



**MINUTES
GLYNN COUNTY AIRPORT COMMISSION
May 17, 2022**

COMMISSIONERS PRESENT

**CEDRIC KING, Chairman
DOUG HUSTON, Vice Chairman
ED FARLEY, Secretary- Treasurer
JEFF CULWELL
DAVID FURNISH**

STAFF PRESENT

**ROBERT BURR
REES SUMERFORD
HILLARY STRINGFELLOW
VERNON BESSING
SHAWNA WILLIAMS
TERRA WINSLETT
JOHN DUNCAN
KATHERINE KISSLING
TIFFANY LANDRY
LEIGH NEWTON
CRAIG PACE**

OTHERS PRESENT

BRIAN THOMPSON	SHERRI PRUITT	PRISTINE GRAMM
MICHAEL HALL	MELISSA PHILLIPS	TIMOTHY ESTEP
COUNTY COMMISSIONER BILL BRUNSON	COUNTY COMMISSIONER WAYNE NEAL	GLYNN COUNTY POLICE CHIEF JACQUES BATTISTE
JERRY LATVALA	THOMAS MCCONNELL	

The monthly meeting of the Glynn County Airport Commission (GCAC) was held at **9:00 a.m. on Tuesday, May 17, 2022, at the Brunswick Golden Isles Airport, 295 Aviation Parkway, Second Floor Conference Room, Brunswick GA 31525.**

Call to Order – The meeting was called to order at 9:00 a.m. by Chairman King. He welcomed everyone to the meeting.

Invocation/Pledge of Allegiance – Chairman King offered the invocation and led the Pledge of Allegiance.

Accept Agenda

The meeting agenda was sent out to the Airport Commissioners the previous week. Chairman King requested any changes to the meeting agenda. The Executive Director explained that the order in which the items would be presented will be changed. Item VII B Quarterly Financial Report will move up to immediately follow Item V – Approval of the Minutes. No items will be deleted or added.

**Commissioner Hutson made a motion to accept the agenda with the revised order of items.
Commissioner Farley seconded the motion and it carried unanimously: 5-0.**

Public Comment

Commissioner King requested any public comments from the audience. None were requested.

Approval of Minutes

Chairman King presented the April 19, 2022 Airport Commission meeting minutes for approval and asked for any corrections or changes. None were stated.

**Commissioner Furnish made a motion to accept the April 19, 2022, Glynn County Airport Commission meeting minutes.
Commissioner Farley seconded the motion and it carried unanimously: 5-0.**

Quarterly Financial Report - March 31, 2022 – Shawna Williams, Finance and Administration Manager

Shawna Williams explained that this is the quarterly report through March of this year. The Airport Commission entered Fiscal Year 2021/2022 with a revenue budget that was reduced to compensate for expected declines in activity due to the ongoing health pandemic. Locally, receipts have been trending higher than projected in the budget document. Third quarter in FY 21/22 shows marginal improvement as compared to FY 20/21.

For the third quarter, earned revenues were more than projected at 107% due to better-than-expected FBO concessions and rate adjustments. For the quarter, expenses constitute 84% of budgeted projections. In general, expenses remain low due to an effort to reduce spending in this uncertain financial climate. A net of \$695,031 will go towards the capital reserves. This number will fluctuate as the year continues. It is anticipated that some expenses will increase.

The capital program for the year includes 25 active projects, of which 16 are completely funded by the Commission in the capital program. The remaining nine projects are funded with a combination of federal and state grants and are in various stages of completion. For the year, capital expenditures total \$3,842,742 or 40% of the total capital budget. Approximately \$5.8 million remains encumbered for ongoing capital projects for FY21/22.

