



**MINUTES
GLYNN COUNTY AIRPORT COMMISSION
AUGUST 20, 2019**

COMMISSIONERS PRESENT

**CEDRIC KING, Acting Chairman
JEFF CULWELL
DAVID FURNISH
AL MCKINNON**

STAFF PRESENT

**ROBERT BURR
HILLARY STRINGFELLOW
VERNON BESSING
JOHN DUNCAN
KATHERINE KISSLING
TIFFANY LANDRY
LEIGH NEWTON
MIKE WILLIAMS**

OTHERS PRESENT

**BRIAN THOMPSON
LARRY WADE
JANE BOZZA
COUNTY COMMISSIONER
WAYNE NEAL
ART WACZOWSKI**

**VANESSA WAGNER
JEFF GRIFFITH
SHERRI PRUITT
STEPHEN FLOYD
RON HLOZANSKY**

**MILLIE WILCOX
LESLIE FAULKENBERRY
JIM WALDRON
STEVE GRAY
ED STRICKLAND**

The monthly meeting of the Glynn County Airport Commission (GCAC) was held at **9:00 a.m. on Tuesday, August 20, 2019 at the Brunswick Golden Isles Airport, 295 Aviation Parkway, Brunswick, Georgia 31525.**

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

Invocation/Pledge of Allegiance – Commissioner Furnish offered the invocation and led the Pledge of Allegiance.

Accept Agenda

The meeting agenda was presented. It was sent out to the Airport Commissioners for review last week. The Chairman requested any changes. None were stated.

Commissioner McKinnon made a motion to accept the agenda.

Commissioner Furnish seconded the motion and it carried unanimously: 4-0.

Public Comment

Chairman King invited public comments from the audience. None were requested.

Approval of Minutes

Glynn County Airport Commission Meeting Minutes June 18, 2019

Acting Chairman King presented the June 18, 2019 minutes and asked for any corrections or changes. None were stated.

Commissioner Furnish made a motion to accept the June 18, 2019 Glynn County Airport Commission meeting minutes.

Commissioner McKinnon seconded the motion and it carried: 3-0. Commissioner Culwell abstained from the vote.

Financial Items

Audit Committee

The Airport Commission Audit Committee is composed of two members of the Airport Commission: Kevin Runner and Al McKinnon and two members of the Development Authority: Wayne Johnson and Bill Austin. The Audit Committee will meet this afternoon to discuss the schedule and to authorize the Executive Director to sign the engagement letter for Nichols, Cauley & Associates.

Unaudited Year-end Financials Fiscal Year 2018/2019

Shawna Williams presented the Year-End Unaudited Financial Summary for June 30, 2019. The final numbers will be presented to the Commission when the audit is completed. For the year, earned revenues are more than projected at 105.23% and expenses are less than projected at 98.49%. For the quarter, revenues earned constitute 112.31% of the projected revenues for the period as compared to the budgeted projections. Expenses for the quarter constitute 110.57%. This provides an unrealized a net of \$631,000 to put toward the capital program and approximately \$400,000 is already encumbered for capital projects.

Commissioner McKinnon made a motion to accept the Year-End Financial Report.

Commissioner Furnish seconded the motion and it carried unanimously: 4-0.

Staff Reports

Shawna Williams, Finance and Administration Manager

The Finance and Administration staff is working on year-end close processes and preparation for the audit. The auditors are tentatively scheduled to be on-site in October for the field work. The balance of the work will be completed remotely. The Airport Concession Disadvantaged Business Enterprise (ACDBE) program updates have been completed. This program is regulated only for the car rental concession companies. Two independent fee analyses were completed for two upcoming projects. This process is a new federally mandated program and has been revised to include additional components. Staff has been working on policy updates. Tiffany Landry, Airport Staff Accountant, recently completed the Certified Finance Officer Level I certificate in governmental accounting through the Carl Vinson Institute of Government. This course is composed of seven classes in governmental accounting. The Commissioners and Executive Director congratulated her on her achievement.

Vernon Bessing, Facilities and Operations Manager

The FAA Part 139 annual inspection was recently completed at the Brunswick Golden Isles Airport with a new inspector this year. The FAA complimented the staff on the good condition of the airfield. A few minor changes were recommended for the airfield signs which were already scheduled to be replaced in the five-year plan. The signs were ordered early to comply with the recommendations. The TSA annual audit was completed at Brunswick Golden Isles Airport. A few changes were made to update the Airport Security Program. The Explosive Detection System (EDS) machine was recently installed and is operational. The equipment will enhance security and provide better customer service. Most bags will not need to be searched by hand. The canopy in the café courtyard was recently enclosed. People can sit in the shade, eat and watch the aircraft activity. A new Automated Weather Observation System (AWOS) was installed next to the old AWOS at the Brunswick Golden Isles Airport. The FAA required a Form 7460 (Notice of Proposed Construction or Alteration) which was approved. This will be a redundant system. It will be the only redundant AWOS system in the United States. At St. Simons Island Airport there is on-going work to mitigate obstructions. Tree trimming and planting continue in cooperation with Sea Island. The Skylane Road parking spaces clean-up project has been started. Half the spaces were re-striped and renumbered. The other half are scheduled to be completed during the coming weekend.

