



**MINUTES
GLYNN COUNTY AIRPORT COMMISSION
JANUARY 19, 2021**

COMMISSIONERS PRESENT

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

STAFF PRESENT

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

OTHERS PRESENT

**BRIAN THOMPSON
HUGH WEAVER**

**SHERRI PRUITT – via video conference
JEFF GRIFFITH – via video conference**

The monthly meeting of the Glynn County Airport Commission (GCAC) was held at 9:00 a.m. on Tuesday, January 19, 2021 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. He acknowledged Commissioner Runner who joined the meeting via video conference.

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. None were stated.

Commissioner Culwell made a motion to accept the agenda.

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

Nomination and Election of Airport Commission Officers 2021 – Chairman Hutson announced that it is time to elect the 2021 Airport Commission Officers.

- **Chairman**
- **Vice Chairman**
- **Secretary-Treasurer**

Commissioner McKinnon nominated Commissioner King for Chairman.

Commissioner Culwell seconded the motion.

The Chairman called for additional nominations. None were stated.

Commissioner Hutson closed nominations.

Nomination of Commissioner King for Chairman was approved unanimously: 6-0.

Commissioner McKinnon nominated Commissioner Hutson for Vice Chairman.

Commissioner Culwell seconded the motion.

The Chairman called for additional nominations. None were stated.

Commissioner Hutson closed nominations.

Nomination of Commissioner Hutson for Vice Chairman was approved unanimously: 6-0.

Commissioner King nominated Commissioner McKinnon for Secretary-Treasurer.

Commissioner Culwell seconded the motion.

The Chairman called for additional nominations. None were stated.

Commissioner Hutson closed nominations.

Nomination of Commissioner McKinnon for Secretary-Treasurer was approved unanimously: 6-0.

Incoming Chairman King welcomed the new Airport Commission Officers to their positions and thanked them for their willingness to serve.

Public Comment

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

Recognize the Service of Chairman Hutson – Presentation – Commissioner King presented a slide show of the major accomplishments completed during the Chairman Hutson’s two-year term. The accomplishments highlighted included the completion of the Job Corp sublease amendment #5; the completion of the Gulfstream original sublease amendment #8; completion of 9 new leases, 5 assignments, 1 lease renegotiation, and 9 hangar transfers; development and implementation of a hangar inspection program the opening of Manning Aviation’s new FBO facility; the addition of a new observation area/park at the St. Simons Island airport; runway 4-22 high intensity lighting upgrades; C-II, Air Traffic Control Tower Feasibility Study and Land Use Plan project; the installation of an Explosive Detection System (EDS) machine in the secure area at BQK; Delta’s expanded services which includes the addition of a CRJ-900 with three class service and capacity of 76 passengers; the updated Memorandum of Understanding between the Golden Isles Development Authority and the Glynn County Airport Commission; the creation of the Airport Ordinance Update committee; unmodified, “clean” audit results for both years; Moody Air Force Base’s proposed new military operations area (MOA); Honor Flight; Aviation Career Day; the induction of Lance Toland into the Georgia Aviation Hall of Fame; RSM Golf Classic and concert; Georgia Airports Association (GAA) annual conferences; and the Golden Ray unified command coordination.

Chairman King presented a plaque to Commissioner Hutson to thank him for his service.

Approval of Minutes

Chairman King addressed the November 20, 2020 Airport Commission meeting minutes and asked for any corrections or changes. None were stated.

Commissioner Culwell made a motion to accept the November 20, 2020 Glynn County Airport Commission meeting minutes.

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

Finance and Administration

Glynn County Airport Commission Audit Fiscal Year 2019/2020 Update – Shawna Williams gave an update on the status of the annual audit for fiscal year 2019/2020. Currently, the audit is still not completed. The Airport Commission is still waiting on reports from the County for the final OPEB and pension liability entries. The auditors are also waiting on updated Office of Management and Budget (OMB) guidance for the CARES Act funds. The audit will hopefully be completed by February 2021, but we are currently in a holding pattern. The Federal Aviation Administration (FAA) reports were filed with unaudited numbers. The FAA is aware that we will be submitting amended reports once the audit is finalized.

