



MINUTES

GLYNN COUNTY AIRPORT COMMISSION
ORDINANCE REVIEW COMMITTEE
Special Called Meeting
TUESDAY, MAY 14, 2019

PRESENT

COMMITTEE MEMBERS:

JEFF CULWELL, CHAIRMAN
ROBERT BURR, GCAC EXECUTIVE DIRECTOR
JERRY LATVALA, PILOT, EAA, LONGVIEW HANGAR PRESIDENT
DAVID MANNING, MANNING AVIATION
LEO OWENS, TENANT
LARRY WADE, GOLDEN ISLES AVIATION
SHAWNA WILLIAMS, AIRPORT FINANCE AND ADMINISTRATION MANAGER
TERRA WINSLETT, C.M., AIRPORT PROPERTY & MARKETING MANAGER

AIRPORT COMMISSION:

DOUG HUTSON, CHAIRMAN
KATHERINE KISSLING, AIRPORT SENIOR ADMINISTRATIVE COORDINATOR
JOHN DUNCAN, AIRPORT OPERATIONS COORDINATOR

ABSENT:

HILLARY STRINGFELLOW, GCAC COUNSEL

The Special Called meeting of the Glynn County Airport Commission (GCAC) Airport Ordinance Review Committee was held at 9:05 a.m. on Tuesday, May 14, 2019 in the conference room of the Brunswick Golden Isles Airport, 295 Aviation Parkway, Suite 205, Brunswick, Georgia 31525.

Call to Order -The meeting of the GCAC Airport Ordinance Review Committee was called to order by Chairman Jeff Culwell at 9:05. He welcomed the attendees.

Copies of the Airport Ordinance, proposed revisions, April 16, 2019 meeting minutes and affiliated policies were provided to the Committee member and attendees.

Minutes of the April 16, 2019 Airport Ordinance Review Committee were presented for review. Comments to the minutes were requested by Chairman Culwell. He highlighted key sections of the minutes. No changes were requested.

Jerry Latvala made a motion to approve the April 16, 2019 Airport Ordinance Review Committee meeting minutes. Chairman Culwell seconded the motion and it carried unanimously: 8-0.

Chairman Culwell reminded the committee that before the ordinance can move forward to the County, counsel Hillary Stringfellow will review changes to the rules and regulations with Glynn County attorney Aaron Mumford. Structurally, changing rules and regulations will come before the full Airport Commission for review and approval. Changes in policies will also be reviewed and approved by the full Airport Commission. An issue such as FBO minimum standards could go in rules and regulations or in a policy. Either way, it would require Airport Commission approval.

He explained that the Airport Ordinance was broken into two parts. Sections 1 – 50 is the general ordinance. Following that were the rules and regulations that should be separated from the Ordinance.

Airport Commission policies were reviewed and discussed.

Leasing of Airport Property – Policy 200 covers new aeronautical and non-aeronautical leases. Obligations of the lessee were discussed including maintenance of the facility and property. The length of commitments of agreement was discussed. Determining the standards for anticipatory needs of property was considered. The schedule of investments was reviewed.

Lease renewals – Policy 209 outlines lease extension requirements, option periods, condition of facilities, inspections, evaluation of merits of each lease, lessee investment in new facilities and improvements. Components of inspections were explained. The effect of term length impacting financing considerations for improvements was discussed. Maintenance of the property affects eligibility for lease renewals. It was recommended that any lease extension will include an inspection. It was agreed that an annual inspection is unnecessary. Typically, the lessee will choose an independent contractor to complete an inspection near the end of the term of the lease if a lease renewal will be requested. It was suggested that the policy specify that the tenant has the option to select an independent contractor for inspections.

Special Events on Airport Property – Policy 206 Airport Special Events are dictated by FAA rules. The FAA requires specific rules and required review of non-aviation events such as charity fundraisers, golf tournament parking, concerts. Non-aviation events are assessed an event fee of 15% of gross receipts to the Airport. Criteria for an “aviation-related” event was explained. The entire airport cannot be closed for a special event. The requirements and formal process of a safety plan were explained. A suggestion was made that a uniformed officer be required for general public evening events. The Executive Director explained that the requirement for security or law enforcement will be addressed in Airport Commission procedures. The Committee members agreed that the format and details of the policy are acceptable.

Use of Aircraft Storage Hangars – Policy 208 – This policy specifically addresses aircraft storage. The primary purpose of an aircraft hangar is aircraft storage. Operation of a non-aeronautical business will not be permitted. The FAA published a hangar use revision in 2016 which permits some types of storage. The demand is high at Glynn County Airports for aeronautical use hangars. Both Glynn County Airports will restrict hangar use to aeronautical use. Under the section titled “Aeronautical Uses for aircraft storage hangar include” it was recommended and agreed upon that the second bullet point be struck: “Final assembly of aircraft under construction.”

