



MINUTES
GLYNN COUNTY AIRPORT COMMISSION
January 18, 2022

COMMISSIONERS PRESENT

CEDRIC KING, Chairman
DOUG HUTSON, Vice Chairman
ED FARLEY, Secretary- Treasurer
JEFF CULWELL
DAVID FURNISH

STAFF PRESENT

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

OTHERS PRESENT

BRIAN THOMPSON
MICHAEL HALL

SHERRI PRUITT
RICK EVANS, GCPD

LARRY WADE

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

Commissioner Hutson made a motion to accept the agenda.

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

Public Comment

Commissioner King requested any public comments from the audience. None were requested. Chairman King acknowledged Assistant Police Chief Ricky Evans in the audience and thanked him for his attendance.

Oath of Office

Reese Sumerford administered the Oath of Office for new Airport Commission Ed Farley. Commissioner Farley affirmed the oath and thanked the Commission. Commissioner Farley signed the Glynn County Airport Commission Oath of Office. Chairman King welcomed Commissioner Farley to the Commission and thanked him for his service.

Nomination of Airport Commission Secretary-Treasurer

Commissioner Culwell nominated Ed Farley to be Secretary-Treasurer for a one-year term.

No other nominations were received from the floor.

Commissioner Hutson seconded the nomination and it carried unanimously: 5-0.

Appointment of Airport Commission Audit Committee Member

Commissioner Culwell made a motion to nominate Ed Farley to the Audit Committee to fill the vacancy left by Al McKinnon's end of term.

No other nominations were received from the floor.

Commissioner Hutson seconded the nomination and it carried unanimously: 5-0.

Chairman King appointed Ed Farley to the Audit Committee to fill the vacancy. Commissioner Farley thanked the Commissioners.

Approval of Minutes

Chairman King addressed the November 16, 2021 Airport Commission meeting minutes and asked for any corrections or changes. None were stated.

Commissioner Furnish made a motion to accept the November 16, 2021, Glynn County Airport Commission meeting minutes.

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

Financial – Shawna Williams – Finance and Administration Manager

Glynn County Airport Commission Audit FY 2020/2021 Committee Report – Commissioner Hutson

Shawna Williams presented the Income Summary for Fiscal Year 2021. Actual revenue was 120.51% higher than the projected revenue budget. Actual expenses totaled 92.96% of the projected expense budget. Enplanements were down in 2021 due to the COVID pandemic and because flights were cancelled due to the pilot shortage. Capital expenses for major projects totaled \$1,685,469. Revenues associated with those projects totaled \$2,660,532. CARES and CRRSA grants provided operating reimbursement of \$1,429,135. The auditors recommended that GASB Statement 87 be implemented by June 30, 2022. GASB Pronouncement No. 89, procedures are due starting June 2022. However, this will not affect the Airport Commission because the Commission does not incur debt. The auditors issued an unmodified, clean opinion on the Airport Commission financial statements. The financial statements are presented fairly in accordance with Generally Accepted Accounting Principles (GAAP). A single audit was completed.

Recommendation: Accept the Airport Commission Audit Report for the fiscal year ended June 30, 2021 and recommend acceptance to the Golden Isles Development Authority.

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

Commissioner Hutson complimented Shawna and her team, Tiffany Landry and Katherine Kissling, on a job well done.

Airport Commission Audit Committee Meeting Minutes form January 11, 2022 – Commissioner Hutson

Commissioner Hutson presented the January 4, 2022 Audit Committee Meeting Minutes and asked for any corrections or changes. None were stated.

**Commissioner Hutson made a motion to accept the January 4, 2022 Audit Committee Minutes.
Commissioner Farley seconded the motion and it carried unanimously: 5-0.**

FAA and GDOT American Rescue Plan Act of 2021 (ARPA), Airport Reimbursement Grants 3130018-47-21; AP022-90AR-65- The federal government offered grants for eligible airport operational and maintenance expenses to prevent, prepare and respond to coronavirus impacts, including support for continuing airport operations at the St. Simons and Brunswick Golden Isles Airports. Grant number AP022-60AR-65 will provide \$59,000 of economic relief to the St. Simons airport. Grant number 3-13-0018-47-2021 will provide \$1,200,745 of economic relief to the Brunswick airport. Acceptance of these grants was previously approved by the Airport Commission at the March 16, 2021 meeting and they have been received and executed by Glynn County.

