



**MINUTES
GLYNN COUNTY AIRPORT COMMISSION
JANUARY 15, 2019**

COMMISSIONERS PRESENT

**DOUGLAS HUTSON, Chairman
CEDRIC KING, Vice Chairman
FRANK DELOACH
DAVID FURNISH**

OTHERS PRESENT

HILLARY STRINGFELLOW	TERRA WINSLETT	VERNON BESSING
REES SUMERFORD	KATHERINE KISSLING	LESLIE FAULKENBERRY
ROBERT BURR	JOHN DUNCAN	JANE BOZZA
BRIAN THOMPSON	JERRY LATVALA	LEIGH NEWTON
JIM WALDRON	TIFFANY LANDRY	CHARLES NORMAN
DYLAN SASSER	ART WACZKOWSKI	JOSH COTHREN
LISA SASSER	ANDREW HOLTON	LARRY WADE
DAVID MANNING	RUSSELL BUSBEE	ED STRICKLAND
SHAWNA WILLIAMS	BILL AUSTIN, AUDIT COMMITTEE	RENN GRUBER

The monthly meeting of the Glynn County Airport Commission (GCAC) was held at **9:00 a.m. on Tuesday, January 15, 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 Vice Chairman Hutson.

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

Vice Chairman Hutson announced that Chairman Lavin was not able to join the meeting. In his absence, Commissioner Hutson stated that he would conduct the meeting.

Accept Agenda

Commissioner DeLoach made a motion to accept the agenda. Commissioner King seconded the motion and it carried unanimously: 4-0.

Commissioner King announced that today is Commissioner Hutson’s birthday. The Commissioners and audience wished Commissioner Hutson a happy birthday.

Glynn County Airport Commission Election of 2019 Officers

Commissioner Hutson announced that it is time for an election for 2019 Airport Commission Officers. He introduced Katherine Kissling to announce the list of interested candidates. Katherine Kissling explained that Officer positions are filled annually for a period of one calendar year. The staff polled the Airport Commissioners for their interest in each position. The three responses received by Airport Commission staff were:

- Chairman – Doug Hutson
- Vice Chairman – Cedric King
- Secretary-Treasurer – Kevin Runner

Commissioner Hutson called for any additional nominations from the Commissioners or the floor. None were received.

Commissioner King made a motion to accept the slate of Officers for 2019.

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

Incoming Chairman Hutson welcomed the new Airport Commission Officers to their positions.

Chairman Hutson explained that Commissioner Lavin was not able to attend the meeting. The agenda item to recognize the service of Chairman Lavin Presentation may be moved to a later time.

Public Comment

Chairman Hutson invited public comments from the audience. None were received.

Executive Director Robert Burr explained that Commissioner Casey Lavin completed his four-year term and tendered his resignation from the Airport Commission. Hillary Stringfellow clarified that because Commissioner Lavin tendered his resignation, there are now seven Airport Commissioners, which is why Commission business can be conducted with a quorum of four Commissioners today. Chairman Hutson thanked Mrs. Stringfellow for the clarification.

Approval of Minutes

Glynn County Airport Commission Meeting Minutes November 27, 2018

Commissioner King made a motion to accept the November 27, 2018 Glynn County Airport Commission meeting minutes.

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

Real Estate – Terra Winslett, Airport Property & Marketing Manager

Terra Winslett explained that Leigh Newton has been working with the tenants and subtenants to update advertising signage at St. Simons Island Airport Business Park at Skylane and Demere Road. A new multi-panel sign has been installed. Individual panels to identify Airport Business park tenants will be mounted.

Transfer Notification of Bulldog Hangar #8 from Brad Brumbach to Bill Beckham – St. Simons Island Airport

Mr. Brad Brumbach requested to assign Bulldog Hangar #8 to Mr. Bill Beckham. The Glynn County Airport Commission previously provided the Executive Director the authorization to complete internal aeronautical association hangar unit transfers with the stipulation that the hangar be used for aeronautical purposes and the association be in good standing. This request meets those specifications and was approved by the Executive Director.

