



**MINUTES
GLYNN COUNTY AIRPORT COMMISSION
August 21, 2018**

COMMISSIONERS PRESENT

CASEY LAVIN, Chairman
DOUGLAS HUTSON, Vice Chairman
JEFF CULWELL
FRANK DELOACH
DAVID ENGLISH
KEVIN HALEY
AL MCKINNON

OTHERS PRESENT

ROBERT BURR	BROOKS MCDONALD	SHAWNA WILLIAMS
HILLARY STRINGFELLOW	TERRA WINSLETT	VERNON BESSING
REESE SUMERFORD	KATHERINE KISSLING	CHUCK REINAS
JOSH COTHREN	JOHN DUNCAN	LESLIE FAULKENBERRY
ANDREW HOLTON	SHERRI PRUITT	JANE BOZZA
ART WACZKOWSKI	BILLY SMITH	FRANK LEA
BRIAN THOMPSON	JERRY LATVALA	JEFF GRIFFITH
JIM WALDRON	ED STRICKLAND	MONICA SMITH
COMMISSIONER PETER MURPHY	RENN GRUBER	ALBERT MCKENZIE

The monthly meeting of the Glynn County Airport Commission (GCAC) was held at **9:00 a.m. on Tuesday, August 21, 2018 at the Brunswick Golden Isles Airport, 295 Aviation Parkway, Brunswick, Georgia 31525.**

Call to Order – The meeting was called to order at 9:02 a.m. by Chairman Lavin.

Invocation/Pledge of Allegiance – Chairman Lavin provided the invocation and led the Pledge of Allegiance.

Accept Agenda - Chairman Lavin noted that the agenda was sent out in advance. He requested any additions to the agenda. One item was announced. The formation of a Nominating Committee was added to the agenda as a Chairman’s Item.

**Commissioner DeLoach made a motion to accept the agenda with the addition of the Chairman’s Item.
Commissioner Culwell seconded the motion and it carried unanimously: 7-0.**

Public Comment

Chairman Lavin solicited comments from the audience. He explained that request to speak forms were available for discussion of specific agenda items. Billy Smith, Designated Pilot Instructor, submitted a request to speak about safety at St. Simons Island Airport. Chairman Lavin invited him to take the floor. He handed out a memorandum dated August 12, 2018 which he submitted to the FAA Atlanta office. Mr. Smith described a recent incident as he was conducting a test departing Runway 22 at the St. Simons Island Airport. Mr. Smith expressed his opinion that an air traffic control tower is needed at St. Simons Island Airport. Chairman Lavin thanked Mr. Smith for his comments. Renn Gruber described an incident he experienced at St. Simons Island Airport with a Gulfstream departing Brunswick. There is a problem coordinating with Jacksonville Air Traffic Control and getting released to the CTAF frequency.

Approval of Minutes

The Chairman presented the June 19, 2018 Glynn County Airport Commission meeting minutes for approval. He requested any revisions or modifications to the June 19, 2018 minutes. None were presented.

Commissioner English made a motion to approve the June 19, 2018 Airport Commission meeting minutes. Commissioner McKinnon seconded the motion and it carried unanimously: 7-0.

Staff Reports

Josh Cothren, Airport Aviation Programs Manager

The Safety Committee previously recommended that FAA publications for the ST. Simons Island Airport be updated to reflect a more clear name for pilots. Coordination with the National Weather Service is underway to get the automated weather observation systems (AWOS) updated, as well as the FAA's National Flight Data Center and Georgia Department of Transportation. The St. Simons Island Airport name change process will proceed with the approval of the June 19, 2018 GCAC meeting minutes. Mr. Cothren thanked the Commissioners for approving the meeting minutes. The annual RSM Golf Classic planning is under way, going well and will be similar to last year's event. Runway 34 Precision Approach Path Indicator (PAPI) lightning protection improvements have been installed by Trinity Electrical. Staff has been assisting Glynn County GIS in developing a Height Review Process for reviewing building and construction plans to ensure compatibility with the airports regarding height and land use standpoint. With the help of RS&H, Inc. airspace overlays have been developed and provided to Glynn County. Commissioner Culwell inquired if there was a way the general public could access the GIS information on a website. It is not known at this time whether or not Glynn County intends to publish that website. Commissioner Culwell asked about the LPV approaches for Runway 4-22 at St Simons Island Airport. Obstruction mitigation is about 60% complete in that area. Staff has also been coordinating with Glynn County regarding the proposed Kingsway/Frederica Road proposed Intersection Improvements to ensure compatibility with the airport. St. Simons Island Airport will be hosting an Angel Flight Fly-In event September 22, 2018. Angel Flight is a charitable organization composed of pilots who donate their time and aircraft to fly medical patients for treatment that they would otherwise have difficulty reaching. The fly-in event will recognize volunteers, recognize some of the patient families and will also be an event to recruit more pilots. In this region there are 400 – 500 Angel Flight pilots. It is not known at this time how many plan to attend the event.

