



MINUTES
GLYNN COUNTY AIRPORT COMMISSION
March 16, 2021

COMMISSIONERS PRESENT

CEDRIC KING, Chairman via phone
DOUG HUTSON, Vice Chairman via phone
AL MCKINNON, secretary-Treasurer/Acting Chairman
JEFF CULWELL via phone
DAVID FURNISH via phone
KEVIN RUNNER via phone

STAFF PRESENT

ROBERT BURR
HILLARY STRINGFELLOW
REES SUMERFORD
VERNON BESSING
SHAWNA WILLIAMS
TERRA WINSLETT
JOHN DUNCAN
KATHERINE KISSLING
TIFFANY LANDRY
LEIGH NEWTON
CRAIG PACE

OTHERS PRESENT

JERRY LATVALA
ART WACZKOWSKI
JIM WALDRON
JASON KEMP

LARRY WADE
ANDREW HOLTON
SHERRI PRUITT

BRIAN THOMPSON
ED STRICKLAND
KEN LOWE

The monthly meeting of the Glynn County Airport Commission (GCAC) was held at **9:00 a.m. on Tuesday, March 16, 2021** at the **St. Simons Island Airport, Airport Commission Annex Building, 160 Gary L. Moore Court, St. Simons Island, Georgia 31522.**

Call to Order – The meeting was called to order at 9:00 a.m. by Acting Chairman McKinnon. He welcomed everyone to the meeting and explained that Commissioners King and Furnish would be joining the meeting by phone until their arrival. Commissioners Culwell, Hutson and Runner participated by phone. Roll call for phone members was taken. Commissioners Culwell, Furnish, Hutson, King and Runner were present by phone at the start of the meeting.

Invocation/Pledge of Allegiance – Commissioner McKinnon 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 Acting Chairman requested any changes to the meeting agenda. None were stated.

**Commissioner Hutson made a motion to accept the agenda.
Commissioner King seconded the motion and it carried unanimously: 5-0.**

Public Comment

Acting Chairman McKinnon invited comments from the audience. None were requested.

Approval of Minutes

Acting Chairman McKinnon addressed the January 19, 2021 Airport Commission meeting minutes and asked for any corrections or changes. None were stated.

**Commissioner Hutson made a motion to accept the January 19, 2021 Glynn County Airport Commission meeting minutes.
Commissioner Furnish seconded the motion and it carried unanimously: 6-0.**

Financial Items- Shawna Williams, Airport Finance and Administration Manager

Airport Commission Audit Committee Members Approve Meeting Minutes from March 8, 2021

**Commissioner Runner made a motion accept the March 8, 2021 Audit Committee minutes.
Commissioner McKinnon seconded the motion.** The Glynn County Airport Commission Audit Committee members approved the Audit Committee minutes.
The meeting minutes will be provided to Audit Committee members at the Golden Isles Development Authority for acceptance at their April 6, 2021 meeting.

Commissioner McKinnon explained that the Audit Committee met with Nichols Cauley and Associate to review the Fiscal Year 2020 audit which was recently completed. He stated that the Airport Commission received an unmodified audit, which is the best result. The auditor's report praised the staff and was very complimentary. He thanked the staff for their work.

Glynn County Airport Commission Audit Fiscal Year 2019/2020 Committee Report

Shawna Williams reviewed the highlights for the fiscal year ended June 30, 2020. Nichols and Cauley CPAs issued an unmodified "Clean" opinion on the Glynn County Airport Commission financial statements year end June 30, 2020. The financial statements were presented fairly and in accordance with Generally Accepted

Accounting Principles (GAAP). A single audit was completed. The Airport Commission uses estimates as part of the financial reporting process. Estimates were deemed reasonable in relations to the financial statements. The Airport Commission accounting policies are in accordance with GAAP. Nichols Cauley and Associates received full cooperation from management, staff, and others. There were no disagreements with management regarding accounting principles or reporting matters. There were no significant issues discussed with management related to business conditions, plans or strategies that may have affected the risk of material misstatement of the financial statements. Future recommendations include GASB Statement No. 87 which requires all lease agreements to be recorded as a liability and receivable under full accrual accounting effective June 30, 2022. GASB pronouncement No. 89 addresses accounting for interest cost incurred before the end of a construction period. It requires that the interest cost incurred before the ends of a construction period to be recognized as an expense in the period in which the cost is incurred. This will go into effect June 30, 2021. The Airport Commission does not borrow money, so this pronouncement does not affect the Commission now, but it could if the Commission incurs debt for construction in the future. Commissioner McKinnon congratulated the staff on a clean report. Commissioner Runner stated that Shawna Williams has done a great job.

Recommendation: Accept Airport Commission Audit Report for the fiscal year ended June 30, 2020.