Real Estate – Terra Winslett Airport Property and Marketing Manager

S & K Air LLC Lease – St. Simons Island Airport – Amend the S & K Air LLC Sublease premise to add approximately 1,044 square feet for the addition of a storage facility. The rental rate will increase \$407.16 for an annual total of \$2,774.28.

Recommendation: Amend the sublease to add additional square footage and adjust rental rate to accurately reflect the square footage for S& K Air, LLC. and recommend Development Authority approval upon legal review.

**Commissioner Hutson made a motion to approve the recommendation.
Commissioner Farley seconded the motion and it carried unanimously: 5-0.**

RS&H Work Order No. 24 BQK Airfield Pavement Rehabilitation – Design and Construction Phases Services - Brunswick Golden Isles Airport – The FAA annual inspection resulted in pavement rehabilitation work that is required to be completed as soon as possible for Runway 7-25. Project components include routing, cleaning, and sealing existing longitudinal and transverse pavement joint and crack, seal coating asphaltic pavement and remarking airfield pavements. The FAA advises that as a non-hub primary airport, the proposed work at BQK is eligible for funding support under the AIP program and will be reimbursable in a future funding cycle. Cost of services is not to exceed \$313,327. The project will be ready to bid in March. RS&H, Inc. will provide a schedule to the Airport Commission.

Recommendation: Approve RS&H, Inc. Work Order No. 24 Airfield Pavement Rehabilitation - Design and Construction Phases Services at the Brunswick Golden Isles Airport and authorize the Executive Director to execute all necessary documents and adjust capital budget, as necessary.

**Commissioner Furnish made a motion to approve the recommendation.
Commissioner Hutson seconded the motion and it carried unanimously: 5-0.**

RS&H Work Order No. 09 Supplemental Amendment No. 1 Compass Calibration Pad and Access Taxilane Project - Due to labor shortages, unsuitable soil materials, concrete mix design quality issues, asphalt mix design quality issue and periods of unusually wet weather caused delays to earthwork placement, necessitated rework. As a result, the construction completion date was deferred to January 6, 2022 which was beyond the original 120 calendar day construction duration. RS&H continued to provide construction phase service throughout the extended construction period. Staff is working with the FAA to obtain reimbursement for eligible items.

Recommendation: Approve additional services RS&H, Inc. Work Order No. 9 Amendment No. 1 to compensate RS&H for continuing work on the project not to exceed \$96,819 and authorize the Executive Director to execute all necessary documents and adjust capital budget if necessary.

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

Obstruction Mitigation Update– Staff has been working diligently on mitigating obstructions associated with the airports. There were some perceived infringements o the approach to Runway 22 at the St. Simons Island Airport. Surveyors determined that the obstructions were not there. The FAA was referencing old data. The FAA has removed those restrictions on that runway. The approach to Runway 4 has some obstructions. Most are pine trees on airport property which will be mitigated. This will remove limitations put on that runway for those approaches.

Brunswick Golden Isles Airport had some possible limitations for certain types of aircraft that cannot climb at a certain gradient. Obstructions have been recently cleared Survey work is being completed to prove to the FAA that the obstructions are removed.

Happy Hangars – St. Simons Island Airport - Crack seal project for two taxilanes – Taxilanes associated with Happy Hangars are in very bad condition. Today crack seal work began. Additional funding will be needed to rehabilitate those taxilanes in conjunction with addition taxilanes in the future.

Chairman’s Items

Employee Recognition - Tiffany Landry, Airport Staff Accountant – Chairman King announced that Tiffany Landry completed the University of Georgia Carl Vinson Institute Level II Government Finance Certification course. He presented her with a framed certificate. She completed a project for the course which included writing a procedure for the implementation of GASB 87 utilizing the Prodigiq software. Chairman King congratulated her on this accomplishment.

