



**MINUTES**  
**GLYNN COUNTY AIRPORT COMMISSION**  
**January 17, 2023**

**COMMISSIONERS PRESENT**

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

**STAFF PRESENT**

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

**OTHERS PRESENT**

**JERRY LATVALA**  
**BRIAN THOMPSON**  
**JEFFREY WILLIAMS, GLYNN**  
**COUNTY POLICE DEPARTMENT**

**BILL WALKER**  
**LARRY WADE**  
**WAYNE NEAL, GLYNN COUNTY**  
**COMMISSIONER**

**KEN ALLISON**

The monthly meeting of the Glynn County Airport Commission (GCAC) was held at **9:00 a.m. on Tuesday, January 17, 2023 at the Brunswick Golden Isles Airport, 295 Aviation Parkway, Suite 205, Brunswick, Georgia 31525.**

**Call to Order** – The meeting was called to order at 9:00 a.m. by Chairman King. He welcomed attendees to the meeting and wished everyone a happy new year.

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

**Nomination and Election of Officers: Chairman, Vice Chairman and Secretary-Treasurer – Two-Year Terms**

**Commissioner Hutson nominated Commissioner Culwell for the position of Chairman.  
Commissioner Farley seconded the nomination and it carried: 4-0**

**Commissioner Culwell nominated Commissioner Farley for the position of Vice-Chairman.  
Commissioner Hutson seconded the motion and it carried 4-0.**

**Commissioner Culwell nominated Commissioner King for the position of Secretary-Treasurer.  
Commissioner Farley seconded the nomination and it carried: 4-0.**

**No additional nominations were submitted.**

**Commissioner King congratulated the new officers on their new two-year roles.**

**Public Comment**

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

**Approval of Minutes**

Chairman King presented the December 17, 2022 GCAC meeting minutes and the December 17, 2022 Special-Called Meeting minutes for approval and asked for any corrections or changes. None were stated.

**Commissioner Hutson made a motion to approve both sets of December 17, 2022 meeting minutes.  
Commissioner Farley seconded the motion and it carried unanimously: 5-0.**

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

**Glynn County Airport Commission Audit Fiscal Year 2021/2022 Report** – Shawna Williams explained that the Audit Committee met prior to this meeting. She reviewed the final audited financial statements for Fiscal Year 2021-2022.

Auditors reviewed all the Airport Commission financial statements. Accounting policies are in accordance with GAAP (Generally Accepted Accounting Principles). Nichols Cauley Associates received full cooperation from management, staff, and others. There were no disagreements with management regarding accounting principles or reporting matters.

The auditor issued an unmodified, clean opinion on the financial statements. Financial statements are presented fairly in accordance with GAAP. A single audit was completed as part of the annual audit.

Commissioner Hutson congratulated the Finance and Administration team on a job well done. Commissioner King thanked the staff.

**Recommendation: Accept Airport Commission Audit Report for the fiscal year ended June 30, 2022 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: 5-0.**

**Capital Budget Amendment #3** - Two storms have resulted in the need for emergency repairs at the Brunswick Golden Isles Airport. The first is a response to a lightning strike in November that damaged the AWOS system. The second was cold temperatures leading to a gas leak on the Job Corps parcel. Both repairs exceed budgeted constraints for the affected accounts. Additionally, extra work has been added to the Airfield Pavement Rehabilitation project to address concerns from the most recent inspection. The cost for the pavement repairs, painting and markings is \$54,497.11. Staff recommends funding the emergency costs and additional project costs not to exceed \$84,212 and will be seeking reimbursement of \$49,047 in federal grants for work completed on the airfield. This amendment adjusts the capital and operating programs to encumber necessary costs to complete the projects and emergency repairs. It increases capital and operating expenses and decreases capital reserves.

**RECOMMENDATION: Approve adjustments to the designated accounts to adjust the capital and operating expenditures by \$84,212 and authorize the Executive Director to execute budget amendment and all other necessary documents upon final approval by the Development Authority.**

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

### Capital Projects

#### Airfield Pavement Rehabilitation Project (#191) - Remac Inc. Change Order No. 02 – Brunswick Golden Isles

Airport The engineering consultant and staff requested the following work to meet FAA standards: replace asphalt overlay pavement with mastic material, revise painted marking geometry in Apron A-2 area, add no-taxi area, add reflectors, revise taxilane centerline, increase seal pavement joints and cracks asphalt, add runway and taxiway painted marking, add 47 calendar days to the contract duration. The additional cost is anticipated to be 90% reimbursed with federal funds.

**Recommendation: Approve Remac Inc. Change Order No. 02 and authorize the Executive Director to execute all necessary documents.**

Commissioner Hutson made a motion to accept the recommendation.

