



**MINUTES
GLYNN COUNTY AIRPORT COMMISSION
OCTOBER 20, 2020**

COMMISSIONERS PRESENT

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

STAFF PRESENT

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

OTHERS PRESENT

**BRIAN THOMPSON via video
conference
LARRY WADE**

JERRY LATVALA

ANDREW HOLTON

The monthly meeting of the Glynn County Airport Commission (GCAC) was held at 9:00 a.m. on Tuesday, October 20, 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 King offered the invocation and led the Pledge of Allegiance. Chairman Hutson welcomed everyone to the meeting and explained that Commissioners Runner and McKinnon 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 Furnish 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 addressed the September 15, 2020 Airport Commission meeting minutes and asked for any corrections or changes. None were stated.

Commissioner Culwell made a motion to accept the September 15, 2020 Glynn County Airport Commission meeting minutes.

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

Finance and Administration

CARES Act Grant Update/Receivables

Shawna Williams gave an update on the status of the CARES Act grant. The finance department has been working hard on sending submissions to the Federal Aviation Administration (FAA). To date \$1,138,321 of \$1,235,405 has been received based on reimbursable expenses. Ms. Williams stated she has one final request to submit which should be sent in this period. The CARES Act money will help to cover the revenues that are lacking this year due to the COVID 19 pandemic.

Generally, all of the fixed receivable accounts are current. There are some aviation and concession activity revenues that are down, which was expected. The budget had been previously amended to reflect this decreased activity. Chairman Hutson asked Ms. Williams if the decrease in revenues will go through the remainder of the year. Ms. Williams explained that the budget was done based on a gradual increase in revenues. We should see in the next quarter if this happens the way it was forecasted, but currently we are right on target with what was predicted.

Robert Burr stated on the legislative side, both Republican and Democrat, there is a strong indication of a potential stimulus package which will include the airlines, but it is not certain if it will include airports or not. It

is expected that after either the election or the first of the year, we may see this stimulus package. The airlines are definitely being stressed by their finances. The original CARES Act was intended to carry through the end of September. Airlines are currently using their reserves to stay solvent and are looking to the government to help them get through the rest of the year. Larry Wade commented that he heard yesterday from the National Air Transportation Association (NATA) that there is potential for the airports to be included in the next stimulus package. Mr. Burr also said that some of the versions specifically earmarked money for concessionaires as well.

Real Estate & Marketing

Approve a request for an aeronautical sublease to 3809 Kilo, LLC for a portion of lot N (former Car Wash) at the St. Simons Island Airport

3809 Kilo, LLC has requested an aeronautical sublease for a portion of lot N at the St. Simons Island Airport (former Car Wash) to develop a hangar complex to include associated office space. The property square footage for the parcel will total 16,248. The rental rate will total \$6,336.72 annually or \$528.06 monthly which is consistent with the Airport Commission's current aeronautical lease rate of 39 cents per square foot. The lease term will be approximately 30 years, dependent on capital development expenditures to total approximately \$500,000.00. The lease rate will adjust annually using the Consumer Price Index – All Urban Consumers 1982-84=100 to begin on the anniversary date of the lease agreement. Additionally, 3809 Kilo, LLC will complete the demolition of the existing car wash and associated infrastructure for approximately \$27,000 and requests the Airport Commission to allow a proportional rental credit to be applied to a maximum of 50% of the rental payments.

Jerry Latvala asked if the lot shown highlighted in the presentation is the actual lot that will be developed. Terra Winslett explained that the highlighted section in the presentation is an approximation of the actual lot that will be developed, but may be revised slightly.

Recommendation: Approve the aeronautical sublease terms as stated above with 3809 Kilo, LLC for lot N at the St. Simons Island Airport and recommend approval from the Golden Isles Development Authority, subject to legal review.

