



**MINUTES**  
**GLYNN COUNTY AIRPORT COMMISSION**  
**September 20, 2022**

**COMMISSIONERS PRESENT**

**CEDRIC KING, Chairman**  
**DOUG HUTSON, Vice Chairman**  
**ED FARLEY, Secretary – Treasurer – via Zoom**  
**JEFF CULWELL – via Zoom**  
**DAVID FURNISH – via Zoom**

**STAFF PRESENT**

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

**OTHERS PRESENT**

**BRIAN THOMPSON**  
**MICHAEL HALL**

**JEFF GRIFFITH**  
**POLICE CHIEF JACQUES BATTISTE**  
**GCPD**

**WAYNE NEAL**  
**MELISSA PHILLIPS**

The monthly meeting of the Glynn County Airport Commission (GCAC) was held at 9:00 a.m. on Tuesday, September 20, 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. Chairman King acknowledged that Commissioner Farley, Commissioner Furnish and Commissioner Culwell were participating via Zoom.

**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. Executive Director Robert Burr stated one modification to the agenda for item VII, D, Remac, Inc. Change Order. The requested modification will update the recommendation to include additional monies for materials to complete additional crack seal work.

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

**Public Comment**

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

**Approval of Minutes**

Chairman King presented the August 16, 2022 Airport Commission meeting minutes for approval and asked for any corrections or changes. None were stated.

**Recommendation: Approve the August 16, 2022 Glynn County Airport Commission meeting minutes.**

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

**Real Estate – Terra Winslett, C.M., Airport Property & Marketing Manager**

**St. Simons Radio, Inc. dba Island 94.7/97.5 The Golden Isles Smooth Jazz – Request a Land and Tower Use – St. Simons Island Airport** – Yolanda Neely has requested the non-exclusive right to install and maintain a low power FM (LPFM) broadcast antenna onto the existing 1,200 square foot tower located off of Skylane Road at the St. Simons Island Airport (SSI). The installed antenna will be required not to exceed the current tower height and receive FAA and County approval. Annual marketing services such as radio advertising and website banners ads to be provided in lieu of payment with a minimum value of \$4,250.

**Recommendation: Approve a 12-month sublease agreement to include an annual option to renew with St. Simons Radio, Inc. for land use and placement of antennae on the existing tower located at the St. Simons Island Airport and providing in-kind annual marketing services of at least \$4,250, pending legal review.**

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

### **Capital Projects Update**

**Airfield Pavement Rehabilitation – Brunswick Golden Isles Airport** – Vernon Bessing explained that Remac, Inc. is continuing to work on the runway and taxiway. They have completed all crack seal on all the joints on the runway and taxiway. All the seal coat has been applied to the taxiway as well. Over three quarters of the runway was seal coated last night. The only items remaining are to finish the final passes on the runway of seal coat, some touch up work, and sealing of the joints from the concrete to the asphalt. They are still on schedule to complete by the end of the month of September. Mr. Bessing explained that overnight runway closures that are needed to complete this project are still ongoing. The runway is currently being closed from approximately 9:45 pm and reopened by 6:00 am. Executive Director Robert Burr explained that if any of the tenants need anything during these closures, staff is working with the tenant and Remac to accommodate their needs.

**Safety Improvements and Hangar Development Project – St. Simons Island Airport** – Robert Burr explained the Federal Aviation Administration (FAA) has required that we do an environmental assessment (EA) and combine this project with future work planned to install EMAS. After going through ten versions of the scope of work to be completed, the FAA has approved the scope. Staff is currently in the process of negotiating the contract for the EA, which requires getting an Independent Fee Estimate (IFE) to make sure the pricing received is appropriate. Meetings are being scheduled to discuss the pricing. Staff is moving this project along as fast as possible. Brian Thompson stated that the timeline for completing the EA should take approximately 18 months.

**Grant Status Update – Shawna Williams – Finance & Administration Manager** – Shawna Williams explained the State's fiscal year begins in July and the Federal fiscal year begins in October. For fiscal year 2022, the federal government delayed full funding of grants, so the grants were received later than normal. The BQK Airfield Pavement Rehabilitation grant, which is a reimbursement grant, was just recently received and approved by the Glynn County Commission. The grant was just executed last night and reimbursement requests will be submitted soon. The BQK Compass Calibration Construction Phase 2 grant was also recently received and executed, and reimbursement has been completed. The SSI Automated Weather Observing System (AWOS) Installation grant was also recently received and executed and money will be requested as soon as staff receives the payment applications.

