

# Georgia International and Maritime Trade Center Authority

Minutes of the Regular Meeting of the Board of Directors  
**Wednesday, July 8, 2015**

Jasper Board Room, Savannah International Trade & Convention Center

---

**Members present:** Baxter, Center, Cutter, Jackson, Marinelli, Quattlebaum and Sanders. **Members absent:** Cook, McAlister, Polote, Smith and Tollison. **Also present:** Counsels Tom Gray and Jon Pannell, Jeff Hewitt, Marty Johnston, Lou Phelps (SBJ), Dr. Ted Moore, Howard Morrison, Capt. Jake Ross, Nick Helmholdt, Mary Mayle (SMN), Kevin Duvall (GWCCA) and SITCC staff Bob Coffey, Stephen Hall, Ronnie Hickman, Judy Johnson, Fredia Brady, Kristi Hubner and Gail Terrell

In Chairman Smith and Vice-Chair Polote's absence, Mr. Jackson, GIMTCA Secretary, convened the meeting at 11:02am.

Mr. Jackson opened the meeting with a presentation by Dr. Ted Moore and Capt. Jake Ross (USN-Ret) with a *Navy Fast Patrol Boat* ship model.

Mr. Jackson noted a quorum, and asked for approval of June 2015 Minutes and Treasurer's report. Motion Mr. Center; second Ms. Cutter, approved by voice vote.

Mr. Smith asked for the financial reports. Mr. Hall reported an unfavorable variance to the Center budget for June, and a favorable variance to budget for year-end. To Mr. Center's question regarding the R&R Funding noted under the expenditures, Mr. Hall clarified that there was a transfer of funds between bank accounts. To Mr. Center's question regarding the balance of the Transportation District Funding, Mr. Hall replied that the balance fluctuates based on the timing of the monies received from the Mobility Management Board and the Westin. Mr. Hall reported a favorable month and unfavorable year-end projection for Water Transportation citing increased ridership and fuel costs. Mr. Helmholdt, dot Administrator, commented on the increased ridership totaling 7 million plus and heavy ferry traffic on the 4<sup>th</sup> of July. Mr. Hall will provide info reflecting ferry ridership numbers over the years. Mr. Marinelli commented on the significance of the Water Ferry in conjunction with conventions held at the Trade Center. Mr. Hall continued with the Authority's financials, noting a favorable performance for June; and a forecasted favorable year-end, noting also favorable hotel/motel taxes year to date.

Mr. Jackson asked for Counsel's Report. Mr. Gray responded no report at this time.

Mr. Jackson asked for the Sales and Marketing Report. Ms. Brady noted 18 definite and 14 tentative event bookings in June. Ms. Brady highlighted definite bookings by Barbizon, Tattoo Festival and GA Municipal Association for 2018 thru 2020. Ms. Brady reviewed the year over year booking ('Pace') report and event statistics. Mr. Marinelli commented on the strong trends reflected in the Room-Nights: Consumed by Market Segment graph. To Ms. Quattlebaum's question regarding any complaints or lost business due to the additional \$5 per occupancy room (POR) tax to fund statewide transportation initiatives, Mr. Marinelli replied that a few inquiries have been made but no impact on business.

Mr. Jackson asked for the Food and Beverage Report. In Mr. Parks' absence, Mr. Hall reviewed SAVOR's June financials and Ms. Hubner, Director of Catering Sales reviewed the favorable customer feedback from May in addition to the monthly service statistics by event type. Ms. Hubner highlighted a favorable comment from the GA Association of County Agricultural Agents.

Mr. Jackson asked for the Operations Report. Mr. Hickman noted Capital Program updates, including the new kitchen fryer / fire suppression system and the rebuild of Chiller #1 by contractor Boen Mechanical.

Mr. Jackson asked for the GWCCA report. Mr. Duval provided an update on the RFQ process for the proposed Atlanta campus convention hotel, noting that the Hotel RFP is anticipated to be released in August/September. Mr. Duval commented on the 60,000 plus attendees to the successful Alcoholics Anonymous Convention recently held at GWCC over 4<sup>th</sup> of July. Mr. Marinelli commented that one of the five RFQ finalist's also responded to the Trade Center RFP a few years ago. To Mr. Marinelli's question regarding any focus on the Savannah area during the RFQ process, Mr. Duval replied that the main focus is the Atlanta area during this RFQ process. Mr. Duval commented that Savannah will benefit from GWCCA's RFQ/RFP experience should Savannah move forward with its own process in the future.