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

Capital Projects

Runway 4-22 Rehabilitation, Engineered Materials Arrestor System (EMAS), and Drainage Improvements Environmental Project No 209, SSI – An airport grant is expected to be issued by Georgia Department of Transportation (GDOT) to fund the environmental assessment for the future design and construction projects to install EMAS and drainage systems at the St. Simons Island Airport. Grant funds are anticipated at 100% of project costs, not to exceed \$197,113, from the federal Airport Improvement Program (AIP) program and are administered by the state for FY20 projects.

Recommendation: Authorize the Executive Director to accept and execute the forthcoming GDOT grant for the St. Simons Island Airport, with no local financial commitment, and recommend for approval to Glynn County with the associated indemnification for fiscal year projects.

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

Passenger Terminal Parking Lot Expansion and Signage Improvements Construction Project No. 178 – Brunswick Golden Isles Airport

The Passenger Terminal Parking Lot Expansion project is being 100% funded. The Notice to Proceed (NTP) has been given to the contractor. There has been a slight delay in starting the work based on the contractor's schedule. This is a good time to do this project since the traffic numbers are currently down. Vernon Bessing explained the work is expected to begin on January 1, 2021.

Passenger Terminal Security Requirements Design and Build Project No. 180 – Brunswick Golden Isles Airport

The Passenger Terminal Security Requirements project is also being 100% funded. The project is currently underway and on schedule. Vernon Bessing explained that the contractor is waiting on the rest of the hardware to come in for the panic bars. There will be training at the end of November 2020. All the camera systems have been installed and programmed.

ALP Update, Historical Study and Limited Environmental Assessment Project No. 208 – St. Simons Island Airport

The Airport Layout Plan (ALP) Update, Historical Study and Limited Environmental Assessment for EMAS is currently underway. The narrative and ALP has been completed and submitted to the state for their review and then the state will submit it to the federal government for final approval. This is the precursor to the other projects.

Compass Calibration Pad Construction Project No. 179 – Brunswick Golden Isles Airport

The Compass Calibration Pad will also be used for runups. This project has been previously put out for bid early with the anticipation that the FAA would have fall out discretionary money. Unfortunately, with all the airports getting 100% funding, no one turned any money away and there was no discretionary money this year. The entire project is approximately \$3 million, the Brunswick Golden Isles Airport (BQK) entitlement money is about \$1.4 million. We were hoping to get discretionary money to pay for the rest of the project cost. Based on other projects from other airports, the priority number for the Compass Calibration Pad construction does not rate as high as some of the other airports projects, so BQK was unable to get any discretionary money. This project is currently being analyzed for the potential of breaking it down into two or three project phases so that two or three years of entitlement money could be used to fund the project. The project is still going to get done, it just may take a little bit longer. Robert Burr asked Brian Thompson, who was in attendance via video conference, if he had any comments on this project. Mr. Thompson explained he spoke with the contractor recently about this and they are generally amenable to breaking the project up into limited NTPs.

Executive Director Items

Enplanement Report and Current Activity - Brunswick Golden Isles Airport – September 2020

A graph comparing traffic from last year was presented. Enplaned passengers for each month January through September 2019 and 2020 were illustrated in the graph. Mr. Burr explained that in January and February 2020 we were doing exceedingly well over last year. March 2020 fell off pretty hard when the pandemic struck. We are looking for the rebound currently. There is a gradual increase in passengers for September. The numbers for BQK are parallel when compared with the national numbers.

Commissioner Furnish commented that he was looking at similar information from the American Hotel and Motel Association where they are doing a national study. Our numbers parallel almost exactly to the national numbers done in this study as well. Mr. Burr explained the two hardest hit industries are travel and hospitality. Brunswick Golden Isles Airport is currently back up to three flights a day with an approximate 60% load factor, based on the number of seats being sold by Delta. Delta is talking about continuing this trend through January 2021.

