

Georgia Ports Authority  
Tuesday, September 26, 2023  
1:30 p.m.  
Savannah, GA

762-233-1679  
Conference ID: 351 674 327#

### Agenda

- |                                |     |  |
|--------------------------------|-----|--|
| Fountain<br>Fountain<br>Womack | 1.  | Call to Order<br>a) Approval of Agenda<br>b) Attendance Report   |
| Fountain                       | 2.  | Approval of Minutes  |
| Fountain                       | 3.  | Receive Comments Regarding Agenda and Non-Agenda Items   |
|                                | 4.  | Committee Chair Reports<br>Audit, Budget & Finance – Womack<br>Community & Government Affairs – Tarbutton<br>Ports Development – Hertz<br>Sales, Marketing & Communication - Wilheit |
| McCurry                        | 5.  | Executive Division<br>a) Amended Property Resolution   Savannah, GA<br>b) Non- Exclusive Easement Agreement   Georgia Power Company  |
| McCurry                        | 6.  | Administrative Division<br>a) Monthly Purchasing Request(s)<br>b) Capital/Operating Purchase Report  |
| Thompson                       | 7.  | Finance Division<br>a) FY2023 Audited Financial Statements<br>b) Three-year extension of Mauldin & Jenkins Audit Engagement  |
| Novack                         | 8   | Engineering Division<br>a) GCT Building Program   Phase 2 Budget Adjustment<br>b) Port of Brunswick Improvements   Budget Adjustment<br>c) Rail Track Camera Portal                  |
| Lynch                          | 9.  | Chief Executive Officer Report   |
| Fountain                       | 10. | Chairman's Comments  |
| Fountain                       | 11. | Executive Session (If Needed)  |

**NEXT AUTHORITY MEETING IS DECEMBER 4 - 5 IN SAVANNAH, GA**

AN ITEM OR ITEMS WHICH BECOME NECESSARY TO ADDRESS  
DURING THE COURSE OF THE MEETING MAY BE ADDED AND ACTION MAY BE TAKEN

## **MINUTES OF MEETING**

### **GEORGIA PORTS AUTHORITY SAVANNAH, GEORGIA**

**July 25, 2023**

The meeting was called to order by Chairman Kent Fountain. Other Authority Members present were Vice Chairman, Alec Poitevint, Secretary and Treasurer, Christopher C. Womack and Authority Members, James L. Allgood, Leda Chong, David J. Cyr, Douglas J. Hertz, Don A. Grantham, Jr., Martin "Trey" Kilpatrick, William D. McKnight, Ben J. Tarbutton, III and Philip Wilheit, Jr., and Joel Wooten.

Staff members attending were Chief Executive Officer Griffith Lynch, Lise Altman, Flavio Batista, Susan Gardner, Olli Himbert, Ed McCarthy, James McCurry, Christopher Novack, Clifford Pyron, Patrick Rogero, William Sutton, Michaela Thompson, and Emily Richardson. Special Assistant Attorney General Paul Threlkeld also attended. Guests are shown on the attached sign in sheet.

On motion by Mr. Poitevint seconded by Mr. Wooten, it was unanimously voted: To approve the agenda.

On motion by Mr. McKnight, seconded by Mr. Tarbutton, it was unanimously voted: To approve the minutes of the meeting held on May 23, 2023, and accept them as distributed.

On motion by Mr. Allgood, seconded by Mr. Grantham, it was unanimously voted: To approve the attached Resolution (i) approving the purchase approximately one (1) acre located in Savannah, Georgia, for a purchase price not to exceed \$1,500,000 per acre based on the Property as subdivided, subject to appraisals, environmental review, survey and title work, (ii) authorizing expenditure of up to \$50,000 for such legal, appraisal, environmental, survey and title work, (iii) authorizing the Chief Executive Officer and Chief Administrative Officer of the Authority to execute the Purchase and Sale Agreement described therein, (iv) authorizing the Authority to request approval of the purchase from the State Properties Commission, and (v) authorizing the Chief Executive Officer and Chief Administrative Officer of the Authority to execute any and all closing documents necessary to effect the purchase of the Property having received approval of the State Properties Commission.

On motion by Mr. Wooten, seconded by Mr. McKnight, it was unanimously voted: To approve the Master Lease Agreement between Georgia Ports Authority and WW Vehicle Services Americas, Inc. for land and including the existing and new improvements located thereon, in Glynn County, Georgia, in a form substantially similar to the agreement attached hereto.

On motion by Mr. McKnight, seconded by Mr. Tarbutton, it was unanimously voted: To approve twenty-five (25) purchases as presented on the attached report. For the period, there are six (6) capital purchases and eighteen (18) operating purchases for a total of \$39,338,800.

