



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

COMMISSIONERS PRESENT

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

STAFF PRESENT

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

OTHERS PRESENT

**BRIAN THOMPSON
LARRY WADE
ED STRICKLAND
VANESSA WAGNER**

**LEO OWENS
RON HLOZANSKY
SHERRI PRUITT
RENN GRUBER**

**DAVID MANNING
LESLIE FAULKENBERRY
ART WACZKOWSKI**

The monthly meeting of the Glynn County Airport Commission (GCAC) was held at **9:00 a.m. on Tuesday, October 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 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 Commissioner the previous week. The Chairman requested any changes to the meeting agenda. None were stated.

Commissioner Culwell made a motion to accept the agenda.

Commissioner Furnish seconded the motion and it carried: 5-0.

Public Comment

Chairman Hutson invited comments from the audience. No comments were requested.

Approval of Minutes

Glynn County Airport Commission Meeting Minutes September 17, 2019

Chairman Hutson presented the September 17, 2019 meeting minutes and asked for any corrections or changes. None were stated.

Commissioner Culwell made a motion to accept the September 17, 2019 Glynn County Airport Commission meeting minutes.

Commissioner Furnish seconded the motion and it carried: 5-0.

Commissioners Runner and McKinnon joined the meeting.

Real Estate – Terra Winslett, Property and Marketing Manager

Georgia-Florida Game Day Parking – St. Simons Island Airport – A new short-term parking agreement with Verve was completed for car parking Saturday, November 2, 2019 on Gary L. Moore Court. They will be bringing in buses and traveling to attend the Georgia-Florida football game. The standard rate will apply. Staff will be on-site.

Enterprise Car Rental Agreement - St. Simons Island Airport and Brunswick Golden Isles Airport – An off-site rental car agreement has been completed for both airports. The annual agreement began September 1, 2019 and will end August 30, 2021. Enterprise will pay 8% of gross receipts monthly or \$150.00, whichever is greater. Enterprise is required to provide monthly statement for staff review.

Capital Improvement

Capital Improvement Plan Update – The Capital Improvement Plan is updated every year based on criteria for federal and state grant funding. The updated document will be submitted at the end of November 2019. Next month there will be a formal presentation of the projects included in the five-year planning period.

Brunswick Golden Isles Airport – Our program requested three design projects this year: The Terminal Parking Lot Expansion, design a Calibration Pad, and design work on the North Apron Area. Staff met with the Federal Aviation Authority (FAA) and the FAA wanted the North Apron design package to be restructured to include more environmental work. That project will probably be restructured in an environmental design project. Staff is waiting for the State to send a Notice to Proceed on the design phase for the parking lot project and the compass calibration pad. Next year the grant request will be the construction phase of those projects in the capital program. The highest priority project is the calibration pad.

St. Simons Island Airport – Three studies were engaged: the feasibility of an air traffic control tower, land use study, C-II study for design standards of the airport. Those studies results have been received from RS&H, Inc. They must be submitted and approved by the State and the FAA. Those documents are in the final phases. There will be a more detailed update next month. A pavement study was completed by the State of all airports in Georgia with the exception of Hartsfield. Several of the pavement areas at St. Simons need to be rehabilitated. The taxiway by Happy Hangars is in poor condition. Runway 4-22 will need some work. Taxiway Alpha will also need improvements. Those projects must be integrated into the Capital Improvement Plan. The C-II study identified areas that need adjustments as best as possible to meet the standards for the type of aircraft that is using the airport. That will require some projects. The most significant project will probably be installing the EMAS (Engineered Material Arresting System). This is composed of soft, porous concrete that is placed at the end of the runway in case a plane over runs the runway. It will stop the plane without causing major damage to the airplane or people. Several airports around the country are installing these systems. This is an expensive project. Funding for that is crucial. Commissioner Culwell asked about a schedule for repaving Runway 4-22. The current project is to do a crack seal, sealing the runway and remarking it. This is the project that was approved for re-bid. There will be major work required after that which is indicated by the pavement study. Major pavement rehabilitation work is justifiable to the State probably within the next five years. The crack reseal project is planned to be completed in the January/February 2020 timeframe. A runway closure of 10 days is anticipated. A question was asked about the proposed design of the intersection at King Way and Frederica and the impact on the St. Simons Island Airport. Glynn County is planning to improve the intersection. The Airport Commission has been engaging with Glynn County planners. Due to FAA regulations, the intersection cannot encroach on airport property. A final decision has not been made regarding the road design. Commissioner Culwell asked about the Golden Ray, a car-carrier ship that capsized in the channel of St. Simons Sound. It is affecting the instrument approach to Runway 4 at St. Simons Island Airport. The recovery of the ship involves cranes. The Coast Guard has set up a command post that the Airport Commission is involved with for advice to work with the FAA and establish an analysis of the cranes. A NOTAM (Notice to Airmen) has been issued regarding the crane and it currently affects the flight minimums for Runway 4. To remove the ship, larger cranes will be required. The height of the large cranes would have greater effect on the airport and instrument approaches. Commissioner Culwell asked if the use of the cranes could be scheduled. The FAA will need to analyze the effect on airspace. The state has suggested that maybe the cranes not be up during instrument weather conditions. Commissioner Furnish asked about the economic impact to the area. The County, Coast Guard, Airport Commission and State are all working together to resolve the issue.

