



*Glynn County Airport Commission*

**MINUTES  
GLYNN COUNTY AIRPORT COMMISSION  
March 15, 2022**

**COMMISSIONERS PRESENT**

**CEDRIC KING, Chairman  
ED FARLEY, Secretary- Treasurer  
DAVID FURNISH**

**STAFF PRESENT**

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

**OTHERS PRESENT**

**BRIAN THOMPSON  
MICHAEL HALL  
MELISSA PHILLIPS  
BILL BRUNSON, GLYNN COUNTY  
COMMISSIONER**

**SHERRI PRUITT  
JIM KRISS  
RAY LANDRY**

**JERRY LATVALA  
HUGH WEAVER  
LARRY SMITH**

The monthly meeting of the Glynn County Airport Commission (GCAC) was held at **9:00 a.m. on Tuesday, March 15, 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** – Commissioner Farley 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. Executive Director Robert Burr requested a change in the order of agenda items. He asked that the Budget Amendment be moved to follow the Capital Project section of the agenda. No other changes were requested.

**Commissioner Furnish made a motion to accept the revised agenda.  
Commissioner Farley seconded the motion and it carried unanimously: 3-0.**

**Public Comment**

Commissioner King requested any public comments from the audience. Jerry Latvala, President of Chapter 905 of the Local Experimental Aircraft Association (EAA), thanked the Airport Commission for their support for the EAA Ford Tri-Motor event. He presented a poster signed by the two pilots of the Tri-Motor airplane to the Airport Commissioners. Chairman King thanked him for accommodating the attendees of Leadership Southeast Georgia.

**Approval of Minutes**

Chairman King addressed the January 18, 2022 Airport Commission meeting minutes and asked for any corrections or changes. None were stated.

**Commissioner Farley made a motion to accept the January 18, 2022, Glynn County Airport Commission meeting minutes.  
Commissioner Furnish seconded the motion and it carried unanimously: 3-0.**

**Capital Projects**

**Plant Improvement Co. dba Seaboard Construction Co. Change Order No. 1 to Passenger Terminal Parking Lot Expansion & Signage Improvements Construction Project– Brunswick Golden Isles Airport** – Change Order No. 1 includes additional work performed: perimeter fence and gate revision, added pavement markings, revised direction sign text, and added directional signage, adjustment to final quantities and added 104 days to contract duration and a reduction of total contract price of (\$13,488.81).

**Recommendation: Approve Plant Improvement Co. dba Seaboard Construction Co. Change Order No. 01 to Passenger Terminal Parking Lot Expansion & Signage Improvements project and authorize the Executive Director to execute all necessary documents.**

**Commissioner Furnish made a motion to approve the recommendation.  
Commissioner Farley seconded the motion and it carried unanimously: 3-0.**

**Plant Improvement Co. dba Seaboard Construction Co. Change Order No. 1 to Construct Compass Calibration Pad and Access Taxilane Project– Brunswick Golden Isles Airport** – Change Order No. 1 adds three concrete stormwater pipe outfall aprons, adds 107 calendar days to contract duration, applies 29 calendar days of liquidated damages for delayed program completion and adjusts contract to final quantities and contract value. The net increase of this amendment is \$156,194.40.

**Recommendation: Approve Plant Improvement Co, dba Seaboard Construction Co. Change Order No. 1 to Construct Compass Calibration Pad and Access Taxilane project in an amount not to exceed \$156,194.40 and authorize the Executive Director to execute all necessary documents.**

**Commissioner Farley made a motion to approve the recommendation.**

**Commissioner Furnish seconded the motion and it carried unanimously: 3-0**

**Airfield Pavement Rehabilitation Runway 7-25 Project Update – Brunswick Golden Isles Airport**

During the most recent inspection the FAA directed staff to remark the entire airfield at the Brunswick Golden Isles Airport. Crack seal and seal coating also needs to be completed. Those two projects were combined and moved up in the Capital Improvement Program. This project was not originally in this fiscal year budget, so it will be listed in the budget amendment. Bids are anticipated to be in by April 11<sup>th</sup>. September is the deadline for completion. The project is being rushed to meet the commitment to the FAA. The bids are anticipated to be higher than originally expected. The cost of seal coat product has risen at least 50% due to the petroleum ingredient. This project is anticipated to be reimbursed from the federal government with federal funds at least 90%, perhaps 95%.

**Obstruction Mitigation Update**– Staff has been working diligently on mitigating obstructions associated with the airports. Most obstructions are pine trees on airport property at the St. Simons Island Airport. Craig Pace has been working with homeowners whose properties are affected. Shupe Survey will verify that the trees have been removed so the official information can be sent to the FAA. At the Brunswick Golden Isles Airport there are no approach surface issues, but there is an indication of trees in the FAA database regarding departure procedures. A few trees will be removed west of Runway 7.

