



Glynn County Airport Commission

**MINUTES
GLYNN COUNTY AIRPORT COMMISSION
JUNE 16, 2020**

COMMISSIONERS PRESENT

**DOUG HUTSON, Chairman
CEDRIC KING, Vice Chairman
KEVIN RUNNER – Secretary-Treasurer – via phone
DAVID FURNISH
AL MCKINNON**

STAFF PRESENT

**ROBERT BURR
REES SUMERFORD
HILLARY STRINGFELLOW
VERNON BESSING
JOHN DUNCAN
KATHERINE KISSLING
TIFFANY LANDRY
LEIGH NEWTON
CHARLES NORMAN
SHAWNA WILLIAMS
TERRA WINSLETT**

OTHERS PRESENT

**BRIAN THOMPSON
SHERRI PRUITT
COMMISSIONER WAYNE NEAL**

**JEFFREY GRIFFITH
DALE STUBBS**

**LARRY WADE
ART WACZKOWSKI**

The monthly meeting of the Glynn County Airport Commission (GCAC) was held at **9:00 a.m. on Tuesday, June 16, 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. Chairman Hutson welcomed everyone to the meeting and explained that Commissioner Kevin Runner is joining the meeting by phone.

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 King made a motion to accept the agenda.
Commissioner Furnish 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 addressed the May 19, 2020 Airport Commission meeting minutes and asked for any corrections or changes. None were stated.

**Commissioner Furnish made a motion to accept the May 19, 2020 Glynn County Airport Commission meeting minutes.
Commissioner McKinnon seconded the motion and it carried unanimously: 5-0.**

Financial Items

Glynn County Airport Commission Proposed Budget Fiscal Year 2020/2021 – Shawna Williams, Finance and Administration Manager - Staff has developed and presented a conservative budget at the previous Airport Commission meeting for Fiscal Year 2020/2021. The Chairman asked for any questions or comments. None were stated. No additional comments have been received by staff. There was no discussion.

Recommendation: Approve the proposed Glynn County Airport Commission budget for Fiscal Year 2020/2021 and recommend approval to the Brunswick and Glynn County Development Authority.

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

COVID-19 Tenant Relief – Brunswick Golden Isles Airport and St. Simons Island Airport – Robert Burr, Executive Director - Consistent with the approved Glynn County Airport Commission #212 COVID-19 Policy which authorizes relief due to reduced passenger activity at both airports, Glynn County Airport Commission staff has met with concessionaires and sublessees regarding previous requests for relief. Staff is seeking Airport Commission approval for the Executive Director to authorize the following terms:
1.) Tenant Concessionaire Agreement relief of the Minimal Annual Guarantee (MAG) adjustments for the duration of the effects of the reduction in business. Car rentals, ground transportation, PFCs, landing fees, fuel

sales – that revenue will never be received. For contracts with MAGs, adjustments will be made proportionally based on the time the business is affected. Rental cars pay 11% of business. If they do not have business, the Airport Commission cannot collect fees. Fixed base operators - Golden Isles Aviation has a MAG tied to the contract and is on track to make the minimum amount.

2.) Authorization to defer Sublease payments for three months to justified tenants. Manning Aviation was offered a deferral but has indicated they will pay rental fees for now, even though fuel sales are down. Brian Justice has a catering business that has been heavily affected. He asked for a three-month deferral of rental payments. He believes that based on his advance booking that his business could be back to normal by the end of the year. Then he would have three months to make up the payments.

All the tenants that staff has talked with have done their due diligence, applied for the Paycheck Protection Program (PPP) program, unemployment, grants or loans and met the conditions of the policy.

