



**DATE:** January 14, 2021  
**TO:** Glynn County Airport Commission  
**FROM:** Robert J. Burr, Executive Director  
**SUBJECT:** Commission Meeting Agenda

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The monthly meeting of the Glynn County Airport Commission (GCAC) will be held at **9:00 a.m. on Tuesday, January 19, 2021. The public is invited to attend at the Brunswick Golden Isles Airport, 295 Aviation Parkway, Suite 205, Brunswick, Georgia 31525.**

#### Commission Agenda

- I. Call to Order
- II. Invocation/Pledge of Allegiance
- III. Accept Agenda
- IV. Nomination and Election of Airport Commission Officers 2021
  - Chairman
  - Vice Chairman
  - Secretary-Treasurer
- V. Public Comment
  - A. General Comments
  - B. Request to speak forms available for discussion of specific agenda items
- VI. Recognize the Service of Chairman Hutson - Presentation
- VII. Approval of Minutes

#### Glynn County Airport Commission Meeting Minutes November 20, 2020

**Recommendation: Approve the November 20, 2020 Glynn County Airport Commission meeting minutes. (Enclosure A) [Link](#)**

**VIII. Financial Items- Shawna Williams, Airport Finance and Administration Manager**

- A. **Glynn County Airport Commission Audit Fiscal Year 2019/2020 Update**
- B. **PFC Application Submission**

**IX. Grant Application**

**Small Community Air Service Program Development Grant Application**

**X. Real Estate & Marketing- Terra Winslett, Airport Property and Marketing Manager**

- A. **Saunders Landscape Services, Inc. – Lots 2 & 3 - St. Simons Island Airport** - Approve terms for new development and a non-aeronautical sublease for landscaping services, sales, associated office space and storefront, warehouse and outdoor space for landscape products and nursery sales. Lots 2 and 3 combined total 20,000 square feet. Capital development is anticipated to be approximately \$305,000 to \$325,000. Lease term of 30 years will be contingent upon capital development. Rate will be based on current appraisal with annual CPI rate adjustments.

**Recommendation: Approve new lease terms for Saunders Landscape Services, Inc. and recommend Brunswick Glynn County Development Authority to approve, subject to legal review. (Enclosure B) [Link](#)**

- B. **Golden Isles Development Authority initial steps to prepare for Georgia Ready for Accelerated Development (GRAD) certification of property at the Brunswick Golden Isles Airport for non-aeronautical use development.**

**XI. Request for Qualifications – Airport Consulting Engineering Services**

Staff has undertaken the process of requesting, advertising, and evaluating responses for engineering services for anticipated projects involving Federal Aviation Administration and Georgia Department of Transportation funds. Work associated with each project will include: Design, Environmental Determinations, Construction Administrations and Resident Project Representative, and administrative services as applicable. Once approved, the Executive Director will enter fee negotiations specific to each project based on FAA required process to include the creation of the detailed scope and utilizing an Independent Fee Estimate. Four engineering firms submitted proposals: Crawford, Murphy & Tilly (CMT), Passero Associates, Pond & Company, and RS&H, Inc. The Commission has ranked the top two respondents for each project.

<b>Project</b>	<b>Ranking 1</b>	<b>Ranking 2</b>
SSI Runway 4-22 Rehab, EMAS Drainage Design and Construction	RS&H Inc.	CMT
SSI Partial Re-alignment of Taxiway A – Environmental, Design, Construction	RS&H Inc.	CMT
SSI Taxiway B Rehabilitation Environmental, Design, Construction	RS&H Inc.	CMT
SSI Acquire Parcels and Relocate Structures	Pond	RS&H, Inc.
BQK Acquire ADA Passenger Ramp Loading Device	Pond	Passero
BQK Acquire Passenger Boarding Bridge	Passero	Pond

**Recommendation: Approve the engineer ranking for the projects identified in the Airport Commission Capital Improvement Program for negotiation of specific projects.**

**XII. Capital Projects**

- A. **Compass Calibration Pad and Access Taxilane Construction, BQK Project No. 179 Grant** – Accept forthcoming multi-year grants totaling \$2,970,500 and to prepay the last two parts of the project which will be reimbursed by the FAA in subsequent grants in the amount of \$1,384,863.

