



**MINUTES
GLYNN COUNTY AIRPORT COMMISSION
JULY 21, 2020**

COMMISSIONERS PRESENT

**DOUG HUTSON, Chairman
CEDRIC KING, Vice Chairman – via video conference
KEVIN RUNNER – Secretary-Treasurer – via video conference
JEFF CULWELL
AL MCKINNON**

STAFF PRESENT

**ROBERT BURR
HILLARY STRINGFELLOW
VERNON BESSING
JOHN DUNCAN – via video conference
KATHERINE KISSLING
TIFFANY LANDRY – via video conference
LEIGH NEWTON – via video conference
CHARLES NORMAN
SHAWNA WILLIAMS – via video conference
TERRA WINSLETT**

OTHERS PRESENT

**BRIAN THOMPSON
JIM FIFIELD**

JEFFREY GRIFFITH

ANDREW HOLTON

The monthly meeting of the Glynn County Airport Commission (GCAC) was held at **9:00 a.m. on Tuesday, July 21, 2020 at the Brunswick Golden Isles Airport, 295 Aviation Parkway, Suite 205, 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 McKinnon offered the invocation and led the Pledge of Allegiance.

Chairman Hutson welcomed everyone to the meeting and explained that Commissioners Kevin Runner and Cedric King are joining the meeting by video conference.

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 Culwell made a motion to accept the agenda.

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

Public Comment

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

Approval of Minutes

Chairman Hutson addressed the June 16, 2020 Airport Commission meeting minutes and asked for any corrections or changes. None were stated.

Commissioner McKinnon made a motion to accept the June 16, 2020 Glynn County Airport Commission meeting minutes.

Commissioner Culwell seconded the motion and it carried: 4-0. Commissioner Culwell abstained due to his absence from the meeting.

Financial Item

Reconstitute the Audit Committee for Fiscal Year 2020/2021 – 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 2020/2021. The two members of the Development Authority who have been appointed to the committee are Wayne Johnson and Bill Austin.

Two Airport Commissioners were nominated: Commissioner Runner and Commissioner McKinnon.

Commissioner Culwell made a motion to appoint Commissioner Runner and Commissioner McKinnon to the Audit Committee for Fiscal Year 2020/2021.

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

Chairman Hutson asked Shawna Williams for a financial update. She stated so far receivables have been on track, however she expects deferrals will impact the Commission in future quarters. She additionally stated that a financial report will be presented at the next meeting.

Grant Status

Brunswick Golden Isles Airport – FAA CARES Act Grant application for \$1,166,405 was applied for, received, and approved by Glynn County. The Airport Commission is in a position to draw on the funds from the FAA CARES Act grant for operational expenses. Capital improvement projects for both airports are allocated at 100%. Glynn County approved FAA AIP grants contract for significant capital improvement projects at 100%. The contract for the expansion of the parking lot has been executed. RS&H, Inc. is coordinating with the contractor regarding the Limited Notice to Proceed date. Tomorrow a pre-bid conference is scheduled for next year's proposed BQK project which is the Compass Calibration Pad. Aqueous Film Forming Foam (AFFF) testing equipment has been received and installed. The FFF system can now be tested without dispensing the agent. There is a 100% reimbursement from the federal government for that also.

St. Simons Island Airport – GDOT CARES Act grant application in the amount of \$69,000 was applied for, received, and approved by Glynn County. The Airport Commission is in a position to draw on the CARES Act grant monies for operational expenses. The current project underway is the ALP Update for St. Simons Island Airport which will also have an environmental component. That will lead into the next project which will be to work toward the EMAS project. The state is willing to fund projects at 100% for next year.

Passenger Terminal Security Requirements Design and Build - The Brunswick Golden Isles Airport Terminal will require security improvements to meet TSA security requirements as a result of Delta Air Lines planned upgrade of size aircraft. The original bids were opened on May 8, 2020. However, the proposals were determined to be unresponsive which resulted in the Airport Commission declining all bids. The Airport Commission received another set of five bids on July 8, 2020 for the project. The most responsive bidder was Global Security Products, Inc. dba Paradyme. The low proposal was very aggressively priced. The programmed estimate was \$200,000. The project will be funded by federal grants at 100%. RS&H, Inc. recommends moving forward to award the contract to Global Security Products, Inc. dba Paradyme.

Recommendation: Award the contract to the most responsive bidder Global Security Products, Inc. dba Paradyme in an amount not to exceed \$157,735.72. Authorize the Executive Director to execute the necessary documents to complete the project, subject to legal review.