**Financial Item – Shawna Williams - Finance and Administration Manager**

**Budget Amendment #02 FY 2021-2022 – Brunswick Golden Isles Airport** - The FAA annual inspection resulted in work that must be completed as soon as possible on the 7-25 runway. The FAA has given staff a deadline of September 20, 2022 to complete the work. Project components include routing, cleaning and sealing existing longitudinal and transverse pavement joints and crack, seal coating asphaltic pavement and remarking of airfield pavements. FAA advises that as a non-hub primary airport, the proposed work at BQK is eligible for funding support under the AIP or BIL program and will be reimbursable. Additionally, the Compass Calibration project has experienced overruns in both construction costs and engineering service. Staff is working with the FAA to obtain reimbursement for items that are eligible. Finally, the purchase of the Winn Baker Hangar has been authorized and funds for the term purchase will be charged to the East GA restricted cash account.

**Recommendation: Approve adjustments to the designated accounts to adjust the capital budget and capital expenditures by \$2,079,148 and authorize the Executive Director to execute budget amendments upon final approval by the Development Authority.**

**Commissioner Farley made a motion to approve the budget amendment.  
Commission Furnish seconded the motion and it carried unanimously: 3-0.**

### **Chairman's Items**

**State Capitol Visit** - Chairman King, Larry Wade and Terra Winslett traveled to Atlanta for the Chamber State Capitol Visit to meet with legislators and Georgia Department of Transportation to discuss increasing airport infrastructure funding on behalf of both the Golden Isles Chamber of Commerce and Georgia Airports Association (GAA). Hugh Weaver, Vice President (Aviation) of Pond Engineering is also on the GAA Board of Directors and serves on the legislative committee which has been diligently working to forward this initiative. Larry Wade and Robert Burr participated as members of the Georgia Legislature Airport Infrastructure Study Committee. Representatives from Florida and North Carolina spoke before the panel. Annually, Florida spends over \$350 million on their airport system. North Carolina spends \$150 - \$200 million on airport programs annually. The Study Committee recommended that Georgia increase airport program funding to at least \$80 - \$100 million to maintain the Georgia airport system. He thanked everyone for their diligent efforts.

**Employee Recognition** – Chairman King presented achievement plaques to Katherine Kissling, A.C.E. and Tiffany Landry, A.C.E to acknowledge their recent certifications.

#### **Katherine Kissling, Airport Senior Administrative Coordinator**

- University of Georgia Carl Vinson Institute of Government - Georgia Clerk Certification
- American Association of Airport Executives (AAAE) Airport Certified Employee (ACE): Airport Finance

#### **Tiffany Landry, Airport Staff Accountant**

- American Association of Airport Executives (AAAE) Airport Certified Employee (ACE): Airport Finance

Chairman King congratulated Katherine and Tiffany on their achievements. Katherine and Tiffany thanked the Airport Commissioners for their support and the opportunity to pursue training.

Executive Director Robert Burr explained that the AAAE ACE programs are geared directly toward specific airport roles and responsibilities. He acknowledged employees who previously received their ACE certification: Vernon Bessing, A.C.E., Craig Pace, A.C.E. and Joe Melton, A.C.E. He explained that the staff appreciates the support the Commissioners have given them to provide on-going training.

## **Executive Director Items**

### **Aviation Activity**

There was a major movement of aircraft this weekend at both airports. The increase in traffic at St. Simons Island Airport warranted a temporary tower Thursday through Sunday to provide better customer service. The pilots appreciated this effort, especially with the extreme weather conditions. On the peak days, traffic doubled. Craig Pace worked over the weekend opening and closing runways to maintain safety.

Manning Aviation is sponsoring the Commemorative Air Force Air Power History Tour of historic World War II aircraft May 18-22 at the Brunswick Golden Isles Airport. The WWII aircraft will be on the Manning Aviation ramp for the public to see and flights will be offered.

The Winn Baker hangar was purchased and has closed. There is interest from Gulfstream and other prospects to sublease the property.

The loading bridge for commercial flights at the Brunswick Golden Isles Airport has been out of service approximately two weeks due to worn tires and scarce inventory. New tires have been ordered and it is anticipated that the loading bridge will be repaired this week. Replacement of the loading bridge is included in the CIP program. It will cost approximately \$1,000,000 to purchase a new loading bridge. It will be a PFC funded project.

A lift station that staff maintains at BQK services Gulfstream Hangar K, the Hasty hangar, and the former Winn Baker hanger. One of the pumps needs to be replaced along with surrounding infrastructure. A quote for repairs has been requested.

