



MINUTES
GLYNN COUNTY AIRPORT COMMISSION
MARCH 17, 2020

COMMISSIONERS PRESENT

DOUG HUTSON, Chairman
CEDRIC KING, Vice Chairman - via phone
KEVIN RUNNER – Secretary-Treasurer – via phone
JEFF CULWELL
AL MCKINNON

STAFF PRESENT

ROBERT BURR
HILLARY STRINGFELLOW - via phone
REES SUMERFORD - via phone
JOHN DUNCAN
KATHERINE KISSLING
TIFFANY LANDRY
CHARLES NORMAN
TERRA WINSLETT
SHAWNA WILLIAMS

OTHERS PRESENT

BRIAN THOMPSON	JEFFREY GRIFFITH via phone	JANE BOZZA – via phone
MARTY CRABTREE	SUSAN BATES via phone	PAM GRINER
PAM SHIERLING via phone	COLBY GRINER	VANESSA WAGNER via phone
JERRY LATVALA	COMMISSIONER WAYNE NEAL	JASON BATES – via phone

The monthly meeting of the Glynn County Airport Commission (GCAC) was held at **9:00 a.m. on Tuesday, March 17, 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 McKinnon 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. An addition to the Capital Projects Section X. Item C. was announced. The added topic is Work Order #012 for the Brunswick Golden Isles Airport to provide as-directed support for BQK terminal security improvements.

**Commissioner McKinnon made a motion to accept the modified agenda.
Commissioner Culwell seconded the motion and it carried unanimously: 5-0.**

Public Comment

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

Approval of Minutes

Chairman Hutson presented the January 21, 2020 Airport Commission meeting minutes and asked for any corrections or changes. None were stated.

**Commissioner Culwell made a motion to accept the January 21, 2020 Glynn County Airport Commission meeting minutes.
Commissioner McKinnon seconded the motion and it carried unanimously: 5-0.**

Financial Item – Shawna Williams, Airport Finance and Administration Manager

Quarterly Financial Report – Shawna Williams presented the Year-to-Date Operating Net Income Summary report from December. Revenues earned for the period was 102% of budget projections. Expenses were at 86% of what was projected in the budget. For fiscal year 2019/2020 there were 32 projects. Capital expenditures through December 31, 2019 are \$186,602 which is 6.61% of the total capital budget. Approximately \$3,173,926 remains encumbered for ongoing capital projects.

Commissioner McKinnon asked about the impact of the COVID-19 virus pandemic on flights. Shawna explained that the event has not yet impacted the numbers. Commissioner McKinnon suggested that planning be done for reduction in flights. Executive Director Robert Burr explained that the Airport Commission will be impacted. Enplanements have decreased in the past five days. Most of the revenues are driven by fixed leases. The numbers at both airports are being monitored very closely.

Staff Reports

Shawna Williams, Airport Finance and Administration Manager - Currently her department is working on the budget process for Fiscal Year 2020/2021. Work is being completed on the Airport Concession Disadvantaged Business Enterprise program. Shawna and Tiffany Landry attended the AAAE Annual Finance and Administration Conference. The Governmental Accounting Standards Board (GASB) 87 pronouncement was featured during the conference. They are networking with other airports regarding the implementation of

GASB 87. Staff is working on the insurance program process. Staff invited Natalie Seller from Local Government Risk Management Services to give a presentation on improving safety and risk management. The 1099s were sent out on schedule. Golden Isles Society for Human Resource Managers was invited to attend a presentation and tour of the Brunswick Golden Isles Airport.

Chairman Hutson asked about acquiring software for the GASB 87 implementation. Shawna explained that the software is expensive, and that staff is still looking for options.

Vernon Bessing, Airport Facility and Operations Manager – New upgraded signage has been installed on both sides of Glynco Parkway. The walk-through gate at Manning Aviation’s former location was relocated and installed at the new FBO. Vernon has been coordinating with the military regarding the placement of equipment at St. Simons Is and Airport for an exercise. The exercise has been postponed. When a new date is announced, it will be posted. Mitigations of the obstructions at St. Simons Island Airport has been completed. Vernon has been working in conjunction with Sea Island and Shupe Survey to complete a notification letter to the FAA which will enable the FAA to remove the obstructions from their database. The runway 4-22 crack seal, sealcoat and remarking project is complete. Commissioner Culwell remarked that the paint used for the project is outstanding. The numbers and markings are very visible at night. Recently the main underground gas line was leaking and was replaced by Airport Commission staff at Job Corps. The café is being remodeled for a potential new tenant. Cleaning, sheetrock repair and painting have been completed. A security upgrade is necessary at the Brunswick Golden Isles Airport to accommodate the larger CRJ900 aircraft scheduled to start service in May. John Duncan has been coordinating with TSA to plan for enhanced security. Chairman Hutson asked if the current jetway will fit the new aircraft. Vernon stated that it will fit, but the equipment is getting old; it has been in use since 2005. Replacement of this item will be expensive and budget planning was recommended.

