



MINUTES
GLYNN COUNTY AIRPORT COMMISSION
JANUARY 21, 2020

COMMISSIONERS PRESENT

DOUG HUTSON, Chairman
CEDRIC KING, Vice Chairman
JEFF CULWELL
DAVID FURNISH
AL MCKINNON – by phone

STAFF PRESENT

ROBERT BURR
HILLARY STRINGFELLOW
JOHN DUNCAN
KATHERINE KISSLING
TIFFANY LANDRY
TERRY LANE
LEIGH NEWTON
CHARLES NORMAN
JERALD PENZO
TERRA WINSLETT
SHAWNA WILLIAMS

OTHERS PRESENT

BRIAN THOMPSON
LARRY WADE
JERRY LATVALA
JIM WALDRON
COMMISSIONER WAYNE NEAL
K.C. BAAK

JEFFREY GRIFFITH
JUDY EDWARDS
STEVE EDEWARDS
RENN GRUBER
HEATHER ETZLER

DAVID BENJAMIN, SR.
LESLIE FAULKENBERRY
DAVID BENJAMIN, JR.
LEA KING-BADYNA
ROGER GELDEN

The monthly meeting of the Glynn County Airport Commission (GCAC) was held at **9:00 a.m. on Thursday, January 21, 2020 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 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. None were stated.

Commissioner Furnish made a motion to accept the agenda.

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

Public Comment

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

Presentation – Keep Golden Isles Beautiful (KGIB) 5-Year Clean Sweep Award Winner Presented to the Airport Commission by Lea King-Badyna, Executive Director of KGIB

Chairman Hutson introduced Lea King-Badyna from Keep Golden Isles Beautiful to present the 5-Year Clean Sweep award to the Airport Commission and the Brunswick Golden Isles Airport. This award is presented to businesses that do a great job of keeping their area clean, green and beautiful. Terry Lane represented the maintenance staff who work to keep the airport area litter free. This Wednesday there will be a piece in the Brunswick News about the presentation of this award. The Executive Director and Chairman Hutson thanked Lea King-Badyna for her presentation of the award.

Approval of Minutes

Chairman Hutson presented the December 12, 2020 Airport Commission meeting minutes and asked for any corrections or changes. None were stated.

Commissioner Culwell made a motion to accept the December 12, 2019 Glynn County Airport Commission meeting minutes.

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

Financial Item – Shawna Williams, Airport Finance and Administration Manager

Budget Amendment #1 Fiscal Year 2019/2020 – This amendment adjusts project amounts according to proposed actual costs and expected funding sources. It increases capital spending by \$113,209. Some projects have been re-scoped. Others are affected by the Delta service enhancements and those projects must be completed by May of this year. These projects include: Compass Calibration Design, Passenger Terminal Parking Lot Design, Compass Calibration Construction, Passenger Terminal Security Improvement Construction, Passenger Terminal Parking Lot Construction, Runway 4 Threshold Relocation, Crack Seal, Seal Coat Construction, Runway 4-22 Rehabilitation, Engineered Materials Arresting System (EMAS), Drainage Environmental and Design, Master Plan Update including 18-B survey and Airport Layout Plan update and Repeater.

Recommendation: Approve adjustments to the designated accounts to fund the operating and capital improvement program budgets and authorize the Executive Director to execute Fiscal Year 2019/2020 Budget Amendment #1 upon final approval by the Development Authority.

Commissioner Culwell made a motion to approve Fiscal Year 2019/2020 Budget Amendment #1. Commissioner Furnish seconded the motion and it carried unanimously: 5-0.

Real Estate

Avis & Budget Assignment Request- Brunswick Golden Isles and St. Simons Island Airports

Stephen Edwards the Owner/Operator of Atlantic Car Rental, Inc. (Avis) and Golden Isles Car Rentals, LLC (Budget) which is the current holder of Rental Car Concession Agreements at both Brunswick Golden Isles and St. Simons Island Airports has accepted a tentative agreement for the sale of the assets of both rental car businesses to Betterway Brunswick, LLC. Thereby, the assignment of the rental car concession agreements is requested. Betterway Brunswick LLC has provided suitable documentation qualifying for rental car concessions at both airports. Terra Winslett introduced corporate staff members Roger Gelder, K.C. Baak and Heather Etzler.

