



**MINUTES
GLYNN COUNTY AIRPORT COMMISSION
November 27, 2018**

COMMISSIONERS PRESENT

**CASEY LAVIN, Chairman
DOUGLAS HUTSON, Vice Chairman
JEFF CULWELL
DAVID FURNISH
CEDRIC KING**

OTHERS PRESENT

**HILLARY STRINGFELLOW
REES SUMERFORD
BRIAN THOMPSON
JIM WALDRON
DAVID MANNING
CRAIG PACE
SHAWNA WILLIAMS
BOB FRANKLIN
COMMISSIONER PETER MURPHY**

**TERRA WINSLETT
KATHERINE KISSLING
JOHN DUNCAN
JERRY LATVALA
DAVID ENGLISH
TIFFANY LANDRY
A.J. GREEN
SHERRI PRUITT**

**VERNON BESSING
LESLIE FAULKENBERRY
LEIGH NEWTON
JEFF GRIFFITH
CHARLES NORMAN
JOSH COTHREN
BOB FRANKLIN
LARRY WADE**

The monthly meeting of the Glynn County Airport Commission (GCAC) was held at **9:00 a.m. on Tuesday, November 27, 2018 at the Brunswick Golden Isles Airport, 295 Aviation Parkway, Brunswick, Georgia 31525.**

Call to Order – The meeting was called to order at 9:07 a.m. by Chairman Lavin.

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

Affirmation of David Furnish – Rees Sumerford – Chairman Lavin introduced David Furnish as the newest Airport Commission member. He is stepping into the seat left vacant by the resignation of Kevin Haley. Airport attorney Rees Sumerford administered the Oath of Office to Mr. Furnish. He was affirmed as a Glynn County Airport Commissioner. Chairman Lavin welcomed him to the Airport Commission. Rees Sumerford congratulated him on joining the Airport Commission.

Presentation to David English – Chairman Lavin – Commissioner English moved out of Glynn County and submitted his resignation from the Airport Commission in October. Chairman Lavin recognized him and thanked him for his two years of dedicated service on the Airport Commission. He presented a commemorative Gulfstream airplane with an engraved plaque to Mr. English as an appreciation gift from the Airport Commission. Mr. English thanked the Airport Commission.

The Chairman announced that the order of the meeting would be modified slightly until a quorum was achieved. Items that did not require a vote proceeded. There were no objections to the change in meeting format.

Public Comments

The Chairman announced that public comments would be accepted. One request was received from local pilot Jerry Latvala. Other comments were solicited, but no additional submissions were received.

Capital Improvement Program Update – Robert Burr, Executive Director

The Executive Director explained that there is a capital improvement program for both the St. Simons Island Airport and the Brunswick Golden Isles Airport. Updates are submitted annually to the potential major funding sources which are the Georgia Department of Transportation (GDOT) and the Federal Aviation Administration (FAA). Some staff members and Commissioner Hutson recently traveled to Atlanta to talk to State and Federal government officials to discuss these programs and funding. Some of the planned projects will require discretionary funding and others will use entitlement funds. Each project is split up into three parts. The first part of each project is an environmental review and determination, the second phase is the design or planning of the project and the third phase is construction.

Brunswick Golden Isles Airport

ARFF Facility Evaluation & Replacement – Environmental, Design and Construction. This is a joint-use fire station facility in conjunction with Glynn County. The County is considering this item in its County capital program. The new ARFF station will be located closer to the airfield for better visibility. Federal and State funds will be used to complete this project.

Compass Calibration Pad – Environmental, Design and Construction. This is a high-priority project to support the three MROs on the airfield: Manning Aviation, Gulfstream Aerospace and Stambaugh Aviation. This will also provide a place for run-ups in the east ramp area. Supplemental funding has been requested.

Passenger Terminal Security Improvements – design and bid. Airline aircraft will eventually be upgraded to a larger airplane which will necessitate security upgrades for the airport.

Passenger Terminal Vehicle Parking Lot Expansion & Signage Improvements – Design and Construction. Growth requires expansion. The grass area next to the parking lot was designed for future expansion.

Extension of Runway 7-25 and Airfield Improvements - Environmental Assessment – Extend Runway 7-25 to 10,000 feet.

North Apron Taxiway Development Phase II – Environmental and Design. This project will accommodate commercial growth for large aircraft operators.

St. Simons Island Airport

Runway 4-22 C-II Design Group Study, Air Traffic Control Tower Feasibility Study and Land Use Plan
Skylane Taxiway Development Phase 2 – Bid and Construction
Taxiway “D” Extension & Connector Modifications - Design
Air Traffic Control Tower Siting Analysis

A quorum of Airport Commissioners was reached at 9:14 with the arrival of the fifth Airport Commissioner.

