



**MINUTES  
GLYNN COUNTY AIRPORT COMMISSION  
FEBRUARY 26, 2019**

**COMMISSIONERS PRESENT**

**DOUGLAS HUTSON, Chairman  
CEDRIC KING, Vice Chairman  
KEVIN RUNNER, Secretary-Treasurer  
JEFF CULWELL  
FRANK DELOACH  
DAVID FURNISH  
AL MCKINNON**

**OTHERS PRESENT**

**HILLARY STRINGFELLOW  
REES SUMERFORD  
ROBERT BURR  
BRIAN THOMPSON  
JIM WALDRON  
JEFF GRIFFITH  
DAVID MANNING  
SHAWNA WILLIAMS**

**TERRA WINSLETT  
KATHERINE KISSLING  
JOHN DUNCAN  
CHARLES NORMAN  
TIFFANY LANDRY  
ART WACZKOWSKI  
ANDREW HOLTON**

**VERNON BESSING  
LESLIE FAULKENBERRY  
JANE BOZZA  
LEIGH NEWTON  
CHARLES NORMAN  
LARRY WADE  
MIKE WILLIAMS**

The monthly meeting of the Glynn County Airport Commission (GCAC) was held at **9:00 a.m. on Tuesday, February 26, 2019 at the Brunswick Golden Isles Airport, 295 Aviation Parkway, Brunswick, Georgia 31525.**

**Call to Order** – The meeting was called to order at 9:00 a.m. by Chairman Hutson.

**Invocation/Pledge of Allegiance** – Commissioner McKinnon offered the invocation and led the Pledge of Allegiance.

**Accept Agenda**

The meeting agenda was presented. The Chairman requested any changes. Executive Director Robert Burr explained that an item needed to be added to the agenda under Executive Director Items. Recommendation for approval of Work Order No. 13 for RS&H, Inc. to complete a Categorical Exclusion (CatEx) for the Brunswick Golden Isles Airport Passenger Terminal Parking Lot Expansion and Signage Improvements project.

**Commissioner Culwell made a motion to accept the agenda with the additional Executive Director item. Commissioner Furnish seconded the motion and it carried: 6-0**

**Commissioner Runner joined the meeting at 9:05.**

### **Public Comment**

Chairman Hutson invited public comments from the audience. None were received.

### **Approval of Minutes**

#### **Glynn County Airport Commission Meeting Minutes January 15, 2019**

Chairman Hutson presented the January 15, 2019 minutes and asked for any corrections or changes. None were stated.

**Commissioner King made a motion to accept the January 15, 2019 Glynn County Airport Commission meeting minutes.**

**Commissioner Furnish seconded the motion and it carried 6-0. Commissioner Culwell abstained due to his absence from the January 15, 2019 meeting.**

#### **Quarterly Financial Report – Shawna Williams, Airport Finance and Administration Manager**

Shawna presented the year-to-date net income summary report. Revenues earned constitute 104% of the projected revenues for the period compared to the budgeted estimates. Expenses for the year constituted 90% of the budgeted projections. Year-to-date numbers are consistent with the quarter summary. She reviewed the year-to-date revenue and expense charts.

### **Staff Reports**

#### **Shawna Williams, Airport Finance and Administration Manager**

She attended the FAA/GDOT Capital Improvement Meeting in Atlanta and the AAAE Finance and Administration Conference in Clearwater, Florida with Tiffany Landry, Airport Accountant. Audit presentations were completed and final acceptance was received from the Development Authority. Shawna participated in the Leadership Glynn trip to Atlanta. FAA reporting updates were completed including the quarter, PFC, DBE, annual and federal clearinghouse. She has initiated the budget process with staff.

Chairman Hutson asked if there was any progress in finding a vendor with software that will handle the new GASB accounting rules. Shawna explained that there is only one firm which is offering a module as part of an all-inclusive multi-department government program. The cost would be prohibitive. Most airports appear to be preparing for the new rules regarding lease record keeping with Excel spreadsheets since there is no affordable software on the market at this time.