Current policy requires that the Staff provide monthly reports to the Authority concerning capital and operating purchases totaling \$20,000 or more, but less than \$200,000. For the period, there

was one (1) capital purchase and four (4) operating expenses totaling \$751,400. This item is provided for information only. No action by the Authority is required.

On motion by Mr. Cyr, seconded by Mr. Poitevint, it was unanimously voted: To adopt the Rules, Regulations and By-Laws as appended hereto, effective on this date, July 25, 2023.

On motion by Mr. Tarbutton, seconded by Mr. Poitevint, it was unanimously voted: That the Authority establish contract signature authority to the GPA Chief Executive Officer and authorize Staff to issue contracts and purchase orders in support of the project, and establish an overall project budget of \$2,000,000 for the FY24 Garden City Terminal Paving Improvements project.

On motion by Mr. Poitevint, seconded by Mr. Allgood, it was unanimously voted: To adjourn the meeting.

There being no further business, the meeting was adjourned.

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Kent Fountain  
Chairman

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Christopher Womack  
Secretary and Treasurer

## **MINUTES OF MEETING**

### **GEORGIA PORTS AUTHORITY SAVANNAH, GEORGIA**

**July 25, 2023**

#### **CHIEF EXECUTIVE OFFICER'S REPORT**

The full Chief Executive Officer's Report was included in the Board package.

#### **COMMENTS FROM THE CHAIRMAN**

Chairman Fountain stated it is an honor to serve as chairman of the Georgia Ports Authority and that he appreciates the confidence the team has placed in him. He acknowledged the major projects under construction and the significant importance of the GPA having the 3<sup>rd</sup> highest June and 2<sup>nd</sup> highest year in history. Chairman Fountain congratulated the organization for the overall market share growth and expressed how such growth is a testament to our board and hardworking staff.



**TO:** Chairman and Members of the Georgia Ports Authority  
**SUBJECT:** Property Resolution – Savannah, GA  
**DATE:** September 26, 2023

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**ISSUE:** The Owner of Low Country Land, LLC and Low Country Marine Resources, LLC has approached the Authority regarding the possibility of acquiring two properties on Hutchinson Island, both of which are contiguous to separate Georgia Ports Authority owned parcels. The Authority staff has identified a strategic long-term interest in both sites and has sought initial appraisals to define potential purchase prices.

The Low Country Land, LLC site (Parcel ID Number: 10436-01001B) measures approximately 13.482 acres and includes multiple buildings and storage areas.

The Low Country Marine Resources, LLC site (Parcel ID Number: 20163-01003) measures approximately 4.23 acres and is undeveloped waterfront land.

**POLICY IMPLICATIONS:** Acquisition of these properties requires approval of a Resolution by the Georgia Ports Authority and approval from the State Properties Commission.

**FINANCIAL IMPACT:** The purchase price shall not exceed \$7,000,000 for the 13.482 acre parcel ( ID Number: 10436-01001B) and the fair market value of the 4.23 acres parcel (ID Number: 20163-01003), plus necessary closing costs for each, subject to appraisals, environmental review, survey and title work. Associated expenditures of up to \$50,000 are estimated to be necessary for legal, appraisals, environmental, survey and title work.

**STAFF CONTACT:** James C. McCurry, Jr., Chief Administrative Officer  
Paul H. Threlkeld, Special Assistant Attorney General

**RECOMMENDATION:** That the Authority approve the attached Resolution (i) approving the Authority's purchase of real property located on Hutchinson Island, Chatham County, Georgia, for a price not to exceed \$7,000,000 for the 13.482 acre parcel ( ID Number: 10436-01001B) and the fair market value of the 4.23 acres parcel (ID Number: 20163-01003), plus necessary closing costs for each, subject to appraisals, environmental review, survey and title work, (ii) authorizing expenditure of up to \$50,000 for such legal, appraisals, environmental, survey and title work, (iii) authorizing the Authority to request approval of the purchase from the State Properties Commission, and (iv) authorizing the Chief Executive Officer and Chief Administrative Officer of the Authority to execute any and all closing documents necessary to effect the purchase of the property having received approval of the State Properties Commission.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Griff Lynch".

Griff Lynch  
President & Chief Executive Officer

Attachment



**TO:** Chairman and Members of the Georgia Ports Authority  
**SUBJECT:** **Non-Exclusive Easement Agreement – Georgia Power Company**  
**DATE:** September 26, 2023

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**ISSUE:** GPA owns certain real property referred to as Colonel’s Island Terminal located in Glynn County, Georgia (the “Property”) and is constructing certain improvements on the northside and southside of the terminal including, without limitation, new machinery, and fumigation buildings as part of the current redevelopment of the Property. GPA has requested that Georgia Power Company (“GPC”) install new distribution lines, in addition to other electrical upgrades for the redevelopment project and has agreed to grant a non-exclusive easement to GPC for the sole purpose of constructing, operating, and maintaining the new facilities required to provide electricity for the Property. The term of the easement will be twenty (20) years. If GPC abandons the easement for a continuous period of twelve (12) months, all easement rights and privileges will cease and revert to GPA. GPA will have the right to use the easement area for any purpose not inconsistent with the rights granted to GPC.