Mr. Jackson asked for the General Manager's Report. Mr. Coffey informed the board that Mr. Smith will review the services proposal for Trade Center expansion options submitted by the original Trade Center designer, TVS Design. Mr. Coffey commented on continued discussions with Westin ownership regarding a potential hotel expansion there. Mr. Coffey reviewed a proposal for the replacement of the Trade Center's carpet in the public area and Admin. To Mr. Center's question regarding the need for a bid, Mr. Coffey replied that a bid was not required since the purchase is being made through the National Joint Powers Alliance which is a national purchasing consortium, similar to government purchasing entities such as GSA; but with a more streamlined process. Mr. Hickman commented that the cost of the proposed carpet replacement may be less than the original 2005 purchase. To Mr. Marinelli's question regarding the consultant recently hired by the Authority, Mr. Coffey confirmed that Mr. Bill Moeckel has been hired to represent the Authority with regards to pursuing additional hotel capacity on Hutchinson Island; including Westin's current expansion investigations. Mr. Coffey stated the consultant is engaged through a one-year contract which includes both a \$10,000 retainer fee and a \$5,000 monthly fee.

Ms. Quattlebaum introduced the Nominating Committee's endorsement of the current Authority officers for another one-year. Mr. Jackson asked for any nominations from the floor; hearing none, closed the nominations. Motion by Mr. Center to retain existing GIMTCA officers: Mr. Mark Smith, Chairman, Mr. Ben Polote, Jr., Vice-Chair, Mr. Dennis Baxter, Treasurer and Mr. George Jackson, Secretary; seconded by Ms. Quattlebaum and approved by voice vote.

Mr. Jackson requested any further business; hearing none, adjourned the meeting at 11:47am.

Respectfully submitted,



---

Robert H. Coffey, GM, SITCC

Acknowledged,



---

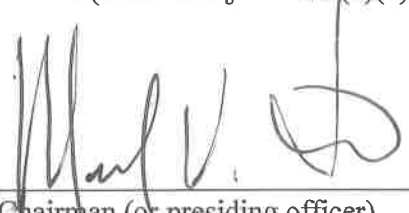
George Jackson, Secretary

GEORGIA INTERNATIONAL AND MARITIME TRADE CENTER AUTHORITY  
AFFIDAVIT AS TO OPEN MEETINGS LAW

The undersigned Chairman (or presiding officer) of the Georgia International and Maritime Trade Center Authority ("GIMTCA"), hereby certifies, under oath, that the portion of a meeting of GIMTCA which was closed to the public and held on the date set forth below was devoted solely to the following matters (as indicated by a check mark) which, under the cited Georgia statute, are authorized to be discussed or acted upon in closed session:

- Authorize negotiations to purchase, dispose of, or lease property, authorize the ordering of an appraisal related to the acquisition or disposal of real estate, enter into a contract to purchase, dispose of, or lease property (subject to approval in a subsequent public vote), or enter into an option to purchase, dispose of, or lease real estate (subject to approval in a subsequent public vote) (O.C.G.A. § 50-14-3(b)(1)(B)(C)(D) and (E)).
- Discussion or deliberation upon the appointment, employment, compensation, hiring, disciplinary action or dismissal or periodic evaluation or rating of an employee of GIMTCA or interviewing applicants for the executive head of GIMTCA (O.C.G.A. § 50-14-3(b)(2)).
- Consultation and meeting with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings or other judicial actions brought or to be brought by or against GIMTCA or an officer or employee of GIMTCA or in which GIMTCA or an officer or employee may be directly involved (O.C.G.A. § 50-14-2), and authorize settlement of any of the foregoing matters (O.C.G.A. § 50-14-3(b)(1)(A)).

Meeting Date: 8-12-15

  
\_\_\_\_\_  
Chairman (or presiding officer),  
Georgia International and Maritime Center  
Authority

Sworn to and subscribed before me,  
This 12 day of August, 2015

  
\_\_\_\_\_  
Notary

**Gail Terrell**  
**NOTARY PUBLIC**  
**Chatham County, GEORGIA**  
**My Comm. Expires 3/28/2017**