



**MINUTES
GLYNN COUNTY AIRPORT COMMISSION
AUGUST 18, 2020**

COMMISSIONERS PRESENT

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

STAFF PRESENT

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

OTHERS PRESENT

**BRIAN THOMPSON – via video
conference
AARON MUMFORD via video
conference
JERRY LATVALA**

**JEFFREY GRIFFITH
LARRY CORNELIUS
BRANDON TAYLOR - via video
conference**

**ANDREW HOLTON
COUNTY COMMISSIONER WAYNE
NEAL**

The monthly meeting of the Glynn County Airport Commission (GCAC) was held at **9:00 a.m. on Tuesday, August 18, 2020 at the Brunswick Golden Isles Airport, 295 Aviation Parkway, Suite 205, Brunswick, Georgia 31525.**

The meeting was called to order at 9:00 a.m. by Chairman Hutson. He welcomed everyone to the meeting. Chairman Hutson offered the invocation and led the Pledge of Allegiance.

Chairman Hutson explained that Airport Commissioners King and Runner are joining the meeting by video conference. He asked those participating via teleconference to identify themselves including: Commissioners King and Runner, Hillary Stringfellow, Rees Sumerford, Brian Thompson, and Brandon Taylor.

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

Public Comment

Chairman Hutson invited comments from the audience. Larry Cornelius, a local pilot, expressed concern about the St. Simons Island Airport. He explained that drivers are using the aircraft apron as a shortcut to avoid the Demere Road roundabout construction detour. He stated he has had to stop his jet numerous times because cars crossing the apron. He asked if the southeast apron gate code could be changed to restrict access. Currently, signs are posted requiring drivers to yield to aircraft and gate codes have only been given to airport tenants. Robert Burr stated that the code has been changed occasionally and will be changed again with a reminder to all authorized tenant users of the proper use of the airport access gates. The Commissioners thanked Larry Cornelius for his comments.

Approval of Minutes

Chairman Hutson addressed the July 21, 2020 Airport Commission meeting minutes and asked for any corrections or changes. None were stated.

Commissioner Culwell made a motion to accept the July 21, 2020 Glynn County Airport Commission meeting minutes.

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

Financial Items

Shawna Williams discussed the Unaudited Year-End Financial Summary for Fiscal Year 2019/2020. She reminded the Airport Commissioners that the budget was amended due to reduced travel caused by COVID-19 pandemic and airline and aviation activity revenue projections were reduced. The Airport Commission collected marginally more revenue than projected in the amended budget for the year. Expenses also reflect the revised limited budget which shows 87% of projected expenses for the year. The net of \$498,104 funds the capital program. Staff has made a concerted effort to defer spending anticipating that there may be rent deferrals and continued revenue reductions in upcoming quarters. Fixed leases are below projections mainly due to the Job Corps sublease credit memos for prior periods were issued during the year.

July 2020 Accounts Receivables Status – Shawna gave a report regarding the status of accounts receivables. Total receivables are \$396,000. The majority of the receivable is attributed to the Job Corps back rent and staff is communicating weekly with the staff at the Department of Labor. Delta has not yet paid for July. Ground transportation agreements are in deferral. Most other tenants are current.

Real Estate & Marketing

Terra Winslett, C.M. explained that aeronautical hangar inspections are continuing at both St. Simons Island Airport and Brunswick Golden Isles Airport. Aeronautical inspections are almost finished.

Faulkenberry Certain was contacted by Elegant Island Living magazine about an opportunity for a three-page feature article opening in their magazine with an estimated value of \$2,400. The space was offered to the Airport commission at no cost. A feature article was provided highlighting the valuable benefits of flying in and out of the Brunswick Golden Isles Airport. The article was written in coordination with the news of the World's Best Awards of 2020 conducted by Travel and Leisure which recently rated the Golden Isles as the number one island destination in the continental United States

Facilities & Operations

Vernon Bessing provided updates regarding landscaping improvements which have been made at the St. Simons Island Airport. Height obstructions at the Farmer's Market have been removed. New landscaping was installed near the fence and around the sign to match the landscaping design on Frederica Road.

Currently St. Simons Island Airport Runway 4-22 lights are medium intensity. In poor weather conditions the lighting is dimmer in comparison to the new high intensity lighting installed on Runway 16-34. Vernon Bessing has purchased high intensity lighting which is anticipated to be installed on Runway 4-22 to improve visibility.

The air handlers which operate the heating and cooling systems at the Brunswick Golden Isles Airport are 16 years old. The coils have worn out in Chiller #1. New coils have been ordered. The replacement of the coils is anticipated to extend the life of the air handlers five to six years. Next year the coils in Chiller #2 are planned to be replaced. Currently the Brunswick Golden Isles Airport is operating on one chiller.