PFC Application Submission – Shawna Williams stated that she is currently starting work on a new Passenger Facility Charge (PFC) application. The last PFC application was completed in 2018 and includes projects that were funded in FY20 at 100% by the federal government due to the COVID pandemic. These fully funded projects will be removed from the application. The FAA indicated that they would not amend the current PFC application; instead, we will have to submit a new application. We will be working with Pond & Company on the new PFC application. Our goal is to ensure we are continuing to collect PFC monies, that there is no lapse in payments, and that the proposed projects are approved in a timely manner. Robert Burr added that when projects are identified in the PFC application, there is a very specific timeline between when you can start collecting the money and when you can start spending the money.

Grant Applications

Small Community Air Service Program Development Grant Applications – Robert Burr presented the particulars involved with the Small Community Air Service Grant (SCASG) application staff is in the process of completing. The last SCASG application was completed in 2006. This is a special program by the FAA to help communities of our size to help market air service. There are specific rules associated with the grant funds including identifying how the airport is going to spend the money and the stipulation that the money cannot be used exclusively for any one airline. The Glynn County Airport Commission has been awarded the grant in the past yet is currently eligible to apply again. This grant is highly competitive and there are thousands of airports eligible to apply and limited funds available for disbursement. The impact of COVID on our airport and the potential threat to our air service will be the focus of the application. The Golden Isles Convention and Visitors Bureau (CVB), Golden Isles Development Authority and the Brunswick Golden Isles Chamber of Commerce are all willing to allocate some of their existing programs as in kind services which will be attributed to the partnership initiatives. Typically, 40%-50% of the money is locally funded and the rest is matched by the grant funds. Unless the deadline is extended, the window for applying for this grant is very narrow and must be submitted in the next couple of weeks. There are no guarantees that we will receive the grant. Simultaneously, Georgia Department of Transportation (GDOT) will be submitting a grant application in order to market the entire state and promote local use of Georgia air carrier airports. The Airport Commission plans to also submit a letter of support for the GDOT's grant application.

Real Estate & Marketing

Saunders Landscape Services, Inc. – Lots 2 & 3 – St. Simons Island Airport – Saunders Landscape Services is a current tenant utilizing land for parking of equipment. This is a new development for a non-aeronautical sublease for landscaping services, sales, associated office space, storefront, warehouse and outdoor space for landscape products and nursery sales. Lots 2 and 3 combined total 20,000 square feet. Capital development is anticipated to be approximately \$305,000 to \$325,000. The proposed lease term is for 30 years and will be contingent upon capital development. The rental rate will be \$19,200 annually or \$1,600 monthly with annual CPI rate adjustments.

Recommendation: Approve new lease terms for Saunders Landscape Services, Inc. and recommend Golden Isles Development Authority to approve, subject to legal review.

Commissioner Culwell made a motion to approve the recommendation.

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

Golden Isles Development Authority initial steps to prepare for Georgia Ready for Accelerated Development (GRAD) certification of property at the Brunswick Golden Isles Airport for non-aeronautical use development – The Golden Isles Development Authority has modified their budget to move forward on a project that effects the Brunswick Golden Isles airport. An engineering firm has been slated to start the accelerated development for certification of property north of the runway at the Brunswick Golden Isles airport. Commissioner Culwell asked for further clarification of the area. Robert Burr explained that the accelerated development will be north of Stambaugh Aviation for non-aeronautical use or possibly aeronautical use.

Request for Qualifications – Airport Consulting Engineering Services – Staff has undertaken the process of requesting, advertising, and evaluating responses for engineering services for anticipated projects involving FAA and GDOT funds. Work associated with each project will include: Environmental Determinations, Design,

Construction Administration and Resident Project Representative services, and administrative services as applicable. Once approved, the Executive Director will enter fee negotiations specific to each project based on the FAA's required process to include the creation of the detailed scope and utilizing an Independent Fee Estimate to examine costs. Four engineering firms submitted proposals: Crawford, Murphy & Tilly (CMT), Passero Associates, Pond & Company, and RS&H, Inc. Commission staff has evaluated each proposal individually and has ranked the top two respondents for each project. These services are contingent upon funding for each project.