Terra Winslett, Airport Property and Marketing Manager

Skylane Parking permit procedures for parking at St. Simons Island Airport have been completed and new agreements have been issued. New and renewed ground transportation agreements have also been completed. New terminal advertising agreements are in place in the terminal of the Brunswick Golden Isles Airport. Upgraded digital advertising equipment has been ordered for the information center as well as meetings have taken place with the CVB for future update plans for the current advertising within the information center. The Zeppelin Café at Brunswick Golden Isles Airport is now serving beer and wine. Terra is assisting the board of Georgia Airports Association serving on their Communications Committee and has been asked to help with event organizing for the GAA Conference networking events in our area. She attended the Glynn County Public Information officer quarterly meetings to ensure conformity with the Glynn County "One Voice" objective. She has also completed the process for the new Airport Property Coordinator position to include structuring the job duties, completing the process for Glynn County to advertise and receive applications for the position. Mrs. Winslett also completed on-line Real Estate training and worked with Faulkenberry Certain for the Brunswick Golden Isles Airport Facebook Marketing campaign.

Leslie Faulkenberry of Faulkenberry Certain Advertising, Inc. was introduced to provide the marketing results for the recent Facebook advertising campaign for the Brunswick Golden Isles Airport. Marketing efforts have concentrated on encouraging people who live locally to fly from Brunswick Golden Isles Airport to other destinations through the connection in Atlanta. This campaign approached the marketing from another direction to creating a campaign to and encourage families to travel to the Golden Isles. Previous research has indicated that the number-one feeder market or point-of-origin for people coming to the Golden Isles are located in the market area of New York areas. Facebook has the ability to narrow down the market by filtering geographic areas, as well as isolate Delta or Sky Miles members. The first month of the campaign was in May which was unseasonably cool in New York and 104,783 people were reached with marketing that showed results for what resonated with them. Two ads that were presented were classified as the most popular. The ads were seen over 600,000 times, with over 3,000 qualified searches that were directed to the airport landing page which was located on our website. In June more qualifiers were added such as frequent fliers, leisure and family travel. Overall, the ad campaign reached 127,000 people and was viewed approximately 700,000 times. Commissioner English asked if this campaign was coordinated with the Convention Visitors Bureau. The CVB has a robust marketing campaign and frequently advertises our airport in their advertising campaigns.

Vernon Bessing, Airport Facilities and Operations Manager

The Brunswick Golden Isles Airport successfully passed the FAA Part 139 Inspection & TSA Audit with no discrepancies. Vernon is coordinating the Manning Aviation FBO construction project. The footers are complete, plumbing has been installed and the slab is anticipated to be poured soon. Managed maintenance issues included emergency repair and replacement of the leaking underground PIV (postindicator valve) on fire system at the Gulfstream original facility that dates back to the 1950s. Due to a lightning strike, a new air handler motor for the unit that services the terminal area for Delta was installed at the Brunswick Golden Isles Airport. Fourteen airfield signs were replaced at the Brunswick Golden Isles Airport. The jet bridge was inoperable for a week. Repair parts could not be ordered from Dew Bridge Company because it is out of business. Parts were fabricated locally. The new Operations Coordinator, John Duncan, was introduced. John has completed training and currently serves as the Airport Security Coordinator. Two new work trucks have been ordered and a new equipment trailer was purchased. Commissioner DeLoach asked about the timeline for replacing the jet bridge and noted it has been repaired numerous times. Vernon explained that the

equipment is 13 years old. A trip is planned to go to the Valdosta Airport to look at their new jet bridge to begin the research process. Typical cost is approximately \$650,000. Commissioner Culwell congratulated him and staff on passing the Part 139 inspection.