Recommendation: To authorize the Executive Director to execute the assignment of the rental car concession agreements of Atlantic Car Rental, Inc. and Golden Isles Car Rentals LLC to Betterway Brunswick LLC and recommend approval to the Development Authority, subject to legal review.

Commissioner Culwell made a motion to accept the recommendation. Commissioner Furnish seconded the motion and it carried unanimously: 5-0.

Happy Hangars - Unit B-6 Hangar Transfer from Bill Beckham to Ed Faciszewski - A request was submitted to transfer Happy Hangar Unit B-6 from Bill Beckham to Ed Faciszewski for aeronautical use at St. Simons Island Airport. The Glynn County Airport Commission previously provided the Executive Director the authorization to complete internal aeronautical association hangar unit transfers with the stipulation that the hangar be used for aeronautical purposes and the association be in good standing. This request meets those specifications and was approved by the Executive Director.

Capital Projects Update

St. Simons Island Airport – Planning studies were conducted for the St. Simons Airport which affect the projects included in the Capital Improvement Program. The recommendations that resulted from the C-II Standards, Air Traffic Control Tower Feasibility and Land Use Study include a focused environmental assessment and Engineered Materials Arresting Systems (EMAS) at both ends of the Runway 4-22 which will meet the upgraded required design standards. The Capital Improvement Plan will be adjusted to fund the environmental assessment in Fiscal Year 2019/2020. The second phase of the project will include design and the third phase for construction typically occur in sequential years.

Brunswick Golden Isles Airport – The Compass Calibration Pad project is currently in design phase. Staff has adjusted the funding programming to account for larger aircraft using the pad which affected construction estimates. Parking lot expansion is necessary to accommodate customers for the additional daily flight and

aircraft with 50 additional seats. This project is currently being designed. It is anticipated that there will be some entitlement money for construction next year. The extra flight and larger airplane will require security upgrades. The security plan has been submitted to TSA for approval. Once that is approved, staff will move rapidly to purchase necessary equipment and installation.

Chairman's Items

Travel Authorization - ACI-NA/AAAE Legislative Conference - Washington, D.C. March 5 & 6, 2020

Recommendation: Approve travel expense for Chairman Hutson to attend the ACI-NA/AAAE Legislative Conference in Washington D.C.

**Commissioner King made a motion to accept the recommendation
Commissioner Furnish seconded the motion and it carried: 4-0 with Chairman Hutson abstaining.**

Travel Authorization – Airport Commissioner King to attend the Chamber 2020 State Capitol Visit January 26 – 27, 2020 in Atlanta, Georgia and the Chamber Washington D.C. Legislative Visit in April 2020.

Recommendation: Approve travel expenses for Commissioner King to attend the 2020 State Capitol Visit in Atlanta January 26 – 27, 2020. Approve Commissioner King to attend the Chamber Washington D.C. Legislative Visit April 2020.

**Commissioner McKinnon made a motion to accept the recommendation to approve Commissioner King to travel to Atlanta for the 2020 State Capitol visit January 26-27 and to travel to Washington D.C. in April for the Chamber Legislative Visit.
Commissioner Culwell seconded the motion and it carried: 4-0 with Commissioner King abstaining.**

Airport Ordinance Update and Airport Rules and Regulation Discussion – Hillary Stringfellow

Hillary Stringfellow reported that good progress is being made on the Ordinance Amendment. There were some changes made by the County attorney to the proposed amendment to the Ordinance, all of which are minor. It should be put on the County Commission agenda for the second meeting in February because a fifteen-day notice period in the newspaper is required. The County attorney's office also reviewed the Rules and Regulations which were originally included in the Ordinance and were approved previously by the Airport Commission on September 17, 2019. The proposed Ordinance amendment removed the Rules and Regulations from the Ordinance and sets them up separately as a policy of the Commission. An addition was made by the County attorney's office which was necessary to ensure the police department has the proper authority to enforce rules regarding public assembly and traffic enforcement. The rule was transferred from the Rules and Regulations to the Ordinance to meet the legal requirements for enforcement. Chairman Hutson stated that he does not object to the County attorney revisions. Additionally, Counsel stated she has no objections to the changes. Hillary Stringfellow thanked the Ordinance committee members and County Commissioner Wayne Neal for their work on updating the Airport Ordinance.