Temporary Control Tower – St. Simons Island Airport and Addition to the Rates and Fee Schedule – Josh Cothren, Aviation Programs Manager

Annually the St. Simons Island Airport experiences a recurring high-density aeronautical event in the spring. In previous years, difficulty in obtaining FAA ATC services has led to significant operational delays which are costly to airport users. Last year the Airport Commission approved the use of a Temporary Air Traffic Control Tower operated by an FAA-approved private contractor, Air Boss, Inc. This service eliminated the operational delays and improved safety for the event. Tower operations for last year's event totaled 557 operations, with approximately 300 operations by aircraft related to the event over 12,500 maximum listed weight. The external cost for the temporary tower this year are expected to be approximately \$25,000. Two competitive proposals were considered. A special event service fee will offset costs. The implementation of a special event services fee will require an amendment to the Airport Commission fee structure.

Recommendation: Staff recommends the implementation of a Special Event Services Fee of \$75.00 for aircraft over 12,500 lbs. that utilize the St. Simons Airport only during the period of March 6-10, 2019 to cover the expense of providing the additional services, resulting in a revenue neutral-position and providing safety and service enhancements.

Commissioner King made a motion to accept the recommendation.

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

Finance – Shawna Williams, Finance and Administration Manager

Budget Amendment #1 Fiscal Year 2018/2019

The process for allocating funds for capital projects is initially based on estimates from the Airport Commission Capital Improvement Program (CIP). This amendment includes updated cost allocations based on cost estimates received from contractors, and updated quotes of work to be completed.

Items:

1) The original scope for the AWOS construction project called for installation services in the amount of \$146,469. The Commission approved construction costs in previous budget years. The scope was later revisited to address updated contractor costs and the addition of utility installation which was not included in the original plan and totals \$152,447. The final rework requires funding in the amount of \$42,595 to meet our local contribution requirements. Currently, \$35,127 is allocated leaving a non-funded balance of \$7,468.

2) The Commission considered the possibility of obtaining the services of a temporary tower during a peak air traffic week at the St. Simons Island airport. The Commission received two proposals for services and has the need to appropriate for those related revenues and expenditures in the operating expense budget.

BUDGET CHANGE: This amendment adjusts project amounts according to actual costs and expected funding sources. It reduces reserves by \$7,468 and increases local capital contributions by \$7,468; it also increases operating expense by \$25,200, and operating revenues by \$25,200

Vernon Bessing explained that the new Automated Weather Observation System (AWOS) installation process has begun at the Brunswick Golden Isles Airport. Parts will be shipped in approximately three weeks. This system is crucial to monitor weather for the airlines. The old AWOS system will continue to be operational in order to provide redundancy. Operations staff will be able to switch from one system to another if one system fails. This will ensure no interruption in service to the airline and pilots. Installation is anticipated to be completed in approximately two months.

Recommendation: Approve adjustments to the designated accounts which reduces reserves \$7,468 and increases operating revenues and expenses by \$25,200. Authorized the Executive Director to execute the budget amendment upon final approval by the Brunswick and Glynn County Development Authority.

Commissioner King made a motion to approve the budget amendment recommendation.

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

Fiscal Year 2017/2018 Year End Review and Audit Results – Shawna Williams, Finance and Administration Manager

Mrs. Williams presented the 2017/2018 year-end review and audit results. The auditors have completed the annual audit, the single audit and reported to the Airport Commission Audit Committee. She summarized the net income summary, revenue and expense budget comparisons, income summaries, expense summaries, passenger trends, major events, projects, grants and agreements. She also announced the audit result. Nichols Cauley and Associates provided an unmodified, clean opinion on the Airport commission financial statements. The Financial statements were presented fairly in accordance with Generally Accepted Accounting Principles (GAAP). The Single Audit delivered an unmodified, clean opinion on compliance for all major federal programs tested. Nichols Cauley and Associate received full cooperation from management, staff and others. There were no disagreements with management regarding accounting principles or reporting matters. This year implementation of Governmental Accounting Standards Board (GASB) No. 75 related to reporting for post-employment benefits other than pensions. GASB Statement No. 83 will go into effect June 20, 2019 and relates to certain asset retirement obligations and required the accrual of an estimate for any future liability associated with the retirement of a capital asset and report the expense over the life of the asset. GASB Statement No. 87 which will definitely have an impact on Airport Commission books in regard to leases. This requires all lease agreements to be recorded as a liability and receivable under full accrual accounting effective June 30, 2021. This will be a huge undertaking for the Airport Commission. GASB

Pronouncement No. 88 – Certain disclosure related to debt-additional disclosures for any assets pledge as collateral or debt terms specified in agreements with potential financial related consequences.

