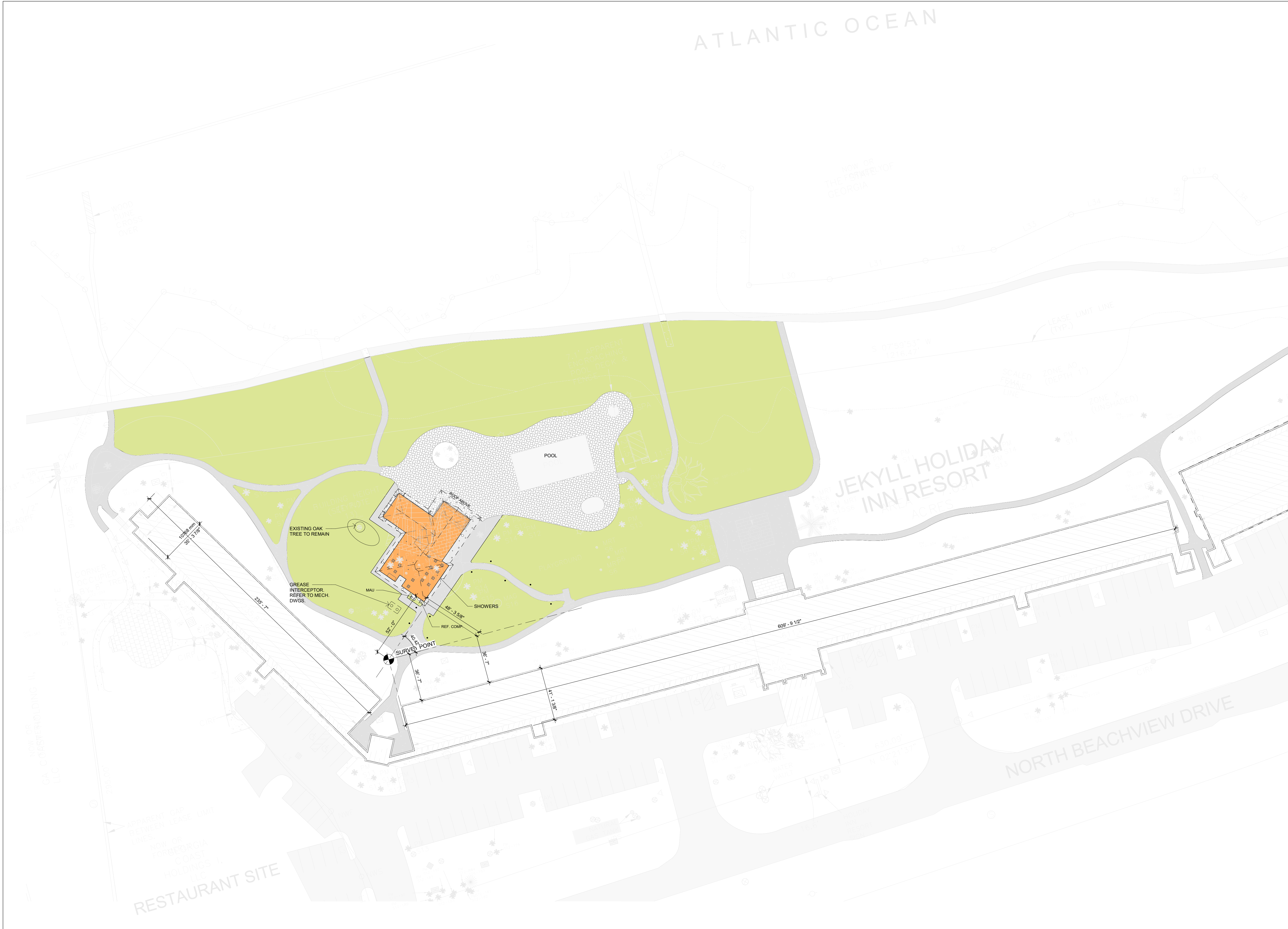
PROJECT
NO.

122067

DATE

2022-12-30

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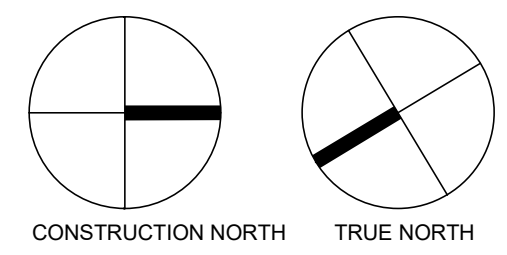


NO.	ISSUED	DATE
	CLIENT REVIEW	2022-12-09
	CLIENT REVIEW	2022-12-13
	CLIENT REVIEW	2022-12-20
	JIA REVIEW	2022-12-20

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JIA- ANCHOR RESTAURANT

711 Beachview Drive North,
Jekyll Island, GA, USA

SHEET NAME

SITE PLAN

START DATE	2022/12/01
DRAWN BY	SR
CHECKED BY	SJA / ME
SCALE	1/32" = 1'-0"
PROJECT NO.	122067

DRAWING

MEMORANDUM

TO: COMMITTEE OF THE WHOLE
FROM: ZACHARY B. HARRIS, GENERAL COUNSEL
SUBJECT: RESOLUTION REVISING ALCOHOLIC BEVERAGE LICENSING FEES
DATE: JANUARY 17, 2023

Background

Jekyll Island Authority (“JIA”) administers a local licensing program for the sale of alcoholic beverages on Jekyll Island pursuant to state law (O.C.G.A. Section 12-3-236.1) and the Code of Ordinances for Jekyll Island (Article III of Chapter 8). Following adoption of the revised alcoholic beverages ordinance in 2022, JIA staff conducted a review of JIA’s licensing fees. Staff determined revisions to fee amounts were appropriate based on the rates of surrounding local governments administering similar alcoholic beverage licensing programs.

Enclosed please find a proposed resolution establishing and revising reasonable fees for alcoholic beverage licenses, including application fees, for Jekyll Island. These fees would go into effect upon adoption of the enclosed resolution and would apply to all license applications submitted to JIA following adoption.

Recommendation

Staff recommends approval of the enclosed resolution revising alcoholic beverage licensing fees as proposed on the enclosed Schedule of Alcoholic Beverage Licensing Fees.

**A RESOLUTION
OF THE
JEKYLL ISLAND-STATE PARK AUTHORITY
PERTAINING TO FEES FOR ALCOHOLIC BEVERAGE LICENSES**

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, Article III of Chapter 8 of the Code of Ordinances authorizes the charging of fees pertaining to alcoholic beverage licensing; and

WHEREAS, the Board desires to revise existing fees and establish new fees for the application and issuance of alcoholic beverage licenses; and

WHEREAS, the Board determines the fees set forth on the attached Schedule of Alcoholic Beverage Licensing Fees are reasonable and consistent with the mission of Jekyll Island State Park Authority.

NOW, THEREFORE, be it resolved by the Board, that the fees set forth on the attached a Schedule of Alcoholic Beverage Licensing Fees are hereby established and approved.

BE IT FURTHER RESOLVED that the Executive Director, together with his designees, if any, shall be responsible for the implementation and collection of all such fees.

BE IT FURTHER RESOLVED that this Resolution shall become effective upon its adoption.

SO RESOLVED this ____ day of January, 2023.