Jerry Latvala announced that the EAA Young Eagles Rally will take place at the St. Simons Island Airport on April 30<sup>th</sup>. Registration for the event for children ages 8-17 is now open.

Coastal Georgia Honor Flight will take place May 7<sup>th</sup> at the Brunswick Golden Isles Airport.

The FAA TSA mandate for masks in airports and airplanes has been extended until April 18<sup>th</sup>.

### **Activity Report 2021**

**Enplanements – Brunswick Golden Isles Airport** – Scheduled flights were down to two per day in February due to the pilot shortage. The third Delta flight will resume April 11<sup>th</sup>. Flights are consistently at full capacity. Passenger demand is strong. Staffing is a national issue for all air carriers.

### **Aircraft Operations**

Brunswick Golden Isles Airport had 872 operations in February.

St. Simons Island Airport had 3,317 operations in February.

Both airports create significant economic impacts to the community.

**Rental Cars Revenue** – Total rental car revenue increased in January compared to 2021, 2020 and 2019. Brunswick Golden Isles Airport rental car revenue was \$126,263. St. Simons Island Airport rental car income was \$91,670. Rental car concessions are doing extremely well.

**Upcoming Events**

- **Glynn County Airport Commission Meeting April 19, 2022 – Brunswick Golden Isles Airport**
- **Chamber Experience – April 23, 2022 – Gascoigne Bluff Park – St. Simons Island**
- **Young Eagles Rally April 30, 2022 – EAA Clubhouse – St. Simons Island Airport**
- **Coastal Georgia Honor Flight May 7, 2022 – Brunswick Golden Isles Airport**
- **Commemorative Air Force Air Power History Tour of Historic World War II Aircraft – Brunswick Golden Isles Airport May 18-22, 2022**

Chairman King acknowledged Glynn County Commissioner Bill Brunson and thanked him for supporting the Airport Commission. Commissioner Brunson commented that the Airport Commission is one of the premier organizations in the County.

**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.*

**At 9:32 a.m. Commissioner Farley made a motion to enter into Executive Session to discuss Real Estate items and legal items.**

**Commissioner Furnish seconded the motion and it carried unanimously: 3-0.**

**Open Session resumed at 9:58 a.m.**


**Commissioner Furnish made a motion to adjourn.**

**Commissioner Farley seconded the motion and it carried unanimously: 3-0.**

The meeting was adjourned at 9:59 a.m.

  
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**Cedric King, Chairman**

  
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**Ed Farley, Secretary-Treasurer**

  
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**Katherine Kissling, Attest**

**Glynn County Airport Commission  
Capital Budget Amendment #02 Draft  
FY 2021-2022**

**Tuesday, March 15, 2022**

**BACKGROUND:** The FAA annual inspection resulted in some work that needs to be completed as soon as possible on the 7-25 runway. The FAA has given staff a deadline of September 20, 2022 to complete the work. Project components include: routing, cleaning and sealing existing longitudinal and transverse pavement joints and cracks, seal coating asphaltic pavement, and re-marking of airfield pavements. 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 period. Additionally, the Compass Calibration project has experienced overruns in both construction costs and engineering services. Staff is working with the FAA to obtain reimbursement for items that are eligible. Finally, staff recommends purchase of the Winn Baker Hangar to continue its general aviation expansion on the east side of the field.

**Items**

1. Runway 7/25 Airfield Pavement Rehabilitation Design, Bidding, Construction and Engineering
2. Compass Calibration Construction Project Overruns.
3. Hangar Sublease Term Purchase

Items	Account	Amended	Cost
1	1407	Runway 7-25 Airfield Pavement Rehabilitation Crack Seal and Marking	\$1,729,527
2	1407	Compass Calibration Construction Additional RPR and Construction	\$253,013
3	14114	Hangar Sublease Term Purchase	\$96,608
		<b>Net Funds to Capital Contributions and Operating Capital</b>	<b>\$2,079,148</b>

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

**RECOMMENDATION:** Approve adjustments to the designated accounts to adjust the capital budget and capital expenditures by \$2,079,148 and authorize the Executive Director to execute budget amendment upon final approval by the Development Authority.

Motion was made by Commissioner Farley, seconded by Commissioner Furnish.

Vote: 3-0.

Presented in GCAC Meeting: March 15, 2022

Presented in GIDA Meeting: April 5, 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 15<sup>th</sup> day of March 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 15<sup>th</sup> day of March, 2022.

Sworn to and subscribed before me  
this 15<sup>th</sup> day of March, 2022.

  
Cedric King, Chairman

  
Notary Public  
My Commission Expires: June 16, 2025

NOTARIAL SEAL

