



**MINUTES  
GLYNN COUNTY AIRPORT COMMISSION  
October 16, 2018**

**COMMISSIONERS PRESENT**

**CASEY LAVIN, Chairman  
DOUGLAS HUTSON, Vice Chairman  
KEVIN RUNNER, Secretary-Treasurer  
JEFF CULWELL  
FRANK DELOACH  
CEDRIC KING  
AL MCKINNON**

**OTHERS PRESENT**

**RYAN MOORE  
REESE SUMERFORD  
BRIAN THOMPSON  
JIM WALDRON  
DAVID MANNING  
BECKY ELLIOTT  
SHAWNA WILLIAMS**

**TERRA WINSLETT  
KATHERINE KISSLING  
JOHN DUNCAN  
JERRY LATVALA  
MARJORIE GRUBER  
TIFFANY LANDRY**

**VERNON BESSING  
LESLIE FAULKENBERRY  
JANE BOZZA  
JEFF GRIFFITH  
CHARLES NORMAN  
JOSH COTHREN**

The monthly meeting of the Glynn County Airport Commission (GCAC) was held at **9:00 a.m. on Tuesday, October 16, 2018 at the Brunswick Golden Isles Airport, 295 Aviation Parkway, Brunswick, Georgia 31525.**

**Call to Order** – The meeting was called to order at 9:02 a.m. by Chairman Lavin.

**Invocation/Pledge of Allegiance** – Commissioner McKinnon provided the invocation and led the Pledge of Allegiance.

The Chairman explained that the Executive Director, Robert Burr, was not in attendance at this meeting due to illness.

**Accept Agenda** – Chairman Lavin explained that the agenda was sent in advance. He requested any changes or additions to the agenda. None were stated.

**Commissioner Culwell made a motion to accept the agenda. Commissioner McKinnon seconded the motion and it carried: 6-0.**

#### **Public Comment**

The Chairman solicited comments from the audience. He explained that request to speak forms were available for discussion of specific agenda items. No requests for public comments were received.

#### **Approval of Minutes**

The Chairman presented the September 18, 2018 Glynn County Airport Commission meeting minutes for approval. He noted that they were sent to the Airport Commissioners prior to the meeting for review. He requested any revisions or modifications to the meeting minutes. None were presented.

**Commissioner King made a motion to approve the September 18, 2018 Airport Commission meeting minutes. Commissioner Culwell seconded the motion and it carried unanimously: 6-0.**

#### **Finance – Shawna Williams, Finance and Administration Manager – Fiscal Year 2017/2018 Audit Update**

Staff has been working with the new auditing firm Nichols Cauley and Associates. They have been on site and have completed all the field work. They expect to finish the rest of the work remotely. Staff is still waiting to receive some information from Glynn County to complete the final entries. Staff expects to be finished at the same time Glynn County finishes the County audit.

Chairman Lavin asked if the process was moving along and going well. Mrs. Williams stated that it is moving very quickly. Commissioner Hutson asked if she was getting the support she needed from this auditing firm. She explained that they are very supportive and educational.

#### **Real Estate – Terra Winslett, Property and Marketing Manager**

**Frederica Hangar Unit #5 Assignment – St. Simons Island Airport** – Raymond Boyd has made a request to assign the Frederica Hangar Unit #5 Sublease to Ansley Air LLC. The assignment would transfer ownership with the understanding the new sublessee will abide by all terms of the current sublease. The practice of the Airport Commission has been to allow such assignments provided the use is consistent with the airports' land use policies which this transfer would qualify.

**Recommendation: Approve the request to Assign Frederica Hangar Unit #5 from Raymond Boyd to Ansley Aire LLC, and recommend approval by the Brunswick Glynn County Development Authority, subject to legal and financial review.**

**Commissioner Culwell made a motion to approve the recommendation. Commissioner King seconded the motion and it carried: 6-0.**

**Commissioner Runner arrived after this vote.**

### **Operational Items Update – Josh Cothren, Airport Aviation Programs Manager**

An Angel Flight Fly-In took place at the St. Simons Island Airport. The event was successful and well attended. Several Airport Commissioners attended, some local pilots attended. Jerry Latvala, a local pilot and President of the Experimental Aircraft Association 905 chapter, was part of the planning committee for the event. During the planning process there was deliberation between making the event public or an invitation fly-in. There were antique cars, vintage aircraft and some of the families which were beneficiaries of Angel Flight. Angel Flight members from Atlanta and DeKalb Peachtree Airport stated that due to the success of the event they may consider hosting it at St. Simons Airport on an annual basis and open it to the full public to introduce it more to the community.

As part of the program for the Angel Flight Fly-In, Mike Mullaney from the FAA Atlanta Flight Center District Office gave a presentation to the pilots in attendance regarding non-towered airport operations and some other safety items.

The Airports Safety Working Group met approximately two weeks ago. Some enhancement and safety items resulted from this meeting. At St. Simons Airport, the windsock is being upgraded to an internally lit LED windsock which will improve visibility. A pilot town hall meeting is being planned for Monday, October 22<sup>nd</sup> at 6:00 p.m. Controllers from Jacksonville Center will give a presentation to the pilots. Jerry Latvala will give an update on alternate methods of filing flight plans. Tenants and pilots will have the opportunity to provide feedback. The planning process is in the final stages for the RSM Golf Classic and concert that will take place in November. The safety plan has been submitted to the FAA and GDOT and both have approved it. The GDOT grant and work order which will include a tower feasibility study is in the approval process.

