



**MINUTES**  
**GLYNN COUNTY AIRPORT COMMISSION MEETING**  
**August 16, 2022**

**COMMISSIONERS PRESENT**

**CEDRIC KING, Chairman**  
**ED FARLEY, Secretary-Treasurer**  
**JEFF CULWELL – via teleconference**  
**DAVID FURNISH**

**STAFF PRESENT**

**ROBERT BURR**  
**VERNON BESSING**  
**SHAWNA WILLIAMS**  
**TERRA WINSLETT**  
**HILLARY STRINGFELLOW**  
**JOHN DUNCAN**  
**KATHERINE KISSLING**  
**TIFFANY LANDRY**  
**CRAIG PACE**  
**MIKE WILLIAMS**

**OTHERS PRESENT**

**JERRY LATVALA**  
**WAYNE NEAL, GCBOC**  
**CHIEF BATTISTE, GCPD**

**SHERRI PRUITT**  
**MICHAEL HALL**

**MELISSA PHILLIPS**  
**BRIAN THOMPSON**

A meeting of the Glynn County Airport Commission (GCAC) was held at 9:00 a.m. on Tuesday, August 16, 2022, at the Brunswick Golden Isles Airport, 295 Aviation Parkway, Second Floor Conference Room, Brunswick GA 31525.

**Call to Order**

Chairman King called the meeting to order at 9:00 a.m. He welcomed the attendees.

**Invocation and Pledge of Allegiance** – Chairman King provided the invocation and led the Pledge of Allegiance.

**Accept Agenda**

**Commissioner Farley made a motion to accept the August 16, 2022 Airport Commission agenda. Commissioner Furnish seconded the motion and it carried unanimously: 4-0.**

**Public Comment**

Chairman King asked for any public comments. None were requested.

**Approval of Minutes**

Glynn County Airport Commission Meeting Minutes June 15, 2022 and Special Called Meeting July 27, 2022 were previously provided to the Commissioners.

**Chairman King requested any changes to the minutes. None were stated.**

**Recommendation: Approve the June 15, 2022 Glynn County Airport Commission meeting minutes and July 27, 2022 Special Called meeting minutes.**

**Commissioner Farley made a motion to approve the meeting minutes Commissioner Furnish seconded the motion and it carried unanimously: 4-0.**

**Financial Items - Shawna Williams, Finance and Administration Manager**

**Quarterly Financial Report** – This report is for the fourth quarter of the fiscal year. It is unaudited, so these numbers will change somewhat by the time the audit is completed. Year-to-date almost 112% of the projected amount for the year has been collected. Most of that is due to increased building and rental rates and the CPI table increase for the final quarter. For expense, about 87% of what was projected was expended for the year to date. A net of \$1 million will go toward capital improvement.

There were 27 active projects, 10 of which were funded with grants. The total capital expenditures for the year were \$4.7 million which is 49% of the current open program. Approximately \$4.9 million remains encumbered for the current program.

**Audit Committee Update** - The Audit Committee met this morning. Officers were elected. Airport Commissioner Doug Hutson is the committee Chairman and Christy Jordon of the Development Authority is the Vice Chair. The other two committee members are Airport Commissioner Ed Farley and Bill Dawson of the Development Authority. Approval was given for the Executive Director to execute the engagement letter with Nichols Cauley & Associates. The auditors are scheduled to be at the Airport Commission office the week of August 29<sup>th</sup>. Staff is currently ahead of schedule.

### Capital Projects Update

**Budget Amendment #02 Fiscal Year 2022-2023 – HVAC Chiller Replacement Brunswick Golden Isles Airport (BQK)** – The chiller replacement project is anticipated to have costs that exceed the original budget estimate. The chillers are over 17 years old. Estimates to complete the project work totaled \$130,000 in May. An additional \$11,120 will be necessary to complete the project due to inflation. There is an anticipated backorder of approximately 36 weeks. Staff applied for grants for this project, but the funding was not awarded.

**Recommendation: Approve adjustment to the designated accounts to adjust the capital budget and capital expenditures by \$11,120 and authorize the Executive Director to execute this budget amendment upon final approval by the Development Authority.**

Commissioner Culwell made a motion to accept the recommendation.

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

**RS&H Work Order #09, Amendment #02 – BQK Construct Compass Calibration Pad and Access Taxilane -**  
Adjustment to construction administration services - reduction in cost of services by (\$31.00).

**Recommendation: Approve RS&H Work Order #09 Amendment No. 02 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: 4-0.

**RS&H Work Order #10, Amendment #01 BQK Construct Passenger Terminal Parking Lot Expansion and Signage Improvements** – Adjustment to construction administration services for parking lot expansion project reducing the cost of the project by (\$150.00).

**Recommendation: Approve RS&H Work Order #10, Amendment 01, 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: 4-0.

**Airfield Pavement Rehabilitation Project – Brunswick Golden Isles Airport** – The taxiway joints have been routed out; the pressure washing was completed. Crack sealing is in progress. The contractor crew is working fast. While work is being done, the runway must be closed. Activity is scheduled around the Delta flight, typically from 9:00 p.m. to 7:00 a.m.