The annual FAA Part 139 safety inspection has been completed remotely. The Brunswick Golden Isles Airport passed the virtual portion of the inspection with no discrepancies. John Duncan recently completed the annual TSA security inspection. The inspection of the records passed with no discrepancies. Chairman Hutson congratulated staff on a job well done.

Capital Projects Update

Robert Burr gave an update on St. Simons Island and Brunswick Golden Isles Airport (BQK) capital projects. Currently, St. Simons Island Airport is undergoing a study which focuses on meeting design standards for Runway 4-22 and the Airport Layout Plan (ALP) update. There are a number of projects that could potentially be associated with the ALP update. The most significant project will be the installation of Engineered Material Arresting System (EMAS) at both ends of Runway 4-22. This will be a multi-year project. This coming year will be the first phase of that which is spending the entitlement money on the environmental work.

Bids were received for the construction phase of the compass calibration project at the Brunswick Golden Isles Airport last week. The engineering estimate was approximately \$2.8 million. The bids came in within target at \$2.65 million. There were four bidders.

Currently underway is the parking lot expansion at Brunswick Golden Isles Airport. This project is tied to the anticipated additional traffic generated by a larger aircraft and additional flights. The federal government is funding this project at 100% this year. The project has received limited notice to proceed. The anticipated starting date is September 21, 2020. The construction will not interfere with airport operations.

The security program at the Brunswick Golden Isles Airport is being expanded due to the larger size aircraft. The contract has been awarded and construction is expected to begin promptly. This project is 100% funded by the federal government. Airports are asking Congress for 100% funding for next year projects. The BQK project would be the Compass Calibration Pad. Congress has not yet acted on the funding for next year.

Executive Director Items

Enplanement Report

Traffic is down approximately 70% - 75% due to the lower travel numbers associated with the COVID-19 pandemic. The CARES Act funding received by the airlines required airlines to maintain minimal service. That requirement will expire October 1, 2020. There is discussion in Congress about possibly extending the CARES Act. The original bill has a provision to extend it to March 31, 2021. Currently the Brunswick Golden Isles Airport has increased to two flight each day. Delta currently serves the airport with a CRJ-200, which is a 50-seat aircraft and is capping seating at 50% occupancy. A larger aircraft, the CRJ-900 which contains 76 seats is scheduled for the next two weekends in August at the Brunswick Golden Isles Airport.

Pilot Recognition

David Newell – Earned his private pilot Airplane Single Engine Land certificate. Training was completed with Rich Van Iderstyne at Jekyll Island, Georgia.

Ryan Whitley – Earned his private pilot Helicopter certificate. Training was completed with Matthew Whitley BMW Aviation in Monroe, Georgia.

Jeremi Morris – Earned his private pilot Airplane Single Engine Land certificate. Training was completed with Matthew Corey Archer at Beaufort Flight School in Beaufort, South Carolina.

Chairman's Item

Travel Approval for Chairman Hutson and Commissioner King to attend the Georgia Airports Association (GAA) Conference in Savannah October 14 -16, 2020.

Recommendation: Approve travel and registration expense for Chairman Hutson and Commissioner King to attend the GAA Conference in Savannah October 14 – 16, 2020.

Commissioner McKinnon made a motion to approve travel expenses for Chairman Hutson and Commissioner King to attend the GAA annual Conference.

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

Upcoming Events

Airport Commission Meeting – Tuesday, September 15, 2020 at 9:00 a.m.
Georgia Airport Association Annual Conference October 14-16, 2020 Savannah
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 motion to enter into Executive Session for discussion of Legal and Real Estate Items at 9:40 a.m.

Commissioner McKinnon Seconded the motions and it carried unanimously: 6-0.

Commissioner Culwell made a motion to return to Open Session at 10:55 a.m.

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

Return to Open Session

Doors were opened to the public at 10:55 a.m.

Commissioner Culwell made a motion to deny the Glynn County request for a staging area at the St. Simons Island area for the Johnson Rocks project.

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

Adjournment

Commissioner Culwell made a motion to adjourn.

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

Chairman Hutson adjourned the meeting at 10:58 a.m.



Doug Hutson, Chairman



Commissioner Jeff Culwell



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:

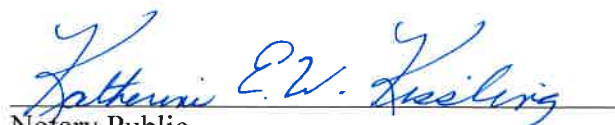
- (1) I was the Chairman of a meeting of the Glynn County Airport Commission meeting held on the 18th day of August 2020.
- (2) The subject matters of the closed portion of the meeting, which was closed for purpose of the discussion of Real Estate matters as allowed under O.C.G.A. §50-14-3(b)(1)(B) and 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 18th day of August, 2020.

Sworn to and subscribed before me
this 18th day of August, 2020.



Doug Hutson, Chairman



Notary Public
My Commission Expires: June 22, 2021

NOTARIAL SEAL