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

### Executive Director's Items

Aviation Career Day – March 4, 2023 Brunswick Golden Isles Airport – Monthly planning meetings are underway and going well with staff and community volunteers. The Aviation Career Day web page is live and registration for students, attendees, exhibitors and volunteers has been added. Social media marketing is in progress. Local schools will be visited to encourage participation. Young Eagles have received 45 registrations for flights so far. Much interest has been generated by the social media advertising via the Facebook page.

### Activity Report

Enplanements – Brunswick Golden Isles Airport - Due to the pilot shortage, there are currently only two Delta flights operating a day. All the Airlines are suffering from a lack of employees. American Airlines recently cut routes. In December, there was a total of 2 164 enplanements. Delta has announced that the current 50-seat aircraft will be replaced in May 2023 with either a 69-seat or 76-seat capacity aircraft which will include first-class service. Delta is expected to restore the third flight by summer. Delta is committed to our route. Our local market is favorable for first-class operations. Staff will be working with the CVB to coordinate marketing the larger plane and first-class service. Staff is talking to various airlines about potential service.

Rental Car Receipts - The rental car business is strong with receipts of \$282,795 total for both Brunswick Golden Isles Airport and the St. Simons Island Airport.

Aircraft Operations - St. Simons Island Airport activity is higher than last year with 2,954 operations in December. Brunswick Golden Isles Airport operations are lower at 214 operations because Delta has reduced service to two flights a day.

Parking - Brunswick Golden Isles Airport - The recent parking lot expansion provides more capacity for the additional passengers anticipated in the coming year.

### Upcoming Events

- Glynn County Airport Commission Meeting February – Because the Chamber Capitol visit occurs February 20-22 and the Executive Director will attend with Commissioner King, the February meeting may be moved or cancelled.
- Aviation Career Day – Brunswick Golden Isles Airport - March 4, 2023
- FAA Wright Brothers Award Presentation to local pilot Jerry Morris - February 12, 2023 at the EAA meeting
- EAA State of the Airports Luncheon March 12, 2023
- Coastal Georgia Honor Flight May 13, 2023 – Brunswick Golden Isles Airport

Commissioner Hutson made a motion to adjourn to enter into Executive Session at 9:18 a.m.  
Commissioner Farley seconded the motion and it carried unanimously: 5-0.

Commissioner Hutson made a motion to return to Open Session at 9:48 a.m.  
Commissioner Farley seconded the motion and it carried unanimously: 5-0.

Commissioner Culwell made a motion to assign three Golden Isles Aviation subleases. Two are straight assignments and the Golden Isles Aviation FBO Sublease would be assigned contingent upon:

- 1.) That there a new lease for the FBO executed by June 30, 2023 and that the assignment include a minimum list of items to be revised in the sublease agreement; and
- 2.) The GCAC receiving all necessary due diligence items required to authorize assignment as per the existing FBO sublease and GCAC policies and procedures.

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

Commissioner Culwell made a motion to return to Executive Session at 10:00 a.m.  
Commissioner Farley seconded the motion and it carried: 5-0.

Commissioner Culwell make a motion to return to Open Session.  
Commissioner Farley seconded the motion and it carried: 5-0.

Open session resumed at 10:10 a.m.

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

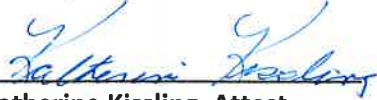
**The meeting was adjourned at 10:11 a.m.**



Jeff Culwell, Chairman



Cedric King, Secretary-Treasurer



Katherine Kissling, Attest

**Glynn County Airport Commission  
Capital Budget Amendment #3  
FY 2022-2023**

**Tuesday, January 17, 2023**

**BACKGROUND:** Two storms have resulted in the need for emergency repairs at the Brunswick Airport. The first is a response to a lightning strike in November that damaged the AWOS system. The second was cold temperatures leading to a gas leak on the Job Corp parcel. Both repairs exceed budgeted constraints for the affected accounts. Additionally, extra work has been added to the Airfield Pavement Rehabilitation project to address concerns from the most recent inspection. The cost for the pavement repairs, painting and markings is \$54,497.11. Staff recommends funding the emergency costs and additional project costs not to exceed \$84,212 and will be seeking reimbursement of \$49,047 in federal grants for work completed on the airfield.

Account	Amended	Local Cost
1 7103.18	Emergency Repair Gas Leak at Job Corp January 2023	\$12,000
2 7001.21	Emergency Repair AWOS Lightening strikes November 2022	\$17,715
3 191	Airfield Rehab	\$54,497
	<b>Net Funds to Capital Contributions and Operating Capital</b>	<b>\$84,212</b>

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

**RECOMMENDATION:** Approve adjustments to the designated accounts to adjust the capital and operating expenditures by \$84,212 and authorize the Executive Director to execute budget amendment and all other necessary documents upon final approval by the Development Authority.

January 17, 2023 Meeting Vote **5-0**

Motion Commissioner Doug Hutson  
Second Commissioner Ed Farley

February 7, 2023 Meeting Vote **5-0**

Motion Jack Kilgore  
Second Jones Hooks

Executive Director Signature: 