

# Georgia International and Maritime Trade Center Authority

Minutes of the Regular Meeting of the Board of Directors  
**Wednesday, March 14, 2018, 11:00am**

Jasper Boardroom, Savannah International Trade & Convention Center

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**Members present:** Dennis Baxter, Ben Polote Jr., Mark Smith, Arnold Jackson, Martin Miller and Anne Scheer **Members absent:** Rob Hernandez, Trip Tollison, Joe Marinelli, Lee Smith, Bill Grainger, Trey Cook **Also present:** Paul Hansen (Architect), Jeff Hewitt, Marty Johnston, SITCC staff: Sherrie Spinks, Stephen Hall, Ronnie Hickman, Jamie Parks, Angela Daniels, Gail Terrell, Judy Johnson and Cate Cox

Chairman, Mr. Mark Smith, convened the meeting at 11:09 am.

Mr. Hughes, Authority's Lobbyist, contacted via telephone to provide an update on the status of the Authority's budget request of up to 10 million for Design and Engineering. Mr. Hughes provided a video update from Rep. Ron Stephens.

Financial reports. Mr. Hall reported: an unfavorable variance to Center budget for February, and year-end forecasted to be favorable to budget; an unfavorable variance to the Water Transportation budget for February and year-end currently forecasted to be unfavorable to budget; Authority financials are unfavorable for February, and year-end currently forecasted to be unfavorable to budget. Hotel/Motel tax revenues for FY18 are currently unfavorable year-to-date.

Sales and Marketing Report. Ms. Daniels, noted 10 definite and 29 tentative bookings in February. Ms. Daniels highlighted Mingledorff 2018 Dealer Meeting and the Signature Equipo Vision- Georgia February Convention. Ms. Daniels continued with the year over year 'Pace' report and event statistics. Ms. Daniels also provided a Sales Recap for the Sales team during the month of February including but not limited to site visits, prospecting and proposals. Ms. Daniels highlighted the site visits of Haines Loyalty and Northwest Mutual. Ms. Daniels also commented on the successful Chef's Table recently held with Colonial Oil.

Operations Report. Mr. Hickman provided an update of the skylight repair due to damage from Hurricane Irma. Mr. Hickman also commented on the status of the repair of the Riverwalk nearing completion. Mr. Hickman continued with a review of capital project updates including updates on the following: Dimming System Replacement, Exterior Lock Replacement, Ballroom Shade Replacement, Life Safety Fire Alarm, Bryan Square Paving and Action Items for Chiller #1 Purge Unit at a cost of \$7200 and Chiller Plant Automation upgrade from Siemens to Trane with an additional cost of \$10,000. Mr. Jackson asked the number of panels to be initially converted to which Mr. Hickman replied four panels. Mr. Jackson commented on the efficiency and optimization of having one building automation system instead of two. Motion by Mr. Baxter to replace Chiller #1 Purge Unit and purchase additional upgrades for the Chiller Plant Automation upgrade; seconded by Mr. Miller and approved by unanimous voice vote. Mr. Hickman provided an update on the fire originating in Air Handler Unit #1. Mr. Hickman confirmed that an inspection of the AHU was completed last week by Siemens and a report to be provided in the near future. Mr. Jackson asked if any fuses were impacted due to power fluctuation during the fire to which Mr. Hickman replied there were no blown fuses during this incident.

Food and Beverage Report. Mr. Parks reviewed SAVOR's February financial statement, upcoming events and client comments. Mr. Parks highlighted Nyosha Thomas, Kitchen Steward employee who was the recent recipient of the 2018 Service Star Award from Tourism Leadership Council.

General Manager's Report. Ms. Spinks commented on Esplanade events and Mr. Parks provided a brief presentation of current outdoor events in addition to the new food upgrade options at Tondee's café to include Panini's, espresso machine and Savannah Bee Company products for sale. Mr. Parks also provided a presentation of the potential future use of the Esplanade if an awning and outside seating is installed. Ms. Spinks commented on the upcoming review of the facility's current vision/mission statements and logo. Ms. Spinks introduced Assistant Catering Manager, Cate Cox who gave a brief presentation and review of new potential logo designs for the Convention Center provided by students from the Savannah College of Art and Design. The board members provided feedback on the initial logo designs. The staff will work with the executive committee on updating the vision, mission and logo for approval prior to July 2018.

Chairman Smith introduced Paul Hansen of Hansen Architects who provided an update on the schematic design for the expansion project. Mr. Hansen also requested a working session with the board members and staff to review the schematic design phase to which the board members agreed to schedule a date and time. Mr. Hansen explained the Soil Engineering proposals of Hutchinson Island received and reviewed by Hansen Architects. Mr. Hansen recommended moving forward with Terracon Consultants due to their familiarity of the land of Hutchinson Island to conduct the Geotech Analysis. Mr. Smith provided the history of the land evolution on Hutchinson Island.

Motion by Mr. Polote, Jr. to move forward with Terracon to provide the Geotech Analysis; seconded by Ms. Scheer and approved by unanimous voice vote.

Discussion of the Construction Manager-at-Risk selection process and role during the expansion project.

Mr. Smith recommended formal letters to be written to thank the key legislature involved in assisting with the approval of the Design and Schematic monies. Motion by Mr. Miller for letters to be written and sent to the legislature; seconded by Mr. Polote, Jr and approved by unanimous voice vote.

Mr. Smith asked for approval of the February minutes and treasurer's report. Motion made by Mr. Baxter; seconded by Mr. Miller and approved by unanimous voice vote.

Mr. Smith then asked for any other business; hearing none, adjourned the meeting at 12:25pm.

Respectfully Submitted,

  
Trey Cook, Secretary