JEKYLL ISLAND-STATE PARK AUTHORITY

Dale Atkins, Jr., Chairman

ATTEST:

William H. Gross, Secretary/Treasurer

JEKYLL ISLAND-STATE PARK AUTHORITY

Schedule of Alcoholic Beverage Licensing Fees

<u>License/Item Description</u>	<u>Fee</u>
Distilled Spirits, Consumption On-Premises	\$1,350.00
Distilled Spirits, Consumption Off-Premises	\$1,350.00
Beer/Wine, Consumption On-Premises	\$600.00
Beer/Wine, Consumption Off-Premises	\$1,350.00
Hotel In-Room: Distilled Spirits	\$500.00
Hotel In-Room: Beer/Wine	\$500.00
Alcohol Beverage Catering	\$600.00
Brewpub Operator	\$2,500.00
Wholesale Distilled Spirits	\$2,500.00
Wholesale Beer/Wine	\$2,500.00
Tasting	\$250.00
Event Permit (for Alcoholic Beverage Catered Event)	\$50.00
Initial Application Processing Fee	\$100.00
Renewal Application Processing Fee	\$50.00

The Jekyll Island State Park Authority (JIA) and Committees met in Public Session on Tuesday, November 15, 2022 at the Jekyll Island Convention Center and via teleconference.

Members Present: Mr. Dale Atkins, Chairman
Mr. Bob Krueger, Vice Chairman (via Teleconference)
Mr. Bill Gross, Secretary/Treasurer
Commissioner Mark Williams
Mr. Joseph B. Wilkinson Jr
Mr. Ruel Joyner
Dr. Buster Evans
Ms. Joy Burch-Meeks
Mr. Glen Willard (via Teleconference)

Key Staff Present: Jones Hooks, Executive Director
Noel Jensen, Deputy Executive Director
Marjorie Johnson, Chief Accounting Officer
Jenna Johnson, Director of Human Resources
Tom Alexander, Director of Historic Resources
Michelle Kaylor, Director of GSTC
Alexa Hawkins, Director of Marketing
Zach Harris, General Counsel
Anna Trapp, Executive Assistant

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

Chairman Atkins called the committee session to order at 9:30 a.m. All Board members were present either in-person or via teleconference.

JIA received no online public comments for this meeting.

Per staff recommendation, Chairman Atkins moved to defer Committee of the Whole Item A. Market Analysis for Jekyll Island Amphitheater to a future Board Meeting. There were no objections.

I. Historic Preservation/Conservation Committee

- A. Tom Alexander, Director of Historic Resources, presented an update on the progress made in the Historic District during the 2022 calendar year:
- Fiscal Year 2022 ended with the first \$1,000,000 worth of revenue for Historic District programming, and the 2022 Halloween Living History Character Program made almost \$20,000, more than any other comparable program.
 - The first phase of the oral history project is complete.
 - A survey of mid-century modern homes on Jekyll is underway.
 - The Great Dunes Golf Course is under consideration for a National Registry of Historic Places designation.
 - A grant of \$50,000 was received from the Friends of Historic Jekyll Island to begin preservation work on the Baker Crane Cottage.
 - Preservation efforts continue with Chichota Ruins, which is planned to become a venue for events and educational experiences.
 - Painting and repairs of historic structures continued throughout the year.

- Two lobby exhibits were created in honor of JIA's 75th anniversary.
- Deaccession of unneeded items continues.
- Refurbishment of Villa Ospo is ongoing as is the Hollybourne Cottage project.
- Four out of six steps have been completed to certify Mosaic as a museum through the Standards and Excellence Program for History Organizations.
- Education and interpretation programs during 2022 included Dolphin Club Days, Pistols & Privateers, and Gilded Age Ghosts & Ghouls.

Alexander then introduced two JIA employees who take on the roles of historic Jekyll Island figures through the Living History program.

- Emily Robertson, Lead Interpreter, portrays Mrs. Geraldine Rockefeller Dodge, the youngest daughter of William and Amara Rockefeller. Their family lived in Indian Mound Cottage, where most of the portrayals of her take place. This character allows history to be shared through the eyes of a Jekyll Island Club Member.
- Mark Horner, Museum Interpreter, portrays Mr. Ernest Grob, who was the Club Superintendent for 42 years from 1890 to the 1930s. Mr. Grob worked behind the scenes, and with this character, Horner is able to share information about those who worked for the Club and their perspectives of the Club Members.

Jones Hooks, Executive Director, highlighted the positive changes happening within the Historic Resources department including increased revenue and new, improved, and engaging programming.

B. Michelle Kaylor, Director of the Georgia Sea Turtle Center (GSTC), presented a report highlighting several accomplishments of the GSTC:

- Since opening its doors 15 years prior, the GSTC has welcomed 1.4 million visitors, increasing conservation awareness and educating guests of the threats the Center's sea turtle patients face in the wild.
- The GSTC has educated over 60,000 K-12 students, incorporating sea turtle conservation into their curriculum-based standards.
- The GSTC received its 1,000th sea turtle patient in 2022, and they have released 640 sea turtles back into the wild since 2007, which is a 64% release rate.
- As a teaching hospital, the GSTC has hosted 165 veterinarian students, and staff has written over 100 peer reviewed manuscripts and book chapters.
- Since nesting has been recorded on Jekyll Island, 2022 showed the largest number of sea turtle nests at 243.

Kaylor then discussed the importance of storytelling. She shared the story of Silas Eatonville, a four-year old boy battling liver cancer. Through re-watching an episode of *Go Diego Do* about saving sea turtles during chemotherapy, Silas became passionate about learning more about sea turtles and how to save them. His family read him books and watched videos on sea turtles. Then Silas began to tell anyone and everyone what they could do to protect the sea turtles, promoting sea turtle conservation within his community. After getting to know Silas, the GSTC named a loggerhead sea turtle after him, and Silas was able to attend the release of the turtle at Tybee Island. Silas's story touched his community, staff at the GSTC, and beyond. Because of his story and others, the GSTC will continue to expand youth access to STEM sciences and providing more access to the youth to learn what the GSTC does and what they can do to make an impact.

Jones Hooks, Executive Director, commented on the commitment, experience, and enthusiasm of Kaylor through her 15 years with the GSTC. He noted that this dedication is seen throughout all of the JIA departments which has lead to significant, positive impacts for Jekyll Island and beyond.

There were no public comments.

II. Finance Committee

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 \$2,808,961.
- Expenses were \$2,620,007.
- Net Operating Cash Income was \$188,954.
- Total Traffic Counts were 113,054 vehicles.
- Year-to-date Revenues reported by hotels were \$61 million.

B. Marjorie Johnson, Chief Accounting Officer, brought forward a change to the rate sheet that was presented in June with the FY2023 Budget. The budget included a \$4 parking fee increase during Holly Jolly Jekyll, but the summary sheet did not reflect this. The increased rate would only be for Friday and Saturday nights from 5:00 p.m. through midnight from November 25th to January 8th.

Jones Hooks, Executive Director, continued by noting the annual pass holder would be exempt from the additional fee. He also explained that the decision to include this fee increase was based more on capacity concerns rather than financial. One of the recurring recommendations in the Carrying Capacity & Infrastructure Assessment was to implement dynamic pricing. The hope is that the price increase for Friday and Saturday nights will encourage visitors to come other nights of the week to better distribute traffic between the week and weekend.