Georgia Airport Association Annual Conference Report

Last week was the Georgia Airport Association (GAA) annual conference which was held in Savannah, Georgia. All the airport associations from Airports Council International (ACI) to the American Association of Airport Executives (AAAE) have been holding virtual conferences recently. This was the first aviation conference that was held in person. The numbers of attendees were less than previous years. Typically there are over three hundred registered attendees; this year there were approximately two hundred registered attendees. Protocols were in place, including social distancing and masks. This was a very important conference to have due to the CARES Act and involvement with legislative groups who make legislation to support our industry. It was a very successful conference. Savannah Airport was the main host with the Glynn County Airport Commission offering support. Next years conference is scheduled to be on St. Simons Island, with details to be finalized. Both Chairman Hutson and Commissioner King were in attendance this year. Mr. Burr was voted in as the next President of the association at the conference and the board of directors was also expanded to have a wider breadth of individuals from around the state. Mr. Burr commented that we are fortunate enough that Terra Winslett became a member of the board of directors at the conference as well. Last year the lobbyist associated with GAA was changed to Dentons which has a strong political background. There was also great representation at the conference as Governor Kemp was there. This was only the second time the Governor has attended the conference in the thirty years of GAA's existence. Also, the Associate Administrator of Airports for the FAA, Kirk Shaffer, attended the conference.

Chairman Hutson commented on Kirk Shaffer and how informative he was. Chairman Hutson also commented that he was impressed with Kirk Shaffer's ability to answer any question that was asked. Commissioner King also commented on how highly thought of the two airports that the Glynn County Airport Commission runs. He also commented on all the hard work that the new President of GAA, Robert Burr, and Terra Winslett do. Chairman Hutson also pointed out the fact that Larry Wade was the only Fixed Base Operator (FBO) representative to attend the conference this year. Mr. Burr also pointed out the fact that Larry Wade is also a member of the airport group for the NATA.

Runway 4-22 High Intensity Lighting Installation Project No. 16090

Vernon Bessing reported on the runway 4-22 high intensity lighting installation project. All the lights have come in for this project. The only thing that has not come in yet are some of the transformers. Mr. Bessing and his team will start installing the light fixtures next week. Once all the transformers are received, they will swap out the bulbs from a thirty watt bulb to the new high intensity bulbs.

The repeater system was also purchased for St. Simons Island Airport for the aircraft to communicate with Jax Center on the ground. All the equipment is now in. Mr. Bessing met with Hasty's Communication, Rick Montgomery, in regard to the installation of the repeater system. Mr. Montgomery should be sending a quote and hopefully start installing next week. Mr. Bessing asked Jerry Latvala for help in testing the system once it is up and running. Commissioner Culwell asked what the frequency will be for the repeater. Mr. Bessing responded that it will be the Unicom frequency that was purchased but not used for BQK, 139.145.

