



**MINUTES
GLYNN COUNTY AIRPORT COMMISSION
MAY 19, 2020**

COMMISSIONERS PRESENT

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

STAFF PRESENT

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

OTHERS PRESENT

**BRIAN THOMPSON JEFFREY GRIFFITH LARRY WADE
DAVID MANNING ED STRICKLAND**

The monthly meeting of the Glynn County Airport Commission (GCAC) was held at **9:00 a.m. on Tuesday, May 19, 2020 at the Brunswick Golden Isles Airport, 295 Aviation Parkway, Suite 205, Brunswick, Georgia 31525.** Complimentary face masks were offered to attendees.

Call to Order – The meeting was called to order at 9:02 a.m. by Chairman Hutson. He welcomed everyone to the meeting.

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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. A request was made to add Item D to the Real Estate portion of the agenda regarding a Frederica hanger unit #4 assignment from John Miller to 3809 Kilo LLC.

**Commissioner Furnish made a motion to accept the modified agenda.
Commissioner King seconded the motion and it carried unanimously: 6-0.**

Public Comment

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

Approval of Minutes

Chairman Hutson presented the March 17, 2020 Airport Commission meeting minutes and asked for any corrections or changes. None were stated.

**Commissioner Culwell made a motion to accept the March 17, 2020 Glynn County Airport Commission meeting minutes.
Commissioner Furnish seconded the motion and it carried unanimously: 6-0.**

Financial Item – Shawna Williams, Airport Finance and Administration Manager

Third Quarter Financial Report as of March 31st – For the year, earned revenues are less than projected at 91% and expenses are less than projected at 85% for the period. For the quarter expenses constitute 80.9% of budgeted projections. Staff has deferred spending in several accounts including salaries and wages, training and travel, professional services, marketing, terminal and airfield systems, grounds and building. The capital program for the year includes 32 projects, 22 of which are completely funded by the Commission. The remaining 10 projects are funded with a combination of federal and state grants and local matches. For the year, capital expenditures total \$713,044 or 11.75% of the total capital budget. Approximately \$5,356,171 remains encumbered for ongoing capital projects for Fiscal Year 2019/2020. Fixed revenues are below projected budget estimates and that is due to the Job Corps sublease rate adjustments. Staff expects reductions in revenue due to the COVID-19 pandemic for the remainder of the year.

Fiscal Year 2019/2020 Budget Amendment #3 – The Commission staff has been working to reduce expenditures to mitigate expected revenues losses due to the pandemic. Staff did some studies to evaluate what was happening nation-wide at other airports. It was determined that most aviation activities have been negatively impacted by about 95%. By way of the budget amendment, staff recommends reducing revenues in affected aviation activity accounts by 95%. Expected decreases operating revenues total (\$302,869). The capital budget was evaluated to see what could be cut or deferred; and identified items total \$329,237. Net funds to Capital Contributions and Operating Capital are estimated to be \$73,579. Total contributions to operating capital adjust to \$25,271. Chairman Hutson complimented the work of the staff.

Commissioner Runner made a motion to approve the budget amendment.

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Commissioner King seconded the motion and it carried unanimously: 6-0.

Proposed Fiscal Year 2020/2021 Budget – Shawna Williams, Finance and Administration Manager

Staff prepared 3 different contingency budgets to illustrate the possible effects of the COVID-19 pandemic on the FY20/21 operating and capital budgets, based on national and local trends in the industry. These scenarios were presented to Commissioner Al McKinnon and Chairman Doug Hutson for further direction. The Commissioners requested staff compile a 4th option which would include progressive improvement in revenue receipts during the year illustrating a slow return of aviation activities. The budget proposal includes estimated operating revenues totaling \$2,944,482, operating revenues of \$3,201,477, long term debt of \$3,830, a capital budget with \$768,546 which are supplemented by a Coronavirus Aid, Relief and Economic Security (CARES) Act grant of \$1,235,405 Contributions to operating capital and cashflow total \$206m033

Chairman Hutson asked if the CARES grant would be a lump sum. Executive Director Robert Burr explained that is a reimbursement grant for expenses. Expenses back to January are eligible. Chairman Hutson asked if there are restrictions on expenditure for the CARES Act funds. Robert Butt explained that the restriction is that the money must be used for legitimate airport expenses.

Commissioner King explained that FLETC will begin to ramp up classes in June. The students will be confined to the base. He suggested coordination to get more FLETC students flying into BQK on Delta. Executive Director Burr explained that the Commission has a very good dialog with Delta. If there is an increase in passengers, Delta has indicated that they will add extra equipment to meet those needs. Chairman Hutson explained that the 50-seat plane is being retired. The newer larger aircraft is more fuel efficient.