Shawna Williams, Airport Finance and Administration Manager

Shawna has completed project and grant work including the closure of two projects and final payments to the contractor for the East General Aviation Relocation Construction Project. She has also completed associated FAA grant reports for the East GA Relocation Project. Property insurance applications have been completed and policies have been renewed. Currently, she is in the process of year end review and audit preparation. An initiative is underway to work with tenants to get insurance certificates updated and also develop a new program to review the insurance certificates to ensure that they are compliant with the sublease requirements. The financial statements will be partially automated. Coastal CPAs completed their work to automate financial statement. Only two of the three reports could be developed due to QuickBooks constraints. Commissioner Lavin asked if there were any challenges or irregularities regarding the rental car audit. Mrs. Williams explained that the auditor is compiling a formal report which will include issues associated with off airport rental car reporting. It will be delivered prior to the next meeting.

Financials – Shawna Williams

Preliminary Year-End Quarterly Reports for Fiscal Year 2017/2018 show revenues collected were 99.02%. These numbers are unaudited. Staff is still working on the accruals and adjustments. The adjusted budget included the reduced PFC revenue. Expenditures were 93.18% of projected budget. The net of \$166,265 went toward the capital fund. Commissioner McKinnon asked about the status of the PFC payments. Mrs. Williams explained that payments resumed in April 2018.

Airport Commission FY 2018/2019 Audit Committee

The Audit Committee met last week. Staff is working with legal to get the engagement letters processed. The auditors will commence work in September. Commissioner McKinnon asked if there has been a determination about the identity of the Airport Commission in relation to Glynn County. Hillary Stringfellow explained that this is still in process. No final decision has been made. The auditors are tentatively scheduled to complete fieldwork September 24, 2018.

Real Estate – Terra Winslett

Jim G. Bailey request for Assignment to Skylane Holdings LLC– McKinnon St. Simons Island Airport – Mr. Jim Bailey has requested to assign the Sublease for the Bailey Boys facility to Skylane Holdings, LLC which is owned by Mr. Bailey's sons Chad and Brent Bailey. The assignment would transfer ownership with the understanding the new sublessee will abide by all terms of the current sublease. This sublease allows such assignments provided the use is consistent with the airports' land use policies which this transfer would qualify.

Recommendation: Approve the assignment from Jim G. Bailey to Skylane Holdings LLC and recommend approval to the Brunswick and Glynn County Development Authority upon legal review. Commissioner DeLoach made a motion to accept the recommendation. Commissioner English seconded the motion and it carried unanimously: 7-0.

Redfern Unit #2 Transfer from David Corey to Travis Yates – Mr. David Corey has requested to transfer his Redfern hangar unit #2 to Mr. Travis Yates with the understanding the new hangar unit owner will abide by all terms of the current sublease. The practice of the Airport Commission has provided authorization for the Executive Director to approve the Assignment of Individual Condominium Association Hangar Units consistent with sublease terms. This includes maintaining the aviation use, which is consistent with the airports' land use policies for which this transfer would qualify.

Capital Development

Accept Federal Aviation Administration (FAA) and Georgia Department of Transportation (GDOT) Grant – Airport Layout Plan and Air Traffic Control Study Projects for the St. Simons Island Airport - The Airport Commission has received a tentative allocation letter from the Georgia Department of Transportation for a federal and state grant to update the Airport Layout Plan and conduct an Air Traffic Control feasibility study for the St. Simons Island Airport. These projects will provide services to evaluate land use on and around the St. Simons Island Airport to maximize aviation and non-aviation development potential, and to protect existing and proposed aviation surfaces. The project will include an update to airports design group study. Additionally, the Commission seeks to evaluate the potential to establish an Air Traffic Control Tower. The anticipated FAA participation approximate total is \$135,000 and GDOT contribution of approximately \$25,000. The local portion funded by the Airport Commission is expected to be \$15,833. and is within the Fiscal Year 2018/2019 budget.

Commissioner Culwell asked when the Airport Layout Plan was last completed. Rob Burr explained that the last full plan was done in the 1990s. A partial update of the ALP only was done in 2012. Commissioner English asked if the air traffic control study is a continuation of the Airports Safety Working Group's effort to mitigate hazards. The Airports Safety Working Group is working on numerous items to enhance safety. Many initiatives have been approved and incorporated. One of the initiatives is evaluating the feasibility of an air traffic control study. Currently traffic counts are being conducted.