Approval of Minutes

Glynn County Airport Commission Meeting Minutes October 16, 2018

Chairman Lavin explained that the minutes were sent to the Airport Commissioners prior to the meeting. He asked for any changes, modifications or corrections. None were stated.

Recommendation: Approve the October 16, 2018 Glynn County Airport Commission meeting minutes.

Commissioner Culwell made a motion to approve the October 16, 2018 meeting minutes.

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

Finance – Shawna Williams, Finance and Administration Manager – Quarterly Financial Report

Mrs. Williams presented the year-to-date net income summary. Revenues earned are 106.63% percent of budgeted projections. Fixed leases earned more than anticipated for the quarter due to car rental concessions which are paid as a percentage of gross receipts.

Expenditures are currently at 91% of budget for the quarter. Personnel and law enforcement services are right at budgeted projections. Administration, maintenance and operations costs were well below budget. Utilities were slightly higher than budgeted, but it is anticipated that will average out with lower air conditioning costs in cooler months. She asked the audience if there were any questions. None were voiced.

Staff Reports

Shawna Williams, Finance and Administration Manager

Shawna summarized some of the projects the division has been working on including fiscal year 2017/2018 audit fieldwork, associated reporting and project entry research regarding the Glynn County bonds. Currently she is participating in the Leadership Glynn program monthly events. She has been working on IT system equipment replacement, inventory and planning for future needs. Software testing is underway. Processes are being improved and new processes and procedures are being developed. The federally mandated Disadvantaged Business Enterprise (DBE) goal methodology has been finalized. A certain percentage of project work must be awarded to DBE companies certified by the state. These are either contractors or subcontractors. The current DBE goal methodology will last for a period of three years. Shawna also participated in the Capital Improvement Program planning process.

Vernon Bessing, Operations and Facilities Manager – Vernon organized Part 139 ACM training for 14 airport fire fighters this month. They traveled to Forsythe to participate in a live burn training exercise. Two automatic defibrillators were installed in the Brunswick Golden Isles Airport terminal. One is located in the lobby and the other is in the hold room. The fire fighters and police officers are qualified to use them. Staff will also be trained by a certified instructor. Stop the bleed kits were purchased for all the tractors and inside the building. Training will be provided for staff. A new office was constructed for staff at the Brunswick Golden Isles Airport. Construction has begun on the Manning Aviation fuel farm. Airfield signs are replaced throughout a seven-year cycle. The airfield sign panels for the current fiscal year have been ordered. He asked the audience if there were questions. None were voiced.

Josh Cothren, Airports Aviation Programs Manager – Josh introduced Craig Pace, the new Airport Maintenance Technician at the St. Simons Airport. He has experience in airfield maintenance, electrical and lighting. The Commissioners welcomed him to the Airport Commission. Recently A.J. Green, Airport Maintenance Technician, completed the AAE Airport Certified Employee Airfield Maintenance and Lighting technical program. Josh presented him with the AAE award of certification for this designation. The Airport Commissioners congratulated Mr. Green for his accomplishment. Island Aviation Detailing is now servicing aircraft. The RSM Golf Classic parking and concert event at the St. Simons Island Airport went very well. The airport staff handled a larger number of vehicles parking this year. As the tournament continues to enhance its amenities, it has an additional impact on the airport and staff was able to handle the additional activity without compromising aviation use. It was a safe and well-run operation. The concert was well received and well attended. This year the secondary runway closure set a record for the least amount of time at about 16 hours compared to 18 hours last year. Golden Isles Aviation was busy with a full ramp for the RSM events. Jerry Latvala, a local pilot, thanked the Airport Commission and the airport staff at St. Simons. He complimented staff on a job well done during a very busy week. Josh explained that safety enhancements are being put in place at St. Simons Island Airport. A new primary wind cone has been installed. It is internally LED lit and is much more visible for pilots. Maintenance is easier. The airport name change is anticipated to be published in the facility directories next year. Some upgrades have been made to the gate to improve the reliability and functionality at the cul-de-sac at Gary Moore Court near Gruber Aviation and Marathon Aviation. The landscaping coming on to Gary Moor Court has also been enhanced. Chairman Lavin commended the St Simons Island Airport staff for doing a great job.

Terra Winslett, C.M., Property and Marketing Manager – Terra introduced the new Airport Property Coordinator: Leigh Newton. Leigh has transferred from the GIS Department of Glynn County with over 10 years of property experience with Glynn County. Chairman Lavin welcomed her to the Airport Commission. Terra has recently participated in Federal Emergency Management Agency (FEMA) emergency incident management training. The Golden Isles Public Information Officer quarterly meeting was hosted at the Brunswick Golden Isles Airport. A new Uber agreement for the Brunswick Golden Isles Airport has been completed, and numerous St. Simons Island Airport Land Use Agreements have been renewed. She participated in the Georgia Airports Association (GAA) annual conference and managed the organization of the planned networking events

for the GAA attendees in our community. She is also working with GAA regarding Georgia aviation legislative communications with airport managers and GAA membership newsletters. She also completed the FAA supplemental grant request for the Brunswick Golden Isles Airport Compass Calibration Pad project and submitted it digitally for FAA consideration for funding. The airport property map project was completed and the maps have been added to the Airport Commission website. The St. Simons Island Airport Car Wash submitted their agreement termination; the property is now available for aviation use.

