



MINUTES
GLYNN COUNTY AIRPORT COMMISSION
November 16, 2021

COMMISSIONERS PRESENT

CEDRIC KING, Chairman
DOUG HUTSON, Vice Chairman
JEFF CULWELL
DAVID FURNISH via phone

STAFF PRESENT

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

OTHERS PRESENT

BRIAN THOMPSON
MICHAEL HALL
SHERRI PRUITT

ED STRICKLAND
JERRY LATVALA

LARRY WADE
ED FARLEY

The monthly meeting of the Glynn County Airport Commission (GCAC) was held at **9:00 a.m. on Tuesday, November 16, 2021, at the Brunswick Golden Isles Airport, 295 Aviation Parkway, Second Floor Conference Room, Brunswick GA 31525.**

Call to Order— The meeting was called to order at 9:00 a.m. by Chairman King. He welcomed everyone to the meeting.

Invocation/Pledge of Allegiance – Chairman King offered the invocation and led the Pledge of Allegiance. He acknowledged that Commissioner Furnish was participating by phone.

Accept Agenda

The meeting agenda was sent out to the Airport Commissioners the previous week. Chairman King requested any changes to the meeting agenda. None were stated.

Commissioner Hutson made a motion to accept the agenda.

Commissioner Culwell seconded the motion and it carried unanimously: 4-0.

Public Comment

Commissioner King requested any public comments from the audience. Jerry Latvala asked to speak during the Upcoming Events portion of the meeting.

Approval of Minutes

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

Commissioner Culwell made a motion to accept the October 19, 2021, Glynn County Airport Commission meeting minutes.

Commissioner Hutson seconded the motion and it carried unanimously: 4-0.

Chairman King presented the October 21, 2021 Nominating Committee Meeting Minutes and asked for any corrections for changes. None were stated.

Commissioner Culwell made a motion to accept the October 21, 2021 Nominating Committee minutes.

Commissioner Hutson seconded the motion and it carried unanimously: 4-0.

Financial – Shawna Williams, Finance and Administration Manager

Quarterly Financial Report First Quarter Fiscal Year 2021/2022 - The Commission entered Fiscal Year 2021/2022 with a revenue budget that was reduced to compensate for expected declining activity due to the ongoing pandemic. Locally receipts have been trending at slightly more than projected at 104% due to better-than-expected concession and rate adjustments based on labor bureau statistics. Fixed revenues are above the projected budget estimates due to better-than-expected receipts for vehicle concessions and building rental rate adjustments. Variable lease revenues are more than projected due to increased FBO concession receipts and landing fees as compared to budget estimates. Miscellaneous revenues are slightly under projection mainly due to planning for an event that would have off setting expenses which may or may not occur this year. For the quarter, expenses constitute 80% of budgeted projection. Personnel expense is under the budgeted projections because the cost of the employee health insurance benefit was anticipated to increase later in the year but will not be realized until January 2022. Expenses remain low due to an effort to reduce spending in this uncertain financial climate. Staff expects some of the expenses to level out as the year progresses. The capital program for the year includes 34 projects, of which 26 are completely funded by the Airport Commission the capital program. The remaining eight projects are funded with a combination of

federal and state grants. For the year, capital expenditures total \$863,202 or 37% of the total capital budget. Approximately \$4,135,821 remains encumbered for on-going capital project program.

Audit Update - The auditors continue to work on the financial statement and reporting. Staff expects to schedule an audit committee meeting and the end of November or early December.

Capital Projects

Compass Calibration Pad and Access Taxilane Update – Brunswick Golden Isles Airport - Vernon Bessing provided an update on the construction of the compass calibration pad and access taxilane. Paving of the taxiway will continue today and tomorrow. It is anticipated that that the new taxiway will be open by December 19, 2021. There is a 30-day curing period needed before the markings can be completed. Taxiway Alpha is expected to be open tomorrow.

Taxiway Alpha 4 Emergency Repair – St. Simons Island Airport – A corrugated metal pipe collapsed under Taxiway Alpha 4 which created a depression in the pavement. The damaged drainage pipe has been replaced. Seaboard Construction completed paving Taxiway A-4. Markings have been completed and Taxiway A-4 is returned to service.