Project	Ranking 1	Ranking 2
SSI Runway 4-22 Rehab, EMAS Drainage Design and Construction	RS&H, Inc.	CMT
SSI Partial Re-alignment of Taxiway A – Environmental, Design, Construction	RS&H, Inc.	CMT
SSI Taxiway B Rehabilitation Environmental, Design, Construction	RS&H, Inc.	CMT
SSI Acquire Parcels and Relocate Structures	Pond	RS&H, Inc.
BQK Acquire ADA Passenger Ramp Loading Device	Pond	Passero
BQK Acquire Passenger Boarding Bridge	Passero	Pond

Recommendation: Approve the engineer ranking for the projects identified in the Airport Commission Capital Improvement Program for negotiation of services for specific projects.

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

Capital Projects

Compass Calibration Pad and Access Taxilane Construction, BQK Project No. 179 Grant – The compass calibration pad and access taxilane construction project was designed by RS&H. The Airport Commission previously received bids and awarded the project subject to funding for the construction of this project and would like to move forward with the selected bidder. The Airport Commission was hoping for discretionary money as well as fall out money to help fund this project. Unfortunately, this did not happen due to FAA funding allocations. This project does not currently rank high enough in the priority list for discretionary money. The grant will be a multi-year grant over the next three years totaling \$2,970,500. The Airport Commission will prepay the last two parts of the project, which will be reimbursed by the FAA in subsequent annual grants from entitlement funds, in the amount of \$1,384,863. Commissioner McKinnon asked if we would still be able to maintain reserves. Shawna Williams stated that we should be able to maintain our reserves based on the statement of cash flows presented. Robert Burr also stated that this is a potential project to be included in the next Glynn County's Special Purpose Local Options Sales Tax (SPLOST) to recover local costs.

Recommendation: Authorize the Executive Director to accept and execute all necessary documents for forthcoming grants totaling \$2,970,500 and to prepay the last two parts of the project which will be reimbursed by the FAA in subsequent grants in the amount of \$1,384,863 and recommend approval to Glynn County, subject to legal review.

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

Work Order No. 9 – Brunswick Golden Isles Airport – Project No. 179 – RS&H, Inc. work order #9 encompasses construction administrative and resident project representation services for the construction of the compass calibration pad and access taxiway project at the Brunswick Golden Isles Airport. Proposed facilities will be sized to accommodate business jet aircraft. Total compensation is not to exceed \$310,765.

Recommendation: Approve RS&H, Inc. Work Order No. 9 and authorize the Executive Director to execute all necessary documents in an amount not to exceed \$310,765.

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

Passenger Terminal Parking Lot Expansion and Signage Improvements Construction, BQK Project No. 178 – Robert Burr explained that this is an informational item. This project is being 100% funded this year by the FAA. Construction is underway on the passenger terminal parking lot expansion and signage improvements.

Passenger Terminal Security Requirements Design and Build Project, BQK Project No. 180 – Change Order No. 1 Global Security Products – This change order will not increase local cost because the project was also 100% funded this year by the FAA through the Airport Improvement Plan (AIP) program. There was an increase in contract price by \$2,406.12 for a total of \$160,141.84 to adjust for unforeseen field conditions. Some of the door frames were in poor condition and needed to be replaced in order to upgrade the door closures to assure proper operation and security. Funding for this adjustment is included in the current budget for federal grant #3130018-42.

Recommendation: Approve Change Order No. 1 for Global Security Products to increase contract price not to exceed \$2,406.12.

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

ALP Update, Historical Study and Limited Environmental Project, SSI Project No. 208 – This is a follow up project from the C-II study that was completed last year. There is additional work needed for the ALP update which has to do with the property map. The FAA has recently increased the information requirements for the ALP submission; therefore, GDOT is requesting this detail to include the history of the property and details regarding the property acquisition. Once the State reviews it, it will be forwarded on to the FAA. This is the next step needed in sequence to allow the other projects in our Capital Improvement Program (CIP) to move forward at the St. Simons Island Airport. Jeff Griffith from GDOT stated that the C-II standards study is currently being circulated through the FAA.