The BQK Compass Calibration Pad Phase 3 grant is a fiscal year 2023 project. This grant is currently pending as staff expects fiscal year 2023 grants will be issued sometime in October or shortly thereafter. The BQK Airfield Pavement Rehabilitation Phase 2 project is also a fiscal year 2023 grant, as well as the SSI Runway 4/22 Engineered Material Arresting System (EMAS), Drainage Improvements, Taxiway A Realignment and Develop Infrastructure, which are both still pending.

**Remac, Inc. Change Order – Brunswick Golden Isles Airport – Additional supplemental pavement markings for a cost not to exceed \$1,802.62 and additional monies for crack seal not to exceed an estimated cost of \$50,000.** – Robert Burr explained that this was the item previously modified on the agenda. The work to be performed in this change order is for additional pavement markings on the compass calibration pad, which was previously constructed, as a result of the part 139 inspection and to crack seal additional areas that were found once the airfield pavement rehabilitation project was started. Robert Burr also explained that the pricing was particularly good on this contract with Remac and if this necessary work was completed outside of this project, the price would be more than double. Grant money will be sought to pay for this change order.

**Recommendation: Approve the Remac, Inc. change order and authorize the Executive Director to execute all necessary documentation for a cost not to exceed \$1,802.62 for additional markings and not to exceed \$50,000 for additional crack seal work.**

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

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

**Chiller Replacement Update – Brunswick Golden Isles Airport – Approval of Budget Amendment No. 1.1 –**  
The HVAC terminal project is expected to have costs that exceed the original budget estimates. Previously, a budget amendment was approved in order to increase the costs associated with purchasing one of two chillers for the Brunswick Golden Isles Airport (BQK). Staff was hopeful that the second chiller would be able to sustain the airport until the next fiscal year; unfortunately, there was a major catastrophic failure to the second chiller on September 3, 2022. The prices of chillers are continuing to increase monthly; and staff was advised that if the chiller was not ordered that day, the price would go up an additional four percent (4%). The Golden Isles Development Authority approved the purchase of both chillers at their meeting on September 7, 2022. Total expenditures to replace both units are \$252,240. This amendment reflects the additional emergency purchase of the second unit. Vernon Bessing explained that the chillers are not expected to be in until April 2023; however, once they arrive, it should only take a day and a half to two days to install them. Robert Burr also explained that in the mean time the GCAC is currently renting a chiller in order to maintain climate control inside the building.

**Recommendation: Approve adjustments to the designated accounts to adjust the capital expenditures by \$141,120 and authorize the Executive Director to execute the budget amendment. (Approval already completed by the Golden Isles Development Authority on September 6, 2022.)**

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

**Personnel – Hiring for Two Facilities Positions – Brunswick Golden Isles Airport**

Vernon Bessing explained that he is currently in the process of hiring for two facilities positions at the Brunswick Golden Isles Airport in order to fill staffing levels. One position is a temporary position to fill Charles Norman's, the Senior Courtesy Representative, job duties while he is out on medical leave. John Duncan and Vernon Bessing have been taking turns opening the Brunswick Golden Isles Airport in his absence. The temporary position will help relieve some of GCAC's staff time. The remaining facilities position was already approved in the fiscal year 22/23 budget.

**Chairman's Items –**

**Nominating Committee – Commissioner Appointment Advertisement – Brunswick News - Chairman King** requested all Commissioners be available to serve on the nominating committee. Commissioner Furnish's first term ends on December 31, 2022. He is eligible to serve a second term, and he will need to apply if he is interested. The ad is currently running in the Brunswick News and will run through the end of September.

**Chamber Washington, D.C. Fly-In Report** – Chairman King attended the Chamber Washington, D.C. Fly-In this past week. The trip was very impactful with a full schedule. Attendees were able to meet with Congressman Buddy Carter, Senator Jon Ossoff, and Senator Raphael Warnock. On Tuesday, the attendees had access to speak with legislators from across the country. On Wednesday, the attendees from the Brunswick Golden Isles Chamber had more time with Congressman Carter, Senator Ossoff, and Senator Warnock. Initiatives spoken about included education, environmental issues, and the pilot shortage. Chairman King stated that in addition, after speaking with other staff that attended the Fly-In, they are going to put together a white paper concerning aviation for the area to be given to legislators in the future. Robert Burr also commented that the Georgia Airports Association (GAA) legislative committee has been in discussion to schedule a meeting with legislators to discuss reallocation of current fiscal year funds. This meeting has not yet been scheduled.

