



Newnan Convention Center Authority

AGENDA

August 16, 2012 6:30 p.m.
City Hall Council Chambers

- Approval of Minutes – June 21, 2012 & July 23, 2012 Chairman Avery
- Traffic Study Update Michael Klahr, City PW Director
- Construction Update Chairman Avery
- Financial Report Treasurer Hallman
- Executive Director Report Director Moore
- Old Business Chairman Avery
- New Business Chairman Avery
- Adjourn

The regular meeting of the Newnan Convention Center Authority was held on Thursday, August 16, 2012 at 6:30 p.m. in the Richard A. Bolin Council Chambers of City Hall, Newnan, Georgia with Chairman Parks Avery, Jr. presiding.

CALL TO ORDER

Chairman Avery called the meeting to order.

PRESENT

Authority members present: Chairman Parks Avery, Jr.; Vice Chairman Michael Colpoys; Secretary Cathy Sandlin; Teresa Lovett; Treasurer Chris Hallman; and Theodora Stegall.

Authority member absent: Don Bowen.

Also present were: Executive Director, Carol Moore, and Attorney Clay Hudson.

A deviation to the agenda was made by Chairman Avery to allow City of Newnan Public Works Director Michael Klahr to go first on the agenda to address the Board regarding the traffic study recommendations.

TRAFFIC STUDY

Mr. Klahr stated three intersections were studied regarding traffic patterns: 1) Summerlin; 2) Newnan Centre site entrance with Stonebridge entrance, and 3) Shenandoah and Lower Fayetteville Road. Traffic was evaluated in the AM and PM peak hours and the evening peak hour. The study addressed a complete build out of the Newnan Centre that would include the amphitheater and a hotel. The study found that the main site did not warrant a roundabout or traffic signal. Improvements recommended by the study are: 1) a west bound turn lane into the Center; 2) add a right turn lane at the existing Stonebridge entrance; and 3) open a full second entrance upon the addition of a hotel. Police officers should be utilized to direct traffic when the event dictates a need. Removal of some trees that are located in the right of way will increase the visibility for traffic on Lower Fayetteville Road. Mr. Klahr also mentioned changing the timing of the traffic signal at Summergrove to increase the gap in traffic near the Centre, which would also assist with traffic.

Chairman Avery thanked Mr. Klahr for his report and attendance.

MINUTES – REGULAR AUTHORITY MEETING – June 21, 2012 and MINUTES – CALLED MEETING --- July 23, 2012

Motion by Member Colpoys, seconded by Member Stegall, to dispense with the reading of the minutes of the Authority meetings for June 21, 2012 and July 23, 2012 and adopt them as presented.

MOTION CARRIED. (6 - 0)

CONSTRUCTION UPDATE

Chairman Avery stated Headley Construction is on the work site looking at the structure of the erected steel and is arranging to have the welds in the steel inspected. Headley Construction is also investigating the roughed-in

plumbing that goes through the roof. Headley is also looking at the parking lot as there is mediation in the soil. The concrete walkways that go to the Performing Arts Center were poured incorrectly and will have to be removed and repoured. The HVAC system has been inspected. There was approximately \$13,000 lost in trees that could not be planted as planned. There is an erosion problem on the amphitheater site. The biggest challenge Headley has with the project is getting the steel manufactured that holds the windows. The building cannot be dried in until the windows are installed.

FINANCIALS

Chairman Avery called upon Treasurer Hallman to give the financial report for the period January 1, 2012 to July 31, 2012. There was a transfer in from the City of Newnan for \$70,000 plus interest earnings of \$3. A total of \$59,207 in expenses was deducted, leaving a checking account balance of \$10,796. A request was made to the City of Newnan for an additional payment of \$30,000 from the hotel/motel tax revenues.

Chairman Avery mentioned the Authority receives 40% of the 5% hotel/motel taxes collected by the City of Newnan. Hotel/motel tax revenue budgeted for 2012 was \$100,800, with \$101,487 actually collected in 2011. Current 2012 tax revenue collected to date is \$61,188, or 61%. The Authority receives 100% of the Rental Motor Vehicle Taxes collected by the City of Newnan. Motor Vehicle tax revenue budgeted for 2012 was \$80,100, with \$76,807 actually collected in 2011. Motor vehicle tax collections are down for the year with only \$34,394 of the budget collected to date, or 42.8%.

Motion by Member Stegall, seconded by Member Sandlin, to accept the financials as presented.

MOTION CARRIED. (6 - 0)

EXECUTIVE DIRECTOR REPORT

Alcohol RFP

Three responses were received from the Alcohol Request for Proposal (RFP) sent out. The submitters were Carol Parks Catering, Jekyll and Hyde and Lyght House Cocktails, LLC. Carol Parks Catering and Lyght House Cocktails offered 15% commission, while Jekyll and Hyde offered a sliding scale percentage based on the number of attendees - -- 1-500 people - 20%, 501-1000 people - 25% and 1001 to 1500 people - 30%. The majority of the time the percentage paid to the Newnan Centre would be 20%. Discussion ensued over the merits of each of the proposals.

Motion made by Member Stegall, seconded by Member Hallman, to accept Jekyll and Hyde as the exclusive alcohol provider for the Newnan Centre.

MOTION CARRIED. (6 - 0)

Website

Director Moore stated she was still working on inputting information into the revamped website. There are some things that Jonathan Melville needs to change to allow input of certain type of criteria. Once completed, the website will be displayed at a future meeting.

Soliciting Business

Director Moore will begin to visit companies in an effort to solicit business for the Centre. She has also been contacting State associations to solicit convention business for the Centre.

Presentation

On Monday, August 20, 2012 Director Moore will make a presentation on the Centre to the Convention and Visitors Board members.

Letterhead

Eight options of letterhead were shown with Director Moore asking the Board to rank them in order of their preference. An option was selected for the official letterhead.

Budget to City

The budget is due to the City of Newnan on September 9th. Director Moore will present the proposed budget to the Board at the September 20th meeting.

OLD BUSINESS

Chairman Avery stated he and the City of Newnan were still negotiating with the surety company for damages suffered as a result of D. Dean and Associates defaulting on the contract. It was determined the submittal to the surety company for damages would be delayed for a month or two to allow for the gathering of all damage information so as to make one submittal to the surety company.

NEW BUSINESS

There was no new business.

ADJOURNMENT

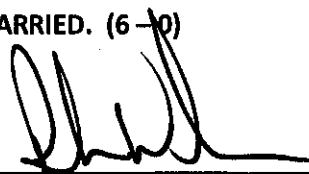
Motion by Member Sandlin and seconded by Member Lovett to adjourn the meeting at 7:27 p.m.

MOTION CARRIED. (6-0)

Submitted by:



Carol L. Moore, CFE; Executive Director



Parks Avery, Jr.; NCCA Chairman

August 16, 2012 NEWNAN CONVENTION CENTER AUTHORITY MEETING SUMMARY

ITEM DESCRIPTION	*VOTE
June 21, 2012 & July 23, 2012 Minutes	Approved
Financial Report for the period of January 1 – July 31, 2012	Approved
Selection of Jekyll and Hyde as the exclusive alcohol provider for the Newnan Centre	Approved
Next Meeting	
September 20, 2012 6:30 p.m. in City Hall Council Chambers	