



Glynn County Airport Commission

February 25, 2025



I. Glynn County Airport Commission Call to Order





II. Invocation

Pledge of Allegiance



III. Accept Agenda

**Add Item “D” to Section VIII Capital Projects
State and Federal Grant acceptance Seal Coat Project
St. Simons Island Airport**



IV. Public Comment

A. General Comments

B. Request to Speak Forms



Request to Speak

Name: _____

Agenda Item: _____

V. Pilot Recognition

Alexander Bouvier, CFI, AGI, IGI



Certified Flight Instructor
Advanced Ground Instructor
Instrument Ground Instructor



Training was completed with Lauren Myers
at the St. Simons Island Airport.

V. Pilot Recognition

Greg Pettigrew
Instrument Flight Rules Rating



Training was completed
with Lauren Myers at the
St. Simons Island Airport.



VI. Approval of Minutes

A. Glynn County Airport Commission Monthly Meeting Minutes

January 21, 2024



Enclosure A

VII. Finance and Administration

Shawna Williams, C.M.

Airport Commission Audit Fiscal Year 2023-2024



ACCREDITED IN BUSINESS VALUATION
BUSINESS DEVELOPMENT SPECIALISTS
CHARTERED GLOBAL MANAGEMENT ACCOUNTANTS
CERTIFIED PROFESSIONAL IN HUMAN RESOURCES
CERTIFICATION IN RISK MANAGEMENT ASSURANCE
FINANCIAL ADVISORS/REGISTERED REPRESENTATIVES
PERSONAL FINANCIAL SPECIALISTS

CERTIFIED FINANCIAL PLANNERS™
CERTIFIED FRAUD EXAMINERS
CERTIFIED GOVERNMENT AUDITING PROFESSIONALS
CERTIFIED INFORMATION SYSTEMS AUDITORS
CERTIFIED INFORMATION TECHNOLOGY PROFESSIONALS
CERTIFIED INTERNAL AUDITORS
CERTIFIED PUBLIC ACCOUNTANTS
CERTIFIED VALUATION ANALYSTS

NICHOLS, CAULEY & ASSOCIATES, LLC

ATLANTA • CALHOUN • CANTON • DALTON • DUBLIN • KENNESAW • MARIETTA • ROME • WARNER ROBINS



Results of the Audit

- Auditor's Opinion

- Unmodified "clean" opinion on the basic financial statements
- Presented fairly in accordance with accounting principles generally accepted in the United States of America (GAAP)
- Our responsibility does not extend beyond the financial information contained in our report

- Report on Passenger Facility Charge Program

- Unmodified "clean" opinion on compliance for PFC based on the Passenger Facility Charge Audit Guide for Public Agencies.

Airport Commission Audit 2023-2024

Recommendation: Accept the Airport Commission Audit for Fiscal Year 2023-2024.

VII. Finance and Administration

Shawna Williams, C.M.