A copy of the Non-Exclusive Easement Agreement is attached for approval.

**POLICY IMPLICATIONS:** The Non-Exclusive Easement Agreement is in keeping with current policy.

**FINANCIAL IMPACT:** The new and upgraded distribution lines and facilities are necessary to provide electricity for new and existing improvements located on Colonel’s Island Terminal.

**STAFF CONTACT:** James C. McCurry, Jr., Chief Administrative Officer  
Paul H. Threlkeld, Special Assistant Attorney General  
Christopher Novack, Vice President of Engineering and Facilities Maintenance

**RECOMMENDATION:** That the Authority approve the Non-Exclusive Easement Agreement between Georgia Ports Authority and Georgia Power Company in the form attached hereto.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Griff Lynch".

Griff Lynch  
President & Chief Executive Officer



**TO:** Chairman and Members of the Georgia Ports Authority  
**SUBJECT:** **Monthly Purchasing Requests**  
**DATE:** September 26, 2023

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**ISSUE:** At each regular meeting of the Authority, a list of purchase requests in an amount of \$500,000 or greater is presented by staff for approval.

**POLICY IMPLICATIONS:** Current policy requires that the Authority approve all purchases that total \$500,000 or more.

**FINANCIAL IMPACT:** For the period, there is one (1) capital purchase and three (3) operating purchases for a total of \$4,200,000.

**STAFF CONTACT:** James C. McCurry, Chief Administrative Officer  
Tamela Wright, Purchasing Manager

**RECOMMENDATION:** That the Authority approves four (4) purchases as presented on the attached report.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Griff Lynch".

Griff Lynch  
President & Chief Executive Officer



**TO:** Chairman and Members of the Georgia Ports Authority  
**SUBJECT:** **Capital/Operating Purchases Report**  
**DATE:** September 26, 2023

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**ISSUE:** At each regular meeting of the Authority, a list of capital and operating purchases between \$100,000 and \$500,000 is presented by Staff for information.

**POLICY IMPLICATIONS:** Current policy requires that the Staff provide monthly reports to the Authority concerning capital and operating purchases totaling \$100,000 or more, but less than \$500,000.

**FINANCIAL IMPACT:** For the period, there were no (0) capital purchases and eight (8) operating expenses totaling \$ 1,007,476.

**STAFF CONTACT:** James C. McCurry, Chief Administrative Officer  
Tamela Wright, Purchasing Manager

**RECOMMENDATION:** This item is provided for information only. No action by the Authority is required.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Griff Lynch".

Griff Lynch  
President & Chief Executive Officer





**TO:** Chairman and Members of the Georgia Ports Authority  
**SUBJECT:** **FY 2023 Audited Financial Statements**  
**DATE:** September 26, 2023

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**ISSUE:** Presentation of Audited Financial Statements

**POLICY IMPLICATIONS:** Audited Financial Statements are presented to the Authority Board annually for approval

**FINANCIAL IMPACT:** No applicable

**STAFF CONTACT:** Michaela I. Thompson – Chief Financial Officer

**RECOMMENDATION:** That the Authority accept the FY 2023 Audited Financial Statements as prepared by the public accounting firm of Mauldin & Jenkins

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Griff Lynch".

Griff Lynch  
President and Chief Executive Officer



**TO:** Chairman and Members of the Georgia Ports Authority  
**SUBJECT:** **Three-year extension of Mauldin & Jenkins Audit Engagement**  
**DATE:** September 26, 2023

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**ISSUE:** Mauldin & Jenkins, LLC has tendered a proposal to perform the Annual Audit for fiscal years 2024, 2025, and 2026. The proposed audit fees range from \$88,000 to \$92,000 per fiscal year, representing an increase of 6.7% from the most current level, and includes Financial Audit Services, the Single Audit and preparation of the Annual Comprehensive Financial Report (ACFR)

**POLICY IMPLICATIONS:** The Authority approves the engagement of the external audit firm

**FINANCIAL IMPACT:** Audit fees are included in the annual operating budget each fiscal year

**STAFF CONTACT:** Michaela I. Thompson – Chief Financial Officer

**RECOMMENDATION:** Based on the proposed fees and excellent past performance, that the Authority appoint Mauldin & Jenkins, LLC as external auditor for the fiscal years 2024 – 2026 subject to annual review and renewal by the Audit, Budget & Finance Committee

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Griff Lynch".