A motion to recommend increasing the per vehicle parking fee by \$4.00 on Friday and Saturday nights during the Holly Jolly Jekyll Season, as recommended by staff, was made by Dr. Evans and seconded by Mr. Krueger. The motion carried unanimously.

C. Marjorie Johnson, Chief Accounting Officer, presented the request to establish a new account with Ameris Bank. This new account is a result of the self-insured health insurance plan that was approved at the October 2022 Board meeting. The account will be used to deposit premiums and for paying claims each week.

A motion to recommend opening a bank account with Ameris Bank to be used for premiums, fees, and claims related to JIA's new self-insured health insurance program, as recommended by staff, was made by Mr. Joyner and seconded by Mr. Wilkinson. The motion carried unanimously.

There were no public comments.

III. Human Resources Committee

A. Jenna Johnson, Director of Human Resources, announced the retirement of Ronnie Douglas. Ronnie is the Campground Manager and is retiring after 22 years of service to Jekyll Island.

Noel Jensen, Deputy Executive Director, spoke about Ronnie's service and dedication to Jekyll Island and the Campground. His guests always receive exceptional customer service which resulted in many recurring visitors and guests each year. He kept a close eye on the campground, ensuring the safety, security, and enjoyment of everyone who came through.

Jones Hooks, Executive Director, also commented on Ronnie’s commitment to the campground guests. Hooks recalled in his first meeting with Ronnie, Ronnie asked for two things. One was an enclosed pavilion that would allow guests to socialize, which was added once funds were available, and the second item Ronnie always pushed for was expansion of the Campground, which is well underway.

Ronnie then spoke noting that his father worked for the JIA for over 30 years, and because of that, he was raised on Jekyll Island and has deep roots in the history of Jekyll. He noted that he’s happy to see what Jekyll is today, and he thanked Hooks and Jensen for their support.

There were no public comments.

IV. Marketing Committee

- A. Alexa Hawkins, Director of Marketing, presented the report from the Marketing Department, highlighting the following items:
- The GSTC was featured by *AAA Living* in their online article highlighting road trip ideas in Georgia as well as in their November print issue story “Water Worlds” which features places travelers can visit to experience aquatic life. GSTC Education Program Manager, Nicole Thomas, was included in the photo for the printed feature.
 - The Marketing team began working with the Discovery Channel in September to host the program “Nature is Fly”. Jamie Gamby, GSTC Rehabilitation Technician II, gave the show hosts a behind the scenes look at the GSTC and what rehabilitation looks like for its patients.
 - Commissioner Mark Williams and Jones Hooks were listed on *Georgia Trend* magazine’s “Georgia 500” most influential leaders for 2022.
 - The 15th Shrimp and Grits Festival was held November 4th through 6th. To mark the anniversary year, fireworks were included on Friday night, and the Tams and an Allman Brothers Tribute band were feature musical performers. Visitation was approximately 42,000 people over the two days. There were no issues with traffic getting onto the causeway or to parking, the weather was ideal, and vendor turnout numbers were great. Discussion and evaluation of the event is scheduled in order to receive feedback from every touchpoint of the event.
 - Holly Jolly Jekyll will run November 25th through January 8th. There will be more than a million lights which will turn on the day after Thanksgiving. Some key events include the 2nd Annual Cold-Stunned Plunge, Winter Carnival & Big Truck Roundup, Holly Jolly Jekyll Light Parade, Holiday Drive-In Movies, and Fireworks. The official site for the season is www.jekyllisland.com/holiday.

There were no public comments.

V. Legislative Committee

No report.

VI. Committee of the Whole

- A. The Market Analysis for Jekyll Island Amphitheater was deferred to a future Board Meeting.

- B. Dion Davis, Director of the Jekyll Island Foundation (JIF), provided an update. She began by discussing a few ongoing projects and purchases that are being fully or partially funded through the JIF including:

- First floor repairs and exhibitory at Hollybourne Cottage
- An outdoor education space at Mosaic
- Period clothing for Jekyll Island Living History Experience characters
- Wildflower planting and pollinator strip at the Jekyll Island entrance
- A bioswale at Beachview Drive

Completed projects include Chichota Cottage phase I&II, a causeway barrier for Diamondback Terrapins, aeration replacement at Horton Pond, upgrades to Wanderer Memory Trail, and Captain Wylly Pond beautification.

Davis continued by recapping a retreat held for JIF's 22 Board Members which included presentations from JIA Department Directors and a teambuilding competition developed by Davis and Alexa Hawkins. The competition was a teambuilding exploration of Jekyll Island's rich history. Jones Hooks noted that this teambuilding exercise was a beta test, but the Marketing and Sales team plan to offer the experience to various groups that come to Jekyll.

Additionally, during the retreat, the JIF Board passed a new strategic plan and discussed the preplanning for the GSTC expansion feasibility study.

Chairman Atkins thanked Dion and the JIF Board for their support.

- C. Jones Hooks, Executive Director, introduced the next presentation, noting that the idea of this study which began after Dr. Evans expressed concerns about affordable room blocks being unavailable during the Georgia Association of Education Leaders Conference (GAEL). After continuing that conversation with leaders from GAEL and JIA's Marketing and Sales departments, it was determined that there needs to be a way to accommodate the legacy groups who have held conferences on Jekyll for many years, including while the new Convention Center was under construction. After additional conversations with hoteliers, an RFP was issued to complete a group demand analysis, and a firm was selected. Ken Bleakly with K.B. Advisory Group along with Linda Wilson of Key Advisors Inc., have spent several months creating this report.

Ken Blakley and Linda Wilson presented an Assessment of Hospitality Group Demand on Jekyll Island.

The key findings of the report include:

- The Convention Center continues to generate strong operating income, which is atypical for the industry and allows for re-investment.
- With 1,397 hotel rooms on Jekyll, accommodating large groups in peak periods will always be challenging.
- Hotel occupancy remains in the mid-sixty percent range, which is typical for seasonal markets.
- In 2022, hotel room rates and occupied rooms continue to increase, as leisure and group demand for Jekyll's drive-to-beach destination remains strong.
- Average group attendance is down statewide, but at Jekyll, the opposite is true.
- Jekyll's average room rates are lower and have increased less than the comparable markets.

- Room inventory on Jekyll is a fraction of the comparable markets. Guest room ratios to convention space are significantly lower on Jekyll, leading to capacity issues in peak periods.

Recommended Key Future Goals for Group Demand include:

- Encourage strong future group demand at Jekyll.
- Better manage historical legacy groups.
- Attract and manage new repeat groups including corporate.
- Address escalations in average room rates.
- Involve more of the hotels in group business.
- Focus on sports, weddings, and family reunions as “in-fill” at the Convention Center.

Hooks asked about what the next steps are to achieve the recommended goals. Bleakly explained that a list of strategies has been created and will be shared with the hotels, JIA Sales Department, and the Convention Center. A meeting is already scheduled to discuss these strategies and come to a consensus on the next actionable steps.

