

# Georgia International and Maritime Trade Center Authority

Minutes of the Regular Meeting of the Board of Directors  
**Wednesday, June 12, 2013**

Jasper Boardroom, Savannah International Trade & Convention Center

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**Members present:** Baxter, Center, Cutter, Jackson, McAlister, Polote, Quattlebaum, Smith. **Members absent:** Bazzard, Green, Marinelli, Monsees. **Also present:** GIMTCA Counsels Tom Gray, Linda Cramer, Howard Helmken, Marc Friday, Michael Owens, Marty Johnston, Mary Mayle and SITCC staff Bob Coffey, Ronnie Hickman, Fredia Brady, Stephen Hall, Jamie Parks and Gail Terrell.

Chairman Smith convened the meeting at 11:03am.

Mr. Smith noted a quorum, and asked for approval of May 2013 Minutes and Treasurer's Report; moved by Ms. Quattlebaum; seconded by Mr. Center and approved by unanimous voice vote.

Mr. Smith asked for a review of May 2013 financial reports; Mr. Hall reported an unfavorable variance to the Center budget for May, and forecasted an unfavorable budget at year-end. Mr. Hall then reported that the Water Transportation shows an unfavorable variance for May; year-end currently projected to be unfavorable to budget. Mr. Smith asked for a status update with regards to the \$136k federal matching contribution which has not yet been paid to which Mr. Hall replied that signatures are needed at the GDOT level. Mr. Coffey commented on Mr. Monsees' request at last month's board meeting to allocate the \$136k as a FY13 expense, explaining that after consultation with auditors the only audit-compliant pathway is cumbersome and not to any real advantage for the authority.

Mr. Smith commented on a draft agreement with City which provides funding for water ferry in exchange for bus and commuter parking and space available rental credit for city needs. Mr. Smith commented on letter he submitted to the County Commission Chairman Scott requesting County match the City's contribution to water ferry funding. Mr. Smith encouraged Authority members to urge their respective Commissioners to consider helping with Water Ferry expenses. Mr. Smith cited some upcoming major capital projects at Trade Center that will demand conservation of authority reserves as the building ages.

Mr. Jackson asked if it is possible to reduce Water Ferry operating hours to which Mr. Coffey replied that reducing the hours would save only on personnel and fuel expenses but not the fixed expenses such as overhead, insurance and maintenance. Mr. Jackson asked if the County agrees to assist with funding, would that decrease the need to reduce operating hours--to which Mr. Coffey replied affirmatively and further stated that it would allow a small reserve for maintenance and capital match as well. Mr. Smith stated that the Authority's \$100k annual contribution would remain even if County agreed to the match.

Mr. Hall continued the review of the financials and reported an unfavorable variance to the Authority's budget for May; with year-end currently projected to be unfavorable due to two unbudgeted rental credit events (GA TAC and YMCA Gymnastics Championships); reduced interest income, and updated building and water ferry forecasts. Hotel/Motel tax is projected to be favorable at year end. Mr. Smith asked if the Gulfstream Operator's Conference was this year to which Mr. Hall replied that the event occurs next June 2014 and the GA Municipal Association conference is this month.

Mr. Smith presented a plaque to outgoing board member Bobby Lockett, citing his dedication and service.

Mr. Center questioned the negative numbers in the budget to which Mr. Hall clarified that although year-end forecast was unfavorable to budget, cash flow to the Authority as favorable more than \$500k. Mr. McAlister asked if the budget numbers could be changed to reflect projected expenses as compared to budget. Mr. Hall and Mr. McAlister agreed to discuss separately. Mr. Smith asked if the cash position recognized the negative budget numbers, to which Mr. Hall and Mr. Coffey replied affirmatively.

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

Mr. Smith asked for the Sales and Marketing Report. Ms. Brady reported 21 bookings in May, including 10 definites; and highlighted the return booking of US Special Operations Command last month. Ms. Brady also highlighted tentative bookings for Rockdale Gymnastics and Mancuso Show Management-Quilt Fest for 2014; and the Illuminating Engineering Society for 2015. Ms. Brady also reviewed the year-over-year report and the review of Room Nights Consumed by market segment.

Mr. Smith asked for the Food and Beverage Report. Mr. Parks reviewed Savor...Savannah's Customer Feedback Report for April, which had a 47% return rate, and a average combined score of 3.85 out of 4. Mr. Parks commented on a current effort to improve Savor's box lunch program after a rating of 3 out of 4 from a recent SCAD event. Mr. Parks highlighted the Sustainable Seafood Program. Mr. Smith asked if Savor utilizes wild Georgia shrimp to which Mr. Parks replied affirmatively that it is always used and it is consistently marketed. Mr. Smith also asked Mr. Parks if he has received any requests for wild Georgia jellyfish to which Mr. Parks replied that although no requests have been received and he will research that item. Mr. Smith commented that wild Georgia jellyfish has become the second largest seafood cash crop in the state. Mr. McAlister commented on the excellent food quality and level of service during the Alzheimer's- Dancing with the Stars event at the Trade Center the previous weekend.