No vote was requested for the budget. Airport Commissioners will have a month to review it and ask questions and make recommendations. The budget will be placed on the June agenda for a formal vote. Chairman Hutson asked about the \$9,499 funding for software. Mrs. Williams explained that the increase is mostly for IT and network security. The GASB 87 implementation is included in the capital budget. Various software proposals have been evaluated for the GASB 87 project and a software product has been selected. Commissioner Furnish asked about budget need for new protocols such as masks, cleaning, temperature checks. Robert Burr explained that staff has identified these items in the operating budget, and they may be eligible for reimbursement through FEMA. Executive Director Rob Burr reminded the Commissioners that this budget is a draft for review. After it is finalized and approve in June, it will need to go to the Development Authority for approval. Chairman Hutson complimented Shawna.

Signature Authorizations- The Airport Ordinance in section 2-8-14 states that the Commission shall fix the disbursement signature threshold amount annually by resolution. Staff recommends that the current threshold specified in policy for financial instruments remain the same at \$2,500 and above. Financial instruments above this amount require two signatures from the following officers: Chairman, Vice Chairman, Secretary-Treasurer, and the Assistant Secretary-Treasurer (Executive Director).

Recommendation: Reconfirm authorization threshold of \$2,500 to sign financial instruments of \$2,500 or more.

**Commissioner Culwell made a motion to approve the recommendation.
Commissioner King seconded the motion and it carried unanimously: 6-0**

Mobile Foam Test System – Brunswick Golden Isles Airport – The FAA has notified staff that an equipment purchase for a Mobile Foam Test System for the ARFF truck is necessary to meet FAA compliance requirements. This includes the truck modification, training and initial setup. The FAA has indicated that the purchase is eligible for reimbursement in a future grant, however staff must proceed with the purchase prior to receiving a grant to become compliant for the next inspection. Staff has solicited three quotes for the equipment.

Recommendation: Authorize staff to make the purchase from the lowest quotation received from Company Two, in the amount of \$32,400, to make the necessary budget adjustments, and accept a grant from the FAA reimbursing the airport for equipment expenses.

**Commissioner Culwell made a motion to approve the recommendation.
Commissioner King seconded the motion and it carried unanimously: 6-0**

Real Estate

Job Corps Sublease Amendment #5 – Brunswick Golden Isles Airport – Job Corps has requested an Amendment for the finalization of the sublease rental rate adjustment. The process was completed by appraisal method. The annual rental rate was adjusted from \$194,314 to \$360,000, payable as \$30,000 monthly. The amendment has been reviewed and approved by legal. Staff requests approval.

Recommendation: Approve the request to amend Job Corps Sublease to incorporate the adjusted rental rate and recommend approval by the Golden Isles Development Authority.

**Commissioner Culwell made a motion to approve the recommendation.
Commissioner McKinnon seconded the motion and it carried unanimously: 6-0.**

Job Corps missed one payment that has been paid. Job Corps has not yet paid the back rent for the past two years in the amount of \$303,755.98. Hillary Stringfellow explained that staff has been working with a new contact at the Department of Labor which has improved the process and made things run more smoothly. Chairman Hutson asked if the payment of the back rent is included in next year's budget. Robert Burr affirmed that this amount is included in the draft budget. Job Corps has indicated that they will push the full payment through once the signed amendment is returned.

Hangar Transfer Longview Unit #2 from Clark Dickinson to David Ramba, Ramba Consulting LLC – St. Simons Island Airport – Mr. Clark Dickinson has requested a transfer of ownership for Longview Hangar #2 to David Ramba, Ramba Consulting LLC. The Glynn County Airport Commission provided the Executive Director the authorization to complete internal aeronautical association hangar unit transfers at the time of the sale. The authorization was limited to the aeronautical use and the hangar association is in good standing. This request meets those qualifications and is thereby approved by the Executive Director. In compliance with the Executive Director's authorization to approve this transfer, this is an informational item for the Airport Commission.

COVID-19 Tenant Relief Policy #212 – Brunswick Golden Isles Airport and St. Simons Island Airport – The recent COVID-19 pandemic continues to affect the national air carrier and general aviation transportation systems. Multiple states mandated shutdowns of non-essential businesses which has affected air travel and the economy both locally and nation-wide. The Airport Commission recognizes the need for economic relief for

its' stakeholders to regain financial solvency as quickly as possible. A new policy which incorporates formal FAA guidance and airport industry standards has been established to provide qualified airline, tenants, and concessionaires temporary financial relief in the form of deferrals. The Airport Commission upholds that the financial stability of its' airports is its' primary objective and will evaluate its' ability to remain so in conjunction with any stakeholder relief. Legal has reviewed the policy.