- D. Zach Harris, General Counsel, presented the Westin Jekyll Island assignment for consideration. Harris explained that Jekyll Ocean Front Hotel, LLC (JOFH) is the current owner of the Westin located at 100 Ocean Way, Jekyll Island, GA. New Castle Hotel Resorts acts as the hotel manager, and Leon N. Weiner & Associates, Inc. (LNWA) acts as the asset manager. JOFH and New Castle have collectively agreed to allow Northview Hotel Group the opportunity to purchase a majority ownership in JOFH, including those ownership interests currently held by New Castle, and replace New Castle as the hotel manager. LNWA will continue to act as the asset manager. Harris introduced Dave Curtis of LNWA to begin a presentation on behalf of Northview.

Curtis noted that LNWA and Northview partnered together from 2016 to 2021 for operation of the JICR. Through discussions that began between Curtis and Matt Trevenen, a partner with Northview, it was decided that Northview would take over management of the Westin from New Castle.

Trevenen continued the presentation explaining that he believes Northview truly understands Jekyll Island and what makes it special, since they were responsible for renovations made at JICR, building Jekyll Ocean Club, and buying and renovating the Wharf. He noted Northview’s current portfolio consists of The Boca Raton, Brasada Ranch, and The Beacon Grand. He explained that Northview has operated both upper and mid-scale hotels, with a focus on resorts in the past several years. He briefly discussed Northview’s past portfolio which includes hotels across the United States. He then discussed Northview’s plans for the Westin, noting the hotel will remain under the Marriott system, nearly all employees will be retained, current General Manager, Kevin Runner will be involved during the transition and will ultimately be an advisor with LNWA as the asset manager, and Jeff Elseser will be the new General Manager at the property. The four areas of focus for upgrades will include lobby renovation, guestroom renovation, café enhancements, and amenity improvements. Additionally, they are considering reactivating Harry’s Bar into a better utilized restaurant space.

Mr. Krueger asked for clarification of Northview's long-term goals. Trevenen explained that they plan to continue the growth on Jekyll as LWNA has done through significant renovations to improve Jekyll's convention hotel.

Hooks addressed several concerns regarding the transition. He pointed out that although Northview has an impressive portfolio, they have a record of investing in properties then moving along, explaining that Jekyll prefers hotel groups that offer some longevity and stability. Additionally, he brought up that under Northview, the Crane Cottage Restaurant at JICR was closed. This was a closure that was viewed unfavorably by the public. He encouraged Northview to retain employees, and he expressed the need to keep the relationship between the Westin and the Convention Center intact to ensure availability of space for hotel rooms and meetings.

Curtis addressed the concerns related to the operation and changes made to JICR. He noted the Westin will be different in that Northview is planning to add opportunities and amenities to the hotel, not cut anything. He also explained that meetings and conversations have been held with employees, and they understand the current employees are key to success of the hotel.

Hooks thanked Curtis and acknowledged the positive changes Northview made to JICR including Ocean Club construction revisions, the purchase of the Wharf, and historically accurate improvements to the property.

Two motions were required for this item.

A motion to recommend approving North View Hotel Group, LLC, and its affiliate entity, NVHG Acquisitions, LLC, as the purchaser of a controlling interest in Jekyll Ocean Front Hotel, LLC, lessee under that ground lease for the Westin Jekyll Island Hotel was made by Mr. Joyner and seconded by Mr. Gross. The motion carried unanimously, with the exception of Commissioner Williams who recused himself.

A motion to recommend approving North View Hotel Group, LLC, and its affiliate entity, NVHG Westin Jekyll Hotel Operator, LLC, as the hotel management company for Jekyll Ocean Front Hotel, LLC, lessee under that ground lease for the Westin Jekyll Island Hotel was made by Mr. Joyner and seconded by Dr. Evans. The motion carried unanimously, with the exception of Commissioner Williams who recused himself.

E. Marjorie Johnson, Chief Accounting Officer, presented the award of RFP #370 for consideration. This RFP requested proposals from firms interested in providing JIA with a ticketing and retail point-of-sale system for several facilities and departments across JIA. After a thorough review and evaluation of all ten proposals, the evaluation team invited four bidders for interviews: Vivaticket, Accesso, Gateway Ticketing, and Centaman. Following interviews, Vivaticket emerged as the apparent finalist of the RFP.

A motion to recommend awarding RFP #370 for a ticketing and point-of-sale system to Vivaticket, pending contract negotiations and legal review was made by Mr. Gross and seconded by Mr. Joyner. The motion carried unanimously.

F. Noel Jensen, Deputy Executive Director, presented the award for RFP #371 for consideration. This RFP requested bids for the construction of the Jekyll Island Public Safety Complex. Three contractors submitted bids for the RFP: Burke Construction, iugis Construction Corporation, and Dabbs-Williams General Contractors. Jekyll Island

Authority staff and Georgia State Patrol staff graded the proposals and interviews, and the process was overseen by the Architectural staff and Principal of Jericho Design, Doug Shaw. Although all three bids were over budget, the process will move to a value engineering phase with the selected contractor to arrive at a final contract value. After careful consideration, the staff determined Dabbs-Williams General Contractors to be the most qualified to construct the Public Safety Complex.

A motion to recommend awarding RFP #371 to Dabbs-Williams General Contractor for construction of the Jekyll Island Public Safety Complex, pending contract negotiations and legal review was made by Mr. Krueger and seconded by Mr. Joyner. The motion carried unanimously.

G. Zach Harris, General Counsel, provided a legal update.

Pending litigation includes:

- Personal injury claims for incidences at Summer Waves and in the Historic District. All claims made against JIA are referred to the Department of Administrative Services (DOAS) Risk Management Division for Investigation and Adjustment. DOAS is the insurer of all state agencies and entities. These claims are currently being investigated.
- There are two active cases involving intellectual property which are both being handled by Special Assistant Attorney Generals who have extensive litigation experience in their respective fields.
- There is ongoing lease dispute with a former lessee. It is pending in Glynn County Superior Court and is expected to go to trial if a settlement isn't reached. JIA is being represented by a Special Assistant Attorney General for this case.

Non-litigation legal matters include:

- On-going negotiations for a condominium ground lease extension.
- Improvements to the JIA leasing program in Beach Village and all non-ground business leases.
- Any action that needs to be taken following storm damage will be considered to ensure compliance with the Shore Protection Act as well as Jekyll's Conservation Plan.
- Contracts associated with 2023 employee health benefits are being reviewed and adjusted as needed.
- Interviews and audits will be scheduled with those parties who are required to maintain capital reserves under their leases.
- Agreements with major carrier partners will be adjusted to improve and update in-building distributed antenna systems in order to improved cell service in the Convention Center.
- Through discussions with all JIA departments, especially Marketing, an effort is being made to identify and evaluate Jekyll brands to establish intellectual property rights and potential trademark registrations.

H. Noel Jensen, Deputy Executive Director, provided the Operations Update highlighting the following items:

- Design for the Mercer Medical Clinic continues. Mercer has approved the floor plan, and the mechanical and electrical design is underway.
- The planned bike path rehabilitation is complete. The only two areas of bike path left to work on are the path along Driftwood Beach and the incomplete path to the Guest Information Center.

