



**MINUTES
GLYNN COUNTY AIRPORT COMMISSION
JUNE 18, 2019**

COMMISSIONERS PRESENT

**DOUGLAS HUTSON, Chairman
CEDRIC KING, Vice Chairman
FRANK DELOACH
AL MCKINNON**

STAFF PRESENT

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

OTHERS PRESENT

**RYAN MOORE
KEN IBOLD
JANE BOZZA
COUNTY COMMISSIONER
WAYNE NEAL**

**VANESSA WAGNER
JEFF GRIFFITH
SHERRI PRUITT**

**MILLIE WILCOX
LESLIE FAULKENBERRY
JIM WALDRON**

The monthly meeting of the Glynn County Airport Commission (GCAC) was held at **9:00 a.m. on Tuesday, June 18, 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 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 King seconded the motion and it carried unanimously: 4-0.

Public Comment

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

Approval of Minutes

Glynn County Airport Commission Meeting Minutes May 21, 2019

Chairman Hutson presented the May 21, 2019 minutes and asked for any corrections or changes. None were stated.

Commissioner DeLoach made a motion to accept the May 21, 2019 Glynn County Airport Commission meeting minutes.

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

Reconstitute Airport Commission Audit Committee – According to the Audit Committee Charter two members of the Glynn County Airport Commission shall be appointed to the Audit Committee for a one-year term for Fiscal Year July 2019 to June 2020. Two members of the Development Authority will also be appointed to serve on the Audit Committee. Chairman Hutson selected Kevin Runner and Al McKinnon to serve on the audit committee for the upcoming fiscal year.

Chairman Hutson made a motion to appoint Commissioners McKinnon and Runner to represent the Airport Commission on the Audit Committee.

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

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

Rental Karz LLC (Hertz) Office Sublease Request – Brunswick Golden Isles Airport – Rental Karz LLC (Hertz) Office Sublease agreement at the Brunswick Golden Isles Airport has continued on a month to month basis pending the recent completion of new concession agreements; as such, Hertz has submitted a request to continue the agreement. The requested lease terms will provide a new sublease term of five (5) years ending June 30, 2024. The sublease rate will total our established terminal rental rate of \$4,930.80 annually for the 210 square foot office space and will incorporate an annual CPI adjustment.

Recommendation: Approve Hertz Office Sublease Agreement terms for office space located at the Brunswick Golden Isles Airport with the above terms subject to legal review and recommend approval from the Brunswick and Glynn County Development Authority.

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

Executive Director Items

Enplanement Report Brunswick Golden Isles Airport – The May 2019 enplanement report showed improving numbers. Overall, the-year-to-date numbers are still recovering from the government shutdown. Monthly enplanement numbers are strong.

Aviation Career Day Planning – The committee has been selected to encourage career development in all aspects of the aviation field. Many employers, schools and pilots are participating. The next Aviation Career Day is planned for March 7, 2020 at the St. Simons Island Airport. Gulfstream, airlines, FBOs, military services and schools are all partnering with the Aviation Career Day Committee to ensure a successful event.

Recognize Mille Wilcox 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 Mille 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. Leslie Faulkenberry will write an article about this generous donation for the airport newsletters. Mrs. Wilcox was asked to pose for a photo with Airport Commission Chairman Hutson. The Chairman, Executive Director, Airport Commissioners and staff thanked Mrs. Wilcox for her gifts of artwork and many years of dedication to the airports.

St. Simons Island Airport PD Text – The Airport Commission has been working with Glynn County to update the Planned Development (PD) Text, which is the zoning text for the use of the airport. The PD Text was updated approximately five years ago but the uses were excessively restrictive. Currently there is limited property available for new development. Prior to the PD text, this area was zoned general commercial. The proposed changes to the text would allow general commercial uses to be considered at the airport with restrictions of compatibility of development which would be consistent with FAA Airport Standards. The Airport Commission, Development Authority and Glynn County would continue to control permitted uses. Airport Staff will present at the Island Planning Commission meeting this week to request the modifications which will allow a more efficient process for prospective tenants and enhanced commercial development. The full document with redline changes was provided to the Airport Commissioners and counsel. The document is also on the Glynn County website and the Glynn County Airport Commission website.

Pilot Recognition –

- **Blane Rice** – Earned his private pilot Airplane Single Engine Land certificate. Training was completed with Mark Hansen of Hansen Aviation Services in Savannah.
- **Dustin Mills** – Upgraded his pilot certificate to commercial Airplane Single Engine Land. Training was completed with Austin Berkey at Falcon Aviation Academy in Newnan, Georgia.
- **Andrew Mazrovei** – Earned his private Airplane Single Engine Land certificate. Training was completed with Andrew Zerges at Falcon Aviation Academy in Newnan, Georgia.

Chairman's Items

FAA Safety Meeting and Pilot Town Hall Meeting – An FAA Safety Meeting and Pilot Town Hall meeting were held on June 12th at the St. Simons Island Airport in the “Museum Hangar.” Members of the FAA came and spoke to the safety group. After that, local pilots were invited to attend the Pilot Town Hall and were served lunch. Safety initiatives from the Safety Working Group were presented. Receiving flight clearances by digital phone line to Jacksonville Center was discussed. This should make it easier for pilots to get clearances in and out of St. Simons Island Airport.