Robert Burr explained that the Airport Commission is in partnership with the tenants to make sure they are as healthy as can be. Two major components would be: did the tenant do their due diligence such as apply for the government grants made available. The Airport Commission would have to consider each request and would approve any relief on a case-by-case basis. Most airports have been offering is an adjustment to the minimum amount guarantee based on operations because the amount is based on operations. The second item is possible deferral, not removal of rent, but a deferral until things get back to normal. Those considerations will be brought to the Commissioners. Aeronautical tenants would have top priority. Hillary Stringfellow explained that counsel has reviewed the policy and has made sure that all tenant would be treated the same within the categories in which they fall such as aeronautical or nonaeronautical. The process provided equal access to all. The duration would be back to reasonable normal activity and then the tenant would have up to three months to make up the payment.

Recommendation: Approve COVID-19 Tenant Relief Policy #212 and authorize the Executive Director to facilitate implementation and associated procedures.

**Commissioner McKinnon made a motion to approve the recommendation.
Commissioner Furnish seconded the motion and it carried unanimously: 6-0.**

Frederica Hangar Unit #4 Assignment – St. Simons Island Airport – John Miller has made a request to assign the Frederica Hangar Unit #4 Sublease to 3809 Kilo, LLC owned by Larry Wade and Bill Walker. The assignment would transfer ownership with the understanding the new sublessee will abide by all terms of the current sublease. The practice of the Airport Commission has been to allow such assignments provided the use is consistent with the airports' land use policies which this transfer would qualify. Frederica Hangars are individually owned and require the approval of the Airport Commission.

Recommendation: Approve the request to Assign Frederica Hangar Unit #4 from John Miller to 3809 Kilo, LLC, and recommend approval by the Golden Isles Development Authority, subject to legal and financial review.

**Commissioner McKinnon made a motion to approve the recommendation.
Commissioner King seconded the motion and it carried unanimously: 6-0.**

Capital Projects

Runway 4/22 Threshold Relocation & Airfield Crack Sealing Construction, Project Number 203 – St. Simons Island Airport - Post-Bid Amendment No. 02 will adjust quantities and cost to final contract quantities and final contract amounts, which were funded largely with federal and state funds. Additionally, the amendment adjusts the contract duration to accommodate extended unsuitable weather conditions.

Recommendation: Approve and authorize the Executive Director to execute Post-Bid Amendment No. 02 to increase contract price by \$1,523.30 for a total contract price not to exceed \$313,241.73 and increase the contract time 31 days for a total of 41 days.

**Commissioner Furnish made a motion to approve the recommendation.
Commission King seconded the motion and it carried unanimously: 6-0.**

FAA and GDOT Coronavirus Aid, Relief and Economic Security (CARES) Act Airport Reimbursement Grants – Brunswick Golden Isles Airport and St. Simons Island Airport – The Federal Government has offered grants for eligible actual Airport Operation and Maintenance expenses to prevent, prepare for and respond to coronavirus impacts, including support for continuing airport operation at the Brunswick Golden Isles Airport and the St. Simons Island Airport on a reimbursable basis. The FAA CARES Act Grant Number 3130018-43 will provide economic relief for the Brunswick Golden Isles Airport in the amount of \$1,166,405 and the GDOT FAA CARES Act Grant provides similar relief in the amount of \$69,000 for the St. Simons Island Airport.

Recommendation: Authorize the Executive Director to accept the Federal Aviation Administration (FAA) and Georgia Department of Transportation (GDOT) CARES Act airport reimbursement grants for Brunswick Golden Isles Airport (3130018-43) and St. Simons Island Airport with no local financial commitment and recommend to Glynn County for Approval.

**Commissioner Culwell made a motion to approve the recommendation.
Commissioner Furnish seconded the motion and it carried unanimously: 6-0.**

Terminal Parking Lot and Signage Improvement Construction Award – Brunswick Golden Isles Airport – The Airport Commission received bids on April 20, 2020 for the Terminal Parking Lot and Signage Improvements Construction project. The project bid contract includes four phases which will be executed based on priority and are contingent upon available funding. This project will be funded by federal grants and the Airport Commission's capital budget. There will be minimal impact during construction.