- Most decorations for Holly Jolly Jekyll are in place, including new ladybugs and peacocks that were built by JIA's Roads and Grounds staff. There will also be a few themed decorated oak tree this season.
 - Jekyll Island Airport was used for parking during the Shrimp and Grits Festival. Staff parked up to 3,400 cars during the festival, ensuring visitors made it onto the transport busses safely and efficiently. The goal of this process is to ensure a positive experience from the time guests park their cars through when they leave.
 - Tropical Storm Nicole resulted in beach erosion and the loss of a few crossovers. The revetment is in great shape as are the dunes.
 - The vote for SPLOST 2023 passed, and the funds JIA receives over time will go towards water/sewer improvements, fishing pier improvements, and continuation of bike bath improvements.
- I. Jones Hooks, Executive Director, presented the Executive Director's report highlighting the following items:
- JIA will be allotted \$3.1 million from SPLOST.
 - An updated fiscal impact analysis should be complete early in 2023 by the University of Georgia's Selig Center.
 - The Pine Lakes Golf Course improvements are underway under the advisement of Clyde Johnston, who designed the current course.
 - Captain Billy Lartz with JIA Public Safety completed the Georgia Emergency Medical Services Association Leadership Program with the 2022 class.
 - Representative Jon Burns of Screven County is anticipated to become the next Speaker of the House for Georgia. Representative Burns is a JIA Legislative Oversight Committee Member.
- J. Mr. Atkins presented the Chairmans comments. He thanked all the Board members for their presence and Hooks and staff for all their efforts during Shrimp and Grits.

There were no public comments:

The Chairman continued directly into the JIA Board Meeting.

The Jekyll Island State Park Authority (JIA) Board Meeting
November 15, 2022

The Board Meeting was called to order at 11:49 a.m., and all members were present either in-person or via teleconference.

Action Items

1. Commissioner Williams moved to accept the minutes of the October 18, 2022 Board Meeting as presented. The motion was seconded by Mr. Joyner. There was no discussion, and the minutes were unanimously approved.
2. The recommendation from the Finance Committee to increase the per vehicle parking fee by \$4.00 on Friday and Saturday nights during the Holly Jolly Jekyll Season carried by unanimous approval.

3. The recommendation from the Finance Committee to open a bank account with Ameris Bank to be used for premiums, fees, and claims related to JIA's new self-insured health insurance program carried by unanimous approval.
4. The recommendation from the Committee of the Whole to approve North View Hotel Group, LLC, and its affiliate entity, NVHG Acquisitions, LLC, as the purchaser of a controlling interest in Jekyll Ocean Front Hotel, LLC, lessee under that ground lease for the Westin Jekyll Island Hotel carried by unanimous approval, with the exception of Commissioner Williams who recused himself.
5. The recommendation from the Committee of the Whole to approve North View Hotel Group, LLC, and its affiliate entity, NVHG Westin Jekyll Hotel Operator, LLC, as the hotel management company for Jekyll Ocean Front Hotel, LLC, lessee under that ground lease for the Westin Jekyll Island Hotel carried by unanimous approval, with the exception of Commissioner Williams who recused himself.
6. The recommendation from the Committee of the Whole to award RFP #370 for a ticketing and point-of-sale system to Vivaticket, pending contract negotiations and legal review, carried by unanimous approval.
7. The recommendation from the Committee of the Whole to award RFP #371 to Dabbs-Williams General Contractor for construction of the Jekyll Island Public Safety Complex, pending contract negotiations and legal review carried by unanimous approval.

The motion to adjourn was made by Commissioner Williams and seconded by Mr. Krueger. There was no objection to the motion and the meeting adjourned at 11:53 a.m.

MEMORANDUM

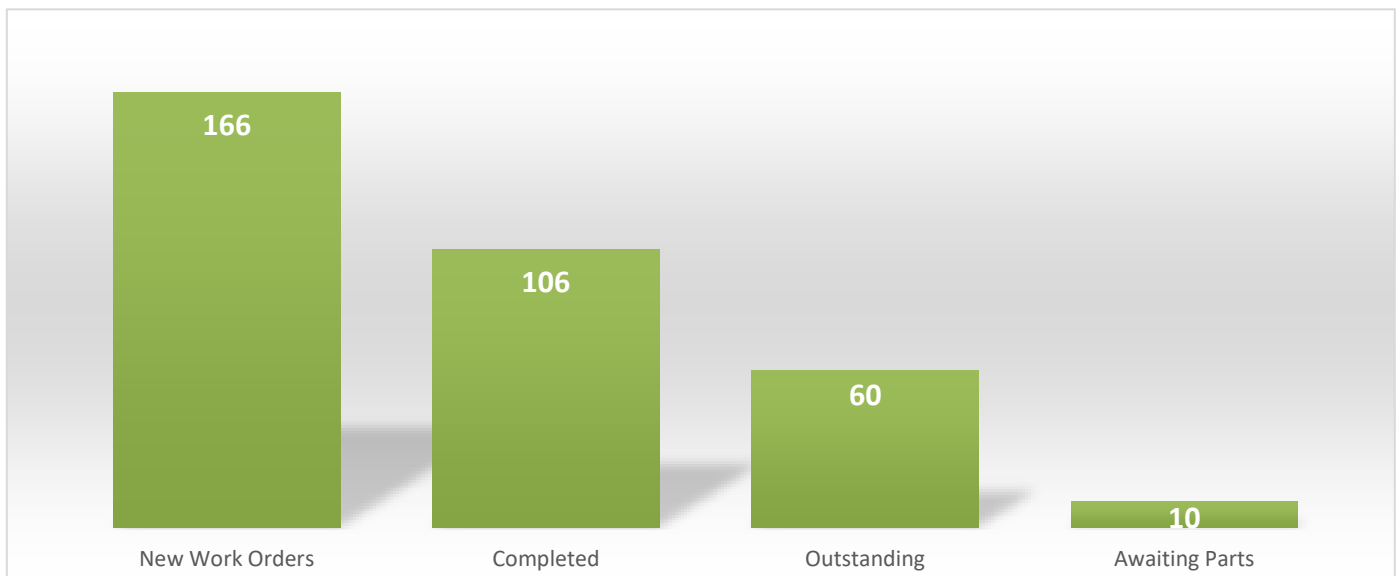
TO: COMMITTEE OF THE WHOLE
FROM: NOEL JENSEN, DEPUTY EXECUTIVE DIRECTOR
SUBJECT: OPERATIONS MONTHLY REPORT – DECEMBER 2022
DATE: 1/17/2023

PUBLIC SERVICES

December Highlights:

- Jekyll Island Airport (09J) self-serve aviation fuel (100LL) sold 934.69 gallons of 100LL aviation fuel in 45 transactions totaling \$6,327.86 in sales for the month of December.
- Campground expansion preparation continues onsite with JIA Landscape, Roads and Grounds, and water/wastewater staff. The bathhouse construction contractor has substantially completed bathhouse #1 and bathhouse #2.
- The campground reached 82% occupancy which is considered “full capacity.”
- JIA Operations teams maintained lights at Holly Jolly.
- Public Safety Complex site work continues on bio-swale layout while Dabbs Williams (Contractor) finalizes value engineering.

