



Glynn County Airport Commission

**MINUTES
GLYNN COUNTY AIRPORT COMMISSION
DECEMBER 12, 2019**

COMMISSIONERS PRESENT

**DOUG HUTSON, Chairman
CEDRIC KING, Vice Chairman
JEFF CULWELL
AL MCKINNON**

STAFF PRESENT

**ROBERT BURR
HILLARY STRINGFELLOW
CRAIG PACE
A.J. GREEN
KATHERINE KISSLING
CHARLES NORMAN
TERRA WINSLETT
SHAWNA WILLIAMS**

OTHERS PRESENT

**BRIAN THOMPSON
ANEDEW HOLTON
ED STRICKLAND
JERRY LATVALA
JIM WALDRON**

**JEFFREY GRIFFITH
JIM KRISS
SHERRI PRUITT
RENN GRUBER
KATE BLACKSHEAR**

**JANE BOZZA
LESLIE FAULKENBERRY
ART WACZKOWSKI
CHRIS BUSBY
MARTY MCCORMACK**

The monthly meeting of the Glynn County Airport Commission (GCAC) was held at **11:00 a.m. on Thursday, December 12, 2019** at the St. Simons Island Airport Museum Hangar, 1759 Demere Road, St. Simons Island, Georgia 31522.

Call to Order – The meeting was called to order at 11:00 a.m. by Chairman Hutson. He welcomed everyone to the meeting.

Invocation/Pledge of Allegiance – Commissioner 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. The Chairman requested any changes to the meeting agenda. He indicated the need for Executive Session to discuss Real Estate and Legal matters. The Chairman accepted the agenda with the additions.

Public Comment

Chairman Hutson invited comments from the audience. None were requested.

Approval of Minutes

Chairman Hutson presented the November 19, 2019 Airport Commission meeting minutes and asked for any corrections or changes. None were stated.

Commissioner King made a motion to accept the November 19, 2019 Glynn County Airport Commission meeting minutes.

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

Chairman's Items

Airport Commission Meeting Schedule for 2020

Commissioner Hutson presented the proposed 2020 Airport Commission meeting calendar for approval. Meetings will be scheduled to take place the third Tuesday of each month with the exception of December which will be scheduled for the second Tuesday of the month to accommodate holiday travel.

Commissioner Culwell made a motion to approve the 2020 meeting schedule.

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

Establish a Nominating Committee for Airport Commissioners

Chairman Hutson announced the need for a committee to nominate Airport Commissioners to serve a term beginning in 2020. He nominated Commissioners Furnish and McKinnon along with himself.

Commissioner King made a motion to appoint Chairman Hutson, Commissioner Furnish and Commissioner McKinnon as members of the Nominating Committee.

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

Financial Items

Fiscal Year 2018/2019 Annual Audit Committee Report

Chairman Hutson announced that the result of the Fiscal Year 2018/2019 audit was an unmodified clean opinion. There were no issues, no findings. The auditors received full cooperation from management and staff. Commissioner McKinnon emphasized that the auditors were very complimentary to the staff. This is

unusual for auditors. Commissioner McKinnon congratulated Shawna and her team and remarked how efficiently the Airport Commission handles its financial matters. Chairman Hutson thanked Shawna, Tiffany and Katherine for their excellent work.

Shawna Williams reviewed the audited year end reports. The revenue budget was \$3.4 million, and the actual revenue earned was \$3.6 million. The expense budget was \$3 million with the actual expenses totaling \$2.9 million. Enplanements at the Brunswick Golden Isles Airport increased from 37,802 to 39,506 passengers. The load factor for the year averaged 76%. Capital expenses for major projects totaled \$456,421. The majority of the infrastructure work is in planning and design stages. Revenue associated with those projects totaled \$199,063. The audit results stated an unmodified, clean opinion of the financial statements, financial statements are presented fairly in accordance with Generally Accepted Accounting Principles (GAAP). There was no single audit this year because expense thresholds were not met. Commission staff uses estimates as part of the financial reporting process and estimates were deemed reasonable in relation to the financial statements. Nichols, Cauley and Associates received full cooperation from management and staff. There were no disagreements with management regarding accounting principles or reporting matters. There were no significant issues discussed with management related to business conditions, plans or strategies that may have affected the risk of material misstatement of the financial statements. Governmental Accounting Standards Board (GASB) Statement No. 87 regarding leases will require all lease agreements to be recorded as a liability and receivable under full accrual accounting beginning June 30, 2021. GASB Pronouncement No. 89 – accounting for interest cost incurred before the end of a construction period, requires the interest cost incurred before the end of a construction period to be recognized as an expense in the period in which the cost is incurred.