**Commissioner Culwell made a motion to adopt the amended Rule and Regulations and recommended Ordinance revision.
Commissioner Furnish seconded the motion and it carried unanimously: 5-0.**

Proposed February Airport Commission Meeting Date Change – Move the monthly meeting from Tuesday February 18, 2020 to Tuesday February 25, 2020 at 9:00 a.m. at the Brunswick Golden Isles Airport.

Recommendation: Approve to the date change of the February Airport Commission meeting to February 25, 2020 at 9:00 a.m. at the Brunswick Golden Isles Airport.

Commissioner King made a motion to accept the recommendation.

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

The Executive Director explained that the new Airport Ordinance will change the number of Airport Commissioners from nine to five Commissioners. The goal is to have one Commissioner's position expire each year. The terms of the Commissioners will have to be re-ratified by this body and the Development Authority at a meeting. Counsel will create a flow chart of the seats and terms.

Executive Director Items

Enplanement Report Brunswick Golden Isles Airport – December 2019 - Month to month shows a significant increase of 22%. Flights are full. Passenger traffic is strong.

Aviation Career Day Update – St. Simons Island Airport – March 7, 2020 – Staff is working with Airport tenants in preparation for this event. Terra Winslett explained that new social media advertisements for the event have been created by Faulkenberry Certain and that many exhibitors are signed up to participate including Federal Aviation Administration (FAA), Savannah Aviation, Delta Air Lines, Golden Isles Aviation, Aircraft Owners and Pilots Association (AOPA), Glynn County School System will have a leadership booth, Air National Guard is bringing aircraft, National Business Aviation Association, Georgia Forestry, National Oceanic Atmospheric Administration (NOAA), Middle Georgia State University, Mid-Coast Aviation, Gulfstream is planning to bring a FAST truck and perhaps a Gulfstream plane. Jerry Latvala explained that the on-line registrations for the EAA Young Eagles flights are going well. When a parent registers the child for a flight, there is a checkbox for the parent to check if the parent is interested in taking an Eagle Flight. Approximately half of the parents have expressed interest in the Eagle Flight. The EAA chapter will be working with the adults after the Young Eagles event to promote aviation to the adults. He thanked Terra and the Airport Commission staff for their work on this event. Leigh Newton is setting up participation at various careers fairs to promote Aviation Career Day. Tiffany Landry is managing the volunteer sign-ups. Chairman Hutson commented that several entities have reached out to inquire about duplicating the event on a national level.

Food and Beverage Service – Brunswick Golden Isles Airport – Tasteful Temptations has been the vendor for the Zeppelin café and recently terminated of their agreement with the Airport Commission. Terra Winslett organized the Request for Interest (RFI) process to solicit interest in concession agreement with new vendor alternatives to serve passengers, Tenants and the community. The existing vending operator, Hollington Vending, has submitted a proposal to upgrade the service to a micro-market in the hold room of the terminal. Prior to screening, most of the customers are meeters and greeters, tenants, community and employees. Staff is evaluating proposals to determine the best option to provide cafe service for the terminal area prior to screening.

Pilot Recognition

- **Ramsey Merrill** – Earned his private pilot Airplane Multi Engine Land certificate. Training with was completed with Mark Dement at Midcoast Aviation Services in Reidsville, Georgia.
- **Douglas Vatter** – Earned his private pilot Instrument Airplane certificate. Training was completed with Chad Cutlip at Fernandina Municipal Airport in Fernandina Beach, Florida.
- **Austin Lones** – Earned his private pilot Airplane Single Engine Land certificate. Training was completed with David Grow at Middle Georgia State University in Eastman, Georgia.

Upcoming Events

Chamber State Capitol Visit – Atlanta - January 26 & 27, 2020

EAA Luncheon - Glynn County Airport Commission Update – State of the Airport Presentation by Robert Burr - February 9, 2020 12:00 noon

Airport Commission Meeting - February 25, 2020 9:00 a.m.

ACI-NA/AAAE Legislative Conference March 5 & 6, 2020 - Washington D.C.

Aviation Career Day and Young Eagles Flights – Saturday, March 7, 2020 – St. Simons Island Airport

Coastal Georgia Honor Flight – Saturday, May 2, 2020 - Brunswick Golden Isles Airport

Adjournment

Commissioner Culwell made a motion to adjourn the meeting.

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

Chairman Hutson adjourned the meeting at 9:41 a.m.


Doug Hutson, Chairman


Cedric King, Vice Chairman


Attest, Katherine Kissling