Recommendation: Accept the FAA/GDOT Airport Layout Plan and Air Traffic Control Study grant for projects at the St. Simons Island Airport not to exceed budgeted local matching funds and subject to legal review. Authorize Executive Director to execute the grant agreement and submit all necessary documentation to appropriate government agencies.

Commissioner McKinnon made a motion to approve the recommendation. Commissioner English seconded the motion and it carried unanimously: 7-0.

Approve RS&H, Inc. Work Order #01 for Airport Layout Plan (ALP) and Air Traffic Control (ATC) Study Projects – St. Simons Island Airport - RS&H Work Order #01 includes services to the preparation of the ATC feasibility study, land use studies, as well as design group study update in an amount not to exceed local matching budgeted funds. This project will be funded by federal, state and local funds and is within the approved Fiscal Year 2018/2019 capital budget. The project is contingent upon allocation of programmed FAA funds, GDOT matching funds, and GDOT approval of the work order, scope and cost of the projects.

Recommendation: Approve and authorize Executive Director to execute Work Order #01 for the St. Simons Island Airport Layout Plan and Air Traffic Control Study Projects. Approval subject to GDOT approval of work order as well as receipt of federal, state, and budgeted local matching funds.

Commissioner English made a motion to approve the recommendation. Commissioner Hutson seconded the motion and it carried unanimously: 7-0.

Accept Federal Aviation Administration (FAA) Grant 3-13-0018-040-2018 – East General Aviation Apron Relocation Project Phase III – Brunswick Golden Isles Airport - The Airport Commission has received the third federal grant for the East General Aviation Project – Phase III. The project funds will provide partial funds for the project to relocate general aviation infrastructure to the east side of the Brunswick Golden Isles Airport. The FAA grant agreement total is \$1,000,000. The total cost of the project is approximately \$7,000,000. This grant acceptance would be subject to legal review.

Recommendation: Accept the FAA grant for East General Aviation Project Phase III at the Brunswick Golden Isles Airport subject to legal review. Authorize Executive Director to execute the grant agreement and submit all necessary documentation to appropriate government agencies.

Commissioner Culwell made a motion to approve the recommendation. Commissioner DeLoach seconded the motion and it carried unanimously: 7-0.

Executive Director Items

Enplanement Report – Brunswick Golden Isles Airport - There has been an 11.11% increase the number of passengers over last year. The strong numbers are beneficial to the airport marketing program. Expansion options are being discussed with Delta. The pilot shortage remains problematic.

Georgia Airports Association Board of Directors Update

Rob Burr serves on the Board of Directors of the Georgia Airports Association. At a recent board meeting the Georgia state jet fuel tax status was discussed. The federal government mandates that all revenue derived from the airport remain on the airport, specifically taxes associated with aircraft fuel sales. The obligation of every community and state is to ensure that any revenue that is generated on the airport through sales tax on fuel is accounted for and contributes to the airport. It also funds the state grant program. Recently Governor Deal suspended all jet fuel tax in the State of Georgia. This issue will be brought to the General Assembly next session. This action could stimulate aviation use in the state, but also potentially could impact or deprive airports of a revenue source for dedicated capital development funds.

Annual GAA Conference – Jekyll Island October 24 – 26, 2018 – The Glynn County Airport Commission is hosting the GAA annual conference at Jekyll Island this year and next year. Staff is working to organize the events in coordination with the organization's representative.

Pilot Recognition

Commissioner Culwell congratulated Brooks McDonald and presented a pilot recognition plaque to him. Mr. McDonald earned his Private Pilot Airplane Single Engine Land certificate. Training was completed with Frank Lea at Brunswick Golden Isles Airport. His instructor was also in attendance for the presentation.

Additional pilots recognized but not in attendance at this meeting:

- **Steven Raines** – Added Instrument Helicopter to his Commercial Pilot certificate. Training was completed with Bruce Whitely in Monroe, Georgia.
- **Zachary Blair** – Upgraded his pilot certificate to Commercial Airplane Single Engine Land. Training was completed with Michael Weeman at Falcon Aviation Academy in Newnan, Georgia.
- **Roberto Thompson** – Upgraded his pilot certificate to Commercial Instrument Airplane Single Engine Land. Training was completed with Tevin Belasco at Falcon Aviation Academy in Newnan, Georgia.
- **Sean Rivera** – Earned his Certified Flight Instructor Airplane Multi-engine. Training was completed with Ryan Medford at ATP, Lawrenceville, Georgia.
- **Farhang Makvandi** – Upgraded his Pilot Certificate to Commercial Helicopter. Training was completed with Colton Hummer at Middle Georgia State University – Eastman.
- **Kevin Powers** - Earned Certified Flight Instructor Airplane Single Engine. Training was completed with Jeff Mays at Falcon Aviation Academy in Newnan, Georgia.
- **Travis Hiner** – Earned his initial Certified Flight Instructor Airplane Multi Engine Land. Training was completed with Ryan Medford at ATP Jacksonville, Florida.
- **Charles Hunt** – Upgraded his Pilot Certificate to Commercial. Training was completed with Tevin Belasco at Falcon Aviation Academy in Newnan, Georgia.
- **Sebastian Willer** – Earned his Private Pilot Airplane Single Engine Land certificate. Training was completed with Dustin Stumbo at Falcon Aviation in Newnan, Georgia.
- **Pierre Nicholas Zevallos** – Upgraded his Pilot certificate to Commercial Airplane Single Engine Land. Training was completed with Tevin Belasco at Falcon Aviation Academy in Newnan, Georgia.
- **Jeremy Bell** – Added Instrument Rating to his helicopter pilot certificate. Training was completed with Colton Hummer at Middle Georgia State University – Eastman.
- **James Longmire** – Earned his Certified Flight Instructor Airplane Single Engine Land. Training was completed with Edward Allen at ATP Jacksonville, Florida.
- **Andrew Aenchbacher** – Earned his initial Certified Flight Instructor Airplane Single Engine Land. Training was completed with Jacob Tyson at Falcon Aviation in Newnan, Georgia.

Chairman's Item

Nominating Committee

Chairman Lavin announced the need to organize a Nomination Committee to appoint new Commissioners for current and upcoming vacancies. Chairman Lavin thanked Commissioner Haley for his service and announced that today is Mr. Haley's last Airport Commission meeting. Chairman Lavin appointed Commissioner Hutson as the Chairman of the Nominating Committee to form the committee. Commissioner Hutson accepted. The advertisement will be formally posted, interviews will be conducted and recommendations will be made by the committee.

A motion was made by Commissioner English to appoint Commissioner Hutson to form a nominating committee and authorize him to select the committee members to begin the process and report back to the Airport Commission with candidates for vacant Airport Commissioner positions. Commissioner McKinnon seconded the motion and it carried unanimously: 7-0.

The Executive Director announced the following up coming events:

- Glynn County Airport Commission Meeting – Tuesday, September 18, 2018 9:00
- Angel Flight – September 22, 2018 – McKinnon St. Simons Island Airport

- Georgia Airports Association Annual Conference – October 24-26, 2018
- RSM Golf Classic and Concert - November 12-18, 2018
- Georgia Chamber of Commerce Red Carpet Tour - April 11–13, 2019
- Southeast Georgia Aviation Career Day – March 2, 2019

At 9:55 a.m. Commissioner English made a motion to enter Closed Session for the purposes of discussing Real Estate, Personnel and Legal items. Commissioner DeLoach seconded the motion and it carried unanimously: 7-0.

“Closed session to discuss personnel issues as allowed under O.C.G.A. § 50-14-3(b)(2), legal items as allowed under O.C.G.A §50-14-2 and real estate items as allowed under O.C.G.A. § 50-14-3 (b)(1)(B).”

Commissioner Culwell made a motion to return Open Session. Commissioner English seconded the motion and it carried: 6-0.

Open Session resumed at 11:17 a.m.

Commissioner Culwell made a motion to adjourn the meeting. Commissioner English seconded the motion and it carried: 6-0. The meeting adjourned at 11:18 a.m.


Vice Chairman Hutson


Commissioner Runner


Attest, Katherine Kissling

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, **Casey Lavin** 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 21st day of August 2018.
- (2) The subject matters of the closed portion of the meeting, which was closed for purpose of the discussion of Personnel matters as allowed under O.C.G.A §50-14-3(b)(2), Real Estate matters as allowed under O.C.G.A §50-14-3(b)(1)(B), and Legal matters as allowed under O.C.G.A. §50-14-2 and was devoted to matters within these exceptions 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 21st day of August, 2018.

Sworn to and subscribed before me

this 21st day of August, 2018



Casey Lavin, Chairman



Notary Public
My Commission Expires: June 22, 2021

NOTARIAL SEAL