**Commissioner Runner made a motion to accept the Audit Report for Fiscal Year 2019/2020.
Commissioner Hutson seconded the motion and it carried: 6-0.**

Second Quarter End Report December 31, 2020 Financial Report – Shawna Williams, Finance and Administration Manager

Shawna Williams reviewed the operating Income and expense summaries for the second quarter ending December 31, 2020. For the year, the revenue budget totaled \$1.4 million and \$1.2 million was collected which is 82% of the budget. CARES Act reimbursement funding totaled \$461,298. Expenses were \$1.3 million compared to the budget of \$1.6 million which is about 86%. This budget was constructed in stages which anticipated reduced revenues by an estimated percentage for aviation activity accounts during each quarter due to the COVID pandemic. The amount collected for fixed leases for the period is above the budgeted projection. Variable agreement receipts are also above projection for the period. This budget was constructed in stages in which anticipated revenue was reduced for each quarter due to the COVID pandemic. PFC collections, miscellaneous advertising and parking are all on target. The LEO reimbursement program was a little higher than projected. Personnel and administrative expenses were well under budget. Staff has worked to reduce operating expenses due to the COVID pandemic. However, many maintenance purchases have been deferred and will need to be completed in the foreseeable future. The capital program includes 41 active projects, of which 17 are funded with state and federal grants. For this quarter, expenditures totaled \$998,812 which is 33% of the program. Approximately \$5.5 million remains encumbered in the capital program.

Capital Projects

Design-Build Passenger Terminal Security Improvement Project BQK Change Order No. 2 - Adjust final as-constructed quantities and adjust contract duration to increase by 54 days to accommodate unforeseen field conditions.

Recommendation: Approve Design-Build Passenger Terminal Security Improvement Project BQK Global Security Products Inc. dba Paradyme Change Order No. 2 to adjust final as-constructed quantities for a net adjustment not to exceed \$1,335.34 and adjust contract duration.

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

Compass Calibration Pad and Access Taxilane Construction, BQK Project No. 179 – Accept forthcoming Georgia Department of Transportation Grant AP021-9000-63 in an amount not to exceed \$147,302.02 and authorize the Executive Director to execute all necessary documents.

Recommendation: Authorize the Executive Director to execute all necessary documents for Georgia Department of Transportation grant AP021-9000-63 up to the amount of \$147,302.02 and execute Statement of Intent for state and federal grants with Glynn County and recommend approval to Glynn County subject to legal review.

**Commissioner Hutson made a motion to accept the recommendation and authorize the Executive Director to execute all necessary documents for Georgia Department of Transportation grant AP021-9000-63 up to the amount of \$147,302.02 and recommend approval to Glynn County.
Commissioner McKinnon seconded the motion and it carried unanimously: 6-0.**

**Commissioner Hutson made a motion to authorize the Executive Director to execute the Statement of Intent for all forthcoming state and federal grants with Glynn County.
Commissioner Runner seconded the motion and it carried: 6-0**

Hillary Stringfellow explained that Glynn County is the owner of property. The purpose of the statement of intent is to give the Airport Commission the ability to complete work without involving the County in routine matters.

Passenger Terminal Parking Lot Expansion and Signage Improvements Construction, BQK Project No. 178 – Construction is underway and on schedule. The project is estimated to be completed in April.

ALP Update, Historical Study and Limited Environmental Project, SSI Project No. 208 – RS&H Work Order 20 Amendment No. 1 for additional services to include research and modification of Exhibit A Property Map, revisions to Engineered Material Arresting System design, revisions to Modification of Standards application for Runway to Taxiway Separation. Fee not to exceed \$15,303.50.

Recommendation: Approve RS&H Work Order 20 Amendment No.1. for additional services to include research and modification of Exhibit A Property Map, revisions to Engineered Material Arresting System design, revisions to Modification of Standards application for Runway to Taxiway Separation. Fee not to exceed \$15,303.50.

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

Glynn County Proposed Special Purpose Local Option Sales Tax (SPLOST) Airport Projects

Today is the last day of voting for the Special Purpose Local Option Sales Tax. If the SPLOST is approved by voters, airport projects which would receive funds include:

Fire Station Joint Project – Brunswick Golden Isles Airport & Glynn County

GCAC estimated share: \$133,684 and Glynn County estimated share: \$3,366,316

Compass Calibration Pad and Access Taxilane Construction – Brunswick Golden Isles Airport

Glynn County is willing to fund the local share with SPLOST revenues, which is approximately \$300,000

Safety and Pavement Improvement Projects – St. Simons Island Airport

Glynn County is willing to fund anticipated local share with SPLOST revenues in the amount of \$800,000

St. Simons Island Airport – Annex Re-roof and gutter installation – Replace building roof with new 24- gauge metal roof and gutters for St. Simons Island Airport Annex at 160 Gary L. Moore Court.