Leigh Newton, Property and Advertising Coordinator

New parking permits for Skylane Road have been issued for the current fiscal year. Terra Winslett and Tiffany Landry have been working with Leigh Newton on a new in-house terminal advertising program. Previously terminal advertising was previously contracted by Departure Media. New advertising accounts are being solicited. All of the on-airport rental car concession agreements have been renewed for a five-year term. Leigh and Terra have been working with RS&H, Inc. on the land use study for St. Simons Island Airport to update the land use plan for submission to the Federal Aviation Administration (FAA). The St. Simons Island Planned Development Text has been approved by the Board of Commissioners. The St. Simons Island Airport has three tracts: A, B and C. Tract A is the airfield, Tract B is the area on Demere Road and Tract C is on Skylane Road. General commercial uses as a possibility are now included. Some uses are not permissible if there is a conflict with federal or state guidance regarding airports. Oversight from the Airport Commission, the Development Authority and the Glynn County Commission is in place to control use of the property. The final version allowed additional uses in some of the tracts. All the tracts allow general commercial use. The focus of

discussions was on restaurants. Tracts A and C can have a restaurant, but it is a conditional use which means that a proposed restaurant in those areas it would need approval from the Island Planning Commission and Glynn County. That was excluded from Tract B which is the Demere Road area. The County Commission did approve a new type of use called a "coffee shop" which is one of the uses the Airport Commission wanted in that Tract B. Brad Brumbach is working on a sublease for a coffee shop which is anticipated to be effective in a few weeks.

Real Estate, Leigh Newton – Property and Advertising Coordinator

Georgia Power Easement for Brunswick Golden Isles Airport: 470 Aviation Parkway (Fuel Farm)

Georgia Power has requested an easement at the Manning Aviation fuel farm: 470 Aviation Parkway, Brunswick Golden Isles Airport to install an underground distribution line and related equipment as shown on Exhibit A.

Recommendation: Approve the Georgia Power utility easement at the Brunswick Golden Isles Airport and recommend approval to the Brunswick Glynn County Development Authority, subject to legal review.

Commissioner Culwell made a motion to accept the recommendation.

Commissioner McKinnon seconded the motion and it carried unanimously: 4-0.

Capital Improvement Update

FAA Grant Agreement - Brunswick Golden Isles Airport

Compass Calibration Pad Design and Passenger Terminal Parking Lot Expansion and Signage Design - Grant No. 3-13-0018-041-2019 was previously approved by the Airport Commission and has been approved by Glynn County. The state provided a tentative allocation letter about matching local funds for these projects. The formal state grant has not yet been received. When it is received, work will begin on the two projects. The third project is to build a taxilane on the North Apron. The FAA has requested more discussion about the project. The Executive Director and engineers will travel to Atlanta to meet with new FAA personnel to provide more in-depth information about the project.

C-II Study Update – St. Simons Island Airport

This study will determine how we meet design standards criteria for St. Simons Island Airport. A first draft has been completed. It is being circulated to the State and FAA for comment. This affects the work at the airport and funding eligibility. This includes the possibility of an EMAS (Engineered Materials Arresting System) and would define exactly where it would be located on the airport. That would be a significant project for St. Simons Island Airport.

Observation Area – St. Simons Island Airport

The designated observation area at Kings Way and Frederica Road is ideal for viewing the St. Simons Island airfield. Next to the bike path there are benches where people can sit and observe the aircraft activity. Previously there was a mitigation issue with obstructions for visual and instrument approaches to Runway 4. Over the years, trees have required constant trimming to the point that the area did not have an attractive appearance. Also, the trimming was not beneficial for the trees. Staff is working in conjunction with the County

and Sea Island on the design and installation of landscaping for the observation area. Vernon Bessing is working with landscape designer Rachel Strickland to model the same concept as the landscaping Sea Island maintains across the street. A diagram of the plan was discussed.

Executive Director Items

Enplanement Report Brunswick Golden Isles Airport – The July enplanement report showed improving numbers. Overall, the-year-to-date numbers are still recovering from the government shutdown. Monthly enplanement numbers are strong. Month-to-month enplanements are up 4%.

Georgia Airports Association (GAA) Boards of Directors Meeting Report

Robert Burr is on the Board of Directors of the Georgia Airports Association. The annual meeting will be in September at the Jekyll Island Convention Center. Two Airport Commissioners will be attending: Commissioner Hutson and Commissioner King. Commissioner Hutson will be the welcome speaker. Airport Commission staff is heavily involved. Robert Burr will assume the role of GAA Vice Chair in the coming year. Typically, that role moves up to become Chairman the following year. There is quite a lot of activity regarding airports in the General Assembly of Georgia. Last session there were at least four initiatives that could have a significant impact on how the airports operate. Some of those bills did not pass last year, but they also did not die. They are in a two-year cycle, so in the next session they will continue where they were left. Robert Burr will be heavily involved with the legislative delegation to ensure our message is conveyed to the General Assembly. He will be traveling to Atlanta for meetings to discuss this matter and to help ensure that good legislation comes out of the General Assembly.