Commissioner Furnish asked how load factors are projected. Executive Director Robert Burr explained that the FAA and The State do planning and a system projection for all the airports. Typically, the FAA is projecting 2-3% growth per year generally speaking. This airport has been exceeding that projection recently. Projections will vary based on various scenarios that are reflected in the Master Plan.

Airport Commission Audit Committee Report

Chairman Hutson commented that it is remarkable to get an audit back with no findings, no recommendations other than being prepared for upcoming industry changes. An unmodified, clean opinion was presented on the Airport Commission financial statements. The financial statements were presented fairly in accordance with Generally Accepted Accounting Principles (GAAP). The Single Audit resulted in an unmodified, clean opinion on compliance for all major federal programs tested.

Al McKinnon and Kevin Runner of the Audit Committee were not in attendance at this meeting, but they expressed their formal acceptance of the audit and they expressed their appreciation of the results. Chairman Hutson attended the Audit Committee meeting and complimented Shawna Williams, her team and Executive Director Robert Burr on a job well done. Bill Austin of the Audit Committee was also present in the audience. Chairman Hutson was pleased to step into the role of Chairman with a clean bill of health for the Airport Commission's financial statements. Executive Director Burr complimented Shawna and her team for a great job.

Recommendation: Accept the Financial Statements and Audit Report for Fiscal Year 2017/2018.

Commissioner DeLoach made a motion to accept the audit.

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

Executive Director Items

Enplanement Report Brunswick Golden Isles Airport – January through December 2018 – Robert Burr announced a yearly increase in enplanements of 10.41% over last year.

Georgia Airports Association (GAA) Capitol Fly-In February 18 & 19, 2019 – Atlanta and Georgia/South Carolina Airports Legislative Fly-In Event March 4 & 5, 2109 – Washington, D.C.

Legislative sessions are starting at the federal and state levels. Robert Burr serves on the legislative committee for Georgia Airports Association (GAA). He will be attending the 2019 General Assembly in Atlanta. He will also be part of the GA/SC delegation meeting in Washington D.C. to confer with Legislators regarding aviation issues. Commissioner Hutson may also attend both events.

Recommendation: Approve travel expense for Commissioner Hutson to attend the GAA Capitol Fly-In Legislative Event in Atlanta and the Georgia/South Carolina Airports Legislative Event in Washington D.C

Commissioner King made a motion to approve the travel expenses for Chairman Hutson.

Commissioner DeLoach seconded the motion and it carried: 4-0

Aviation Career Day Update – The third annual Aviation Career Day will be held March 2, 2019. Planning is underway. Additional services will be added this year. Jerry Latvala from EAA is adding Young Eagles flights. Registration for Aviation Career Day and Young Eagles Flights are both on-lines this year. The event has evolved into more of an aviation career expo. The local school system will be more involved in the process this year. Many of the airport tenants are interested in the event. Airport Commission staff is taking the lead in coordinating this event. David English, the event originator, is still heavily involved in an advisory capacity.

Terminal Courtesy Staff – Theo Atkinson Retirement – Theo Atkinson retired after 14 years of service with the Airport Commission. He was a Terminal Courtesy Representative at the Brunswick Golden Isles Airport. Recruitment for that position is underway. There has been strong applicant interest.

Pilot Recognition

Chairman Hutson presented a commemorative plaque to Dylan Sasser, who earned his private pilot Airplane Single Engine land certificate. Training was completed with Jim Waldron at St. Simons Island Airport. Billy Smith was the Designated Flight Examiner. The Airport Commission congratulated him on his accomplishment. He thanks the Commission. He is planning to pursue a career in military aviation.

