



**MINUTES
GLYNN COUNTY AIRPORT COMMISSION
May 18, 2021**

COMMISSIONERS PRESENT

**CEDRIC KING, Chairman
DOUG HUTSON, Vice Chairman
AL MCKINNON, Secretary-Treasurer
JEFF CULWELL
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
CHARLES NORMAN**

OTHERS PRESENT

**ART WACZKOWSKI
MICHAEL HALL
SUSAN BATES**

**JERRY LAVALA
SHERRI PRUITT
JASON BATES**

**BRIAN THOMPSON
LARRY WADE**

The monthly meeting of the Glynn County Airport Commission (GCAC) was held at **9:00 a.m. on Tuesday, May 18, 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.

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. Chairman King requested any changes to the meeting agenda. None were stated.

Commissioner McKinnon made a motion to accept the agenda.

Commissioner Culwell seconded the motion and it carried unanimously: 5-0.

Public Comment

Susan Bates, Owner of Topsy McFly's restaurant, submitted a request to speak during the Real Estate portion of the meeting. Chairman King confirmed that she would speak about the progress of Topsy McFly's airport cafe during the Real Estate update.

Approval of Minutes

Chairman King addressed the April 20, 2021 Airport Commission meeting minutes and asked for any corrections or changes. None were stated.

Commissioner Hutson made a motion to accept the April 20, 2021 Glynn County Airport Commission meeting minutes.

Commissioner McKinnon seconded the motion and it carried unanimously: 5-0.

Financial Items – Shawna Williams, Airport Finance and Administration Manager

Quarterly Financial Report – March 31, 2021

Shawna Williams presented the quarterly financial report. For the period, earned revenues were slightly more than projected at 112%. She reminded the audience that the revenue budget was reduced based on expectations that airline and concession activity would be greatly reduced because of the COVID pandemic. A progressive budget was created with an expectation of a 45% reduction in aviation activity. Revenue is better than projected. Approximately 85% of the expense budget for operating was spent year-to-date. An effort has been made to defer items based on the current financial climate. For the quarter, the Commission had more revenues than expenses by \$145,725. Currently there are 41 on-going capital projects of which 17 are funded with federal and state grants. Total capital expenditures year-to-date are approximately \$1.2 million or 35% of the total capital budget. Approximately \$5.3 million remains encumbered in the capital program.

Signature Authorizations- The Airport Ordinance in section 2-8-14 states that the Commission shall fix the disbursement signature threshold amount annually by resolution. Staff recommends that the current threshold specified in policy for financial instruments remain the same at \$2,500 and above. Financial instruments above this amount require two signatures from the following officers: Chairman, Vice Chairman, Secretary-Treasurer, and the Assistant Secretary-Treasurer (Executive Director).

Recommendation: Reconfirm authorization threshold of \$2,500 to sign financial instruments of \$2,500 or more.

**Commissioner Culwell made a motion accept the recommendation.
Commissioner Hutson seconded the motion and it carried unanimously: 5-0.**

Glynn County Airport Commission Proposed Budget Fiscal Year 2021/2022, Shawna Williams, Finance and Administration Manager

Staff has developed a balanced budget for Fiscal Year 2021/2022 with proposed operating revenues of \$3,577,891 and proposed operating expenses of \$3,428,247. Additionally, staff expects the receipt of federal grants in the amount of \$1,036,837 as a result of the Coronavirus Response and Relief Supplemental Appropriations Act (CRSSA) to offset operating expenses. The capital program encompasses \$6,515,299 in spending, of which is \$604,183 is funded by the airport's capital fund. Additionally, staff estimates that at the close of the year, approximately \$578,468 will be added to the capital fund for future capital programs. The Secretary/Treasurer of the Airport Commission reviewed the proposed budget on May 4, 2021 and recommends that the Airport Commission approve the budget.

Recommendation: Approve the proposed Glynn County Airport Commission budget for Fiscal Year 2021/2022 and recommend approval to the Golden Isles Development Authority.

Commissioner McKinnon explained that he has thoroughly reviewed the proposed budget with management and finds it reasonable. He stated that the budget is properly presented and recommended it for approval.

**Commissioner McKinnon made a motion to accept the recommendation.
Commissioner Culwell seconded the motion and it carried: 5-0.**

Real Estate & Marketing – Terra Winslett, Airport Property and Marketing Manager

Tipsy McFly's Cafe Update – Brunswick Golden Isles Airport

Terra provided an update regarding the concession agreement for the café at he the Brunswick Golden Isles Airport. The agreement for the Brunswick Golden Isles café, Topsy McFly's has been finalized. Susan and Jason Bates were in attendance and introduced by Terra Winslett. Mrs. Bates explained that Jason will be the on-site general manager for Topsy McFly's. The general contractor is working with the building inspector regarding a building permit. The café is expected to open in either July or August. She explained that they are very happy to the be starting at the Brunswick Golden Isles Airport. She thanked the Commission for the new expanded parking lot which will benefit the restaurant customers. Furniture has been ordered which will complement existing furniture. The design is very attractive. An additional amenity that will be offered is a full-service bar. Currently the anticipated restaurant hours will be 11:00 to 7:00 Monday through Saturday. Happy hour will be 4:00 to 7:00 Monday through Saturday. Commissioner King thanked her and welcomed her to the Glynn County Airport Commission family.