Chairman Culwell discussed future potential real estate development near the St. Simons Island Airport near Runway 4 in the Ashantilly neighborhood. Crane Island in Fernandina Beach is a residential development that provides aviators with through-the-fence access to the Fernandina Beach Airport. He speculated about similar potential development in the future at St. Simons Island Airport since a precedent has been set at Fernandina Beach Airport. A policy on this issue has not been created. In the future there could be pressure to develop hangar properties in the Ashantilly neighborhood along Runway 4. He recommended that the pilots on the committee fly to Fernandina Beach Airport to see how Crane Island has been developed with airport through-the-fence access.

If a business wanted to construct airplanes at either airport, the business would need to enter into a business lease agreement with the Airport Commission. The business activity would not qualify as aircraft storage as defined by Policy 208.

Under the section “Hangar uses not permitted – Hangars may not be used as a residence” – this is duplicated in the FAA policy. Commissioner Culwell asked if this duplication is necessary in GCAC policy and about the obligation to enforce the policy. A rest area for pilots is permitted, but not a residence. New tenants are given this policy.

Commissioner Culwell suggested that the policy be more specific such as “Hangars uses not permitted: Primary storage of non-aviation materials or non-aviation commercial businesses. “If active aircraft is being stored in the hangar, other items may also be stored.

Commissioner Hutson suggested that the FAA policy number on hangar use be published within Airport Commission Policy 208.

Minimum Standards for Fixed Base Operations Policy 210 – Minimum standards have not been updated in years. Chairman Culwell discussed the need for a maintenance provider for small aircraft on the field at both airports. The option of contract maintenance providers was discussed. Some maintenance providers will visit an airport to work on an airplane but may not carry liability insurance. The question was raised about liability insurance coverage for off-site maintenance providers who visit the airports. Chairman Culwell asked everyone to think about requiring the sanctioned maintenance providers to carry insurance. That could create an unfair situation because some if the maintenance providers could provide lower cost maintenance because they don’t carry liability insurance. It also creates an enforcement issue. An aircraft owner should have the ability to choose their maintenance provider. The FBOs are not able to meet the needs of every type of maintenance. FBOs need to be knowledgeable about where the right kind of service can be located. There is no “one-size-fits-all” solution. There is no consistent approach to this issue at FBOs throughout the country. Call-out procedures and costs were

discussed. The policy needs to be fair. This issue can be reviewed by the Airport Commission insurance consultant. The group would like to get counsel's opinion on this matter. Maintenance for small aircraft should be included in the FBO standards. Fuel capacity at both FBO's was discussed.

Rob Burr reviewed the current core minimum standards in the existing policy.

Rental aircraft is typically not lucrative for the FBOs. Flight instructors rent planes approximately 80% of the time. Chairman Culwell would like to requirement for rental aircraft to remain in place. Flight instructors are freelance. Charter flights are rare today.


Larry Wade did some research on FBO minimum standards. The main purposes are to protect the airport and protect the service providers as well as keep quality high. FBOs are heavily regulated. Some topics covered in most minimum standards include definitions, application procedures, enforcement, leased area size, terminal size, hangar size requirements, fuel farm size, mobile equipment requirements, ramp space/apron requirements, car parking space size, insurance requirements, experience requirements, employee training and line personnel requirements, maintenance space and personnel requirements and equipment requirements.

Jeff Culwell suggested that Larry Wade and David Manning draft a proposal with specifications for both airports for minimum standards for the committee to review. Larry explained that the two airports need to be handled separately because they are so different. Ramp space, fueling capacity, investment and traffic are distinct at each airport. Bigger planes, wider wingspans are requiring more ramp space. Minimum standards cannot be exclusive. Fuel flow, capacity and fuel deliveries were discussed.

Jeff Culwell asked Larry Wade and David Manning to draft a proposed FBO minimum standards documents for each airport.

Larry Wade thanked the committee for looking at updating he minimum standards. He will draft a minimum standards list for the FBO at St. Simons Island Airport.

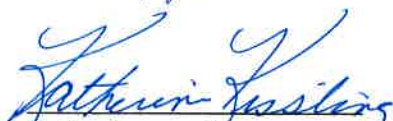
The meeting was adjourned at 12:03 p.m.



Chairman Jeff Culwell



Robert Burr, Executive Director



Katherine Kissling, Attest



Date