Safety Meeting Report from October 1, 2020

John Duncan gave the safety meeting report. The safety meeting was held on October 1, 2020 at St. Simons Island Airport. In attendance were Chairman Hutson, Robert Burr, Jerry Latvala, Billy Smith, Steve Mooney, Larry Wade, Vernon Bessing, Terra Winslett, Craig Pace, and John Duncan. The topics that were discussed included: safety and security, access to the airfield, gate codes being compromised, people using the airport to get around traffic from road closures due to the installation of a roundabout, a fuel truck crossing runway 16-34, unauthorized vehicles, runway 4-22 interference due to parking lot lighting, an update of the runway 4-22 high intensity lights, Golden Ray updates which included potential obstructions for the minimum heights and radius around the ship, RSM update, and traffic patterns. Commissioner Culwell asked what is being done about the Golden Ray VB 10,000. Mr. Duncan responded that we are using the FAA's 14 CFR 91 119 which describes height over obstacles in congested areas. Commissioner Culwell commented that when airplanes take off on runway 22, the standard pattern is a left hand turn, that will put you right over the Golden Ray. Mr. Duncan stated that they are trying to avoid any kind of sightseeing around the ship. Mr. Burr stated that they have been in communication with the Coast Guard on this issue. The Coast Guard is concerned with low flying aircraft over the ship as well. Mr. Burr also stated another issue is the effect on the airport and the minimum descent altitudes for instrument approaches on runway 4, which we are trying to minimize as much as possible. Mr. Burr stated the VB 10,000 crane should be here in January 2021 for at least three months to cut up the ship and then possibly for another three months to pull out the pilings and complete environmental work. Commissioner Culwell stated that something should be published for the FBO's to alert transient pilots to the Golden Ray. Chairman Hutson stated that they could announce this at the same time the frequency for the repeater is issued. Commissioner Culwell also stated that he has been down to the pier several times and seen a man flying a kite with cameras on it, and getting it up approximately two hundred and fifty to three hundred feet. The same man has also been operating a drone off the pier as well. Mr. Burr explained that Flight Standards needs to talk to that person since he is in violation of federal regulations, and that those items will be followed up on. Commissioner Furnish asked about the possibility of placing a temporary notice out on the pier that it is a violation to fly kites and drones. Mr. Burr responded that we could contact Glynn County about this possibility. He also explained that in order to operate a drone, you are required to go through an FAA process to become a drone pilot that includes all the training on where you can and cannot operate. Generally speaking, if you are within five miles of an airport, you have to get FAA permission. Where the Golden Ray is, drones should not be operating, even if the ship was not there. Drones should not be operated at the pier ever.

Mr. Burr brought up military operation areas and restricted areas of airspace which came up at the GAA conference. Georgia has the most military operation airspace east of the Mississippi. Civil aviation airplanes fly around them. Military operation airspace areas are areas you are not allowed to fly into. The military has filed a petition to lower the ceiling of those military operations around the Valdosta airport, which significantly impacts some airports in Georgia as well as pilots who fly through that airspace. The comment period is right now. John Duncan has sent out a message to all pilots to please submit their comments to the FAA. There is

military airspace to the east of BQK airport. There is discussion of potentially expanding this airspace as well. Mr. Burr explained that they do not know the exact parameters yet, but the military has wanted to do this previously as well. Commissioner Culwell stated that the boundary currently runs along the Altamaha River. Chairman Hutson commented that the airspace is already squeezed into a small area for pilots to fly in. Mr. Burr explained that there is a Zoom meeting scheduled for Thursday of next week for a briefing by the Department of Transportation. The federal government is currently taking comments from any interested party. All individual pilots are encouraged to provide comments.

Audit Update for Fiscal Year 2019/2020 – Nichols, Cauley & Associates

Ms. Williams stated that the documents from the previous fiscal year has been provided to the auditors. The auditors were contacted after last month's meeting. They have slated some time at the end of this month to begin the fieldwork for the audit. We should know more once they begin the fieldwork.

Chairman Hutson inquired about the status of the implementation of the new software for the new lease standards. Ms. Williams explained that it is still in progress.

Chairman's Items

Airport Ordinance Update

Hillary Stringfellow stated that the Airport Ordinance is on the Glynn County agenda for the November 5, 2020 public hearing. Glynn County has not decided yet if the meeting will be in person or virtual. If it is virtual, those who wish to make comments will have to submit them in advance. Glynn County should decide about a week out from the meeting how it will be held based on the virus numbers within the County. Ms. Stringfellow also stated that due to where we are falling within the calendar year, the proposal of the Airport Ordinance will be effective as of January 1, 2021. Mr. Burr asked if all the Commissioner's terms would need to be reestablished. Ms. Stringfellow confirmed that they would all need to be reestablished by a motion by the Development Authority.

Upcoming Events

- **Airport Commission Meeting – Tuesday, November 17, 2020 at 9:00 a.m.**
- **RSM Golf Classic November 16-22, 2020**
- **Coastal Georgia Honor Flight May 1, 2021**

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 9:42 a.m.



Doug Hutson, Chairman



Cedric King, Vice-Chairman



Attest, Katherine Kissling