Commissioner McKinnon remarked that there are government loans available and tenants should take advantage of those programs. A portion of the PPP money can be used for rent and is eligible for forgiveness. He commented that tenants who received PPP money may not need rent deferrals. Commissioner Furnish asked if there was a time limit. Hillary Stringfellow explained that the policy is specifically for financial hardship caused by COVID-19. Commissioner Furnish asked if Delta is asking for deferrals at other airports. Robert Burr explained that Delta has some federal funds provided by the CARES Act and is also asking for deferrals at other airports. Commissioner Runner asked if Brian Justice has a PPP loan that could be used toward his lease payment. Robert Burr confirmed that he did apply for a PPP loan, made arrangements for unemployment for staff and applied for grants and loans.

Recommendation: Authorize the Executive Director to grant specific tenant relief requests as allowed under the COVID-19 policy.

Commissioner McKinnon made a motion to authorize the Executive Director to grant specific tenant relief requests as allowed under the COVID-19 policy.

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

Reconstitute the Audit Committee for Fiscal Year 2020/2021 – Shawna Williams, Finance and Administration Manager - According to the Audit Committee Charter, two members of the Glynn County Airport Commission shall be appointed to the Audit Committee for a one-year term for Fiscal Year 2020/2021. Shawna Williams reminded the Airport Commission that two members from the Airport Commission must be selected to serve on the Audit Committee for Fiscal Year 2020/2021. Two members will also be selected from the Golden Isles Development Authority. Audit work will begin in July.

Real Estate & Marketing – Terra Winslett, C.M., Airport Property & Marketing Manager

Brunswick Golden Isles Airport Marketing – Airport staff is working in cooperation with Faulkenberry Certain on a Brunswick Golden Isles Airport marketing campaign. The campaign includes new marketing material for print, radio, billboard, banner ads and advertising. The purpose of the publicity is to ensure passengers are informed of the new health and safety measures that Delta and the airport are implementing for travelers. The campaign schedule includes digital billboards with the new ads at the end of the St. Simons Causeway June 29 – July 25 and on the Spur at Cypress Mill June 1 – June 18. New print display ads will appear in June and July on Monday in the Islander and on Friday in the Brunswick News. Brunswick News e-mail banner ads will be seen by subscribers and will feature the new ads. Radio spots will be broadcast on three local radio

stations. Ten spots per week will air on 104.1 The Wave June 8-14 and June 21-27. WGIG 98.7 FM will air 23 spots per week June 8-14 and June 22-28. Magic 105.9 will run ten spots per week June 8-14 and June 14-20. The campaign included a photo shoot to reflect social distancing and face coverings for the safety of the traveler in future ads. Photos were done with face coverings and without

Commissioner Furnish asked if the radio ads were all local. Mrs. Winslett explained that the stations are all local. Commissioner Furnish asked if the Airport Commission advertises on radio in Atlanta. Commissioner Furnish explained that radio advertising in Atlanta is very successful for Sea Island. The Sea Island demographic listens to talk radio. Commissioner Furnish recommended radio advertising in the Atlanta market. Robert Burr remarked that Atlanta advertising costs are substantially higher than local advertising rates. The Airport Commission partners with the CVB on advertising projects. Mrs. Winslett explained that the younger audiences use Spotify or other on-line streaming services rather than the radio and that research is underway.

Hangar Inspections - Airport staff are continuing to complete hangar inspections to ensure our airports maintain FAA and Airport Commission policy compliance.

Capital Projects

Grant Status – Brunswick Golden Isles Airport and St. Simons Island Airport – Grants are in place for the CARES Act associated with the operation and maintenance of the airports. The federal grant has been approved through Glynn County. The state grant is planned go before the county for approval this Thursday. Funds are anticipated to begin arriving in July. Projects associated with the Airport Improvement Program (AIP) are 100% funded by the federal government this year. That application has been submitted to the FAA for Brunswick Golden Isles Airport. The projects include the expansion of the parking lot, upgrading the terminal program and reimbursement for the FAA required ARFF testing equipment.