#### **Executive Director Items –**

**Audit Update – Shawna Williams, Finance & Administration Manager** – Shawna Williams explained the auditors from Nichols, Cauley and Associates were here to do their field work. Staff is currently waiting on final entries and working on final year end reports. The audit process will be completed remotely.

Commissioner Hutson spoke with the auditors while they were on site. He commented that the auditors told him how easy it was to work with GCAC staff, and that everything they requested was provided in a timely and efficient manner. Commissioner Hutson also acknowledged all the hard work of Shawna Williams and Tiffany Landry to make the audit process go so smoothly this year. He also commented that the auditors did not see anything in the audit that they found thus far that gave them any reason to be concerned.

**Special Use Requests – St. Simons Island Airport** – Robert Burr stated as previously discussed, Lance Toland and his son, Lance Toland Jr., requested the use of their hangar to host the Glynn Academy Homecoming dance this year, as well as additional parking for the event. A safety plan has been submitted to GCAC staff. The activities will be contained within the hangar and the airfield will not be affected. Staff was satisfied with all plans and have approved their special use request.

A second request from Lance Toland, Jr. was submitted to sponsor an event during Florida/Georgia weekend. Lance Toland, Jr. has a business that rents electric vehicles. This request is for a charging station location to include concessions and a concert. Airport staff advised that they needed to check with Glynn County to see if they will need a County issued special use permit. Robert Burr asked the Commission for any comments and advisement. The Commissioners requested more information to be obtained from the Toland's, including a safety plan. Once Glynn County has provided their approval and the Toland's submit their safety plan for review, the Commission will reevaluate.

#### **Activity Report**

**Enplanements at Brunswick Golden Isles Airport** – Enplaned Delta Airlines passengers are very close to 2019 numbers. In August there were 3,595 enplaned passengers. Nationwide, airlines are having difficulty meeting schedules due to the pilot shortage. Demand from passengers at the Brunswick Golden Isles Airport is high.

**Rental Car Receipts** - Both airport's combined rental car receipts totaled \$364,554, which is significantly higher than previous years.

**Upcoming Events**

- **Historic B-17 Yankee Lady – October 12 & 13, 2022 – St. Simons Island Airport**
- **Georgia Airports Association Annual Conference – October 12 – 14, 2022 – Savannah, GA**
- **Glynn County Airport Commission Meeting – October 18, 2022**
- **EAA Young Eagles – October 22, 2022 – Registration opens September 22, 2022 at 1:00 p.m. – St. Simons Island Airport**
- **RSM Golf Classic, Airport Support – November 14-20, 2022 – St. Simons Island Airport**
- **Aviation Career Day – TBD**

Chairman King recognized Glynn County Commissioner Wayne Neal who was in the audience. He asked Commissioner Neal if he had anything to share. Commissioner Neal stated at the last Hurricane Preparedness meeting that was held at the Emergency Operations Center (EOC), evacuations were discussed. Savannah Hilton Head Airport personnel were also in attendance. Governor Kemp is going to be asked to make an exception for both the Brunswick Golden Isles Airport and the Savannah Hilton Head Airport staff to stay longer in the event of an evacuation so that those people who wish to evacuate using air service would have an opportunity to do so.

Chairman King also recognized Glynn County Police Department (GCPD) Chief Battiste who was also in the audience and asked if he had any comments as well. Chief Battiste explained that the GCPD remains busy. He reminded everyone if you see something, say something. Chief Battiste also mentioned that GCPD is looking for a small area to put a full CAD system in, in order for the law enforcement officers working at the airport to be more efficient. Robert Burr explained that GCAC has a building located at the Brunswick Golden Isles Airport to rent that may work for GCPD. More discussions will be had at a later date.

**Executive Session** – The Commission decided to postpone Executive Session until the next meeting.

**Commissioner Hutson made a motion to adjourn the meeting.**

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

**The meeting was adjourned at 9:56a.m.**

  
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Cedric King, Chairman

  
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Doug Hutson, Vice Chairman

  
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Katherine Kissling, Attest