Terra Winslett, C.M., Airport Property and Marketing Manager – Terra has been working with the Convention Visitors Bureau (CVB) to create a Golden Isles survey for passengers and travelers. Survey kiosks are planned for the Brunswick Golden Isles Airport. At recent airline data marketing conferences, the airlines have requested local community information. This survey is designed to supply that information. The start of this survey will be postponed due to the reduction in passengers because of COVID-19. The current vending company, Hollington Vending, is planning to expand services installing a full Micro Market to include breakfast items in the hold room. It is planned to be in place for the enhanced service in May. Coordination with Unified Command, Coast Guard and FAA is taking place on a weekly basis. Cranes on site for the removal of the Golden Ray create obstructions for the St. Simons Island Airport. The ship is close to the end of the St. Simons Island Airport Runway 4. Depending on height of specific cranes, they can sometimes affect the minimums. Terra continues to work with Faulkenberry Certain to create new ads for the Delta expanded service and larger aircraft which starts in May. Leigh, Terra and the facility staff continue to conduct aircraft hangar inspections and aircraft hangar unit transfers at the St. Simons Island Airport. Benjamin Galland, a local photographer, will have a photo art exhibit at the Atlanta Hartsfield Jackson Airport April 2 - May 27, 2020. At the same time, some of his work will be displayed in the Brunswick Golden Isles Airport. The exhibit is entitled: “Georgia has a Coast.”

Aviation Career Day – Terra Winslett, C.M., Airport Property and Marketing Manager - Aviation Career Day was a resounding success. Over 485 students registered for the event. Vernon Bessing and his team prepared over 1,500 hot dogs for the crowd. Jerry Latvala explained that this event was the largest Aviation Career Day and the largest EAA Young Eagles Flights event ever which resulted in 235 student flights. One teacher contacted Jerry to let him know that as a result of his ROTC students attending Aviation Career Day, six

students have pursued aviation careers ranging from attending Embry Riddle, three have applied to the military academies and one student is a boom operator on a KC135 tanker. Some students came from as far away as Tifton. Jerry Latvala thanked the Airport Commission for their support of this event. Terra introduced Colby Griner. He was an Aviation Career Day volunteer and is a student pilot who had the role of videographer for the event. The video he produced of the event was shown to the audience. The Airport Commissioners thanked Colby Griner.

Real Estate

Bulldog Hangar #3 Transfer – St. Simons Island Airport – Mr. Fred McGinty has requested to transfer ownership from MGNMRB Real Estate to Pebble Partners LLC. The Glynn County Airport Commission provided the Executive Director the authorization to complete internal aeronautical association hangar unit transfers at the time of the sale. The authorization was limited to the aeronautical use and the hangar association is in good standing. This request does meet those qualifications and is thereby approved by the Executive Director. In compliance with the Executive Director's authorization to approve this transfer, this is an informational item for the Airport Commissioner.

Redfern Hangar #5 Transfer – St. Simons Island Airport – The attorney for the Estate of John Justice has requested to transfer Redfern Hangar #5 to Mr. Dan Pringle. The Glynn County Airport Commission provided the Executive Director the authorization to complete internal aeronautical association hangar unit transfers at the time of the sale. The authorization was limited to the aeronautical use and the hangar association is in good standing. This request does meet those qualifications and is thereby approved by the Executive Director. In compliance with the Executive Director's authorization to approve this transfer, this is an informational item for the Airport Commissioner.

Frederica Hangar #2 Assignment – St. Simons Island Airport – Roden Love, LLC has requested to assign Frederica Hangar #2 sublease to Eleven Forty Three Aviation, LLC. The assignment would transfer ownership with the understanding the new sublessee will abide by all terms of the current sublease. The practice of the Airport Commission has been to allow such assignments provided the use is consistent with the airports' land use policies which this transfer would qualify.

Recommendation: Approve the request to assign Frederica Hangar Unit #2 from Roden Love, LLC to Eleven Forty Three Aviation, LLC and recommend approval by the Brunswick Glynn County Development Authority, subject to legal and financial reviews.

