



CITY OF TYBEE ISLAND BUILDING & PUBLIC FACILITIES AUTHORITY Meeting Minutes

Time and Place

Friday, July 25, 2025 9:00 AM
Tybee Island Public Safety Building, 78 Van Horne Avenue

Call to Order

Finance Director Jen Amerell called the meeting to order at 9:01a.m.

Present: Members Sears, Harrell, Shay and Mayor West

Absent: Member Kluttz

Also Present: Finance Director Jen Amerell
City Attorney Tracy O'Connell
City Attorney Edward Hughes
Bond Attorney Jon Panell
Finance Consultant Doug Gebhardt via zoom
Finance Manager Aleesha Robinson

Administration of Oaths of Office

Finance Director Jen Amerell administered Oath of Office to Mayor West.
Mayor West administered the Oaths of Office to Member Shay, Sears and Harrell.

Election and Appointment of Officers

It was moved by Member Sears, seconded by Member Shay, to elect Mayor West as Chair. Motion passed unanimously.

It was moved by Member Sears, seconded by Mayor West, to elect Member Shay as Vice Chair. Motion passed unanimously.

It was moved by Member Sears, seconded by Mayor West, to appoint Finance Director Jen Amerell as Secretary / Treasurer. Motion passed unanimously.

It was moved by Mayor West, seconded by Member Sears, to appoint Finance Manager Aleesha Robinson as Deputy Secretary / Treasurer. Motion passed unanimously.

Discussion of 2025 Bond

Doug Gebhardt from Davenport & Company LLC led discussion on 2025 Bond financing. No action taken.

Review of Board Duties and Responsibilities

Attorney Jon Panell from Gray Pannell & Woodward LLP led discussion on board duties and responsibilities. No action taken.

Public Comment

No public comments received.

Adjourn

There being no further business, it was moved by Member Harrell, seconded by Mayor West, to adjourn the meeting. Motion passed unanimously.

Jen Amerell
Secretary / Treasurer