Operations Department Work Orders

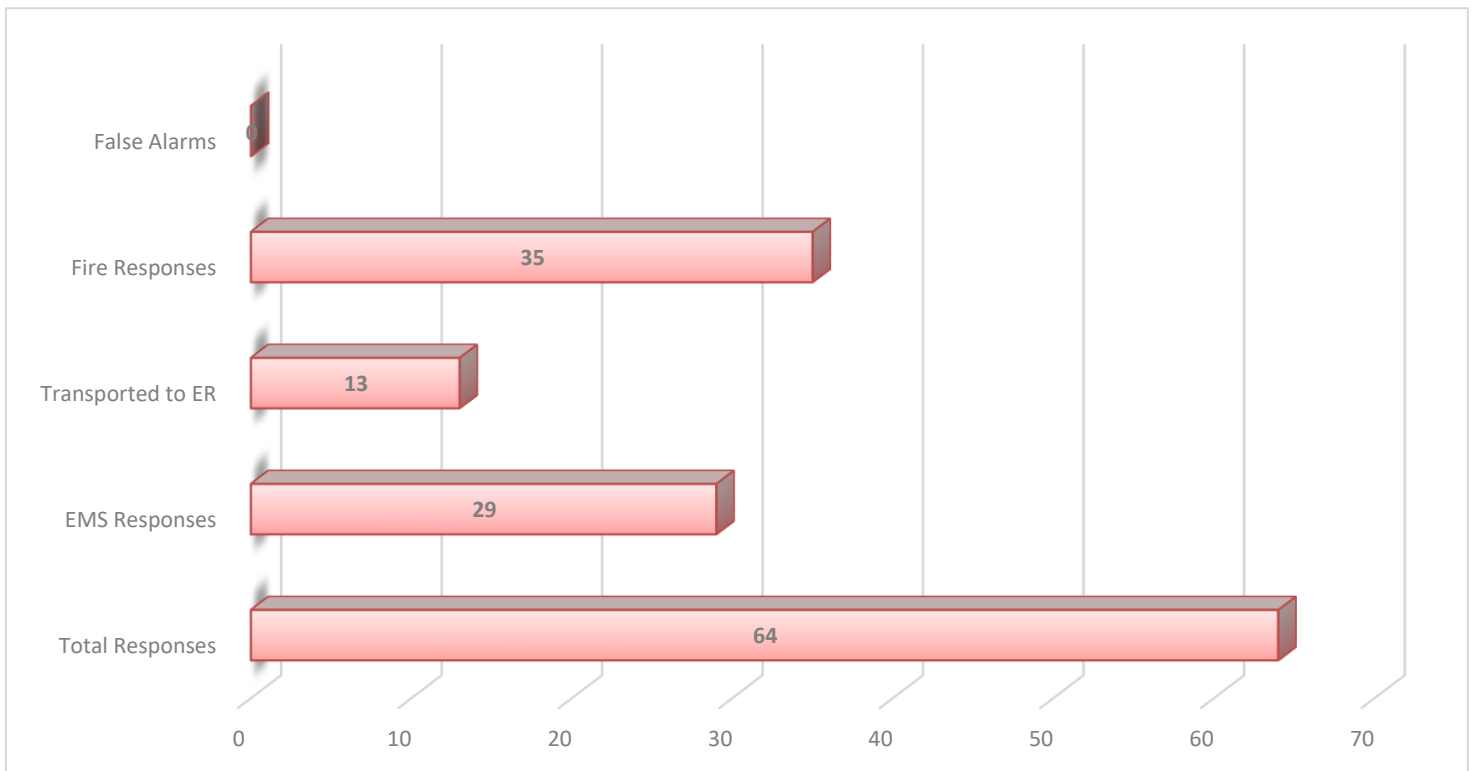


PUBLIC SAFETY – Fire & EMS

December Highlights:

- Completed 79 hours of staff training for the month.
- Seven (7) rental inspections, one (1) alarm inspection, two (2) annual inspections, and nine (9) site visit inspections were conducted in December.
- Twenty (20) permits were issued, and there were four (4) complaints investigated by Code Enforcement.
- Participated in several Holly Jolly events including the Parade, Santa Rides, and Fireworks.
- Completed Acting Officer in-house tabletop scenarios with all full-time staff.
- Dennis Gailey completed NIMS 300 and 400 classes.
- Completed a Security Assessment at the Convention Center with Homeland Security.
- Camp Jekyll Fire Alarm Replacement Acceptance Inspection took place.

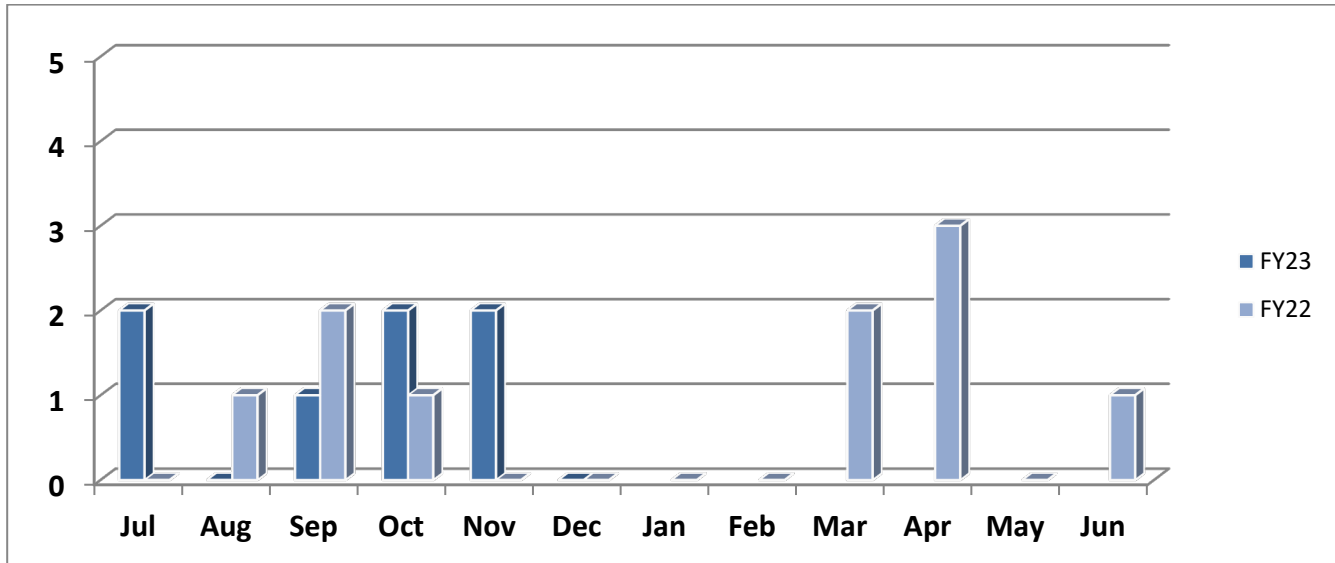
Jekyll Island Fire & EMS Responses



MEMORANDUM

TO: HUMAN RESOURCES COMMITTEE
FROM: JENNA JOHNSON, HR DIRECTOR
SUBJECT: HUMAN RESOURCES COMMITTEE REPORT
DATE: 1/9/2023

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



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
FY23	2	0	1	2	2	0							7
FY22	0	1	2	1	0	0	0	0	2	3	0	1	10

