



MINUTES
GLYNN COUNTY AIRPORT COMMISSION
June 21, 2022

COMMISSIONERS PRESENT

CEDRIC KING, Chairman
DOUG HUSTON, Vice Chairman
JEFF CULWELL
DAVID FURNISH

STAFF PRESENT

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

OTHERS PRESENT

BRIAN THOMPSON
MICHAEL HALL
RYAN MOORE – GIDA

JEFF GRIFFITH
BILL AUSTIN – GIDA
POLICE CHIEF JACQUES BATTISTE –
GCPD

LARRY WADE
CHRISTY JORDAN - GIDA

The monthly meeting of the Glynn County Airport Commission (GCAC) was held at **9:00 a.m. on Tuesday, June 21, 2022**, 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.

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 requested.

Commissioner Culwell made a motion to accept the agenda.

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

Public Comment

Commissioner King requested any public comments from the audience. None were requested.

Approval of Minutes

Chairman King presented the May 17, 2022 Airport Commission meeting minutes for approval and asked for any corrections or changes. None were stated.

Commissioner Hutson made a motion to accept the May 17, 2022, Glynn County Airport Commission meeting minutes.

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

Financial Items - Shawna Williams, Finance and Administration Manager

Reconstitute Audit Committee for Fiscal Year 2022/2023 - According to the Audit Committee Charter, two members of the Glynn County Airport Commission shall be appointed to the Audit Committee for a one-year term for Fiscal Year 2022/2023.

Commissioner Culwell nominated Ed Farley. Commissioner Furnish seconded the nomination. Commissioner Furnish nominated Commissioner Hutson. Commissioner seconded the nomination.

Commissioner King appointed Commissioner Ed Farley and Commissioner Hutson to serve on the FY 2022-2023 Audit Committee.

The Executive Director explained that the Golden Isles Development Authority will also select two Board Members to serve on the Audit Committee at the July 12, 2022 meeting.

Commissioner King thanked the Development Authority members and President for their attendance: Bill Austin, Ryan Moore, and Christy Jordan.

Fiscal Year 2022/2023 Capital Budget Amendment #01 – The Skylane Infrastructure Development Design project is expected to have costs that exceed the original budget estimates for Engineering Services. Original estimates to complete design work totaled \$202,000. An additional \$164,525 will be necessary to complete the design as scoped. Staff recommends funding RS&H, Inc. Work Order #07 in the Capital Program contingent upon the completion of an independent fee estimate.

Recommendation: Approve adjustments to the designated accounts to adjust the capital budget and capital expenditures by up to \$164,525, Executive of the Work Order is contingent upon completion of an independent fee estimate and negotiations. Authorize the Executive Director to execute the budget amendment upon final approval by the Golden Isles Development Authority.

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

Capital Projects Update - RS&H, Inc. Work Order No. 07 – Skylane Development Infrastructure – Phase II Design, Permitting, and Bidding Phase Services – St. Simons Island Airport - The two primary elements of this Work Order are Design Revisions and Permitting and Bid/Award Phase services for infrastructure improvements at the St. Simons Island Airport to allow future aviation development. This improvement program seeks to modify and initiate the development of the Skylane Development Infrastructure Improvements – Phase II including apron and taxiway, site development, drainage improvements and utility infrastructure. The proposed development layout alters the west apron/hangar area, expands the east apron development, and significantly affects stormwater management and conveyance. Documentation of grading, utility, and surface feature modifications that have occurred since the prior design will also be necessary. Stormwater, erosion protection and utility agency approval permitting will be performed. Cost is not to exceed \$366,525 and is contingent upon the results of an independent fee estimate.

Recommendation: Approve RS&H Inc. Work Order No. 07 in an amount not to exceed \$366,525, pending completion of an independent fee estimate and negotiations, and authorize the Executive Director to execute all necessary documents.

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

Real Estate Items – Terra Winslett, C.M. Airport Property and Marketing Manager

3809 Kilo LLC Sublease – Phase II - Lot M – St. Simons Island Airport – The subleased property use will be an aeronautical hangar with associated offices. Premise area will be 26,087 square feet. Capital development is anticipated to be approximately \$1,000,000. The lease term will be 30 years. The rental rate will be \$11,217.41 annually and \$934.78 per month.

Recommendation: Approve the 3809 Kilo LLC sublease for Lot M at the St. Simons Island Airport and recommend approval to the Golden Isles Development Authority, pending legal review.

Commissioner Hutson made a motion to accept the recommendation.
Commissioner Furnish seconded the motion and it carried unanimously: 4-0.

Chairman's Items – Executive Director Robert Burr announced that Chairman King has been elected to lead the Brunswick Golden Isles Chamber in the position of President beginning July 1, 2022. The Airport Commissioners congratulated Chairman King on his new role with the Chamber. Chairman King thanked the Airport Commission for their support.