### **Vernon Bessing, Airport Operations and Facilities Manager**

Vernon recognized Mr. Charles Norman, who recently was nominated for and received the Golden Isles CVB Community Spirit Award. He explained that Charles provides passengers with a high level of service and he thanked Charles for doing an outstanding job. He is in charge of community and school tours. Vernon also introduced Mike Williams as the new Terminal Courtesy Representative at the Brunswick Golden Isles Airport. The Airport Commissioners welcomed him to the Commission. Vernon also researched quotes for sealcoat on the Happy Hangars taxiway which will mitigate rocks and gravel. This will be a temporary solution until the taxi-lane can be repaved. In the past, this was the responsibility of the Happy Hangars tenants. During the most recent lease negotiation, the property was reduced. The taxi-lane was removed and is currently Airport commission property. Taxiway alpha and the connectors have been restriped all the markings at the St. Simons Island Airport. Paint with glass beads was applied. Commissioner Culwell commented that the striping looks nice. When the St. Marys Airport closed, Airport Commission staff obtained all the LED light fixtures and installed them at St. Simons Airport. The lights are brighter than the existing lights. Lighting fixtures at St. Simons Airport are in the process of being replaced. At the Brunswick Golden Isles Airport landscaping around the terminal was recently refreshed. Vernon and his team are working on operations and facilities budget planning for both airports next fiscal year. The Georgia Department of Transportation recently completed the annual inspection at St. Simons Island Airport. He asked David Manning to give an update on the Manning Aviation FBO construction progress. Construction is going smoothly. The electrical and plumbing have been installed. He anticipates moving into the facility around the first of June. He offered a tour of the building to anyone who would like to see the construction. The fuel farm is expected to be completed in the first part of April. Vernon will be managing lunch and parking for Aviation Career Day. He invited everyone to attend.

### **Terra Winslett, C.M., Property and Marketing Manager**

Terra provided an update regarding the Aviation Career Day event, and thanked all of the volunteers: EAA, Golden Isles Aviation, Gulfstream, Civil Air Patrol, Faulkenberry Certain, and GCAC staff. Requests have been sent to the local public information officers to assist with marketing the event. Volunteers and staff have visited the local middle and high schools to encourage attendance. She noted that Leigh Newton, Airport Property Coordinator, was currently visiting Jane Macon to further promote the event. She thanked Maxine and Billy Smith for their assistance with gaining exhibitors and static aircraft. Requests were sent to local aviators for any interest in providing static displays. Currently there are 145 students registered and the growing numbers can be contributed to the local marketing and the assistance of Rick Townsend of Golden Isles Career Academy and the Glynn County School Board commitment to promoting the event. Yesterday local pilot Jerry Latvala spoke on Scott Ryfun's local radio show to market the event. It is expected that registration will increase between now and the event on Saturday, March 2<sup>nd</sup>. Gulfstream will bring a Field and Airborne Support Teams (FAST) truck to the event and Gulfstream staff will be available to explain career possibilities with their company. Civil Air Patrol will have simulators, and static aircraft. Exhibitors were mentioned that have committed to the event. Lunch will be provided to attendees. Terra reported she was chosen to participate in a Chamber of Commerce program and was honored to be "Principal of the Day" at Glynn Academy, which she was able to further market the Aviation Career Day event. She also attended the Georgia Airport Association board of directors meeting for which she serves as the marketing and communications committee. Webinar training was successfully completed in which the training topic was non-aeronautical airport development and was sponsored by Airports Consultants Council (ACC). She noted the continuance of working with commercial and aeronautical development prospects. Her division coordinated the Convention and Visitors Bureau Hospitality event and the Economic Outlook luncheon. She also reported

that her division has been provided new management projects including commercial and aeronautical development coordination with Glynn County regarding airspace and compatible land use surrounding our airports which Leigh Newton has been leading.