Capital Improvement Program Update

Staff maintains a five-year capital improvement program which is updated every year. This ties into state and federal funding requests. Many of the projects listed are based on availability of funds from the federal and state governments.

Brunswick Golden Isles Airport Fiscal Year 2022 and 2023

Compass Calibration Pad and Taxilane – Phase I - \$1,111,111 and Phase III - \$274,752 - This project was bid out last August for a good price. Reserve funds were used to move the project forward to take advantage of the price. The federal government will reimburse the Airport Commission for this project for the next two fiscal years.

Design and Construction – Runway 7-25 Crack Seal, Seal Coat and Re-marking Project Phase I \$836,359 and Phase II \$294,501 - This project is to be completed by September 2022 to be compliant with the Part 139 inspection. This project is eligible for federal reimbursement under the AIP program.

Passenger Boarding Bridge Design phase - \$100,000 and Installation - \$1,000,000 - This is a PFC-funded project. The current bridge is no longer being manufactured and replacement parts are not available. The PFC application process for this project has been completed. The new Passenger Boarding Bridge will accommodate larger aircraft including the Honor Flight aircraft. It will be paid for with local funds by the airport and slowly reimbursed through the PFC program in the current year and future years.

Aircraft Rescue and Fire Fighting (ARFF) Facility Design \$294,501 and Construct \$2,075,000 (GCAC) \$2,075,000 (Glynn County Share) Fire Station 5 is a joint-use fire station operated by Glynn County. The County will pay half the cost for design and construction. The environmental review has been completed and was paid for by the Airport Commission due to FAA requirements. This project may be included in a future

Special Purpose Local Option Sales Tax (SPLOST) program. Airport Commission staff and Glynn County staff are working together on the planning phase of this project.

North MRO Apron Taxiway Expansion - Environmental \$69,850 and Design \$195,353 – This project will extend the taxiway to connect with the runway and construct apron for future tenants on the airfield.

Runway 7-25 and Taxiway Extension – \$66,581 A Justification Study is needed to extend the runway 2,000 feet. One existing need is Omega Aerial Refueling Services. Aircraft maintenance is performed here, but operations are not possible because the aircraft would be too heavy for the length of the runway.

St. Simons Island Airport

Several studies have been completed regarding the airport meeting design standards at the St. Simons Island Airport. Numerous projects are required to meet the standards.

Design & Construct Runway 4-22 Rehabilitation, EMAS at both ends of Runway 4-22 and Drainage Improvements (3 Phases) \$850,000 - \$4,937,500 - \$8,873,300

Environmental, Design & Construction for Partial Re-alignment and Extension of Taxiway Alpha (3 Phases) \$40,000 - \$405,000 - \$3,920,000

Purchase and install Automated Weather Observation Service (AWOS) \$182,000 - The current weather system at St. Simons is an Automated Surface Observing System (ASOS). It provides the pilots real time weather conditions. It is maintained by the federal government. The equipment is extremely old and unreliable. It has caused operational issues for our pilots. The Brunswick Golden Isles Airport has an Automated Weather Observation System (AWOS) system that the airport maintains. An AWOS has been requested for St. Simons Airport because replacement of the ASOS is not scheduled. The application for a grant for this project will be submitted with our Capital Improvement Plan to the FAA and GDOT. The state would pay 75% of the cost and the Airport Commission would use reserve funds for 25% of the cost.

Skylane Infrastructure Design - \$202,000 and Construction - \$3,046,245. This project would expand ramp space and demand for future hangars. Most of the existing hangars are 40-foot hangars which accommodate a single engine airplane. The demand is higher for 60 or 80-foot wide door hangars. This project will include drainage work. The Airport Commission will build the infrastructure and the tenants will construct the hangars. Design and Construction of Taxiway B - \$127,000 for design and \$1,442,500 for construction.