Executive Director Items – Vernon Bessing, Facilities and Operations Manager

FAA Part 139 Inspection – Brunswick Golden Isles Airport (BQK) – Vernon Bessing spoke about the result from the June 8, 9, and 10th annual FAA Part 139 inspection at the Brunswick Golden Isles Airport. Training and inspection records were reviewed. The airfield portion of the inspection included a fire department emergency response test. The time requirement is 3 minutes; the ARFF team responded in one minute and 16 seconds. The entire safety area was inspected. A few minor items were noted and will be addressed. The airfield painting deadline from last year was extended. The inspector stated that BQK is “one of the best airfields he has seen.” The Chairman and Commissioners congratulated the staff for a job well done.

Some additional unrelated maintenance items are being addressed. A lift station pump that services Gulfstream's Hangar K, the former Hasty hangar, and the former Winn Baker hangar is failing. Attempts to repair it resulted in groundwater intrusion into the lift station. A pump will be temporarily installed to bypass the lift station until repairs can be completed. It is anticipated that the full cost of emergency repairs will be approximately \$60,000.

Commissioner Hutson made a motion to authorize emergency funding in an amount anticipated to be approximately \$60,000 for repairs to the lift station pump and infrastructure at the Brunswick Golden Isles Airport.

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

A recent storm included lightning strikes which damaged the BQK airfield lighting systems last Saturday. The computer controlling the lighting system was damaged. The runway lights went into fail-safe mode and are constantly in the “on” position at medium intensity. During the day in good weather the runway lights are manually turned off. At night, the lights are turned back on and are currently running all night. Engineers are working to replace the computer. This computer is a 2007 model and is no longer available. The engineers are working to design and build new system which may take three to four weeks. The cost is anticipated to be approximately \$10,500 for the computer. Trinity Electric will assess the lighting system to determine if a bypass can be set up to allow the runway lights to function on pilot control. Commissioner Culwell asked staff to report a rough estimate of the electric cost for leaving the lights on until the new computer is installed. Commissioner Hutson asked about the cost to convert lights to LED. Jeff Griffith, Georgia Department of Transportation, explained that the entire lighting system would have to be replaced which would be very expensive. A NOTAM has been issued for the pilots.

Activity Report

Enplanements at Brunswick Golden Isles Airport – Enplaned Delta Airlines passengers are exceeding 2019 numbers. In May there were 3,965 enplaned passengers. Nationwide, airlines are having difficulty meeting schedules. Demand at BQK is high.

Rental Car Receipts - Both airport's combined rental car receipts totaled \$391,356 which is significantly higher than previous years.

Upcoming Events

- **Historic B-17 Yankee Lady – St. Simons Island Airport - October 12 & 13, 2022**
- **Georgia Airports Association Annual Conference October 12 – 14, 2022 Savannah**

Glynn County Police Chief Battiste provide an update. The Emergency Management Agency (EMA) will conduct a hurricane exercise on Thursday, June 23rd to test the coordination of all the agencies. Starting today through Thursday there will be a huge heat index with rising temperatures between 108 degrees and 112 degrees. He reminded everyone keep staff hydrated. Impacts could include heat-related illnesses, stress, stroke, exhaustion, and dehydration. He asked everyone to continue with the See Something, Say Something program. Report anything suspicious at either airport. Incidents are increasing nationally. Security awareness is increasing for the July 4th weekend with a substantial increase in the number of visitors coming to the area. Chairman King thanked Chief Battiste for keeping the Airport Commission informed.

Executive Session

**Commissioner Hutson made a motion to enter into Executive Session at 9:27 a.m.
Commissioner Culwell seconded the motion and it carried unanimously: 4-0.**

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

Open Session resumed at 10:35 a.m.

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


The meeting was adjourned at 10:36 a.m.




Cedric King, Chairman



Katherine Kissling, Attest



Doug Hutson, Vice Chairman


Ed Farley, Sec./Treas.

**Glynn County Airport Commission
Capital Budget Amendment #01
FY 2022-2023**

Tuesday, June 21, 2022

BACKGROUND: The Skylane Infrastructure Development Design project is expected to have costs that exceed the original budget estimates for Engineering Services. Estimates to complete design work totaled \$202,000. An additional \$164,525 will be necessary to complete the design as scoped. Staff is working with the FAA to obtain reimbursement for eligible items. Staff recommends funding RS&H WO 07 in the capital program.

Items

1. Skylane Infrastructure Development Design Costs

	Account	Amended	Local Cost
1	1407	Skylane Development Infrastructure Design Project	\$164,525
2			
3			
		Net Funds to Capital Contributions and Operating Capital	\$164,525

BUDGET CHANGE: This amendment adjusts the capital program to encumber necessary costs to complete the project. It increases capital expenses and decreases capital reserves.

RECOMMENDATION: Approve adjustments to the designated accounts to adjust the capital budget and capital expenditures by \$164,525 contingent upon the completion of an independent fee estimate and authorize the Executive Director to execute budget amendment upon final approval by the Development Authority.

Motion was made by Commissioner Culwell, seconded by Commissioner Hutson.

Vote: 4-0

Presented in GCAC Meeting: June 21, 2022

Presented in BGCEDA Meeting: July 12, 2022

Executive Director Signature: _____



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 21st day of June 2022.
- (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, 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) and were 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 21st day of June, 2022.

Sworn to and subscribed before me

this 21st day of June, 2022.



Cedric King, Chairman



Notary Public

My Commission Expires: June 16, 2025

NOTARIAL SEAL