- **Lauren Urban** – Earned her private pilot Airplane Single Engine Land certificate. Training was completed with Tevin Belasco at Falcon Aviation in Newnan, Georgia.
- **Jeff Rogers** – Earned his private pilot Airplane Single Engine Land certificate. Training was completed with Mark Hansen at Hansen Aviation, Hodges Air Park in Savannah.
- **Donnell Henry** – Earned his private pilot Airplane Single Engine Land certificate. Training was completed with Madeline Starr at Falcon Aviation in Newnan, Georgia.
- **Marshall York** – Earned his private pilot Airplane Single Engine Land certificate. Training was completed with Brittany Adams at Falcon Aviation in Newnan, Georgia.
- **Michael Carter** – Earned his certified flight instructor Airplane Single Engine Land certificate. Training was completed with Jeff Mays at Falcon Aviation Academy in Newnan, Georgia.
- **Alexis Miller** – Earned her private pilot Airplane Single Engine Land certificate. Training was completed with Madeline Starr at Falcon Aviation Academy in Newnan, Georgia.
- **Paul Decker** – Earned his commercial pilot Airplane Single Engine Land certificate. Training was completed with Tevin Belasco at Falcon Aviation Academy in Newnan, Georgia.
- **Rob Veach** – Earned his commercial pilot Airplane Single Engine Land and Instrument Airplane certificates. Training was completed with Travis Duncan at Midcoast Aviation in Reidsville, Georgia.
- **Matthew McMillan** – Earned his certified flight instructor Instrument Airplane certificate. Training was completed with Andrew Moffett at Middle Georgia State University in Eastman, Georgia.
- **Zachary Skinner** – Earned his commercial pilot certificate. Training was completed with Tevin Belasco at Falcon Aviation Academy in Newnan, Georgia.

Chairman's Items

Updated Memorandum of Understanding (MOU) between the Brunswick and Glynn County Development Authority and the Glynn County Airport Commission – Commissioner Culwell and Robert Burr -
Commissioner Culwell and Robert Burr were designated as representatives of the Airport Commission to review the MOU between the Development Authority and Airport Commission. The Airport Commission is an agency of Glynn County, created by an ordinance of the County. The Airport Commission reports to the

Development Authority by that ordinance. The lease between the Development Authority and the County establishes their relationship. A MOU was created many years ago dictating how the Airport Commission and Development authority will operate consistent with that Lease agreement and the Airport Ordinance. In the effort to update all the Commission policies, procedures and regulations, it was necessary to update the MOU as well. The MOU covers topics such as how property is marketed and how leases are developed and managed and the budget approval process. The recommended draft revision of the MOU was provided to the full Airport Commission board for consideration at next month's meeting.

Airport Ordinance Review Committee – Jeff Culwell – Commissioner Culwell has accepted the role of leading an Airport Ordinance Review Committee. The Airport Commission is considering reducing the number of Commissioners from nine to seven which would require an airport ordinance change as well as other updates. Commissioner Culwell will establish a committee. He will give a report and make a recommendation to the Commission.

Commissioner Hutson made the recommendation that Commissioner Culwell be nominated as Chairman of the Airport Ordinance Review Committee.

**Commissioner DeLoach make a motion to accept the recommendation.
Commissioner King seconded the motion and it carried unanimously: 4-0.**

February Airport Commission Meeting Date Change

The scheduled February meeting is in conflict the with Georgia Airport Association Capitol Fly-In legislative event in Atlanta.

Recommendation: Move the scheduled February 19, 2019 Airport Commission meeting to the following Tuesday, February 26, 2019 at 9:00 a.m.

**Commissioner King made a motion to approve the recommendation.
Commissioner Furnish seconded the motion and it carried unanimously: 4-0.**

Upcoming Events

**Golden Isles Hospitality Event January 24, 2019 – Nomination of Airport Commission Staff
Chamber of Commerce Business Expo – January 31, 2019
Georgia Economic Outlook – Jekyll Convention Center – February 11, 2019
GAA Capitol Fly-In Legislative Event February 18 & 19, 2019
Airport Commission Meeting - February 26, 2019
Aviation Career Day – March 2, 2019
Georgia Chamber of Commerce Red Carpet Tour - April 11 – 13, 2019
Coastal Georgia Honor Flight – Saturday, May 4, 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).”