Executive Director Items

Georgia Airport Association Annual Conference Report – Recently the Glynn County Airport Commission co-hosted the Georgia Airport Association annual conference at Jekyll Island. There were approximately 350 attendees. Chairman Hutson gave the welcome at the opening of the conference. The regional attendees were very complimentary about all aspects of the conference especially the program topics. Rob Burr was named

the Vice President of the association. The association is fully engaged in state legislation representing the interests of Georgia airports. One of the attendees was our new TSA Federal Security Director, Mary Leftridge Byrd. She will be at the Brunswick Golden Isles Airport October 24th for a meet and greet. Everyone is welcome to attend. Chairman Hutson spoke with her about TSA staff and operational coverage during the recent approach of Hurricane Dorian.

Enplanement Report Brunswick Golden Isles Airport – September 2019 – Enplanements are back into positive numbers and have recovered from the government shutdown in January and February. The storm will affect the numbers since some flights were cancelled. The numbers should bounce back. The loads have been good, many of the flights have been full. It is anticipated that Delta will implement a larger aircraft, but a date has not been announced yet.

Pilot Recognition

Darin Sun – Earned his Certified Flight Instructor Single Engine Land certificate. Training was completed with Jacob Tyson of Falcon Aviation Academy in Peachtree City, Georgia

RSM Golf Classic and Concert Update – November 18 - 24, 2019 – Staff is preparing for the RSM Golf Classic and concert. The Airport Commission staff will assist with logistics, parking, transportation, tenant coordination and the concert which is held at St. Simons Island Airport. Vernon Bessing is leading the coordination. Logistics and safety planning meetings are on-going.

FAA Safety Meeting – This regional monthly airspace safety meeting is held at various airports. Sometimes it is held at St. Simons Island Airport. Most meetings are conducted in the Jacksonville vicinity. Agencies in attendance include Gulfstream, Boeing, military, air traffic controllers, area airports. The Chairman and Executive Director regularly attend.

Safety Working Group – This is local safety working group meeting that is held regularly with good participation from the airport tenants. Pilots are welcome to bring their concerns. One issue discussed recently was the name change from McKinnon St. Simons Island Airport to St. Simons Island Airport. The FAA did not change the Automated Surface Observing Service (ASOS) message when the name change went into effect. That change is being resolved. Many issues and safety initiatives are discussed at these meetings.

Audit Update for Fiscal Year 2018/2019 – Nichols, Cauley & Associates – Shawna Williams – The auditors are currently here in the office completing field work. The process is going well. The final figures should be coming from the County soon and then the audit work can be finalized. The reporting documents will be completed remotely.

Chairman's Item

Ordinance Committee Update – Commissioner Culwell – Copies of the revised Airport Ordinance were provided to the Commissioners and members of the audience. Committee Chairman Culwell explained that the committee was composed of FBO owners, tenants, counsel and himself. The Airport Ordinance is a Glynn County ordinance. The Ordinance was written in 1986 with few amendments since then; it was in need of updating. The Rules and Regulations governing the Airports were stated in the Ordinance. If a rule or regulation needed to be changed, it was necessary to update the Ordinance. The Committee has recommended that the Rules and Regulations be moved from the Ordinance so they can be amended much