**Memorandum of Understanding between the Brunswick and Glynn County Development Authority and the Glynn County Airport Commission**

This revision will update the Memorandum of Understanding that supplements the provisions of the Glynn County Airport Commission Ordinance and will provide clarification covering procedures, policy and functions of both agencies. This memorandum addresses the budget process, lease agreements, sublease agreements, letters of agreement, lease negotiations, marketing of airport property, selection of consultants, audit services, building modifications and applications for federal/state grants consistent with the Glynn County and Brunswick and Glynn County Development Authority Lease Agreement.

Chairman Hutson asked about letters of agreement referenced in the MOU. Letters of agreement will have a duration of one year or less and will be approved by the Airport Commission. Any agreements over one year must go to the Development Authority for approval.

**Recommendation: Approve the updated Memorandum of Understanding between the Brunswick and Glynn County Development Authority and the Glynn County Airport Commission.**

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

**Executive Director Items**

**Enplanement Report Brunswick Golden Isles Airport – January 2019**

Enplanement numbers dipped in January. The lower traffic was due to the federal government shut down. The government shutdown affected government travel and the aviation industry nationwide in January.

**Georgia Airports Association (GAA) Capitol Fly-In February 19 & 20, 2019 – Atlanta** – Rob Burr serves as the secretary of GAA. The group represents every airport in Georgia with the exception of Hartsfield Jackson Atlanta Airport. He recently attended the GAA Capitol Fly-In Event in Atlanta to meet with legislators to discuss legislation that affects airports. Several pieces of legislation are currently proposed. One addresses the aviation jet fuel tax exemption that is currently in place to airlines. Those taxes were a funding source for Georgia's airports. State airports have over \$300 million of eligible projects that have been submitted to the state and need funding. Typically, the funding source in the past was \$13 to \$15 million. Last year there was a one-time bump to \$50 million earmarked for specific airports. The GAA board is advocating that the State of Georgia needs to invest in airports with adequate funding because the return on investment is tremendous. At the same time of the Fly-In there was a GAA Board of Directors meeting. Georgia Department of transportation has released the Statewide Aviation System Plan update. Copies of the plan were provided to the Commissioners and the audience. This document is an update of the needs of Georgia airports. Larry Wade of Golden Isles Aviation served on one of the committees that provided data for the study.

**Hurricane Awareness and Hurricane Hunter Open House Event – Brunswick Golden Isles Airport – Friday, May 10, 2019** - Brunswick Golden Isles Airport will host a Hurricane Hunter open house on Friday, May 10<sup>th</sup>. This event is managed by Glynn County. The morning will be for VIP tours and state delegations. School tours

will be conducted in the morning. In the afternoon, the planes will be open to the public. This will be a free event. More information will be released when the event is closer.

**Presentation to Amy Carter, Deputy Commissioner for Rural Georgia Initiatives/Economic Development -** Recently Amy Carter, the Deputy Director for economic development in the state of Georgia visited the Brunswick Golden Isles Airport. Although she is familiar with the area, she had never visited the Brunswick Golden Isles Airport before. Airport Commission staff created a presentation for her visit which highlighted the potential for this Brunswick Golden Isles Airport for industrial development.

**Temporary Air Traffic Control Tower Update – St. Simons Island Airport** – Yesterday George Cline arrived and set up the temporary tower at St. Simons Island Airport for the March 6 – 10 event. He will return on March 5<sup>th</sup> to work the event. There are plans to close the secondary runway Thursday at 9:00 a.m. through Sunday at 6:00 p.m. This year a landing fee will be assessed for these additional services. Larry Wade at Golden Isles Aviation has implemented a procedure to collect the landing fee of \$75.00 for aircraft over 12,500 maximum listed weight to cover costs associated with the temporary tower.

#### **Pilot Recognition**

- **James Rehl** – Added Instrument airplane rating to his commercial pilot certificate. Training was completed with Jack Antedomenico at St. Simons Island Airport.
- **Tyler Bates** – Upgraded his pilot certificate to Commercial Airplane Single Engine Land. Training was completed with Tevin Belasco at Falcon Aviation at Newnan, Georgia.