Griff Lynch  
President and Chief Executive Officer



**TO:** Chairman and Members of the Georgia Ports Authority  
**SUBJECT:** **Port of Brunswick Improvements | Budget Adjustment**  
**DATE:** September 26, 2023

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**ISSUE:** At the September 2022 GPA Board Meeting, a budget approval was provided for major improvements for the transition of bulk and break bulk operations from Ocean Terminal to the Port of Brunswick. Since that approval, the scope of the project has increased, requiring an additional \$15.5 million to the project. These scope increases include the length of the roadway from from the berthing area to the South area of the island; widening a majority of that roadway section from 36 feet to 53 feet to accommodate larger, high & heavy vehicles; gate expansions at both Gate 1 and Gate 2 for the increase in traffic volume and a concrete round about along SCM Road to enhance the flow of traffic to and from the south part of the island.

To complete these additional improvements, a budget adjustment in the amount of \$15,500,000 is required to provide a total budget of \$242,500,000 for Port of Brunswick Improvements. Funding for the project has been established in the GPA's internal capital budget.

**POLICY IMPLICATIONS:** This project is in keeping with established policy to enhance operations and customer service at the GPA's Port of Savannah facilities.

**FINANCIAL IMPACT:** Expenditures of an additional \$15,500,000 are required, creating a total budget of \$242,500,000 from the internal Capital Budget for the Port of Brunswick Improvement project.

**STAFF CONTACT:** Christopher B. Novack, P.E., Vice President of Engineering & Facilities Maintenance

**RECOMMENDATION:** That the Authority approves a budget adjustment for the Port of Brunswick Improvement project in the amount of \$15,500,000 and establish a total budget from \$227,000,000 to \$242,500,000 for the Port of Brunswick Improvement project.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Griff Lynch".

Griff Lynch  
President & Chief Executive Officer

Attachments: 1) Work Breakdown Structure-Port of Brunswick Improvements  
2) Letter of Recommendation-Moffatt Nichol



**TO:** Chairman and Members of the Georgia Ports Authority  
**SUBJECT:** **GCT Building Program | Phase 2 Budget Adjustment**  
**DATE:** September 26, 2023

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**ISSUE:** The second phase of the Garden City Terminal Building program consists of complete renovation of the existing Human Resources Building and Port Police complex in order to provide space for additional staff and employee services. During the December, 2022 GPA Board meeting, a budget was approved in the amount of \$13,000,000. Since that time, several changes are proposed that requires an adjustment to the project budget by an additional \$6,500,000 to establish a new total project budget of \$19,500,000. Changes include modifications to implement a standard GPA brand within each building, the construction of a separate credentialing center adjacent to the Port Police Building and the construction of a 2 acre parking facility to support the new credentialing center.

**POLICY IMPLICATIONS:** This project is in keeping with established policy to enhance operations and customer service at the GPA's Port of Savannah facilities.

**FINANCIAL IMPACT:** Expenditures of \$6,500,000 from the Internal Capital Budget are required for the GCT Building Program-Phase 2 Budget Adjustment.

**STAFF CONTACT:** Christopher B. Novack, P.E., Vice President of Engineering & Facilities Maintenance

**RECOMMENDATION:** That the Authority 1.) establishes contract signature authority to the GPA President and Chief Executive Officer; 2.) authorize Staff to issue contracts and purchase orders in support of the project, and 3) establish an additional \$6,500,000 that creates an overall project budget of \$19,500,000 for the GCT Building Program-Phase 2 project.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Griff Lynch".

Griff Lynch  
President & Chief Executive Officer

Attachments: 1) Work Breakdown Structure: GCT Building Program-Phase 2  
2) Recommendation Letter-Hussey Gay Bell



**TO:** Chairman and Members of the Georgia Ports Authority  
**SUBJECT:** **Rail Track Camera Portal**  
**DATE:** September 26, 2023

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**ISSUE:** Container trains are received into and delivered from the Georgia Ports Authority's Mason Mega-Rail Yard. Prior to unloading, the order and direction of the rail cars must be verified as well as the individual containers including the well location and individual characteristics. All this data must be validated in the Terminal Operating System to generate the necessary automated work instructions to unload the train. Likewise, trains being delivered must be verified and electronic rail consists generated for transmission to the rail provider.

GPA Operations and IT have worked with our partner, Certus to develop an automated Optical Character Recognition System with that will digitize the receipt and delivery of train cars in/out of the TOS for the required processing of the trains.

**POLICY IMPLICATIONS:** This project is in compliance with the 2024 Capital Budget.

**FINANCIAL IMPACT:** Expenditures up to \$1,000,000 will be funded thru the 2024 Internal Capital.

**STAFF CONTACT:** William C. Sutton III, Chief Information Officer

**RECOMMENDATION:** That the Authority:  
1) Authorize staff to issue contracts and purchase orders to support the project in accordance with GPA procedures  
2) Establish a total budget not to exceed \$1,000,000

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Griff Lynch".

Griff Lynch  
President & Chief Executive Officer