**Commissioner Culwell made a motion to accept the financial report.
Commissioner McKinnon seconded the motion and it carried unanimously: 4-0.**

Capital Improvement

Runway 4-22 Threshold Relocation and Crack Seal Project - St. Simons Island Airport - The Airport Commission received six bids for the Runway 4-22 Threshold Relocation, Crack Seal and Seal Coat Project on November 22, 2019. Remac, Inc. provided the lowest and most responsive bid in the amount of \$311,718. This project is funded by GDOT state and federal funds (AP018-9033-56) and is under the budget threshold previously approved by the Airport Commission in its FY 17/18 capital budget and was re-bid this year.

Recommendation: Award contract to Remac, Inc. for the Runway 4-22 Threshold Relocation, Crack Seal and Seal Coat Project at the St. Simons Airport in the amount of \$311,718. Authorize the Executive Director to execute the necessary documents to complete the project.

**Commissioner Culwell made a motion to approve the recommendation.
Commissioner King seconded the motion and it carried unanimously: 4-0.**

Executive Director Items

Pilot Recognition

-Jonathan Kemp – Earned his Commercial Pilot Instrument Airplane certificate. Training was completed with Bruce Allen of Cherokee Flight in Canton, Georgia.

- Christopher Hosey** – Earned his Commercial Pilot Helicopter certificate. Training was completed with Wayne Wiley at Georgia State Patrol in Perry, Georgia.
- Alyssa Kaganyuk** – Earned her Certified Flight Instructor Airplane Single Engine Land certificate. Training was completed with Mark Morena of ATP in Jacksonville, Florida.
- Brian Screws** – Earned his Private Pilot certificate. Training was completed with Lee Tidwell at Vidalia Airport in Vidalia, Georgia.

Upcoming Events

Airport Commission Meeting – January 21, 2020 Brunswick Golden Isles Airport 9:00 a.m.
Aviation Career Day and Young Eagles Flights – March 7, 2020 - St. Simons Island Airport
Coastal Georgia Honor Flight - May 2, 2020 – Brunswick Golden Isles Airport

The Executive Director invited the audience to stay for the Holiday Luncheon immediately following the meeting.

Executive Session

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

At 11:18 a.m. Commissioner King made a motion to enter Executive Session to discuss Legal and Real Estate matters.

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

Public session resumed at 11:34.

Commissioner Culwell made a motion to adjourn the meeting.

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

Chairman Hutson adjourned the meeting at 11:35.



Doug Hutson, Chairman



Cedric King, Vice-Chairman



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 Doug Hutson who, after being duly sworn, deposes and, on oath, states the following:

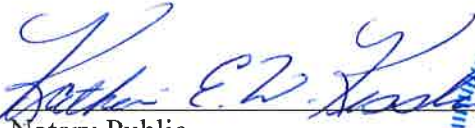
- (1) I was the Chairman of a meeting of the Glynn County Airport Commission held on the 12th day of December 2019.
- (2) The subject matters of the closed portion of the meeting, which was closed for purpose of the discussion of Real Estate matters as allowed under O.C.G.A §50-14-3(b)(1)(B), and Legal 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 12th day of December, 2019.

Sworn to and subscribed before me
this 12th day of December, 2019.



Doug Hutson, Chairman


Notary Public
My Commission Expires: June 22, 2021



NOTARIAL SEAL