Recommendation: Approve purchase of new metal roof and gutters from Cutright Roofing in the amount of \$55,400 for the St. Simons Island Airport Annex at 160 Gary L. Moore Court.

Commissioner Hutson made a motion to approve the recommendation.

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

Federal COVID Grants

Airport Coronavirus Response Grant Program as part of the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Update – Funding to airports is part of this proposed package. Both airports would be eligible to receive funding.

- 1. Brunswick Golden Isles Airport.**
 - a. Airport Operations** – Funding of over \$1 million is anticipated for operations at the Brunswick Golden Isles Airport.
 - b. Airport Concessionaires** – A provision of the Act would allocate approximately \$8,000 to the Brunswick Golden Isles Airport which would allow the Commission to credit eligible tenant concession accounts that have not accepted a second draw of assistance for a covered loan under the Small Business Act. Additionally, an airport concession receiving relief from an airport sponsor may not apply for a covered loan under 15 USC. A very specific formula is required by the federal government for this process.
- 2. St. Simons Island Airport** – As a general aviation airport, it falls into a different category. The estimated amount associated with the Act would be approximately \$23,000.

American Rescue Plan Act 2021 Economic Stimulus Package – Funding is available for airlines and airports. The exact amounts to be distributed have not been announced. It is anticipated that the CRRSSA and CARES Act will be combined into one grant.

Recommendation: Authorize the Executive Director to apply for and accept those grants associated with the American Rescue Plan Act of 2021 and recommend approval to Glynn County.

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

Commissioners King and Furnish arrived at the meeting at 9:32 a.m.

Executive Director Items

Atlanta Legislative Meetings

Senate Resolution 84 - Legislative Committee on Airport Infrastructure and Improvements

Robert Burr sits on the Committee as the President of the Georgia Airports Association (GAA). GAA is actively involved with the Georgia legislature to adequately invest in airport funding. Senator Tyler Harper is sponsoring Senate Resolution 84 to create a study committee to improve investment in Georgia airports infrastructure. That piece of legislation has passed the Senate and will be presented to the House Transportation Committee on March 18th. Robert Burr and Chairman King will travel to Atlanta to help present this in front of the Transportation Committee. Part of that presentation will include a video produced by the Georgia Department of Transportation: Georgia Means Business which explained the economic impact of Georgia airports. The video was played for the attendees. **Georgia Department of Transportation Aviation Economic Impact Video: *Georgia Airports Means Business*** <https://youtu.be/cGuPXBjFgHA>

Brunswick Golden Isles Airport Emergency Response Exercise – Vernon Bessing, Facilities and Operations Manager – Two planning meetings have been conducted for the emergency response exercise. Another planning session is scheduled for March 23rd. The live exercise with all agencies will take place on March 30th. This exercise will fulfill the emergency response plan requirement for the FAA.

Chairman's Items

Airport Ordinance – Hillary Stringfellow - Hillary Stringfellow discussed a proposal to revise last version of amended ordinance as relating to 2-8-54.

Current 2-8-54 *Special Rules, Regulations, Notices or Directives*

Special rules, regulations, notices, memorandums, or directives of an operational nature of interest to persons engaged in business with the Glynn County Airport Commission shall be issued under the authority of these rules and regulations.

Proposed 2-8-54: Delete the current 2-8-54 in its entirety.

Requested Revision to Proposed *2-8-54 Rules, Regulations, Notices or Directives.

Any additional rules, regulations, notices, memorandums, or directives of an operational nature of interest to persons or entities engaged in business relations with the Glynn County Airport Commission, such as tenants of leased property, shall be issued under the authority of and pursuant to these rules and regulations.

*If the revision is made, the numbering of the following sections within the Ordinance will change.

**Commissioner McKinnon made a motion to accept the proposed revision to the Ordinance.
Commissioner King seconded the motion and it carried: 6-0.**

Enplanement Report and Current Activity - Brunswick Golden Isles Airport – February 2021

Airline traffic continues to track with national averages which continue to be reduced due to the pandemic. An uptick in the number is anticipated for spring break and summer. The CDC is still recommending the people do not travel except for essential service. As the vaccine becomes more distributed, this could be reevaluated. It is anticipated that there may be a rebound by summertime to reasonable normal levels.

Upcoming Events

Airport Commission Meeting – Tuesday, April 20, 2021 at 9:00 a.m.
Coastal Georgia Honor Flight October 2, 2021 – Brunswick Golden Isles Airport

Executive Session

An agenda item to hold Executive Session was published, however there were no items requiring discussion or action in a closed session. Executive Session was cancelled.

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

The meeting was adjourned at 9:43 a.m.



Al McKinnon, Acting Chairman

Doug Hutson, Vice-Chairman

Attest, Katherine Kissling