Real Estate – Terra Winslett, Property and Marketing Manager

Happy Hangar Unit #2B – St. Simons Island Airport - Dean Franklin has requested to assign the sublease for Happy Hangar Unit #2B to Jeff Culwell. This transfer approval by the Executive Director is in progress and information is provided to the Airport Commission and Development Authority as required.

Seaside Maintenance, Inc. – St. Simons Island Airport – Seaside Maintenance Inc. has expressed interest in the development of a general maintenance and repair company facility located on the 18,117 square foot lot at the corner of Skylane Drive and Skylane Court at the St. Simons Island Airport. A non-aeronautical ground sublease for the development of the property was requested. They have requested a maximum allowable term based on the development expenditures of 25 years for their total capital development investment of at least \$375,000. The rental rate will be calculated by approximately 12% of the determined appraised value with annual CPI-U adjustments. Facility exterior will conform to the campus material and color scheme with proposed 2,000 square foot office space and 2,900 square foot warehouse to include showroom. This space is currently a vacant lot.

Recommendation: Approve the lease terms for Seaside Maintenance, Inc. sublease and recommend Brunswick Glynn County Development Authority to approve, subject to ability to construct the desired facility under FAA and County regulations, as well as legal and financial review.

Commissioner Culwell made a motion to accept the recommendation.

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

Executive Director Items

Approve RS&H, Inc. Work Order #03 for NEPA Documentation for Airfield Projects -Brunswick Golden Isles Airport - RS&H Work Order No. 03 includes services to prepare National Environmental Policy Act (NEPA) documentation in the form of a Categorical Exclusion (CatEx) for Airfield Improvements to include Compass Calibration Pad, Run Up Area, and Taxiway Connector at the Brunswick Golden Isles Airport in an amount not to exceed \$19,179. This project will be submitted to the FAA for reimbursement of federal funds and is within the approved Fiscal Year 2018/2019 capital budget.

Recommendation: Approve and authorize Executive Director to execute Work Order #03 for the Brunswick Golden Isles Airport NEPA Documentation for airfield improvements projects.

Commissioner Hutson made a motion to accept the recommendation

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

Law Enforcement Security Services at the Brunswick Golden Isles Airport – TSA Required the Glynn County Airport Commission to provide law enforcement personnel with arresting powers to support the TSA screening of airport passengers at the Brunswick Golden Isles Airport that meets TSA regulations. Previously, the Airport Commission had entered in a service contract with a security company to administer and schedule off-duty law enforcement personnel which compensated officers separately from the Glynn County system. As the contract service company ceased to offer this service, the Airport Commission and Glynn County Police Department staff met and agreed to establish a direct on-duty police service. It was decided that a memorandum of understanding would benefit both parties for that service. Glynn County and the Glynn County Airport Commission are finalizing the terms and conditions for the provision of law enforcement services at the Brunswick Golden Isles Airport. The terms of the agreement will outline the duties and responsibilities of the law enforcement officers, as well as the financial responsibilities. The agreed upon terms will ensure requirements dictated by the TSA for the Brunswick Golden Isles Airport will be met as well as providing other related services. The expenditures for this service have been approved in the current budget and the Airport Commission qualifies for partial reimbursement funding from TSA.

The federal government reimburses approximately 40% of our cost for the LEO airport program. Glynn County and Airport Commission staff have completed most of the agreement. Two issues are being considered: a hold harmless agreement and insurance responsibilities.

A recommendation was presented that the Airport Commission give the Executive Director the authority to approve and execute the Memorandum of Understanding for law enforcement services with Glynn County based on the particulars outlined when it is completed, based on legal review, and recommend approval to the Brunswick Glynn County Development Authority.

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

Enplanement Report - Brunswick Golden Isles Airport – October 2018

Year-to-date enplanements at the Brunswick Golden Isles Airport show an increase of 13%. Some numbers were affected by flights that were canceled in previous years due to Hurricane activity.

Georgia Airports Association (GAA) Annual Conference Report

The Airport Commission staff co-hosted the Georgia Airports Association annual conference at Jekyll Island in October. Robert Burr serves on the GAA board of directors in the capacity of Secretary. Chairman Lavin congratulated the Executive Director on his new role. The conference is scheduled to return to Jekyll Island in 2019. Staff was heavily involved in the planning and execution of the event and worked in concert with Savannah Airport staff and GAA. Participants provided positive feedback. Mr. Burr thanked the Airport Commissioners who attended and supported the event. He also thanked the Airport Commission staff for their hard work and ingenuity to make the conference a success.