more expeditiously by the Airport Commission by policy after due process. Many of the Rules and Regulations repeated what were in the federal aviation regulations at the time the Ordinance was written. The FAA has changed the Regulations many times in 33 years and the Airport Commission Rules and Regulations in some cases disagreed with the current FAA standards. The proposal to the County is that the Airport Commission separately adopt the Rules and Regulations to govern the administration and run the airports. Language duplicating the FAA guidance was removed. The Airport Commission is obligated to follow FAA standards; therefore, it is not necessary to restate that information in our Rules & Regulations. Hillary Stringfellow explained that at the September meeting the Airport Commission adopted updated Rules and Regulations that would govern the airports. In the Ordinance that is being proposed, the Rules and Regulations are redacted. Some of the items that were changed include a proposal to go from nine Airport Commissions to five. Nine Commissioners gives the Airport Commission more Commissioners than the Glynn County Board of Commissioners. Five was determined to be a better working number. In addition to reducing the number of Commissioners the Committee is recommending that the term of service be changed from four years to five years. With a five-year term, one Commissioner's term will end each year. For the Officer positions, the term will change from one year of service to two years of service in the role. In the first year there is a lot to learn and in the second-year performance is more effective. The removal of Airport Commissioners was simplified to remain consistent with State law and due process. The ordinance clarifies that the Airport Commission fixes the salary of the Executive Director. Under the Powers of the Commission section, the adoption of a seal was deleted since one was never adopted. Redundant items were deleted that were restatements of Federal, State and local laws. The Ordinance clarifies that the Airport Commission employees are under the Airport Commission policies and procedures. It clarifies that the Airport Commission has the power to create the rules for the airports. An addition to the Ordinance was the ability to manage airports outside of Glynn County for a fee-for-service. Surrounding counties without an airport manager or Commission will sometimes ask the Glynn County Airport Commission for help. Regarding bidding items, a change was made from low bidder to the lowest bidder of those bidders which are the most responsive. The schedule for the adoption is: draft review was completed in August, Airport Commission review for comment adoption in today's meeting. Once approved by the Airport Commissioners, it will then be forwarded to the Brunswick and Glynn County Development Authority for their approval and then it will be submitted to Glynn County for a vote as it is a County Ordinance. After a publication notice, it will be considered by the Glynn County Board of Commissioners meeting in December. The County is also revising their Ordinances with the assistance of a consultant. The Airport Commission is handling the update of Airport Ordinance for them.

Chairman Hutson asked for a motion to recommend the revised Airport Ordinance as submitted by the Airport Ordinance Review Committee to the Brunswick and Glynn County Development Authority.

Commissioner Culwell made the motion to recommend the revisions of the Airport Ordinance to the Brunswick and Glynn County Development Authority and Glynn County.

Commissioner McKinnon seconded the motion and it carried unanimously: 7-0.

Chairman Hutson congratulated the Commissioners on successfully completing the Airport Ordinance update.

Upcoming Events

October 24, 2019 - 11:00 - Meet and Greet with TSA FSD Mary Leftridge Byrd – Brunswick Golden Isles Airport

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

Airport Commission Meeting – November 19, 2019 at 9:00 a.m. – Brunswick Golden Isles Airport

**EAA Hosting the B-17 Overcast Aluminum Tour - November 22-24, 2019 – St. Simons Island Airport
Aviation Career Day and Young Eagles Flights – March 7, 2020 - St. Simons Island Airport
Coastal Georgia Honor Flight May 2, 2020 – Brunswick Golden Isles Airport**

**Commissioner Culwell made a motion to enter into Executive Session at 9:40.
Commissioner McKinnon Seconded the motion and it carried unanimously: 7-0.**

Executive Session

“Closed session to discuss real estate issues as allowed under O.C.G.A. Section §50-14-3(b)(1)(B) and legal issues as allowed under O.C.G.A. Section §50-14-2.”

Open Session Resumes

Open Session resumed at 10:54. Doors were opened to the public.
There was no further business.

Adjournment

Commissioner Culwell made a motion to adjourn.
Commissioner King seconded it and it carried unanimously: 7-0.

The meeting adjourned at 10:55 a.m.


Doug Hutson, Chairman


Kevin Runner, Secretary-Treasurer


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 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 held on the 15th day of October 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 15th day of October, 2019.

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



Doug Hutson, Chairman


Notary Public
My Commission Expires: June 22, 2021

NOTARIAL SEAL