Travel Approval for the Airport Commission Chairman to Conduct Commission Business for 2022

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

Commissioner Culwell made a motion to approve the recommendation.
Commissioner Farley seconded the motion and it carried unanimously: 5-0.

Executive Director Item

Georgia Legislature Airport Infrastructure and Improvements Joint Study Committee Update

COMMITTEE RECOMMENDATIONS 12-30-2021 - While the Joint Study Committee on Airport Infrastructure and Improvements does not propose legislation as a result of its study committee process, it does recognize that the following issues merit further attention and recommends the legislature consider the following recommendations, either in whole or in part:

- Raise total state annual funding for airport infrastructure and improvements to levels comparable to neighboring states like Florida and North Carolina.
- Allow state funding to be continuous and adjusted with consumer-price index considerations or as a percentage of total state revenue.
- Expand projects eligible for state funding to include revenue producing projects, land acquisition, hangar development and obstruction mitigation.
- Revise funding formula to increase the amount the state contributes for airfield infrastructure and safety projects, provided there is an overall increase in aviation grant appropriations.
- Allow an Airport’s revenue generating projects to be eligible for state funding.
- Allow funding to carry over annually to allow for larger projects, with appropriate restrictions on the length of time and the amount that can be carried over.

- Consider a loan program with stipulations for building hangars.
- Streamline process for approving projects and allow for greater local discretion.
- Consider a constitutional amendment allowing the state to take on general obligation debt in order to make grants or loans to local governments for airport infrastructure.
- Consider work force development for aviation careers.
- Conduct further studies on commercial air carrier and air cargo investment opportunities.

Annually Florida invests \$325 million, and North Carolina spends \$180 million on airport infrastructure investment. The state of Georgia budgets only \$16 million. The Georgia Department of Transportation (GDOT) has documented \$411 million backlog in safety projects. The economic benefits of Georgia airports have been extensively documented by GDOT. Georgia Airports Association continues to work on this issue. There is much more work to be done.

Activity Report 2021

Enplanements – Brunswick Golden Isles Airport – Scheduled flights were reduced in December, so enplanements are relative compared to 2019. There have also been weather and equipment issues that affected the enplanement numbers. The glideslope for the instrument approach was down for almost a month. Passenger demand is strong.

Aircraft Operations – New equipment was received in March to track the activity level.

Brunswick Golden Isles Airport had 787 operations in December.
St. Simons Island Airport had 3,298 operations in December.

Rental Cars Revenue – Rental car revenue increased in November compared to 2020 and 2019. BQK rental car revenue was \$210,998. SSI rental car income was \$84,032.

Upcoming Events

Glynn County Airport Commission Meeting February 15, 2022
Annual Chamber of Commerce State Capitol Visit February 21 & 22, 2022
Coastal Georgia Honor Flight May 7, 2022 – Brunswick Golden Isles Airport
Leadership Southwest Georgia February 10 – 12, 2021 at Golden Isles Aviation

At 9:49 a.m. Commissioner Culwell made a motion to enter into Executive Session to discuss real estate items and legal items.

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

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

Open Session resumed at 10:28 a.m.

Commissioner Culwell made a motion to adopt the policy regarding the acquisition of real property and recommend approval to the Brunswick and Glynn County Development Authority.
Commissioner Hutson seconded the motion and it carried unanimously: 5:0.

Commissioner Furnish made a motion for the Airport Commission to purchase the hangar from the Winn Baker estate at the Brunswick Golden Isles Airport.
Commissioner Hutson seconded the motion and it carried unanimously: 5-0.

Commissioner Culwell made a motion, pursuant to the Glynn County Airport Commission property acquisition policy, to acquire the runway safety zone (Tabby House) real property from Sea Island Acquisitions needed to secure the safety area.
Commissioner Furnish seconded the motion and it carried unanimously: 5-0.

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

The meeting was adjourned at 10:30 a.m.



Cedric King, Chairman



Doug Hutson, Vice Chairman

DAVID FURNISH

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 January 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 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 18th day of January, 2022.

Sworn to and subscribed before me
this 18th day of January, 2022.


Cedric King, Chairman


Katherine Wilkinson Kissling
Notary Public
My Commission Expires: June 16, 2025

NOTARIAL SEAL