Mr. Smith asked for the Operations Report. Mr. Hickman reviewed the Operations Update memo, highlighting a successful annual load test of the main emergency generator in May. Mr. Hickman also commented on capital project updates, such as the ballroom dimming system and Exhibit Hall Floor Post-Tensioned Cable repair. Mr. Hickman replied to Mr. Smith's question that the initial quote to repair the Exhibit Hall post-tension cables was \$238k. Mr. Hickman replied to Mr. McAlister's question that the floor was showing exposed PT cables which were incorrectly installed. Mr. Polote confirmed and described the repair process agreeing with Mr. Hickman that the areas of cable that is showing through the floor should be repaired first. Mr. Coffey further explained the process. Ms. Quattlebaum asked if there is a 'trip and fall' issue to which Mr. Hickman replied no but there potential for a forklift to hit the cable. Mr. Hickman commented that two of the exposed areas will be repaired in the near future.

Mr. Smith asked for the General Manager's Report. Mr. Coffey reviewed the approved Operation Budgets for FY 2014 Center, GIMTCA and Water Transportation. Mr. Smith requested the Capital Plan to be available at the next meeting to which Mr. Coffey replied that the one year Capital Plan will be available and the budget will be amended to include changes to the Capital Budget repair to the Exhibit Hall floor. Mr. Smith commented on a future discussion by the board members of 20 year capital issues.

Mr. Coffey commented on the Lobbying contract with Pier Strategies to which the Executive Committee concurred with the staff to terminate the contract effective July 1, 2013 since the Federal level Lobbying goals and objectives have been met. Mr. Center asked the monthly cost to which Mr. Coffey replied \$4k per month. Mr. Smith asked if a vote was needed by the board to which Mr. Coffey replied that the contract termination was an information item but that ratification by the board of the Executive Committee's decision would also be in order. Motion made by Mr. Center to ratify the Executive Committee's decision; seconded by Mr. McAlister. Motion passed by unanimous voice vote.

Mr. Smith commented on the SMG renewal due at the end of the June month. Mr. Smith stated that SMG was asked to revisit the terms of the management agreement for additional revisions. Mr. Smith requested that the board members review the terms of the management agreement. Mr. Smith also stated that he personally requested the GA World Congress Center to review the SMG management agreement terms and structure for feedback. Mr. Smith asked for a 90-day extension of the agreement while the review was in process. Moved by Mr. Center and seconded by Ms. Quattlebaum. Mr. Smith asked if there was any further discussion to which Mr. Coffey commented that the agreement must contain a clause that specifically authorizes SMG to enter into agreements after June 30, 2013 on behalf of the Authority or bring any agreements to the Authority for approval. Mr. Center, Mr. Smith, Mr. Gray and Mr. Coffey clarified Mr. Coffey's statement regarding the specific clause needed. Mr. Center corrected his motion to extend the current existing management contract for 90 days from its current termination date of June 30, 2013 with all the current authorizations included. Mr. Smith asked if there

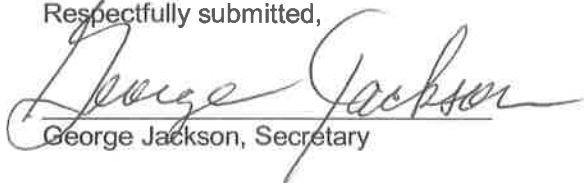
were any further discussions, hearing none; motion moved by Mr. Center and seconded by Ms. Quattlebaum to extend the Management Agreement by 90 days. Approved by unanimous voice vote.

Mr. Smith then announced Mr. Baxter and Ms. Quattlebaum as the nominating committee for the election of Authority officers for FY 2014. Mr. Baxter stated that the committee had recommended the current slate of officers to remain the same (Chairman Mark Smith, Vice-Chair Ben Polote, Treasurer Henry Monsees and Secretary George Jackson); and asked that the recommendation take the form of a motion. Ms. Cutter seconded. Mr. Smith then asked for nominations from the floor. There were no further nominations. Mr. Baxter then moved to close the nominations; Mr. Center seconded, motion approved by unanimous voice vote. Mr. Smith then called the question on the motion on the floor, which was approved by unanimous voice vote.

Mr. Smith requested any further business to which Mr. McAlister suggested that a room in the Trade Center facility be named after the late Ben Tucker, famed jazz legend and Savannah resident. Mr. Smith commented that the request will be reviewed with the Trade Center staff.

Mr. Smith requested any further business: and hearing none adjourned the meeting at 11:52am.

Respectfully submitted,



George Jackson, Secretary