Chairman Items

Airport Ordinance Update - Hillary Stringfellow summarized the process of the Airport Ordinance Update. The Airport Commission presented revisions to the County Workshop session in March and received instructions to take the revised adopted stand-alone rules and regulations and reincorporate them into Chapter Two. In May the Airport Commission took action to amend the Ordinance to add the rules and regulations back into the Ordinance as Chapter Two. The Development Authority also made that same recommendation. The County attorney has reviewed them. Dwhani Patel will place this item on the County Board of Commissioners agenda for an upcoming meeting.

Golden Ray Shipwreck Demolition – Chairman Hutson brought up the subject of the capsized Golden Ray cargo ship in St. Simons Sound. The VB10000 crane which will remove the ship in pieces is expected to arrive in the next couple of weeks. The unified command in charge of the project is concerned about the aviation traffic flying in and out of St. Simons Airport over the Golden Ray as the demolition begins. John Duncan has sent out an e-mail to all the local pilots instructing them to adhere to the FAA regulations for aircraft operating over congested areas. They need to be on approach or departure. Pilots are instructed to maintain the FAA required distance from congested areas near the Golden Ray. The flight schools that utilize St. Simons Airport will be contacted and notified of these requirements. Chairman Hutson complimented Rob Burr and the staff on doing a great job coordinating with all the various entities involved in the project.

Executive Director Items

Enplanement Report Brunswick Golden Isles Airport – May 2020 - Current Delta Air Lines is providing service to Atlanta with one flight daily. The commercial aircraft is a 50-seat CRJ. Based on the new sanitization program, Delta is limiting passengers to 60% of capacity. Passengers will not be seated next to one another unless it is a family member. This protocol is recognized throughout the airline industry to ensure the travelling public feel safe flying. Industry-wide to get people comfortable flying again. Airplane cabin air is constantly filtered and sanitized. July 2nd Delta will increase to two flights daily. Capacity is currently 30 and right now the passenger load is typically 25 to 30 passengers. Demand is increasing. The local trends are looking better.

Pilot Recognition

- **Graham Ellison** – Earned his private pilot Instrument Airplane certificate. Training was completed with Will Robertson at Spirit Aviation in Thomson, Georgia.
- **William Robertson** – Earned his Airline Transport Pilot Airplane Multi-Engine Land certificate. Training was completed at Thomson-McDuffie Regional Airport in Thomson, Georgia.
- **Dann Standard** – Earned his Airline Transport Pilot Airplane Multi-Engine Land certificate. Training was completed at Thomson-McDuffie Regional Airport in Thomson, Georgia.
- **Richard King** – Earned his Certified Flight Instructor – Helicopter certificate. Training was completed with Ron Carroll at Blue Ridge Helicopters in Lawrenceville, Georgia.

COVID-19 – Airport Operations Update – Robert Burr asked Larry Wade of Golden Isles Aviation how business is doing. He asked if more people are using general aviation. Mr. Wade explained that because of the safety aspect more people want to fly general aviation, however corporate and personal cash flows are lower in many cases. The situation is an opportunity for general aviation to be able to fill the gaps for people who are not comfortable flying commercial. For Golden Isles Aviation flights were down about 86% in March and in May flights were down 55%. Golden Isles Aviation had a busy weekend; it was busier than a normal summer weekend. This may be due to Sea Island re-opening. The event business and meeting business are not recovering nationally yet. Traffic seems to be limited to people traveling for vacation or business purposes. Commissioner Furnish explained that the cottages and home rental businesses are doing very well right now. People can social distance. Sea Island reopened The Lodge early last week. This weekend The Cloister will reopen. The group business nationally has had many cancellations for March, April, May and the first half of June. Some small groups are traveling in the remainder of June. In August, a few groups are scheduled. Going into the fall the groups seem to be holding. Big convention centers are being avoided. Sea Island services smaller meetings and those are trending upward. Ocean front and golf destinations are top categories because people can social distance. Sea Island has recently seen more future leads of new groups than they have received since March 26th. The lead funnel of group business was equal to 2019. It remains to be seen if the leads will materialize. People are trying to adapt to new protocols. Larry Wade agreed that people are penciling in dates for early next year. Commissioner Furnish noted that associations and corporations that need to meet are sending smaller delegations. Commissioner Runner stated that the Westin closed on March 26th and reopened on May 21st. Businesses are not booking group events until August. Some groups have moved to the fall or Spring of 2021. Without any group business, the Westin has been overwhelmed with transient guests. June 1 start at 20% occupancy and the rest of the month is at 80% occupancy. July and August bookings are increasing.

