



**MINUTES
GLYNN COUNTY AIRPORT COMMISSION
NOVEMBER 19, 2019**

COMMISSIONERS PRESENT

**DOUG HUTSON, Chairman
CEDRIC KING, Vice Chairman
KEVIN RUNNER, Secretary-Treasurer
JEFF CULWELL
DAVID FURNISH**

STAFF PRESENT

**ROBERT BURR
HILLARY STRINGFELLOW
REES SUMERFORD
VERNON BESSING
JOHN DUNCAN
KATHERINE KISSLING
TIFFANY LANDRY
LEIGH NEWTON
ALBERT MCKENZIE
TERRA WINSLETT
SHAWNA WILLIAMS**

OTHERS PRESENT

**BRIAN THOMPSON
EDWARD TRACY
ED STRICKLAND
VANESSA WAGNER
JERRY LATVALA
JIM WALDRON**

**JEFF GRIFFITH
RON HLOZANSKY
SHERRI PRUITT
RENN GRUBER
KATE BLACKSHEAR**

**JANE BOZZA
LESLIE FAULKENBERRY
ART WACZKOWSKI
RENN GRUBER
COMMISSIONER WAYNE NEAL**

The monthly meeting of the Glynn County Airport Commission (GCAC) was held at **9:00 a.m. on Tuesday, November 19, 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 Chairman Hutson. He welcomed everyone to the meeting.

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

Accept Agenda

The meeting agenda was sent out to the Airport Commissioners the previous week. The Chairman requested any changes to the meeting agenda. None were stated.

Commissioner King made a motion to accept the agenda.

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

Public Comment

Chairman Hutson invited comments from the audience. Edward Tracy, a current ground transportation operator at the Brunswick Golden Isles Airport, introduced himself and his transportation business to the Airport Commission. He provides concierge service. His company has grown from 3 drivers to 11 drivers. His company has an on-line system and a mobile application that can be downloaded. An appointment can be scheduled in advance. Chairman Hutson thanked him for his comments.

Approval of Minutes

Glynn County Airport Commission Meeting Minutes October 15, 2019

Chairman Hutson presented the October 15, 2019 meeting minutes and asked for any corrections or changes. None were stated.

Commissioner Culwell made a motion to accept the October 15, 2019 Glynn County Airport Commission meeting minutes.

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

Chairman's Items

Delta Expanded Service at the Brunswick Golden Isles Airport – Commissioner Furnish

The Airport Commission is pleased to announce expanded service at the Brunswick Golden Isles Airport. A group representing the Airport Commission and the CVB has been meeting with management at Delta to discuss options for additional service. Additional flights were requested and opening up other markets was also discussed. Starting in May 2020 Delta will add one additional flight per day to total four flights per day. One of those flights will be a CRJ 900 aircraft which provides first class seating and additional capacity – 70 seats and extra capacity for luggage. The first-class service is something our customers have been requesting and it is expected to be very well received. Full flights will strengthen the case for additional upgrades in air service. The seats are available in May can be booked now. The Airport Commission has a great relationship with Delta. This enhanced service is a 50% increase of seats available.

Glynn County Airport Commission Ordinance Revision Update – Hillary Stringfellow

Revisions to the Airport Commission Ordinance were approved by the Brunswick and Glynn County Development Authority at their November meeting. Airport legal counsel is in the process of tendering it to the County Clerk asking this issue to be placed on the County Commission agenda. The process will require public notification, therefore an ad will run in the newspaper for 15 days to announce the public hearing.

Airport Commission December Meeting Date Change

Due to scheduling conflicts, a meeting schedule change has been requested.

Commissioner Furnish made a motion to move the December 10th Airport Commission meeting to Thursday, December 12, 2019 at 11:00 a.m. The meeting will be followed by the Holiday Luncheon at 11:30 a.m. Commissioner King seconded the motions and it carried unanimously: 4-0

Chairman Hutson invited everyone in the audience to attend the Airport Commission Holiday Luncheon. The Executive Director asked everyone to RSVP to Katherine Kissling to get an accurate headcount for ordering the food. An agenda item will relate to bid documents that will be opened Friday, November 22, 2019 for the St. Simons Island Airport Runway 4-22 project. That contract will need approval at the December meeting.

Financial Items – Shawna Williams, Finance and Administration Manager

Fiscal Year 2018/2019 Annual Audit Update – The fieldwork and testing for the airport audit has been completed. The auditors received the actuary information for Other Post-Employment Benefits (OPEB) on November 12, which was necessary to complete the Financial Statements. Staff is working with Nichols Cauley and Associates to schedule an Audit Committee meeting to present the results of the audit either the first or second week of December. Auditors will present the results of the audit at that meeting. There were no issues with the completion of the audit.