Marketing Update

Newly designed advertisements have been running recently in local newspapers, both the Brunswick News and The Islander. Local billboards have displayed the new advertising featuring Delta service. As part of the marketing program, the Airport Update newsletter is sent out to over 3,000 subscribers. Content of the most recent newsletter includes Delta service, rental car and FBO information, airport projects and news about tenant's capital developments located on our airports. Newsletter analytics were reviewed, reflecting a 42% click-through rate. In addition to marketing, a social media campaigns will be introduced in the coming months.

Capital Projects

RS&H, Inc. Work Order No. 11 – Brunswick Golden Isles Airport – Project #177 – RS&H, Inc. Work Order No. 11 includes National Environmental Policy Act (NEPA) documentation and Categorical Exclusion (CATEX) for the replacement of the Airport Rescue Firefighting (ARFF) facility project at the Brunswick Golden Isles Airport in an amount not to exceed \$18,679.

Recommendation: Approve RS&H, Inc. Work Order No. 11 and authorize the Executive Director to execute all necessary documents in an amount not to exceed \$18,679.

Commissioner Hutson made a motion to accept the recommendation.

Commissioner Culwell seconded the motions and it carried: 5-0.

Part of the process will be an evaluation study to determine whether or the current facility will remain or be scheduled for demolition.

Commissioner Hutson asked if staff had set up AED training. Vernon Bessing is working with Alex Eaton of Glynn County to schedule staff training. The Stop the Bleed training has been completed by staff. CPR and AED training will be scheduled.

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

This project is now underway. Currently it is being funded from reserves. The federal grant for this project has not yet been announced, but it is programmed by the FAA. For this year it is anticipated to be approximately \$1.4 million. The funding is multi-year entitlement money. The contract price was locked in last August. The area is being cleared and fill is being brought in. Soft soil was encountered in a couple of spots. This is scheduled to be a 120-day project.

Parking Lot Expansion and Signage – Brunswick Golden Isles Airport

The parking lot expansion at the Brunswick Golden Isles Airport is in the final phase of construction. There is some landscaping, signs and remarking to be completed. Once the new sections are open, the original parking lot will be resealed and remarked.

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

A chart showing the last three calendar years enplanement activity was presented. Starting March 1st Delta began selling every seat. Many days the flights are at 100% capacity. Delta has returned to three flights a day seven days a week. Enplanements have increased significantly from last year at the height of the COVID pandemic, but have not returned to the 2019 levels. Leisure travel is strong. Business and international travel have not recovered. Staff anticipates meeting with Delta management to discuss future growth. Overall, the signals are good as the COVID concern continues to diminish.

Upcoming Events

- **Airport Commission Meeting – Tuesday, June 15, 2021 at 9:00 a.m.**
- **Georgia Airport Association Annual Conference – September 29 – October 1, 2021 - St. Simons Island – King & Prince Beach and Golf Resort**
- **Coastal Georgia Honor Flight October 2, 2021 – Brunswick Golden Isles Airport**

Leigh Newton, Airport Property and Marketing Coordinator, announced the Chamber Experience and Business & Bites will be combined into one event on Saturday, June 19, 2021 from 5:00 until 9:00 at Gascoigne Bluff Park, St. Simons Island. Commissioner Culwell is offering a Golden Isles flight for an auction item.

Commissioner Culwell asked Larry Wade of Golden Isles Aviation to provide an update regarding construction of his hangar at the St. Simons Island Airport. Mr. Wade anticipates that construction will be complete in approximately two to two and half months. The project is on schedule. There have not been any delays due to shortage of materials.

Executive Session

Real Estate

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

**Commissioner Culwell made a motion to enter Executive Session at 9:27 a.m.
Commissioner McKinnon seconded the motion and it carried unanimously: 5-0.**

Return to Open Session

**Commissioner Culwell made a motion to return to open session.
Commissioner McKinnon seconded the motion and it carried unanimously: 5-0.**

Open session resumed at 10:40 a.m.

**Commissioner Culwell made a motion to adjourn the meeting.
Commissioner Hutson seconded the motion and it carried unanimously: 5-0.**

Adjournment

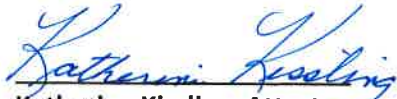
The meeting was adjourned at 10:41 a.m.



Cedric King, Chairman



Al McKinnon, Secretary - Treasurer



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 18th day of May 2021.
- (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 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 18th day of May, 2021.

Sworn to and subscribed before me
this 18th day of May, 2021.



Cedric King, Chairman



Notary Public
My Commission Expires: June 22, 2021

NOTARIAL SEAL