**Skylane Development Infrastructure Project – St. Simons Island Airport** – Staff expected the FAA to approve a simple categorical exclusion for the environmental work. The FAA has indicated that environmental assessments are needed and tie it to the environmental assessment for the safety project which is 4-22 runway work and EMAS. The FAA recently approved the last revision to the scope - Version 10, which

increased the price dramatically. The environmental assessment must be completed before design work can begin. The next step is to get an independent fee estimate (IFE) which is required by the FAA.

### **Special Purpose Local Option Sales Tax (SPLOST) Projects**

**North MRO Apron and Taxiway Development** – The common-use taxiway will support the company currently operating there and future companies. This gives the airport additional infrastructure for more economic development. This has been a low priority for the FAA funding. Staff is looking to local funding for future expansion for economic development purposes.

**Brunswick Golden Isles Airport Replacement of Fire Facility** – This is a joint-use station with Glynn County. Staff is seeking federal funds for the airport portion of this project which has a high priority with the FAA. Staff anticipates funds for the airfield part of the project which is about half the cost of the project. Part of the SPLOST is the County will pay for their half of the station and the local share of the grant match. The environmental portion is already complete. If SPLOST is approved, staff is prepared to move rapidly on this project.

**St. Simons Island Airport (SSI) Airfield Safety and Pavement Improvements** – State and federal funds are anticipated for this project. Staff is seeking contribution of the local share from Glynn County, typically 5% to 10% of the project. Due to environmental and design steps, runway construction is not anticipated to begin until 2025 or later.

### **Operations Update – Vernon Bessing, A.C.E. - Operations and Facilities Manager**

**Runway Lights – Brunswick Golden Isles Airport & St. Simons Island Airport** – Recently, several lightning strikes have damaged lighting, taxiway fixtures, transformers, and the airfield electrical vault computer. Lightning at the St. Simons Island Airport damaged the REILS and two LED signs. The LED signs have been repaired.

**Lift Station Repairs – Brunswick Golden Isles Airport** – Currently there is a temporary pump in place. The new lift station is anticipated to arrive September 9, 2022. The vendor will install it.

**Automated Weather Observation Station (AWOS) Installation – St. Simons Island Airport** - A coordination meeting for this project was held with the National Weather Service, FAA, and the vendor DBT. The AWOS is anticipated to be installed in January, possibly in February or March of 2023. The current radio frequency will remain the same, but the phone number for pilots to call for weather information will be changed. The FAA Automated Surface Observation System (ASOS) must be transitioned to the AWOS system at the same time which requires cooperation of the Weather Service, FAA, and the vendor DBT.

### **Chairman's Items**

**Travel Approval** – Chairman King and Commissioner Hutson request to travel to Georgia Airports Association Annual Conference in Savannah October 12-14, 2022.

**Recommendation: Approve Chairman King and Commissioner Hutson to attend Georgia Airports Association Annual Conference.**

Commissioner Farley made a motion to approve the recommendation.  
Commissioner Furnish seconded the motion and it carried: 4-0.

**Travel Approval – Sponsor Chairman King to represent the Glynn County Airport Commission at local, state and national Chamber of Commerce event.**

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

#### Activity Report

Enplanements – Enplaned passengers are on par with the national level. The numbers are lower this month due to pilot and staffing shortages. Airlines are struggling to meet schedules. Flights are being cancelled nationwide.

Aircraft Operations – The number of operations is up at both BQK and SSI compared to last year. General aviation traffic is trending upward.

Rental Car Activity- Rental car gross receipts are higher than last year and previous years.

Parking Lot Inventory - The parking lot at BQK is inspected twice a day. Operational staff walk the parking lot and count each vehicle. Recently the parking lot expansion project was completed. Free, quality parking is important to passengers and staff.

#### Upcoming Events

- Chamber Membership Luncheon August 18, 2022 – Ritz Theatre
- 2022 Washington D.C. Chamber of Commerce Fly-In September 12 – 15, 2022
- Glynn County Airport Commission Meeting September 20, 2022
- Historic B-17 Yankee Lady – St. Simons Island Airport - October 12 & 13, 2022
- Georgia Airports Association Annual Conference October 12 – 14, 2022 Savannah
- RSM Golf Classic – November 14 – 20, 2022

**At 9:30 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: 4-0.

**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.**

Commissioner Farley made a motion to return to open session  
Commissioner Furnish seconded the motion and it carried unanimously: 4-0.

Open Session resumed at 10:07 a.m.

Commissioner Culwell made a motion to purchase the Presby Aire, LLC hangar at the Brunswick Golden Isles Airport in the amount of \$100,000 utilizing capital reserve funds, subject to legal review and Development Authority approval.

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

Commissioner Culwell made a motion to adjourn.

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

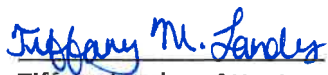
The meeting was adjourned at 10:08 a.m.



Cedric King, Chairman



Doug Hutson, Vice Chairman



Tiffany Landry, 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 16<sup>th</sup> day of August, 2022.
- (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 Legal Items as allowed under O.C.G.A. §50-14-2 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 16<sup>th</sup> day of August, 2022.

Sworn to and subscribed before me  
this 16<sup>th</sup> day of August, 2022.

  
\_\_\_\_\_  
Cedric King, Chairman

  
\_\_\_\_\_  
Notary Public  
My Commission Expires: June 16, 2025

NOTARIAL SEAL