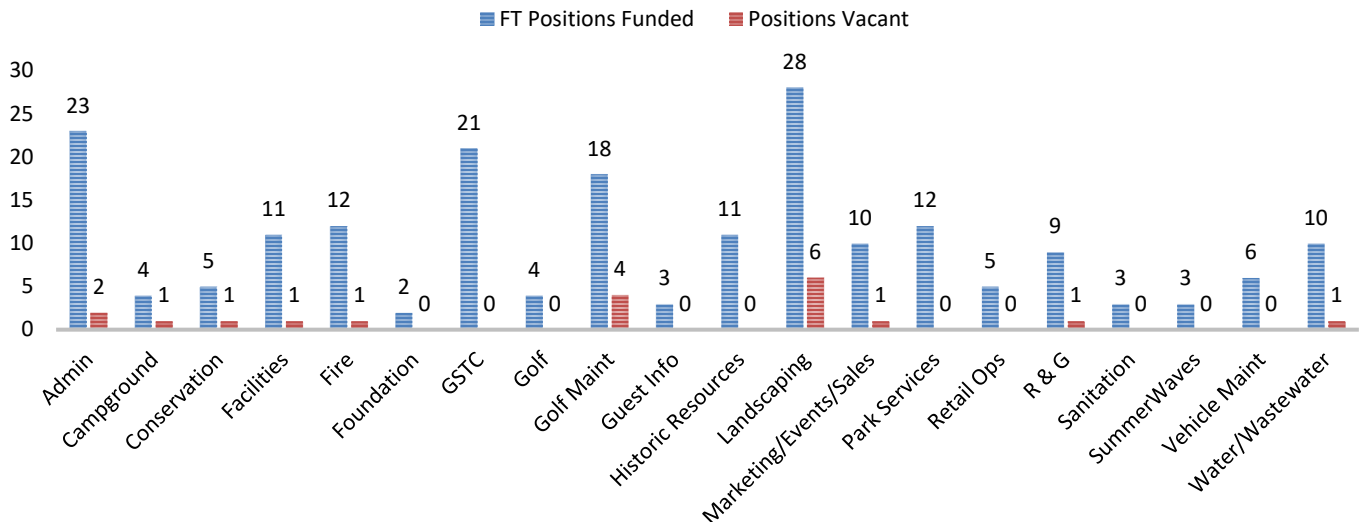
JIA Employee Census:

Month	Full time	Part Time	Seasonal	Interns/ Members	Total Employees
Dec	175	109	6	0	290

Retirements:

- None

FULL TIME STAFFING



Full-time Staffing as of 1/5/2023

Recognition:

○ **Meet our January Featured Employee: Joseph Colbert**



Originally from Charleston, SC, Joseph has lived in the Golden Isles for 11 years. He began his career with the Jekyll Island Authority (JIA) on August 1, 2016. As a biologist, Joseph has a wide range of responsibilities, some daily and others seasonal. Administrative duties include permit applications, grant preparation, report development, research application review, and personnel management. Field duties include research program and data management, restoration activities and plantings, land management like prescribed fire, wildlife response, and community engagement and education

When Joseph was asked what he likes most about working for the Jekyll Island Authority, he said “Most conservation professionals work in pristine areas with limited public access. We have a community of residents, guests, and staff that we get to engage with that all support our conservation program on Jekyll Island, and that makes what we do so much more effective and successful. Also, having all the interdepartmental support is amazing. In some ways, everyone on Jekyll is a conservationist as much as they are a member of their own department. Having the freedom and support from all our partners gives us the ability to do so much more than most conservation agencies.”

When Joseph is not being the Wildlife Biologist with the JIA, he co-owns and operate a biointensive indoor mushroom production facility called Southern Brothers Farms. We grow several hundred pounds of rare gourmet mushrooms weekly for restaurants and market all over the GA coast, from Savannah to St Mary’s, and west to Waycross.

Joseph, 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: 01/09/2023

2022 Year in Review

- Since 2019, we have used Survey123 to collect all our field data. It has increased our efficiency and gives us quick reports to keep an eye on progress. Here are some highlights from 2022.
- Our 24/7 Wildlife Response Service (912-222-5992) logged 288 calls throughout the year transitioning from a direct-answer to a voicemail-only system throughout the year. Mammals were the highest reported category with 28% of calls and Birds followed closely behind with 25% of calls. Of the calls we received, 65% required a response, and 38% of those responses required handling an animal directly. All staff members are trained to assess the situation and determine the best course of action for the animal.
- The Park Ranger Team was busy this year educating over 1000 guests through naturalist programs like Gatorology and Ranger Walks and speaking to over 900 guests on our beaches about our [Rules and Safety Tips](#). The team now has a fleet of electric bikes as a more sustainable option to patrol sections of the beach without disturbing guests or wildlife.
- Our land management efforts saw the treatment of 168 individual invasive plants and with the addition of a full-time land management technician, these efforts will expand going forward targeting removal in priority areas and habitats.
- Our Alligator Mark-Recapture efforts captured 50 individual gators this year, 36 males and 14 females, with the largest being a 10' 7" male. We capture and mark alligators to continually monitor population trends, take health samples while collaborating with external researchers, and to impress a simulated "hunting pressure" on them to keep their fear of humans and limiting human-wildlife conflicts.

Research and Monitoring

- Our two pairs of Bald Eagles returned to their same nests again this year, making their already colossal nests even bigger. The Crane Road Trail nest is nearing the size of an older Volkswagen Beetle and is perched over 100 feet up in a pine tree. Ranger Walks are in full swing, and guests will soon be able to get their first glimpse of the new eaglets.

Management and Planning

- Georgia Audubon successfully planted over 18000 individual sweet grass (muhly grass) plugs in the beach prairie area along Beachview Drive back in December over the course of two and a half days. They returned to Jekyll early in January with a scheduled volunteer day and successfully planted another 12,000 plugs. They had 35 volunteers

show up and finished in just under 3 hours. With these two planting sessions, Georgia Audubon filled in the open areas of the beach prairies from Tortuga Jacks to the Holiday Inn with plants that were grown from seeds collected on Jekyll and Little St. Simons Island. The plants are small, but they appear healthy, and we will continue to monitor the site for progress in the coming months.

- Working with the Jekyll Island Foundation and Landscaping Department, we added 4-acres of pollinator-friendly habitat to the causeway shoulder near the entrance towers. The planting included several Georgia-native plant species such as blue mistflower, showy primrose, purple lovegrass, brown-eyed susans, smooth aster, blanket flower, spotted bee balm, and blazing star are just some of the species that will make up the seed mix and contribute to the array of colors, from blues, to yellows, to lavenders, sprinkled along the causeway shoulder.

Outreach, Leadership, Staffing

- Joseph Colbert attended a 3-day workshop in Athens on Wildlife Management. He learned about the science and methodology regarding wildlife management in forests and other habitats. He also learned about early detection and control of non-native and nuisance wildlife such as feral hogs.
- Yank Moore, Joseph Colbert, and Morgan Pierce attended an annual prescribed fire refresher training at Altama Plantation with partners from GaDNR and other agencies.
- Ray Emerson, Lead Park Ranger, and Michael Brennan, Georgia Sea Grant Fellow, attended the College of Coastal Georgia Symposium. Ray Emerson partner with human resources to lead the effort to educate and advertise our open seasonal ranger positions.
- Yank Moore has been promoted to Director of Conservation with over 9 years' of experience working within the conservation department of the JIA.



Priority Species Sighting – A tri-colored bat seeks shelter in the bathroom on Great Dunes Golf Course during the most recent freeze event. This species helps control flies and mosquitos and they roost in the tree foliage of open forests. It is listed as a threatened species in Georgia in addition to one of our priority species.