Quarterly Financial Report for September 30, 2019

For the first quarter of the fiscal year, earned revenues are slightly less than projected at 98.3% and expenses are less than projected at 91.44%. Concession revenue was affected due to Hurricane Dorian activities. For the quarter the Commission has earned \$53,694 to contribute toward the capital program. The capital program for the year includes 31 projects, 21 of which are completely funded by the Commission in the capital program. The remaining 10 projects are funded with a combination of federal and state grants and are in various stages of completion. For the quarter, capital expenditures total \$63,272, 3% of the total capital budget. Approximately \$3,293,300 remains encumbered for ongoing capital projects for Fiscal Year 2019/2020. The Airport Commission has a goal of maintaining a general cash reserve fund of three to four months of expenses.

Staff Reports

Shawna Williams, Finance and Administration Manager

Shawna and her staff have been working to complete year-end reporting and the annual audit. Work was completed on the Georgia Department of Transportation Economic Impact Survey with Mike Maynard of

Aviation. A preliminary draft of the report is being reviewed. The final comprehensive report will be issued and made public in the spring. Software solutions are being researched to comply with new lease accounting pronouncement GASB 87 which will go into effect July 1, 2020. Staff has considered various solutions by participating in webinars and software demonstrations. Disadvantaged Business Enterprise (DBE) and Airport Concession DBE (ACDBE) goals are complete. These programs are part of the federal funding requirements. Policy statement and research has been completed. The ACDBE Stakeholder meeting has taken place. Bid documents were recently published for the Runway 4-22 Threshold Relocation Project. Staff completed Depreciation and Capital Asset Training. Annual Policy Review and Acknowledgment training was done for all the staff. Employee appreciation events included going to the movies to see Gemini Man, a portion of which was filmed at Brunswick Golden Isles Airport and Rob and Cheryl Burr hosted a Halloween party at their home for staff and Commissioners.

Vernon Bessing, Facilities and Operations Manager

Landscaping, benches and bike racks have been installed at the St. Simons Island Observation area off of Kings Way. Sea Island coordinated the design and implementation. Residents and local business owners have provided many complimentary remarks about the attractive space. Preparation is underway for the RSM Golf Classic and Concert at St. Simons Island Airport (SSI) this week. A security and operations plan is in place for the concert. The runway closure for Runway 16-34 will be from Saturday at noon until Sunday at noon. The lighted X's will be set out. The new TSA Federal Security Director Mary Leftridge Byrd came to the Brunswick Golden Isles Airport (BQK) for a site visit with staff and local LEOs. With the larger aircraft coming to BQK in May 2020, enhanced TSA Security will be required affecting door access and badging. The last phase of replacement of the airfield sign panels at BQK is now complete. Electrical problems at the SSI vault have been repaired. Obstruction mitigation at SSI is on-going. Stop the Bleed training with Officer Colin Scoggins of the Glynn County Police Department was recently held for staff. A pre-check lane has been added to TSA.

Terra Winslett, C.M., Property and Marketing Manager

Terra has been working in coordination with Delta, Faulkenberry Certain and the CVB to provide the community the press releases regarding the additional daily flight and class service Delta will offer beginning in May 2020. Ongoing efforts for future marketing plan to heavily emphasize the expanded Delta service. She has participated in air service training sessions, meetings and work sessions with other airlines to discuss air service opportunities in our area. The Enterprise car rental agreement is an off-airport agreement that has been finalized for the Brunswick Golden Isles Airport and the St. Simons Island Airport. Meetings and communications with the RSM management team and tenants regarding the RSM Golf Classic and concert. The deadline for updating the Capital Improvement Program is Friday, November 22nd. Terra is managing the process for coordination with staff and RS&H to finalize the program documentation and submit to the FAA and GDOT. Planning is in progress for Aviation Career Day. Accomplishments include the Aviation Career Day webpage updated, online registration has been completed for exhibitors and attendees and social media marketing has begun. Management meetings for the event have taken place as well as meetings with local school system representatives to plan the marketing strategy for presence in the local middle and high schools to promote the event. Continued efforts to manage the 170+ agreements for both St. Simons Island and Brunswick Golden Isles airports. Completion of continued education to maintain a Georgia Real Estate Broker's License. Continued efforts to partner heavily with the Brunswick Golden Isles Chamber of Commerce.

Leigh Newton, Property Coordinator

In her role as a Chamber of Commerce Ambassador, Leigh Newton promotes the airports to businesses in the community. She recently assisted with resolving a lighting issue that was interfering with visibility at the St. Simons Island Airport. She worked with Glynn County Code Enforcement and the convenience store to adjust the lighting. The St. Simons Island Planned Development (PD) text was recently amended to allow the use of a coffee shop. Wake Up Coffee has opened in Aviator Plaza and has been well received in that location and also provides amenities for users of the St. Simons Island Airport.

Commissioner Runner joined the meeting at 9:35.

Capital Improvement Program Plan Update

Capital Improvement Program Plan – Brunswick Golden Isles Airport (BQK) and St. Simons Island Airport (SSI) - Presentation by Brian Thompson, RS&H, Inc.