Pilot Recognition

- **Jacob Caldwell** - Earned his Private Pilot Airplane Single Engine Land certificate. Training was completed with Madeline Staff at Falcon Aviation Academy in Newnan, Georgia.
- **Stefan Marsiglio** - Added Airplane Single Engine Land to his commercial pilot certificate. Training was completed with Valdeta Mehanja at Fly-Corps Aviation at Savannah-Hilton Head Airport.
- **Elissa Lardon** – Earned her Certified Flight Instructor Airplane Multi-Engine Land certificate. Training was completed with Ryan Medford at ATP in Lawrenceville, Georgia.
- **Cameron Termunde** – Earned the Certified Flight Instructor Airplane Multi-Engine certificate. Training was completed with Ryan Medford at ATP in Lawrenceville, Georgia.
- **Rhys Potts** – Earned his Certified Flight Instructor Airplane Single Engine Land. Training was completed with Jacob Tyson at Falcon Aviation Academy at Newnan, Georgia.
- **Linen Yinn** – Earned his initial Certified Flight Instructor Airplane Single Engine Land certificate. Training was completed with Mike Hartman at Falcon Aviation Academy at Peachtree City, Georgia.

Chairman's Items

Glynn County Airport Commission Officer Interest for 2019: Chairman, Vice Chairman and Secretary-Treasurer

Chairman Lavin explained that Officer positions for the 2019 one-year term will be discussed at the January 2019 meeting. Staff will survey the Airport Commissioners to determine interest in the Officer positions.

Meeting Schedule 2019 - The 2019 draft meeting schedule was presented to the Commissioners for approval. Regular meetings will continue to be held the third Tuesday of each month with the exception of December which will be the second Tuesday of the month.

**Commissioner Hutson made a motion to approve the 2019 meeting schedule.
Commissioner King seconded the motion and it carried unanimously: 5-0.**

December 11, 2018 Meeting Cancellation/Holiday Luncheon Invitation - There is not any business anticipated that would require a meeting in December. A recommendation was made to cancel the December meeting and hold a holiday luncheon at the St. Simons Island Airport "Museum Hangar" on that date at 11:30 a.m.

**Commissioner Culwell made a motion to cancel the December 11th meeting and hold a Holiday luncheon on that date.
Commissioner King seconded the motion and it carried unanimously: 5-0.**

Upcoming Events

Airport Commission Holiday Luncheon – December 11, 2018 - 11:30 Golden Isles Aviation Museum Hangar, 1759 Demere Road, St. Simons Island

Chamber of Commerce Grits & Issues Breakfast – Epworth by the Sea December 14, 2018 - 8:00

Georgia Economic Outlook – Jekyll Convention Center – February 11, 2019

Youth Aviation Career Day – March 2, 2019

Georgia Chamber of Commerce Red Carpet Tour - April 11 – 13, 2019

Executive Session

“Closed session to discuss personnel items as allowed under O.C.G.A. §50-14-3(b)(2), legal items as allowed under O.C.G.A. §50-14-2 and real estate items as allowed under O.C.G.A. § 50-14-3 (b)(1)(B).”

At 9:49 a.m. Commissioner Hutson made a motion to go into Executive Session for the purposes of discussing legal, real estate and personnel issues.

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

Closed Session began at 9:57 a.m.

Open session resumed at 10:55 a.m.

Commissioner Hutson made a motion to adjourn the meeting.

Commissioner Culwell seconded the motion and it carried unanimously: 5-0. The meeting adjourned at 10:56 a.m.


Chairman Hutson


Vice Chairman King


Attest, Katherine Kissling

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, **Douglas Hutson** who, after being duly sworn, deposes and, on oath, states the following:

- (1) I was the Vice Chairman of a meeting of the Glynn County Airport Commission meeting held on the 27th day of November 2018.
- (2) The subject matters of the closed portion of the meeting, which was closed for purpose of the discussion of Personnel matters as allowed under O.C.G.A §50-14-3(b)(2), Real Estate matters as allowed under O.C.G.A §50-14-3(b)(1)(B), and Legal matters as allowed under O.C.G.A. §50-14-2 and was devoted to matters within these exceptions 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.

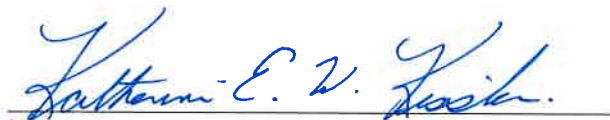
This 27th day of November, 2018.

Sworn to and subscribed before me

this 27th day of November, 2018



Douglas Hutson, Vice Chairman



Notary Public

My Commission Expires: June 22, 2021

NOTARIAL SEAL