**RS&H Work Order 13 – Environmental Assessment for Brunswick Golden Isles Airport Passenger Terminal Parking Lot Expansion Project.** This is the item that was added to the agenda. The project is already established in the Capital Improvement Plan and the Fiscal Year 2018/2019 budget. This work order will authorize RS&H to prepare the categorical exclusions document (CatEx) for the project which is required by the FAA before grant funding will be considered. This phase will complete the environmental assessment. The Airport Commissioners and audience were provided a copy of Work Order #13 from RS&H, Inc. The cost to complete the CatEx is \$8,500.

**Recommendation: Authorize the Executive Director to execute Work Order #13 for Brunswick Golden Isles Airport to prepare Categorical Exclusion (CatEx) documents for Brunswick Golden Isles Passenger Terminal Parking Lot Expansion and Signage Improvements in the amount of \$8,500.**

**Commissioner King made a motion to accept the recommendation.  
Commissioner Culwell seconded the motion and it carried unanimously: 7-0.**

#### **Chairman's Items**

**Travel Approval – Chamber of Commerce Washington D.C. Fly-In Event – May 1-3, 2019 – Commissioner King**

**Recommendation: Approve travel expenses for Commissioner King to attend the Chamber of Commerce Washington D.C. Fly-In event May 1-3, 2019 to meet with legislators.**

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

**Travel Approval – Airline Service Coordination – Atlanta – Date to Be Determined**

The Glynn County Airport Commission has an annual strategy meeting with Delta Airlines. Staff and Airport Commissioners will meet with Delta management to discuss future planning. Commissioner Furnish will head up that delegation. The meeting date will be coordinated with Delta management.

**Recommendation: Approve travel expenses for up to three Airport Commissioners to attend the airline service coordination meeting in Atlanta on a date to be determined.**

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

**Upcoming Events**

**Aviation Career Day – Saturday, March 2, 2019 – St. Simons Island Airport  
Airport Commission Meeting – Tuesday, March 19, 2019 – Brunswick Golden Isles Airport  
Georgia Chamber of Commerce Red Carpet Tour - April 11 – 13, 2019 – Brunswick Golden Isles Airport  
Coastal Georgia Honor Flight – Saturday, May 4, 2019 – Brunswick Golden Isles Airport  
Hurricane Awareness and Hurricane Hunter Open House Event – Friday, May 10, 2019 – Brunswick Golden Isles Airport**

**Executive Session**

*“Closed session to discuss personnel items 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 enter into Executive Session at 9:40 a.m.  
Commissioner McKinnon seconded the motions and it carried unanimously: 7-0.**

**Open Session resumed at 10:20 a.m.**

**Adjournment**

**Commissioner King made a motion to adjourn the meeting.  
Commissioner Culwell seconded the motion and it carried: 7-0.**

**The meeting adjourned at 10:21 a.m.**

  
Chairman Hutson

  
Vice Chairman King

  
Attest, Katherine Kissling

**AFFIDAVIT – CLOSED MEETING**

**AFFIDAVIT AS REQUIRED UNDER O.C.G.A. §50-14-4(b) (1)**


**GLYNN COUNTY, GEORGIA**

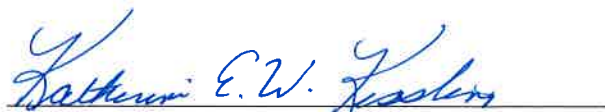
Personally appeared before me the undersigned attesting officer, duly authorized to administer oaths, **Doug Hutson** who, after being duly sworn, deposes and, on oath, states the following:

- (1) I was the Chairman of a meeting of the Glynn County Airport Commission meeting held on the 26th day of February, 2019.
- (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 26<sup>th</sup> day of February, 2019.

Sworn to and subscribed before me  
this 26<sup>th</sup> day of February, 2019.

  
Doug Hutson, Chairman

  
Katherine E.W. Kissling  
Notary Public  
My Commission Expires: June 22, 2021

NOTARIAL SEAL