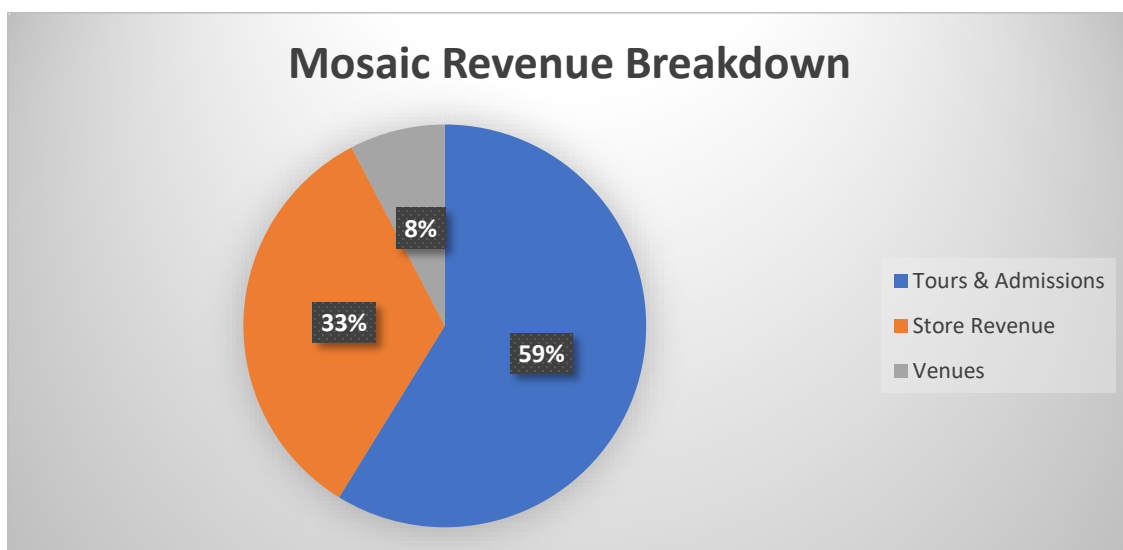
MEMORANDUM

TO: COMMITTEE OF THE WHOLE
FROM: TOM ALEXANDER, DIRECTOR OF HISTORIC RESOURCES
SUBJECT: HISTORIC RESOURCES UPDATE
DATE: JANUARY 17, 2023

Visitation and Revenue

Mosaic, Jekyll Island Museum showed a slight increase in revenue in all areas as shown in the comparative table below. **December saw revenue for all Mosaic tours at 114% of the projected budget, and all Mosaic revenue (all tours, museum gallery and Chapel admissions and retail sales) saw 122% of the projected budget.**

Source	December Visitation	December Revenue
All Admissions & Tours	3,069	\$61,376
Museum Store Sales		\$35,071
Venue Leases		\$8000
Totals		\$112,447



Highlights From This Month

- **Holly Jolly Light Tours:** November and December saw revenue of **\$80,822** generated from this popular tour of the Historic District light displays by the Mosaic. 3680 participated in this festive tour.
- **Holidays In History Tours:** During the holiday season, the traditional Historic Landmark daily tour is replaced by the Holidays in History tour which engages the public with Jekyll Island Club history from the perspective of how people on the island celebrated Christmas. This tour netted **\$39,329** in revenue and 2181 people participated.
- **Historic District Property Rentals:** In September, Historic Resources had 5 venue leases, netting **\$8,000** reflected in the above data.
- **Living History Costume Grant:** In collaboration with the Jekyll Island Foundation, a grant was obtained from the Friends of Coastal Georgia History in the amount of **\$2500**. These funds will go to replacing and updating costumes used in our *Living History Presents...* program.



Living history characters, Emily Robertson & Arthur Haber

- **Shrimp & Grits Festival:** All Historic Resources staff participated in the annual Shrimp & Grits Festival hosted on Jekyll. Our department handled the loading and unloading of busses bringing guests to and from the event. This occurred on November 4-6, 2022.

- **Gould Casino Asbestos Abatement Phase 1:** The first phase of the removal of non-friable asbestos in the Gould Casino building was completed. This work involved removing flooring tile from a storage room that encompasses about ¼ of the building footprint and the insulation on old air conditioning equipment. The remainder of this work will take place in the summer of 2022.



Storage space in Gould Casino prepped for abatement.

- **Mistletoe Porch Restoration:** Our preservationist, Taylor Davis and his volunteers completed the rehabilitation of the Mistletoe back porch. This work was both structural and cosmetic and (absent paint) returns the porch to its original appearance.
- **Hollybourne Cottage Exhibits:** The design phase of the exhibits for Hollybourne Cottage was initiated via a contract awarded to HW Exhibits to design the exhibits for the first-floor spaces in the unique home.

MEMORANDUM

TO: COMMITTEE OF THE WHOLE
FROM: MICHELLE KAYLOR, GSTC DIRECTOR
SUBJECT: GEORGIA SEA TURTLE CENTER UPDATE – DECEMBER 2022
DATE: 1/7/2023

Admissions Comparison with Prior Year

<u>December 2021</u>	<u>December 2022</u>
6,452	7,093

**Highest December visitation in GSTC admission history*

Revenue Categories

- December admissions \$65,130.95 was \$9,646.09 over budget
- December concessions \$78,969.91 was \$7,569.91 over budget
- Adoptions 152 | \$7,590.00
- Donations (General): 49 | \$1770.00
- Memberships: 32 | \$4128.70
- Public Programs | \$4,228.00
- School Field Trips | \$1,828.40
- Daily Programs | 162

Marketing/PR/Events/Grants/Pubs

Trip Advisor: 2,316 reviews, ranking GSTC #4 out of #17 Jekyll attractions.

Events:

- December 10th GSTC staff and decked out UTV participated in the Holly Jolly Light Parade

58K Facebook Followers

Impressions: 374K

Number of Posts: 25

28.5K Instagram Followers

Impressions: 114K

Number of Posts: 23 posts, 5 stories

Education

- The education team led 26 tours educating 276 participants. 4,053 guests attended a daily program in the center.
- In December, 17 Behind the Scenes tours were facilitated for 74 participants.
- The Kemp's Ridley Sea Turtle Adoption re-launched and Lil Diggity (loggerhead hatchling) were added to the GSTC adoptables

Research

- GSTC department staff attended a USGS led meeting to discuss early analysis results of multi-institution wild vs rehab sea turtle movement study
- Research Program Manager Davide Zailo was invited to join the Board of Directors for the Diamondback Terrapin Working Group
- GSTC staff attended the College of Coastal Georgia's Coastal Science Symposium and hosted a table featuring the educational, research, and rehabilitation work of the GSTC.

Rehabilitation

	Sea Turtle	Other Patients
New Patients	6	8
Current Patients	19	15
Released Patients	0	0
Transferred Patients	0	3
Total Since 2007	1027	2542

- The rehabilitation department received 6 cold stun green sea turtles from Georgia during an acute cold stunning event.
- Dr. Norton gave 2 presentations and lead a workshop for veterinarians at the Annual Sea Turtle Rehabilitation workshop in Marathon, Florida



Board of Directors Committee Assignments
Effective August 17, 2022

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