**Recommendation: Authorize the Executive Director to accept and execute all necessary documents for FAA grants and recommend approval to the Glynn County subject to legal review.**

- B. **Work Order No. 9 – Brunswick Golden Isles Airport (Project 179)** – Construction administrative services and resident project representation for the construction of Compass Calibration Pad and Access Taxilane at the Brunswick Golden Isles Airport. Proposed facilities will be sized to accommodate business jet aircraft. Total compensation is not to exceed \$310,765.

**Recommendation: Approve RS&H Inc. Work Order No. 9 and authorize the Executive Director to execute all necessary documents in an amount not to exceed \$310,765. (Enclosure C) [Link](#)**

- C. **Passenger Terminal Parking Lot Expansion and Signage Improvements Construction, BQK Project No. 178**

- D. **Passenger Terminal Security Requirements Design and Build Project, BQK Project No. 180**  
**Change Order No. 1 Global Security Products** - Increase in contract price by \$2,406.12 for a total of \$160,141.84 to adjust for unforeseen field conditions - door closures to assure proper door operation and security. Funding for this adjustment is included in the current budget for federal grant #3130018-42.

**Recommendation: Approve Change Order No. 1 for Global Security Products to increase contract price not to exceed \$2406.12. (Enclosure D) [Link](#)**

- E. **ALP Update, Historical Study and Limited Environmental Project, SSI Project No. 208**

**XIII. Airport Coronavirus Response Grant Program as part of the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA)**

As part of this Act, the FAA intends to implement this grant program and distribute funds to eligible airports and concessionaires quickly to support economic recovery of the national airport system. Airports will be allowed to use funds for costs related to operations, personnel, cleaning, sanitization, janitorial services, combatting the threat of pathogens at the airport and debt service payments.

**Recommendation: Authorize the Executive Director to accept the forthcoming FAA/GDOT grants and execute all necessary document to complete the acceptance of the anticipated CRRSAA grant funds for the Brunswick Golden Isles Airport and the St. Simons Island Airport and recommend approval to Glynn County, subject to legal review.**

**XIV. Executive Director Items**

**Proposed 2021 Glynn County Airport Commission Monthly Meeting Schedule**  
**Recommendation: Approve 2021 Glynn County Airport Commission Meeting Schedule**  
**(Enclosure E) [Link](#)**

**XV. Chairman's Item**

**Travel Approval for the Airport Commission Chairman to conduct Airport Commission business**

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

**XVI. Enplanement Report and Current Activity - Brunswick Golden Isles Airport – December 2020**  
**(Enclosure F) [Link](#)**

**XVII. Upcoming Events**

- **Airport Commission Meeting – Tuesday, February 16, 2021 at 9:00 a.m.**
- **AAAE Southeast Conference Savannah, Georgia - March 27 – 30, 2021**
- **Coastal Georgia Honor Flight May 1, 2021 – Brunswick Golden Isles Airport**

**XVIII. Executive Session**

- Legal
- Real Estate

*“Closed session to discuss Legal items as allowed by O.C.G.A. §50-14-2 and Real Estate items as allowed by O.C.G.A. §50-14- 3(b)(1)(B).”*

**XIX. Adjournment**

*Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, may contact the Glynn County Airport Commission at 912-265-2070. The Airport Commission will make reasonable accommodation for those persons with at least two business days' notice prior to the meeting.*

## **COVID-19 ADVISORY**

### **DO NOT ENTER if you are experiencing any of these symptoms:**

- Cough
- Fever
- Sore Throat
- Runny Nose
- Shortness of Breath

### **HELP KEEP OUR WORKPLACE SAFE**

- Practice Social Distancing – stay at least 6 feet away from other attendees
- Avoid handshakes and use non-contact greeting methods
- Wash your hands frequently