TSA Security Director

The Brunswick Golden Isles Airport has a new TSA Security Director – Mary Leftridge Byrd. She will be at the airport Friday, August 23rd at 11:00 for a meet and greet. All are invited to attend.

Pilot Recognition

- Stephen Floyd** – Earned his private pilot Instrument Airplane certificate. Training was completed with Steve Gray at St. Simons Island, Georgia. He attended this meeting. Commissioner Culwell presented him with a pilot recognition plaque and welcomed him to the pilot community. His flight instructor, Steve Gray, was also in attendance. The Airport Commissioners, staff and Steve Gray congratulated Mr. Floyd and acknowledged his achievement.
- Joseph Harper** – Earned his certified flight instructor Instrument Airplane certificate. Training was completed with Zack Hartley of Savannah Aviation in Savannah, Georgia.
- Julian Orozco** – Earned his certified flight instructor Airplane Single Engine Land certificate. Training was completed with Jeff Mays at Falcon Aviation Academy in Newnan, Georgia.
- Julia Snipes** – Earned her certified flight instructor Airplane Single Engine Land certificate. Training was completed with Lyle Perry at Middle Georgia State University – Eastman.
- Wesley Williams** – Upgraded his pilot certificate to commercial Helicopter. Training was completed with Andrew Moffett at Middle Georgia State University – Eastman.
- Karan Sumeet Shetty** – Earned his certified flight instructor Airplane Single Engine Land certificate. Training was completed with Jacob Tyson at Falcon Aviation Academy in Peachtree City, Georgia.

- Cody Lee Bradshaw** – Earned his certified flight instructor Airplane Single Engine Land certificate. Training was completed at Falcon Aviation Academy in Peachtree City, Georgia.
- Bruce Sherwood** – Earned his certified flight instructor Airplane Single Engine Land certificate. Training was completed at Falcon Aviation Academy in Newnan, Georgia.
- Kip McClelland** – Earned his private pilot Airplane Single Engine Land certificate. Training was completed with Jimmy McCallum in Douglas, Georgia.
- Michael Thayer** – Earned his private pilot Airplane Single Engine Land certificate. Training was completed with Reid Montgomery at Fly Corps in Savannah, Georgia.
- Jeffrey Clayton** – Earned his commercial pilot Helicopter certificate. Training was completed with Jesse Goff at Middle Georgia State University – Eastman.

Chairman's Item

Presentation of Appreciation Plaque to Mille Wilcox for Donations of Art to the Airport Commission – The artwork in both the Brunswick Golden Isles Airport and the St. Simons Island Airport was provided by Millie Wilcox and her mother, who were owners of The Left Bank Art Gallery, dating back to 1967 at the St. Simons Island Airport. When the Brunswick Golden Isles Airport was under construction, Mrs. Wilcox was asked to help with murals and that led to adding additional paintings to the terminal and offices. She is graciously donating all the existing artwork, valued at approximately \$25,000, to both of the airports. Acting Chairman King presented her with a commemorative plaque and thanked her for her generous donations.

Upcoming Events

Airport Commission Meeting – September 17, 2019 at 9:00 a.m. – Brunswick Golden Isles Airport
Georgia Airports Association Annual Conference – September 25 – 27, 2019 – Jekyll Island Convention Center. The Glynn County Airport Commission is hosting this event.
RSM Golf Classic – November 18 – 24, 2019 – St. Simons Island Airport
Aviation Career Day and Young Eagles Event – March 7, 2020 – St. Simons Island Airport

Commissioner McKinnon made a motion to enter Executive Session at 9:29.

Commissioner Culwell seconded the motion and it carried unanimously: 4-0. At this time, Chairman Hutson joined the meeting via phone.

Executive Session

“Closed session to discuss real estate issues as allowed under O.C.G.A. Section §50-14-4(B)(1) and legal items as allowed under O.C.G.A. section §50-14-2.”

At 10:35 Commissioner Culwell made a motion to return to Open Session.

Commissioner McKinnon Seconded the motion and it carried unanimously: 4-0.

Doors were opened to the public. There was no further discussion.

Adjournment

Commissioner Culwell made a motion to adjourn the meeting.

Commissioner Furnish seconded the motion and it carried unanimously: 4-0.

The meeting was adjourned at 10:35 a.m.



Acting Chairman, Cedric King



Attest, Katherine Kissling



Commissioner Jeff Culwell



Glynn County Airport Commission

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 Acting Chairman of a meeting of the Glynn County Airport Commission meeting held on the 20th day of August 2019.
- (2) The subject matters of the closed portion of the meeting, which was closed for purpose of the discussion of 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 20th day of August, 2019.

Sworn to and subscribed before me

this 20th day of August, 2019.

Cedric King, Acting Chairman

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

NOTARIAL SEAL