**Commissioner McKinnon made a motion to approve the recommendation.
Commissioner Culwell seconded the motion and it carried unanimously: 5-0.**

Brunswick Golden Isles Airport Café Request for Interest

The Glynn County Airport Commission received five responses to the Request for Interest for a Concession agreement at the Brunswick Golden Isles Airport. Three of those responses were for café concessionaire services. JACS, LLC. (Topsy McFly's) interest response was determined to be the best proposal. Staff recommends moving forward with JACS, LLC for a Concession Agreement for café services at the Brunswick Golden Isles Airport. The proposed term would be for one year with renewal options. The rental rate will be \$200 monthly which will be offset by a café equipment credit. The rental rate will include a 10% profit sharing over fixed operating costs. Use will be defined as Café Concession-Food Service.

Recommendation: Authorize the Executive Director with the ability to execute a Concession Agreement with JACS, LLC. for concessionaire services at the Brunswick Golden Isles Airport with above terms, subject to legal review.

**Commissioner McKinnon made a motion to approve the recommendation.
Commissioner Culwell seconded the motions and it carried unanimously: 5-0.**

Capital Projects

Acceptance of FAA/GDOT funding allocations for FY2020 Capital Improvement Projects for Brunswick Golden Isles Airport and St. Simons Island Airport - The Glynn County Airport Commission anticipates receiving FAA passenger entitlement grant funds for approximately \$1 million to \$1.7 million for the Brunswick Golden Isles Airport. The projects include: Passenger Terminal Security Improvements (Design, Bid), Passenger Terminal Security Required Improvements (Construction), Passenger Terminal Vehicle Parking Lot & Signage Improvements (Construction), and Aircraft Rescue and Firefighting (ARFF) Fire Agent Testing Equipment.

The St. Simons Island Airport Capital Improvement Project is the Airport Layout Plan Update and Historical Property Study anticipated to cost \$168,324. Anticipated federal grant funds for the project will total \$159,907; matching state grant funds (AP020-9041-61) will total \$8,416 and matching local contribution will be approximately \$8,416.

Recommendation: Authorize the Executive Director to accept forthcoming FAA and GDOT grants for the Brunswick Golden Isles and St. Simons Island Airports capital development projects not to exceed the local budgeted allocations and recommend to Glynn County for approval. Additionally, authorize the Executive Director to execute the Indemnification to Glynn County for the projects.

**Commissioner Culwell made a motion to approve the recommendation.
Commissioner McKinnon seconded the motion and it carried unanimously: 5-0.**

Approve RS&H, Inc. Work Order #20 – St. Simons Island Airport – This work includes scope to prepare an Airport Layout Plan update for St. Simons Island Airport to represent changes in airport design standards and conduct a historical property study. Total compensation for this project is not to exceed \$168,324.

Recommendation: Approve and authorize the Executive Director to execute RS&H, Inc. Work Order #20 for the preparation of an Airport Layout Plan Update for the St. Simons Island Airport and conduct a historic property study for a project cost not to exceed \$168,324 and is within Glynn County Airport Commission budgeted funds, subject to legal review. This project is contingent upon receiving a combination of federal and state grants.

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

Approve RS&H, Inc. Work Order #012 – Brunswick Golden Isles Airport – To provide as-directed support for the Brunswick Golden Isles Airport terminal security improvements. This project was previously approved in the budget and this work order is well under budget restraints.

Recommendation: Approve and authorize the Executive Director to execute RS&H Inc. Work Order #012 to provide as-directed consulting services for the Glynn County Airport Commission to procure a design-build vendor for the security systems upgrade at the Brunswick Golden Isles Airport in an amount not to exceed \$18,000.

**Commissioner Culwell made a motion to approve the recommendation.
Commissioner McKinnon seconded the motion and it carried unanimously: 5-0.**

Chairman's Items

Travel Report – Commissioner King – Chamber State Leadership Trip - Atlanta

The Chamber leadership group met with various dignitaries and legislators including Speaker David Ralston, Commissioner Wright and Anne Purcell of the GDOT State Transportation Board. Commissioner King is setting up a meeting with Robert Burr, Anne Purcell and himself to discuss financing for Glynn County airports and state airports that are part of Georgia Airports Association. The purpose of the meeting is to convey the importance of investing in Georgia airports. Additionally, he met with Agriculture Commissioner. Gary Black, Cosby Johnson, Georgia Chamber Vice President who manages the Government Affairs Council for the Chamber and Commission Alex Atwood with Human Service State of Georgia.