Every airport that accepts federal funds is required to prepare a Capital Improvement Program plan. The five-year plan currently being submitted is for Fiscal Years 2021 – 2025. Copies of the CIP for BQK and SSI were provided to the Commissioners and the audience. The CIP plan package will go to the state by Friday of this week and to the federal government by the end of the calendar year. It will define the grants and work program for the foreseeable future. At Brunswick Golden Isles Airport, the program includes a Compass Calibration Pad and Terminal Parking Lot Expansion. Also in the plan is the environmental for the evaluation and replacement of the ARFF station. It would be in joint participation with Glynn County. This year the enhanced security project is tied to the larger aircraft and participation in the TSA security program. That will need to be in place and accepted by May 22, 2020 when the larger aircraft is scheduled to arrive.

The St. Simons Island Airport the classification of runway 4-22 will be modified from a B-II aircraft to a C-II aircraft based on aircraft already operating at the facility. The aircraft are about the same size, but the approach speeds are faster as a C-II classification. The FAA and GDOT are requiring this change now. As a result of study, the runway will be equipped with Engineered Material Arresting System (EMAS) units at each end of the runway. This creates a soft concrete stopping area at the end of the runway. This will be a three-phase construction project. The first phase will be a rehab of the runway and an extension of the asphalt pad at each end that will receive an EMAS unit. The second phase will be the installation of one EMAS unit. The rehab of the runway in the first phase is planned to be done during a lower volume time of year and at night. The state understands the importance of the EMAS. Discretionary funds are needed to complete the project.

Commissioner Furnish asked how runway closures are communicated to the community. The Airport Commission works with the FBO to minimize the disruption of any runway closures. The FAA is notified of any construction and closures. Chairman Hutson suggested that the information be put on the Airport Commission website. An aviation safety update page on the Airport Commission website was created for this function and can be utilized if needed during project. NOTAMs (Notice to Airmen) will also be issued as needed.

The first phase in the Taxiway Alpha realignment project will be the environmental work. The tabby house and farmer's market will need to be addressed as part of the project.

Executive Director Items

Manning Aviation FBO New Facility Opening – Brunswick Golden Isles Airport - Although the official grand opening has not been scheduled, David Manning is asking the aviation community to visit the new Manning Aviation FBO facility which is currently operational. Airside and landside signage are being updated for the new facility location.

Enplanement Report Brunswick Golden Isles Airport – October 2019 – Traffic numbers were affected this year by the government shutdown and Hurricane Dorian. Year-to-date is flat, but month to month is up 8%. This is one indication of why service is being enhanced.

Pilot Recognition

-**Adam Koerner** – Earned his commercial pilot Instrument Helicopter certificate. Training was completed with Andrew Moffett of Middle Georgia State University – Eastman.

-**Kenneth Dudley** – Earned his commercial pilot Airplane Multi-Engine Land certificate. Training was completed with Mark Dement at MidCoast Aviation in Reidsville, Georgia.

-**Markus Lapitsky** – Earned his certified flight instructor Initial Helicopter certificate. Training was completed with Ron Carroll at Blue Ridge Helicopters in Lawrenceville, Georgia

-**Brandon Cravey** – Earned his certified flight instructor Initial Helicopter certificate. Training was completed with Jesse Goff at Middle Georgia State University – Eastman.

Upcoming Events

RSM Golf Classic and Concert – November 18-24, 2019 – St. Simons Island Airport

EAA Hosting the B-17 Overcast Aluminum Tour - November 22-24, 2019 – St. Simons Island Airport –

Jerry Latvala thanked everyone for supporting the arrival of B-17. It will arrive from Savannah tomorrow at approximately 11:00 a.m. Golden Isles Aviation is working with EAA to ensure there is adequate space on the ramp. Leslie Faulkenberry is coordinating media coverage and will be interviewing two World War II war heroes, one from the European theater and one from the Pacific theater. The media flight will take place at 2:00 p.m. on Thursday, November 21, 2019. Jerry Latvala was interviewed on 104.1 The Wave, a local talk radio and that show was aired this morning. The ground tour is free for veterans and active military. Tour cost is \$10 for adults, \$20 for a family. The ride is a little more than \$400 for EAA members.

Airport Commission Meeting – Thursday, December 12, 2019 at 11:00 – Museum Hangar – 1759 Demere Road, St. Simons Island Airport

Airport Commission Holiday Luncheon - December 12th 11:30 – Museum Hangar – 1759 Demere Road, St. Simons Island Airport

Aviation Career Day and Young Eagles Flights – March 7, 2020 - St. Simons Island Airport – Jerry Latvala commented that the Junior ROTC at one of the regional high schools is planning to attend and volunteer for the EAA portion of the event.

Coastal Georgia Honor Flight May 2, 2020 – Brunswick Golden Isles Airport

Executive Session was published on the agenda but was not conducted. There were no items needed for discussion.

Adjournment

Commissioner Culwell made a motion to adjourn.
Commissioner Runner seconded it and it carried unanimously: 5-0.

The meeting adjourned at 9:50 a.m.



Doug Hutson, Chairman



Kevin Runner, Secretary-Treasurer
Cedric King, Vice Chairman



Attest, Katherine Kissling