Capital Projects Update

Executive Director Robert Burr provided an update on the status of capital projects. Inflation has affected the cost of projects and maintenance items. Grants tied to the COVID pandemic supplemented the budget last year. Staff put together very conservative budgets for the last couple of years with several versions reflecting various contingencies. Generally, operating funds maintained projected levels. Many maintenance items and equipment purchases were deferred due to uncertainty about revenue receipts. Deferred purchases and projects are included in the proposed FY 2023 budget. The federal government has recently increased our AIP entitlement funding with the Bipartisan Infrastructure Law (BIL) bill. The Brunswick Airport usually receives \$1million for capital improvements annually. The St. Simons Island Airport usually receives \$150,000 for capital improvement. These funds will be doubled for the next five years which provides more money to invest, but also increases the amount of matching funds required whether it is the 75% state program or the 90% federal program. The Airport Commission will need additional funds to pay for the local share. Those funds will come from the capital reserves, which have been boosted by other federal COVID programs in recent years.

- Passenger Parking Lot Expansion – Brunswick Golden Isles Airport - Complete
- Compass Calibration Pad Design/Construction – Brunswick Golden Isles Airport - Complete
- Airfield Pavement Rehabilitation Contract – Brunswick Golden Isles Airport – Approved, awaiting revised contract and start date
- Design Passenger Boarding Bridge Replacement – Brunswick Golden Isles Airport – Commence Design – Passenger Facility Charge (PFC) funded project
- Job Corps utility water line installation for fire suppression system upgrade– Brunswick Golden Isles Airport - Pending
- Trane Scroll Chiller Replacement – Brunswick Golden Isles Airport – Scheduled
- Obstruction Clearing/Mitigation – Brunswick Golden Isles Airport and St. Simons Island Airport - Ongoing
- Runway 4/22 Rehab EMAS Drainage Imp Design and Safety Projects – St. Simons Island Airport - Under FAA Review
- Automated Weather Observation System (AWOS) Installation – St. Simons Island Airport - Grant Approved – Notice to proceed is pending
- Skylane Development Infrastructure Design – St. Simons Island Airport – EA Ordered, Design Upgrade Pending FAA Review
- Fire Station No. 5 Shared Structural /ARFF Use – Brunswick Golden Isles Airport – Pending SPLOST funding

Vernon Bessing explained that the two chiller units at the Brunswick Golden Isles Airport are almost 17 years old. Each chiller has four compressors. Both chillers have limited capacity with one broken compressor in each unit. Replacement of one of the chillers was set in the budget. Staff has applied for a competitive grant which could be used to replace both chillers. An announcement could be made at the end of June.

A design team will be formed for the Skylane Development project at the St. Simons Island Airport. The Executive Director invited the Airport Commissioners to participate. There is heavy demand for hangar development. An application has been submitted to receive a federal earmark grant for this project. BIL funds have also been requested. State program funding is also a possibility.

Commissioner Furnish asked about potential new air service at the Brunswick Golden Isles Airport. Staff continues to meet with various airlines regarding additional air service. There is definitely interest, but the pilot shortage is a critical issue. Terra Winslett, Airport Property Manager explained that she will be presenting to airlines at the 2022 Jumpstart Air Service Development Conference which will take place in June in Reno, Nevada. Airport Commission staff, in coordination with an air service consultant, met with the CVB to collaborate on a presentation to multiple airlines. The CVB confirmed their continued efforts to support this effort with marketing funds for a new air service. Commissioners Hutson, Furnish and Farley expressed interest in involvement in future air service development initiatives. Commissioner Furnish commented that tourism and travel is on the rise in the Golden Isles. Demand is high. The CVB is tracking tourism and travel data.

Commissioner Culwell asked if resurfacing Runway 4-22 at St. Simons Island Airport was included in the capital budget. Executive Director Rob Burr explained that the rehabilitation of Runway 4-22 would follow or be part of the EMAS project.

Financial Items – Commissioner Ed Farley, Secretary-Treasurer and Shawna Williams, Finance and Administration Manager

Glynn County Airport Commission Proposed Budget Fiscal Year 2022/2023 - Staff has developed a conservative budget for Fiscal Year 2022/2023 with proposed operating revenues of \$3,921,597 and proposed operating expenses of \$3,748,604. The capital program includes \$8.7 million in projects and the Commission will be seeking approximately \$7.1 million in state and federal grants. Commissioner Farley previously reviewed the budget and complimented the staff on a job well done.