Travel Report – Commissioner Hutson - Washington D.C. – ACI-NA/AAAE Conference

Chairman Hutson and Robert Burr traveled to Washington D.C. for the ACI-NA/AAAE Conference. They met with Senator Purdue and Buddy Carter to discuss lifting the PFC restriction and allow the PFC to be raised as needed and funding for projects. Leadership from TSA and the FAA were there as well. Local legislators were very receptive to our message. Attendees at the ACI conference included executives from airports nationwide which provided good networking opportunities.

Chairman Hutson commented that while researching information for the trip to Washington, Georgia Department of Transportation published figures for the economic impact of the St. Simons Airport which was \$29.7 million with a payroll of \$6.1 million for 206 jobs. The Brunswick Golden Isles Airport has an economic impact of \$120 million. Airports make a huge contribution to the local economy.

EAA Luncheon – State of the Airport – Experimental Aircraft Association (EAA) invited Robert Burr to present a State of the Airport presentation. The Airport Commission and Golden Isles Aviation provided lunch. Jerry Latvala thanked Rob and told him his presentation was well received by EAA members.

Executive Director Items

Enplanement Report – Brunswick Golden Isles Airport – January and February show excellent numbers. Month to month in January shows a significant increase of 30%. February month to month comparison is up 28%. Flights have been full. Passenger traffic has been strong. The global pandemic will have an impact on the enplanements for March and going forward. Delta has announced reduced international flights. Over the weekend enplanements dropped by approximately 50%.

Pilot Recognition

- **Matthew Whitley** – Earned his Certified Flight Instructor Helicopter, earned his Certified Flight Instructor Instrument, and upgraded his pilot certificate to Air Transport Pilot. Training was completed with Bruce Whitley at BMW Aviation in Monroe, Georgia.
- **Travis Titus** – Earned his commercial pilot Airplane Multi-Engine Land certificate. Training was completed with David Cuttino at Sunrise Aviation in Jacksonville, Florida.
- **Jeffrey Clayton** – Earned his Certified Flight Instructor Helicopter certificate. Training was completed with Jesse Goff at Middle Georgia State University in Eastman, Georgia.
- **David Dixon** – Earned his commercial pilot Airplane Multi-Engine Land certificate. Training was completed with David Cuttino at Sunrise Aviation in Jacksonville, Florida.
- **Juan Carlos Loja** – Earned his commercial pilot Airplane Multi-Engine Land certificate. Training was completed with David Cuttino at Sunrise Aviation in Jacksonville, Florida.

Transportation Leaders Against Human Trafficking Pledge – U.S. Department of Transportation Initiative –

The Glynn County Airport Commission supports efforts to eradicate human trafficking. The federal government has asked the Airport Commission to be part of this program.

Recommendation: Authorize the Executive Director to sign the pledge which states: “By signing this Pledge, you affirm that you are authorized to make this voluntary commitment on behalf of your organization, and you acknowledge and agree to grant USDOT permission to publicly reference that your organization is a TLAHT pledge signatory.”

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

Upcoming Events

Glynn County Airport Commission Meeting – April 21, 2020 9:00 a.m.
Coastal Georgia Honor Flight –Brunswick Golden Isles Airport – postponed until fall

Executive Session

**Commissioner Culwell made a motion to go into executive session at 9:45 a.m.
Commissioner McKinnon seconded the motion and it carried unanimously: 5-0.**

**Commissioner Culwell made a motion to return to open session
Commissioner McKinnon seconded the motions and it carried unanimously: 5-0.**

Open Session resumed at 10: 17a.m.

**Commissioner McKinnon made a motion to accept the report from Carl Schultz, Jr. MAI, SRA, SGA Certified General Real Estate Appraiser with Newmark Knight Frank Valuation & Advisory, LLC as the third evaluation on the Job Corps lease and authorize the Executive Director and his staff to proceed as instructed.
Commissioner Culwell seconded the motion and it carried unanimously: 5-0.**

Adjournment

Commissioner Culwell made a motion to adjourn the meeting.

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

Chairman Hutson adjourned the meeting at 10:18 a.m.



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 meeting held on the 17th day of March 2020.
- (2) The subject matters of the closed portion of the meeting, which was closed for purpose of the discussion of 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 17th day of March, 2020.

Sworn to and subscribed before me

this 17th day of March, 2019. 20



Doug Hutson, Chairman



Notary Public

My Commission Expires, June 22, 2021

NOTARIAL SEAL