Obstruction Removal – St. Simons Island Airport - There are three instrument approaches to the St. Simons Island Airport. Two to Runway 4 and one to Runway 22. The VOR approach to Runway 4 is not used as frequently. The FAA did a review of that approach and indicated that there are possibly some obstructions in that area. Surveyors were hired to assess the nine trees that require mitigation. The FAA issued a NOTAM on November 5, 2021 stating that the VOR approach is not available at nighttime until the trees are mitigated.

Airport Commission Nominating Committee – Four applicants submitted letters of interest. Candidates were interviewed Thursday, October 21, 2021. Commissioner Hutson explained that all the candidates had excellent credentials. Edward Farley was selected by the committee to be recommended to fill the vacancy that will be created with the completion of Al McKinnon's term.

Commissioner Hutson made a motion to select Ed Farley to be recommended to the Development Authority for appointment to the Airport Commission for a five-year term starting January 2022.

Commissioner Culwell seconded the motion and it carried unanimously: 4-0. The recommendation will be presented to the Development Authority at their next meeting on December 7th for approval.

Executive Director Items

Georgia Legislature Airport Infrastructure and Improvements Joint study Committee Update - Executive Director Robert Burr and Larry Wade of Golden Isles Aviation are serving on this committee. Three hearings have been completed. The next one is anticipated to be December 10, 2021 in Jackson County Georgia. A report will be issued by the Study Committee with recommendations for funding improvements to the Georgia airport system that will go to the full Georgia legislature. Larry Wade thanked Mr. Burr for his work on the committee.

RSM Classic Update - The St. Simons Island Airport supports the RSM Classic with parking and logistics. There will not be a concert this year. Craig Pace is coordinating with RSM staff. The security perimeter has been established. Security staff will be notified of tenant pilots who need to access the area.

Enplanement Report and Current Activity – Brunswick Golden Isles Airport – October 2021

- October 2021 compared to October 2019 – Traffic is up 4.4%.
- October 2021 compared to October 2020 - Traffic is up 91.53%. Demand is strong at the Brunswick Golden Isles Airport. Delta is currently not able to meet the demand due to the pilot shortage.

Upcoming Events

- **RSM Golf Classic – November 15 – 21, 2021**
- **Experimental Aircraft Association (EAA) Ford Tri-Motor Tour Event – St. Simons Island Airport November 18 – 21** Jerry Latvala thanked the Airport Commission and Golden Isles Aviation for their assistance in coordinating and advertising this event. He thanked Terra Winslett for getting information about the event out through e-mail. The Ford Tri-Motor arrived at St. Simons Island Airport yesterday. It is being stored in the Lance Toland hangar. EAA requires that this aircraft be stored in a hangar when it is not flying to protect it. Media flights begin Thursday afternoon. Paid flights will be available Friday, Saturday and Sunday. He thanked everyone who had a part in making this event a success.
- **Georgia Economic Outlook – Jekyll Island January 12, 2022 11:30 a.m.**
- **Coastal Georgia Honor Flight May 7, 2022 – Brunswick Golden Isles Airport**

Executive Session

- **Real Estate**
- **Personnel**

Real Estate and Personnel Items as allowed by O.C.G.A. §50-14-3(b)(1)(B) and 50-14-3(b)(2).

**Commissioner Culwell made a motion to enter into Executive Session at 9:39 a.m.
Commissioner Hutson seconded the motion and it carried unanimously: 4-0.**

Return to Open Session

**Commissioner Culwell made a motion to return to Open Session.
Commissioner Hutson seconded the motion and it carried unanimously: 4-0**



Open Session resumed at 10:19 a.m.

**Commissioner Culwell made a motion to adjourn.
Commissioner Hutson seconded the motion and it carried unanimously:4-0**

The meeting was adjourned at 10:20 a.m. By Chairman King.



Cedric King, Chairman

Al McKinnon, Secretary -Treasurer

Ed Farley


Katherine Kissling, Attest

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 16th day of November 2021.
- (2) The subject matter 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 Personnel matters as allowed under O.C.G.A. §50-14-3(b)(2) 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 16th day of November, 2021.

Sworn to and subscribed before me

this 16th day of November, 2021.


Cedric King, Chairman


Notary Public
My Commission Expires June 16, 2025

NOTARIAL SEAL