Airport Coronavirus Response Grant Program as part of the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) – This program has additional money for airlines and airports. The exact amount is not known, as of yet. Airports will be allowed to use funds for costs related to operations, personnel, cleaning, sanitization, janitorial services, combatting the threat of pathogens at the airport and debt service payments.

Recommendation: Authorize the Executive Director to accept the forthcoming FAA/GDOT grants and execute all necessary documents to complete the acceptance of the anticipated CRRSAA grant funds for the

Brunswick Golden Isles Airport and the St. Simons Island Airport and recommend approval to Glynn County, subject to legal review.

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

Executive Director Items

Proposed 2021 Glynn County Airport Commission Monthly Meeting Schedule – The proposed 2021 Glynn County Airport Commission monthly meeting schedule was presented to the Commissioners.

Recommendation: Approve the 2021 Glynn County Airport Commission Meeting Schedule.

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

Chairman's Item

Travel Approval for the Airport Commission Chairman to conduct Airport Commission business – Chairman King asked for approval in order to attend Georgia Airports Association (GAA), Airport Council International (ACI), and American Association of Airport Executives (AAAE) meetings and conferences, as well as meetings with legislators as needed. Commissioner McKinnon asked if these were budgeted items. Robert Burr explained that these items were already previously approved with the fiscal year 2020/2021 budget.

Recommendation: Approve travel for the Chairman to conduct Airport Commission business including: Georgia Airports Association (GAA) conference, business and legislative meetings, Airport Council International (ACI) conferences and meetings, AAAE conferences and meetings and meetings with legislators as needed, within the existing budget.

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

Enplanement Report and Current Activity – Brunswick Golden Isles Airport – December 2020 – The Executive Director compared last year's enplanement figures to the current year. The enplanements are paralleling national figures for domestic service. The industry is still experiencing reduced travel due to the COVID pandemic and CDC travel recommendations. Nationwide is averaging a 65% decrease in passenger traffic. Now that the COVID vaccine has been released, it is hoped that traffic will begin to increase and return to more normal enplanements by summer. As far as general aviation, St. Simons Island airport is doing well due to more personal travel than the Brunswick Golden Isles airport, which is primarily business related.

Upcoming Events

- **Airport Commission Meeting – Tuesday, February 16, 2021 at 9:00 a.m.**
- **AAAE Southeast Conference Savannah, Georgia – March 27 – 30, 2021**
- **Coastal Georgia Honor Flight – May 1, 2021 – Brunswick Golden Isles Airport**

Executive Session

- Legal
- Real Estate

"Closed session to discuss Legal items as allowed by O.C.G.A. §50-14-2 and Real Estate items as allowed by O.C.G.A. §50-14- 3(b)(1)(B)."

**Commissioner Culwell made a motion to enter into executive session at 9:44 a.m.
Commissioner McKinnon seconded the motion and it carried unanimously: 6-0.**

Return to Open Session

**Commissioner Hutson made a motion to return to Open Session at 10:11 a.m.
Commissioner Culwell seconded the motion and it carried unanimously: 6-0.**

Adjournment

**Commissioner Culwell made a motion to adjourn.
Commissioner Hutson seconded the motion and it carried unanimously: 6-0.**

The meeting was adjourned at 10:11 a.m.



Al McKinnon
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, **Cedric King** 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 19th day of January 2021.
- (2) The subject matters of the closed portion of the meeting, which was closed for purpose of the discussion of Legal matters as allowed under O.C.G.A. §50-14-2 and Real Estate matters as allowed under O.C.G.A. §50-14-3(b)(1)(B) and were devoted to matters within this exception 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 19 day of January, 2021.

Sworn to and subscribed before me
this 19 day of January, 2021.


Cedric King, Chairman

Shawna B. Williams
Notary Public
My Commission Expires: June 22, 2021



NOTARIAL SEAL