### **Enplanement Report Brunswick Golden Isles Airport – September 2018**

Chairman Lavin explained that the enplanement numbers are showing double digit increases every month, with the exception of June. This month there was a reporting benefit from Hurricane Irma last year which had impact on the Delta flights. The Airport Commission continues to build a relationship with our air carrier. Load factors are consistently higher this year. Chairman Lavin thanked the staff and Leslie Faulkenberry for her efforts marketing air service at the Brunswick Golden Isles Airport.

### **Pilot Recognition**

- **Ryan Mosley** – Added Instrument Airplane and Airplane Single Engine Land to his Commercial pilot certificate. Training was completed with Travis Duncan at Midcoast Aviation in Reidsville.
- **Michael Chapman** – Earned his Certified Flight Instructor Airplane Single Engine Land certificate. Training was completed with Jacob Tyson at Falcon Aviation in Newnan.
- **Bridger Frerichs** - Earned his Certified Flight Instructor Airplane Multi-Engine Land certificate. Training was completed the Alex Damon at ATP Jacksonville.
- **Jim McClung** – Added Airplane Single Engine Land to his commercial pilot certificate. Training was competed with Mark Dement at Midcoast Aviation in Reidsville.

**November Airport Commission Meeting Date** – There are some scheduling conflicts next month. The November meeting is the same week as Thanksgiving. The recommendation is to move the November Airport Commission meeting from Tuesday November 20<sup>th</sup> to Tuesday November 27<sup>th</sup>.

**Commissioner Hutson made the motion to move the meeting date from November 20<sup>th</sup> to November 27<sup>th</sup>. Commissioner King seconded the motion and carried unanimously: 7-0.**

**Nominating Committee Recommendation – Committee Chairman Hutson** – Interviews were held Monday October 15<sup>th</sup> for the Airport Commission vacancy. Five applications were received. All applicants were invited for interviews. Four of the five candidates were interviewed. The Nominating Committee unanimously recommended David Furnish, Director of Sales and Marketing for Sea Island, to fill the vacancy created by the resignation of Kevin Haley.

**Commissioner Runner made the motion to accept the recommendation of the Nominating Committee and forward the recommendation to the Brunswick and Glynn County Development Authority for appointment. Commissioner King seconded the motion and it carried unanimously: 7-0.**

**Development Authority/Airport Commission Memorandum of Understanding Review Committee** – The Development Authority has a new Executive Director, Ryan Moore. There is an existing memorandum of understanding between the Airport Commission and the Development Authority that outlines the relationship, scope and responsibilities of the two organization that was written in the 1980s. Paulo Albuquerque and Ryan Moore are going to partner with two Commissioners appointed from the Airport Commission to review that memorandum of understanding and update it accordingly. Chairman Lavin asked Commissioner Culwell and Robert Burr represent the Airport Commission on this committee

**Commissioner McKinnon made a motion to appoint Commissioner Culwell and Executive Director Robert Burr to represent the Airport Commission on the Review Committee with the Development Authority. Commissioner King seconded the motion and it carried unanimously: 7-0.**

**Travel approval to attend Georgia Airports Association Annual Conference** – Commissioner King has requested permission to attend the Georgia Airports Association Annual Conference at Jekyll Island October 24 - 26.

**Recommendation: Approve conference registration fee for Commissioner King to attend the Georgia Airports Association Annual Conference.**

**Commissioner Culwell made a motion to approve the recommendation. Commissioner McKinnon seconded the motion and it carried unanimously: 7-0.**

**Chairman Lavin announced the follow upcoming events:**

Glynn County Airport Commission Meeting – New date November 27<sup>th</sup>  
Pilot Town Hall October 22, 2018 6:00 p.m. at St. Simons Island Airport - RSVP to Katherine Kissling  
Georgia Airports Association Annual Conference – October 24-26, 2018 – Jekyll Island  
State of the Port – October 25, 2018 12:00 – Jekyll Island  
EAA Young Eagles November 3, 2018 – St. Simons Island Airport

RSM Golf Classic and Concert - November 12-18, 2018 – St. Simons Island Airport  
Southeast Georgia Aviation Career Day – March 2, 2019  
Georgia Chamber of Commerce Red Carpet Tour - April 11 – 13, 2019

Chairman Lavin asked if there was any additional business. None was stated.

**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 9:20 a.m. Commissioner McKinnon 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: 7-0.**

**Open Session resumed at 10:05 a.m.**

**Commissioner Hutson made a motion to approve the salary adjustment that was discussed in Executive Session for the Executive Director Robert Burr. Commissioner Runner seconded the motion and it carried: 7-0.**

**Adjournment**

**Commissioner Hutson made a motion to adjourn at 10:07. Commissioner McKinnon seconded the motion and it carried: 7-0.**

  
Chairman Lavin

11/27/18

  
Commissioner Runner HUTSON

  
Attest, Katherine Kissling

**AFFIDAVIT – CLOSED MEETING**

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

**GLYNN COUNTY, GEORGIA**

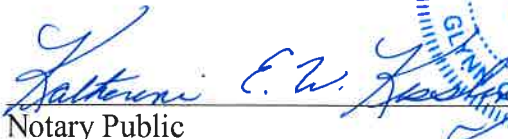
Personally appeared before me the undersigned attesting officer, duly authorized to administer oaths, **Casey Lavin** who, after being duly sworn, deposes and, on oath, states the following:

- (1) I was the Chairman of a meeting of the Glynn County Airport Commission meeting held on the 16<sup>th</sup> day of October 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.

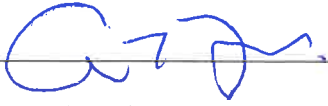
This 16<sup>th</sup> day of October, 2018.

Sworn to and subscribed before me

this 16<sup>th</sup> day of October, 2018

  
Katherine E. W. Kissling  
Notary Public  
My Commission Expires: June 22, 2021



  
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Casey Lavin, Chairman

NOTARIAL SEAL