



DATE: February 23, 2023
TO: Glynn County Airport Commission
FROM: Robert J. Burr, Executive Director
SUBJECT: Commission Meeting Agenda

The monthly meeting of the Glynn County Airport Commission (GCAC) will be held at 9:00 a.m. Tuesday, February 28, 2023.

The public is invited to attend at the Glynn County Airport Commission Annex Building, 160 Gary L. Moore Court, St. Simons Island, Georgia 31522.

Commission Agenda

- I. **Call to Order**
- II. **Invocation/Pledge of Allegiance**
- III. **Accept Agenda**
- IV. **Public Comment**
 - A. **General Comments**
 - B. **Request to speak forms are available for discussion of specific agenda items.**
- V. **Approval of Minutes**

Glynn County Airport Commission Meeting Minutes January 17, 2023 (Enclosure A) [Link](#)

Recommendation: Approve the January 17, 2023 Glynn County Airport Commission Meeting Minutes.

VI. Real Estate – Terra Winslett, C.M.

A. Manning Aviation Hangar Parcel C (Former Brumit Aircraft) Purchase – Brunswick Golden Isles Airport

Recommendation: Approve GCAC purchase of Manning Aviation Hangar Parcel C in an amount not to exceed \$100,000 utilizing capital reserve funds, subject to legal review and Development Authority approval. Authorize the Executive Director to sign all related documentation.

B. Gulfstream Hangar Complex – Brunswick Golden Isles Airport – A current Gulfstream lease includes Parcels A, B and D. Amend the lease to include GCAC Parcel C, a 60' x 60' hangar (former Manning Aviation hangar) to the Gulfstream facility lease. The new rental rate for four hangar facilities will be \$113,696 annually and \$9,474.66 monthly. Parcel C will have a two-year lease with (5) one-year options to renew. There will be an annual 3% escalation adjustment. Gulfstream will be responsible to maintain the grounds. GCAC will maintain the surrounding lawn. The hangar will be used for aviation-related purposes including storing aircraft, MRO support facility and incidental offices.

Recommendation: Amend the Gulfstream lease to include the GCAC Parcel C 60' x 60' hangar with the terms above and recommend approval to the Golden Isles Development Authority, pending legal review. (Enclosure B) [Link](#)

C. Hangar Assignment – Lot L (“Museum Hangar”) from Golden Isles Aviation to 3809 Kilo LLC – St. Simons Island Airport

Recommendation: Approve the assignment of Lot L (“Museum Hangar”) from Golden Isles Aviation to 3809 Kilo LLC and recommend approval to the Golden Isles Development Authority, pending legal review.

VII. Financial Items – Shawna Williams – Finance and Administration Manager

Quarterly Financial Report (Enclosure C) [Link](#)

VIII. Capital Projects

A. AVCON Work Order No. AVCON-04 – Brunswick Golden Isles Airport – Design, Permitting and Bidding Services (Project # 176) - North MRO Apron and Taxilane Expansion – Phase 2 Design and Bidding – This project provides for an additional apron taxilane expansion to provide added apron/taxilane access to the existing and future hangars to accommodate larger aircraft and proposed additional public ramp parking area. Total compensation not to exceed \$221,365. Approval is contingent upon completion of an Independent Fee Estimate (IFE).

Recommendation: Approve Work Order No. AVCON-04 - BQK North MRO Apron and Taxilane Expansion – Phase 2 Design and Bidding Services only contingent upon and IFE. Total compensation not to exceed \$221,365. Authorize the Executive Director to execute all necessary documentation. (Enclosure D) [Link](#)

- B. Environmental Assessment Update – Airfield Improvements Project and Skylane Development Infrastructure – St. Simons Island Airport**
- C. Aircraft Rescue and Fire Fighting (ARFF) Station Update– Brunswick Golden Isles Airport**

IX. Executive Director’s Items

- A. Aviation Career Day – March 4, 2023 - Brunswick Golden Isles Airport**
- B. Chamber State Capitol Visit**
- C. Podcast Guest – IntHERupt with Linda Yates - Shawna Williams, Finance and Administration Manager**
- D. Hangar Transfer – St. Simons Island Airport - Bulldog Hangar Unit #8 from William Beckham to Don Barnette**
- E. Hangar Transfer – St Simons Island Airport - Happy Hangars Unit #B-2 from Jeff Culwell to Ken Kibbs**
- F. Hangar Transfer – St. Simons Island Airport - Longview Hangar #17 – Jungers to W. Billy Bud**
- G. Hangar Transfer – St. Simons Island Airport - Happy Hangars Unit #C-1 from Richard Taylor to Robert Schrieber**
- H. Hangar Transfer – St. Simons Island Airport – Happy Hangars Unit #A-1 from Michael Dunn to Patrick Dunn and Transfer Happy Hangars Unit #A-1 from Patrick Dunn to Brad Brumbach**
- I. Loading Bridge Project – Brunswick Golden Isles Airport**
- J. Automated Weather Observation System (AWOS) – St. Simons Island Airport**
- K. Temporary Tower – St. Simons Island**
- L. By-pass/Run-up Taxilane – St. Simons Island Airport**
- M. Runway Use Training Flights – St. Simons Island**

**N. Travel Approval – ACI-NA/AAAAE and Georgia/South Carolina Legislative Conference
Washington D.C. March 21-23, 2023**

Recommendation: Approve travel expenses for a Glynn County Airport Commissioner to attend the ACI-NA and Georgia/South Carolina Legislative Conference in Washinton D.C. March 21-23, 2023.

X. Activity Report (Enclosure E) [Link](#)

XI. Upcoming Events

- **Aviation Career Day – Brunswick Golden Isles Airport - March 4, 2023**
- **Glynn County Airport Commission Meeting March 21, 2023**
- **EAA State of the Airports Luncheon March 12, 2023**
- **Coastal Georgia Honor Flight May 13, 2023 – Brunswick Golden Isles Airport**

XII. Executive Session

Discuss any pending Real Estate Items as allowed by O.C.G.A. §50-14-3(b)(1)(B).

XIII. Return to Open Session

XIV. Adjournment

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, may contact the Glynn County Airport Commission at 912-265-2070. The Airport Commission will make reasonable accommodations for those persons with at least two business days' notice prior to the meeting.

COVID-19 ADVISORY

DO NOT ENTER if you are experiencing any of these symptoms:

- Cough
- Fever
- Sore Throat
- Runny Nose
- Shortness of Breath

HELP KEEP OUR WORKPLACE SAFE

- Practice Social Distancing – stay at least six feet away from other attendees
- Avoid handshakes and use non-contact greeting methods
- Wash your hands frequently