Recommendation: Award contract to the most responsive bidder Plant Improvement Company Inc. d/b/a Seaboard Construction Company not to exceed ~~\$195,847~~ \$962,401.21 to complete Bid Schedule A and B and alternatives based on federal funding at 100%. Authorize the Executive Director to execute the necessary documents to complete the project.

Commented [KK1]: Amount was correct in the agenda. A clerical error was made in the minutes.

**Commissioner King made a motion to approve the recommendation.
Commissioner Runner seconded the motion and it carried unanimously: 6-0.**

Approve RS&H, Inc. Work Order No. 10 Brunswick Golden Isles Airport (BQK) – RS&H, Inc. Work Order No. 10 - BQK Passenger Terminal Parking Lot Expansion for cost not to exceed \$195,847. This Work Order encompasses construction phase services: construction administration and resident project representation. This project will be funded 100% by the federal government.

Recommendation: Approve and Authorize the Executive Director to execute R&SH, Inc. Work Order No. 10 for construction phase services for the BQK Construct Passenger Terminal Parking Lot Expansion

**Commissioner King made a motion to approve the recommendation.
Commissioner Runner seconded the motion and it carried unanimously: 6-0.**

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Chairman's Items

Glynn County Airport Commission Policy #208 Use of Aircraft Storage Hangars – This policy states the requirements of general aviation aircraft tenants for the use of hangars at the airports designated for the storage of aircraft. This policy addresses compliance with the Sublease and/or Aviation Association Sublease agreement and addresses consistency with the FAA policy of proper use of airport hangars and has been developed and coordinated with condominium hangar associations.

Recommendation: Approve Glynn County Airport Commission Policy #208 regarding Use of Aircraft Storage Hangars.

**Commissioner Culwell made a motion to approve the recommendation.
Commissioner McKinnon seconded the motion and it carried unanimously: 6-0.**

Glynn County Airport Commission Ordinance Revisions – Hillary Stringfellow

The Ordinance Committee recommended that the Rules and Regulations be removed from the Ordinance. In November and January, the Commission Rules and Regulations were adopted and then Amended Rules and Regulations. In March of 2020 the amended Ordinance was presented at a County Commission meeting. The Commission was receptive and made only minimal changes to Chapter One but instructed that the Rules and Regulation would be returned as Chapter Two of the Ordinance. Hillary Stringfellow thanked the Committee members who attended the County work session to discuss the revisions. Chairman Hutson explained that Hillary Stringfellow has done exactly what the County Commissioners directed.

Recommendation: Amend the Ordinance amendment to Glynn County Airport Ordinance based on Glynn County Board of Commissioners comments. The rules and regulations that the Airport Commission approved at its January meeting will be incorporated as Chapter 2 of the Ordinance. Recommend approval to the Golden Isles Development Authority.

**Commissioner McKinnon made a motion to approve the recommendation.
Commissioner Furnish seconded the motion and it carried unanimously: 6-0.**

Enplanement Report April 2020 – The Executive Director explained that traffic had been high prior to the pandemic. The traffic for March and April is down.

COVID-19 Airport Operations Update – The Executive Director explained that the FBOs have done their own due diligence for protection of people using their facilities. All the tenants are doing the same thing. The terminal has been cleaned and sanitized very thoroughly. People entering the building can enter without touching the doors. Hand sanitizers and masks are available for people who choose to use them. Aircraft are fumigated between flights. Seating capacity has been reduced to maintain social distancing on the aircraft. Delta is requiring face coverings for all passengers. TSA employees are also wearing face coverings. Air systems on airplanes are more sanitized than most hospital rooms as far as recirculation of the air. David Manning, owner of Manning Aviation illustrated the impact of the virus on his FBO. He explained that in March Manning Aviation pumped 35,000 gallons. In April they pumped 9,000. As of today, May 19th they have reached only 4,000 gallons. Currently Delta has one flight scheduled per day. The CARES Act requires a minimum of three flights per week. Typically, Delta is scheduling one flight per day with adjustments based on demand.

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Upcoming Event – June 16, 2020 GCAC Meeting at the Brunswick Golden Isles Airport

Hillary Stringfellow announced that Frank DeLoach submitted his formal resignation after completing two terms. His resignation was accepted. Currently there are six active Commissioners.

The Chairman asked for any additional business. None was stated.

Commissioner King made a motion to adjourn.

Commissioner McKinnon seconded the motion and it carried unanimously: 6-0.

Chairman Hutson adjourned the meeting at 10:06 a.m.

Doug Hutson, Chairman

Cedric King, Vice Chairman

Attest, Katherine Kissling