Airport Ordinance Committee Update – Hillary Stringfellow, Airport Commission counsel, explained that the current Ordinance that created the Airport Commission currently consists of two chapters of the Glynn County Ordinance. Both chapters have been reviewed by the Airport Ordinance Committee which consists of airport staff, tenants and airport Stakeholders. A list of proposed changes and updates has been created. Counsel has been working with the County attorney on the proposed changes. The first chapter concerns administrative matters such as the frequency of the meetings, number of members and bylaws. A rewrite has been done to simplify the documents. The second chapter is composed of the rules, regulations and minimum standards which are duplicated in Airport Commission policies and procedures. The proposal will be to redact the entirety of the existing second chapter and intentionally leave it blank. The policies, procedures and FBO minimum standards that would take the place of the second chapter will be shared with the County attorney. Airport counsel will review the changes with the County attorney. Once the County attorney has approved the changes, the revisions will be brought before the full Airport Commission for discussion and a vote. The Ordinance Review Committee is composed of Jeff Culwell - Chairman, Hillary Stringfellow – Counsel, Larry Wade – Golden Isles Aviation, David Manning – Manning Aviation, Leo Owens – Tenant/pilot, Jerry Latvala – Longview Hangars President/pilot, Robert Burr – Executive Director, Terra Winslett – staff, Shawna Williams – staff and Katherine Kissling – staff.

Veteran Dedicated Parking Spaces – Brunswick Golden Isles Airport – A proposed state law to honor veterans with dedicated parking spaces was presented to the Governor, but it was not signed into law. The Airport Commissioners support the idea and decided to implement it at the Brunswick Golden Isles Airport. Two parking spaces will be dedicated to Veterans at the front of the terminal to honor those who have served the Country.

Capital Improvement Update

Approve RS&H, Inc. Work Order No. 04 – Brunswick Golden Isles Airport - Design Compass Calibration & Run-Up Pad and Access Taxiway – Scope of services to include design, permitting and bidding phase service for the construction of Compass Calibration & Run-Up Pad and Access Taxiway in an amount not to exceed \$174,845. This project is contingent upon a combination of federal and state grants and local contributions as indicated in the Capital Improvement Program.

Recommendation: Approve and authorize the Executive Director to execute Work Order No. 04 for Brunswick Golden Isles Airport Compass Calibration & Run-Up Pad and Access Taxiway Design, Permitting and Bidding phase services. This project is contingent upon a combination of federal and state grants and local contributions as indicated in the Capital Improvement Program.

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

Approve RS&H, Inc. Work Order No. 015 – General Consulting Services – Scope of basic service includes the provision of minor, miscellaneous and general consulting services in support of airport operation in an amount not to exceed \$10,000 for a period of 12 months June 1, 2019 through May 31, 2020.

Recommendation: Approve and authorize the Executive Director to execute Work Order No. 015 – General Consulting Services for a period of 12 months.

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

Approve AVCON Work Order 04 – Brunswick Golden Isles Airport - North MRO Apron Taxilane and Related Work Design, Permitting and Bidding Services – Scope of services to include design, permitting and bidding in an amount not to exceed \$195,353. This project is contingent upon a combination of federal and state grants and local contributions as indicated in the Capital Improvement Program.

Recommendation: Approve and authorize the Executive Director to execute AVCON Work Order 04 – Brunswick Golden Isles Airport North MRO Apron Taxilane and Related Work Design, Permitting and Bidding Service in an amount not to exceed \$195,353. This project is contingent upon a combination of federal and state grants and local contributions as indicated in the Capital Improvement Program.

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

Approve RS&H Work Order No. 005 – Brunswick Golden Isles Airport – Passenger Terminal Parking Lot Expansion & Signage Improvements - Scope of services to include design, permitting and bidding in an amount not to exceed \$91,424. This project is contingent upon a combination of federal and state grants and local contributions as indicated in the Capital Improvement Program.

Recommendation: Approve and Authorize the Executive Director to execute RS&H, Inc. Work Order No. 005 Brunswick Golden Isles Airport Passenger Terminal Parking Lot & Signage Improvements. This project is contingent upon a combination of federal and state grants and local contributions as indicated it the Capital Improvement Program.

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

Upcoming Events

**Airport Commission Meeting – July 16, 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. Airport Commissioners are invited to attend. Katherine Kissling will arrange reservations.**

RSM Golf Classic – November 18 – 24, 2019 – St. Simons Island Airport – Preparations are underway for parking safety planning and concert planning.

Aviation Career Day – March 7, 2020 – St. Simons Island Airport

Chairman Hutson announced that Home2 Suites at the St. Simons Island Airport earned Hilton's highest honor, the Connie Award due to great customer service and experience. The hotel also has a new manager. Leslie Faulkenberry will write an article about the award for the airport newsletter.

Adjournment

Commissioner King made a motion to adjourn the meeting.

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

The meeting was adjourned at 9:32 a.m.

A handwritten signature in black ink, appearing to read "Doug Hutson", written over a horizontal line.

Chairman, Doug Hutson

A handwritten signature in blue ink, appearing to read "Katherine Kissling", written over a horizontal line.
Attest, Katherine Kissling