Robert Burr added that the FAA will be distributing 5,000 masks to the Brunswick Golden Isles Airport. Delta is requiring all passengers to wear face coverings.

ARFF Truck Mobile Foam Test System Installation and Training – Brunswick Golden Isles Airport – Vernon Bessing provided an update regarding the new equipment for the ARFF truck. Company Two came to install an equalizer foam testing system on the ARFF truck at the Brunswick Golden Isles Airport which is now required by the FAA. Testing is required twice a year. An ingredient in the foam is an environmental hazard, so the FAA is minimizing the deployment of the foam for testing purposes. This new system is 100% FAA funded. Firefighters and staff have been trained on how to operate the testing system for the foam and water which meets compliance with FAA regulations.

Upcoming Events

Airport Commission Meeting – Tuesday, July 21, 2020 at 9:00 a.m.

Georgia Airport Association Annual Conference October 14-16, 2020 Savannah – This has been confirmed. The hotel will work with the Association on the number of attendees. The conference hosts airport industry training needed for airport managers and staff. Airport Commission staff is heavily involved in the conference. Robert Burr invited Airport Commissioners to attend. Next year the conference will be held in the Golden Isles.

RSM Golf Classic November 16-22, 2020 – This event is confirmed.

Coastal Georgia Honor Flight May 1, 2021

Executive Session

For discussion of Real Estate items as allowed by O.C.G.A. 50-14-3(b)(1)(B).

Commissioner King made a motion to enter into Executive Session at 9:41 a.m.

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

Return to Open Session

Commissioner King made a motion to return to Open Session at 10:18 a.m.

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

Doors were opened to the public. Chairman Hutson asked for any additional business. None was stated.

Commissioner McKinnon made a motion to adjourn.

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

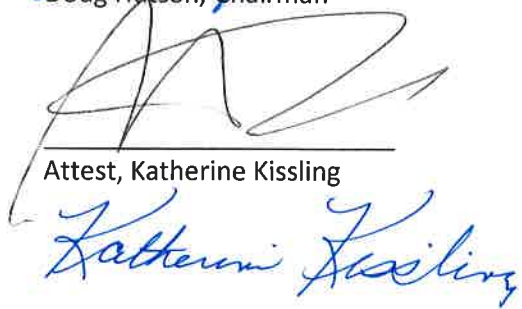
Chairman Hutson adjourned the meeting at 10:19 a.m.



Doug Hutson, Chairman



Al McKinnon



Attest, Katherine Kissling
Katherine Kissling

AFFIDAVIT – CLOSED MEETING

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

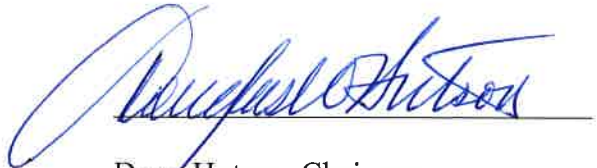
GLYNN COUNTY, GEORGIA

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 acting Chairman of a meeting of the Glynn County Airport Commission meeting held on the 16th day of June 2020.
- (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 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 16th day of June, 2020.

Sworn to and subscribed before me
this 16th day of June, 2020.


Doug Hutson, Chairman


Notary Public
My Commission Expires: June 22, 2021

NOTARIAL SEAL