Commissioner Culwell made a motion to approve the recommendation.

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

Approve RS&H, Inc. Work Order No. 12 and Supplemental Agreement No. 01 – Brunswick Golden Isles Airport – To provide as-directed support for the Brunswick Golden Isles Airport terminal security improvements. Services include bidding phases and construction phase services. Project amount not to exceed: \$64,100 as amended. The project will be funded by federal grants at 100%.

Recommendation: Approve and authorize the Executive Director to execute RS&H, Inc. Work Order No. 12 to provide consulting services for the BQK Terminal Security Improvement Project in an amount not to exceed \$64,100.

Commissioner McKinnon made a motion to approve the recommendation.

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

Commissioner McKinnon asked if this would be a reimbursement payment. Mr. Burr replied that it is a reimbursement program and the system provides a prompt payment. This type of project the Airport Commission has enough in the capital accounts to cover the expense.

Executive Director Items

Glynn County is conducting a workshop today. One of the items on the agenda is improving the intersection of Glynco Parkway, Canal Road and Harry Driggers. The Airport Commission has been coordinating with the County on that project due to a possible need to utilize airport property. The second item is the planned roundabout at Kings Way at Frederica on St. Simons Island. Originally Glynn County sought to use part of the airport land which would have compromised the use of the airport. The roundabout has been redesigned outside of airport property. Most of the land is Sea Island property. Sea Island is contributing to the project also. Some trees will be relocated. Tree mitigation is budgeted by the Airport Commission if needed. To meet the airport design standards the roundabout will be moved as far away as possible from the airport.

Enplanement Report and Current Activity - Brunswick Golden Isles Airport – June 2020 – Delta is providing two flights each day. Currently Delta is selling about half the seats on each flight to maintain social distancing. The airplanes have advanced filtration systems; aircraft is sanitized between each flight. Currently Delta is requiring face coverings for all passengers. Delta is keeping the flying environment as safe as possible. System-wide enplanements have gradually increased. The numbers at the Brunswick Golden Isles Airport are consistent with national airport trends. The enplanements are trending up. Staff is communicating with Delta regularly. Demand is being monitored to assess the need for additional flights. Commissioner McKinnon commented that he recently flew on United Airlines and United is selling all seats. The flight he traveled on was full.

Pilot Recognition

- **Jeffrey Clayton** – Earned his certified flight instructor Instrument Helicopter certificate. Training was completed with Jesse Goff at Middle Georgia State University – Eastman.
- **Austin Lones** – Earned his private pilot Instrument Helicopter certificate. Training was completed with Andrew Moffett at Middle Georgia State University – Eastman.

Upcoming Events

- **Airport Commission Meeting – Tuesday, August 18, 2020 at 9:00 a.m.**
- **Georgia Airport Association Annual Conference October 14-16, 2020 Savannah – Registration is open**
- **RSM Golf Classic November 16-22, 2020**
- **Coastal Georgia Honor Flight May 1, 2021**

Executive Session

For discussion of Legal items as allowed by O.C.G.A. § 50-14-2 and Real Estate as allowed by O.C.G.A. § 50-14-3(b)(1)(B).

**Commissioner Culwell made a motion to enter into Executive Session at 9:28 a.m.
Commissioner McKinnon seconded the motion and it carried: 5-0.**

Open Session

Commissioner Culwell made a motion to return to Open Session at 9:55 a.m.
Commissioner McKinnon seconded the motions and it carried: 5-0.

Adjournment

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

Chairman Hutson adjourned the meeting at 9:55 a.m.



Doug Hutson, Chairman



Commissioner Jeff Culwell

18 Aug 2020



Attest, Katherine Kissling

AFFIDAVIT – CLOSED MEETING

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

GLYNN COUNTY, GEORGIA

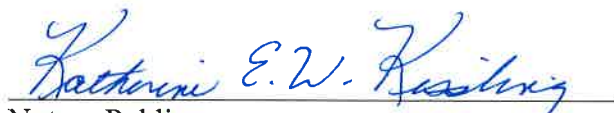
Personally appeared before me the undersigned attesting officer, duly authorized to administer oaths, **Doug Hutson** who, after being duly sworn, deposes and, on oath, states the following:

- (1) I was the acting Chairman of a meeting of the Glynn County Airport Commission meeting held on the 21st day of July 2020.
- (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 21st day of July, 2020.

Sworn to and subscribed before me
this 21st day of July, 2020.


Doug Hutson, Chairman


Notary Public
My Commission Expires: June 22, 2021

NOTARIAL SEAL