Recommendation: Approve the proposed Glynn County Airport Commission Budget for Fiscal Year 2022/2023 and recommend approval to the Golden Isles Development Authority.

**Commissioner Culwell made a motion to approve the recommendation.
Commissioner Farley seconded the motion and it carried unanimously: 5-0.**

Signature Authorizations – The Airport Ordinance in section 2-8-14 states that the Commission shall fix the disbursement signature threshold amount annually by resolution. Staff recommends that the current threshold specified in the policy for financial instruments remain the same at \$2,500 and above. Financial instruments above this amount require two signatures from the following officers: Chairman, Vice Chairman, Secretary-Treasurer, and the Assistant Secretary Treasurer (Executive Director).

Recommendation: Reconfirm authorization threshold of \$2,500 to sign financial instruments of \$2,500 or more.

**Commissioner Culwell made a motion to approve the recommendation.
Commissioner Hutson seconded the motion and it carried unanimously: 5-0.**

Chairman's Item - Employee Recognition – Chairman King recognized Leigh Newton, Airport Property and Marketing Coordinator. She was awarded the Chamber Ambassador of the Month Award for April 2022. She will receive an award at the Chamber meeting tomorrow. He thanked her for all her hard work with the Chamber.

Pilot Recognition - Commissioner Jeff Culwell presented Tom McConnell with a pilot recognition plaque for the achievement of adding Instrument Rating to his Private Pilot certificate. Training was completed at the Brunswick Golden Isles Airport and the St. Simons Island Airport with flight instructor Pristine Gramm and Michelle Petrina, DPE. Chairman King congratulated him on this accomplishment.

Executive Director Items

- **Young Eagles Rally April 30, 2022 – EAA Clubhouse – St. Simons Island Airport**
Jerry Latvala announced that 65 Young Eagles flew recently. This was the first event since Aviation Career Day in March of 2020. There will also be a private Young Eagle event for the Brunswick Civil Air Patrol cadets that supported EAA for the Young Eagles event. There were seven pilots who volunteered for this event. He also invited everyone to come out to the EAA Clubhouse to see the B-17 Yankee Lady from the Yankee Air Museum in October. Tours and flights will be available.
- **Brunswick Golden Isles Chamber of Commerce Chamber Experience – Airport Property and Marketing Coordinator**, Leigh Newton, worked diligently to make this event a success. Chairman King, Commissioner Farley were in attendance along with Executive Director Rob Burr and other staff. Both airports were represented with an exhibit promoting the Delta flights. Rob Burr thanked Leigh Newton and the staff for their contribution to this event.
- **Coastal Georgia Honor Flight May 7, 2022 – Brunswick Golden Isles Airport**
Staff started working this event at 4:00 a.m. to get ready for veterans to arrive. About half the staff worked this event to help operations. Rob Burr thanked Vernon Bessing for his hard work to ensure the event went smoothly. Commissioner Farley attended the departure ceremonies. Commissioner Farley explained that it was a terrific event. Chief Battiste was in attendance and was impressed by the patriotism of the community.
- **Commemorative Air Force Air Power History Tour of Historic World War II Aircraft – Brunswick Golden Isles Airport May 18-22, 2022** – This event is being hosted by Manning Aviation. Tours and flights will be available. Detailed information about the event can be found on the airport website and social media pages.

Activity Report

Enplanements – Brunswick Golden Isles Airport (BQK)

There were 3,519 enplanements at BQK in April. The April schedule returned to three flights a day. Delta management has stated that they are committed to the three-flight schedule for the remainder of the year.

Aircraft Operations April 2022

Brunswick Golden Isles Airport – 1,090 Operations – Traffic is similar year-round due to the commercial service, maintenance operations and general aviation

St. Simons Island Airport – 4,228 Operations – St. Simons is more seasonal, based on visitors and major events.

Rental Car Revenue - March 2022

Rental Car gross receipts for March at the Brunswick Golden Isles Airport and the St. Simons Island Airport total \$352,985 which is higher than any of the previous three years. The Airport Commission receives 11% of gross receipts. The rental fleet is currently composed of 173 cars. The number of contracts written is increasing with a total of 787 for March.