Commissioner King made a motion to enter in Executive session at 9:42 a.m.
Commissioner Furnish seconded the motion and it carried unanimously: 4-0.

Open Session resumed at 10:04 a.m.

Adjournment

Commissioner DeLoach made a motion to adjourn the meeting.
Commissioner Furnish seconded the motion and it carried: 4-0.

The meeting adjourned at 10:05 a.m.


Chairman Hulson


Vice Chairman King


Attest, Katherine Kissling

**Glynn County Airport Commission
Budget Amendment #1
FY 2018-2019**

Tuesday, January 15, 2019

BACKGROUND: The process for allocating funds for capital projects is initially based on estimates from the Airport Commission Capital Improvement Program (CIP). This amendment includes updated cost allocations based on cost estimates received from contractors, and updated quotes of work to be completed.

Items

1) The original scope for the AWOS construction project called for installation services in the amount of \$146,469. The Commission approved construction costs in previous budget years. The scope was later revisited to address updated contractor costs and the addition of utility installation which was not included in the original plan and totals \$152,447. The final rework requires funding in the amount of \$42,595 to meet our local contribution requirements. Currently, \$35,127 is allocated leaving a non funded balance of \$7,468.

2) The Commission considered the possibility of obtaining the services of a temporary tower during a peak air traffic week at the St. Simons Island airport. The Commission received two quotes for services and has the need to appropriate for those related revenues and expenditures in the operating expense budget.

Account	Amended	Local Cost	OTHER LOCAL (Previous Allocations)	FAA	GDOT	Total
1407	AWOS	\$7,468	\$35,127	\$0	\$109,852	\$152,447
7001	Temporary Tower Contract Services	\$25,200	\$0	\$0	\$0	\$25,200
4208	Fees Temporary Tower	(\$25,200)	\$0	\$0	\$0	(\$25,200)
						\$0
						\$0
						\$0
						\$0
						\$0
	Total funds reduction to Reserves	\$7,468				

BUDGET CHANGE: This amendment adjusts project amounts according to actual costs and expected funding sources. It reduces reserves by \$7,468 and increases local capital contributions by \$7,468; it also increases operating expense by \$25,200, and operating revenues by \$25,200.

RECOMMENDATION: Approve adjustments to the designated accounts to fund the operating and capital improvement program budgets and authorize the Executive Director to execute budget amendment upon final approval by the Development Authority.

Motion was made by Commissioner King, seconded by Commissioner DeLoach.
Vote: 4-0.

Presented in GCAC Meeting: January 15, 2019

Presented in BGCEDA Meeting: February 5, 2019

Executive Director Signature: _____

AFFIDAVIT – CLOSED MEETING

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

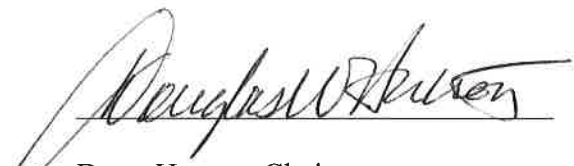
GLYNN COUNTY, GEORGIA

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

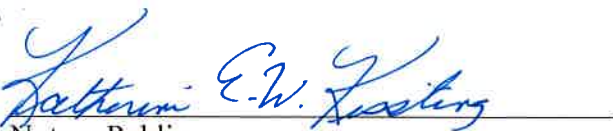
- (1) I was the Chairman of a meeting of the Glynn County Airport Commission meeting held on the 15th day of January 2019.
- (2) The subject matters of the closed portion of the meeting, which was closed for purpose of the discussion of Personnel matters as allowed under O.C.G.A §50-14-3(b)(2), Real 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 15th day of January, 2019.

Sworn to and subscribed before me
this 15th day of January, 2019.



Doug Hutson, Chairman



Notary Public
My Commission Expires: June 22, 2021