Upcoming Events

- **Glynn County Airport Commission Meeting June 21, 2022 – Brunswick Golden Isles Airport**
- **Commemorative Air Force Air Power History Tour of Historic World War II Aircraft – Brunswick Golden Isles Airport May 18 – 22, 2022**
- **Chamber Annual Awards and Dinner Banquet – Jekyll Island Convention Center June 6, 2022 6:00 p.m.**
- **Historic B-17 Yankee Lady – St. Simons Island Airport - October 12 & 13, 2022**

Chairman King recognized several of the attendees in the audience: Sherri Pruitt – Golden Isles Development Authority, County Commissioners Wayne Neal and Bill Brunson and Glynn County Police Chief Jacques Battiste. He thanked them all for attending and asked for any comments.

Commissioner Brunson referred to the Fire Station No. 5 Shared Structural /ARFF Use Project at the Brunswick Golden Isles Airport which is pending SPLOST determination. A citizen survey has been completed regarding prioritization of SPLOST expenditures. He stated that this fire station is a necessity, and it needs to be added to the SPLOST project list. He announced that the new County Manager, Bill Fallon, has started. The County is working on updating county zoning. Robert Burr explained that the compatibility of the airports to the zoning is very important and needs to be updated. Airport Commission staff is working with Glynn County staff to ensure that the zoning requirements are cleaned up to dovetail with FAA guidelines and airport needs. Commissioner Brunson commented that Airport Commission staff continues to do a great job and he thanked everyone for the good work being done. Commissioner Culwell thanked Commissioner Brunson for attending

the meeting and explained that the Airport Commissioners appreciate having the County Commissioners represented to keep open lines of communication.

Glynn County Police Chief Battiste explained that there have been a series of attacks around the country. Recently there have been targeted attacks against law enforcement and fire fighters responding to calls. He expressed concern that there has been an uptick in violence throughout the country. The Glynn County Police Department continues to stay vigilant. There will be increased security presence at the airport as summer approaches. A fusion center start up will tie Glynn County Police with federal intelligence. The new Emergency Management Director is Andy Leanza and police are working closely with him. Chairman King thanked the Chief for the update.

Executive Session - Real Estate Items as allowed by O.C.G.A. §50-14-3(b)(1)(B) and legal items as allowed by O.C.G.A. 50-14-2.

At 9:43 a.m. Commissioner Hutson made a motion to enter into Executive Session to discuss Real Estate items and Legal Items.

Commissioner Culwell seconded the motion and it carried unanimously: 5-0.

Return to Open Session

Commissioner Hutson made a motion to return to open session.

Commissioner Farley seconded the motion and it carried unanimously: 5-0.

Open Session resumed at 10:39 a.m.

Commissioner Culwell made a motion to adjourn.

Commissioner Furnish seconded the motion and it carried unanimously: 5-0.

The meeting was adjourned at 10:40 a.m.


Cedric King, Chairman


Doug Hutson, Vice Chairman


Katherine Kissling, Attest

AFFIDAVIT – CLOSED MEETING

AFFIDAVIT AS REQUIRED UNDER O.C.G.A. §50-14-4(b) (1)

GLYNN COUNTY, GEORGIA

Personally appeared before me the undersigned attesting officer, duly authorized to administer oaths, **Cedric King** who, after being duly sworn, deposes and, on oath, states the following:

- (1) I was the Chairman of a meeting of the Glynn County Airport Commission meeting held on the 17th day of May 2022.
- (2) The subject matters of the closed portion of the meeting, which was closed for purpose of the discussion of Legal matters as allowed under O.C.G.A. §50-14-2 and Real Estate matters as allowed under O.C.G.A. §50-14-3(b)(1)(B) and were devoted to matters within this exception as provided by law.
- (3) This affidavit is being executed for the purpose of complying with the mandate of O.C.G.A. §50-14-4(b) (1) that such an affidavit be executed.

This 17th day of May, 2022.

Sworn to and subscribed before me
this 17th day of May, 2022.


Cedric King, Chairman


Notary Public
My Commission Expires: June 16, 2025

NOTARIAL SEAL