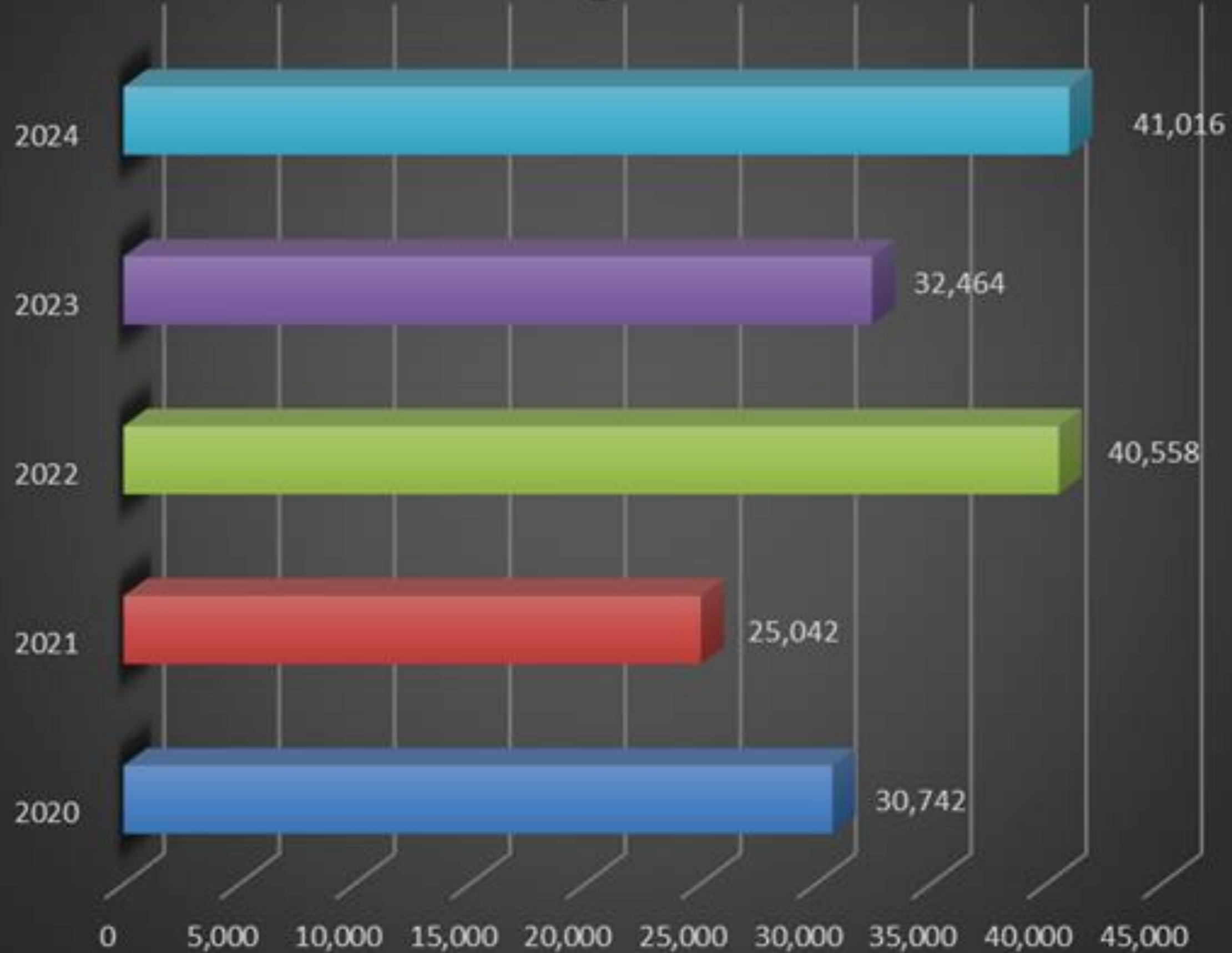
Airport Commission Annual Review

Fiscal Year 2023-2024

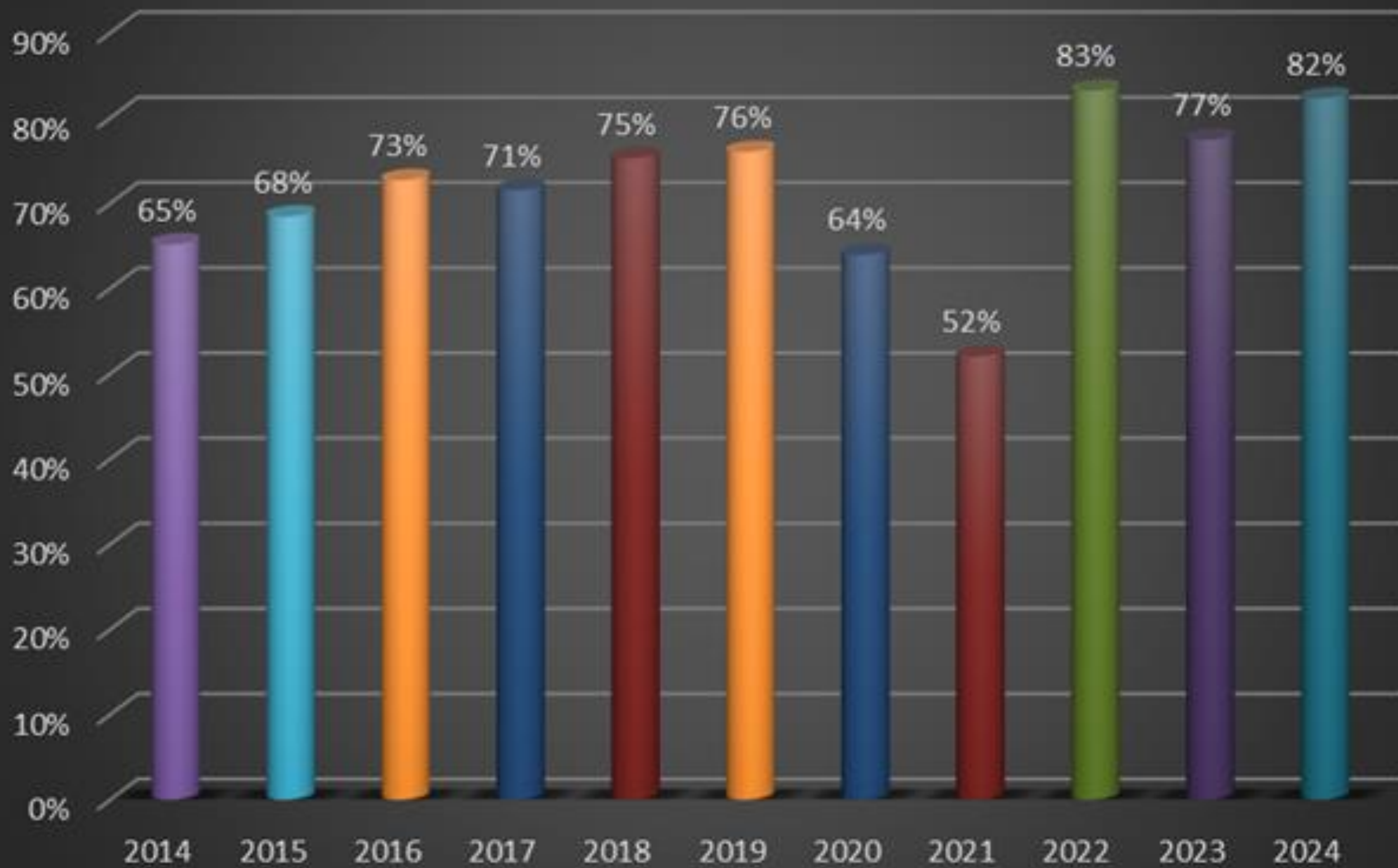


Handout

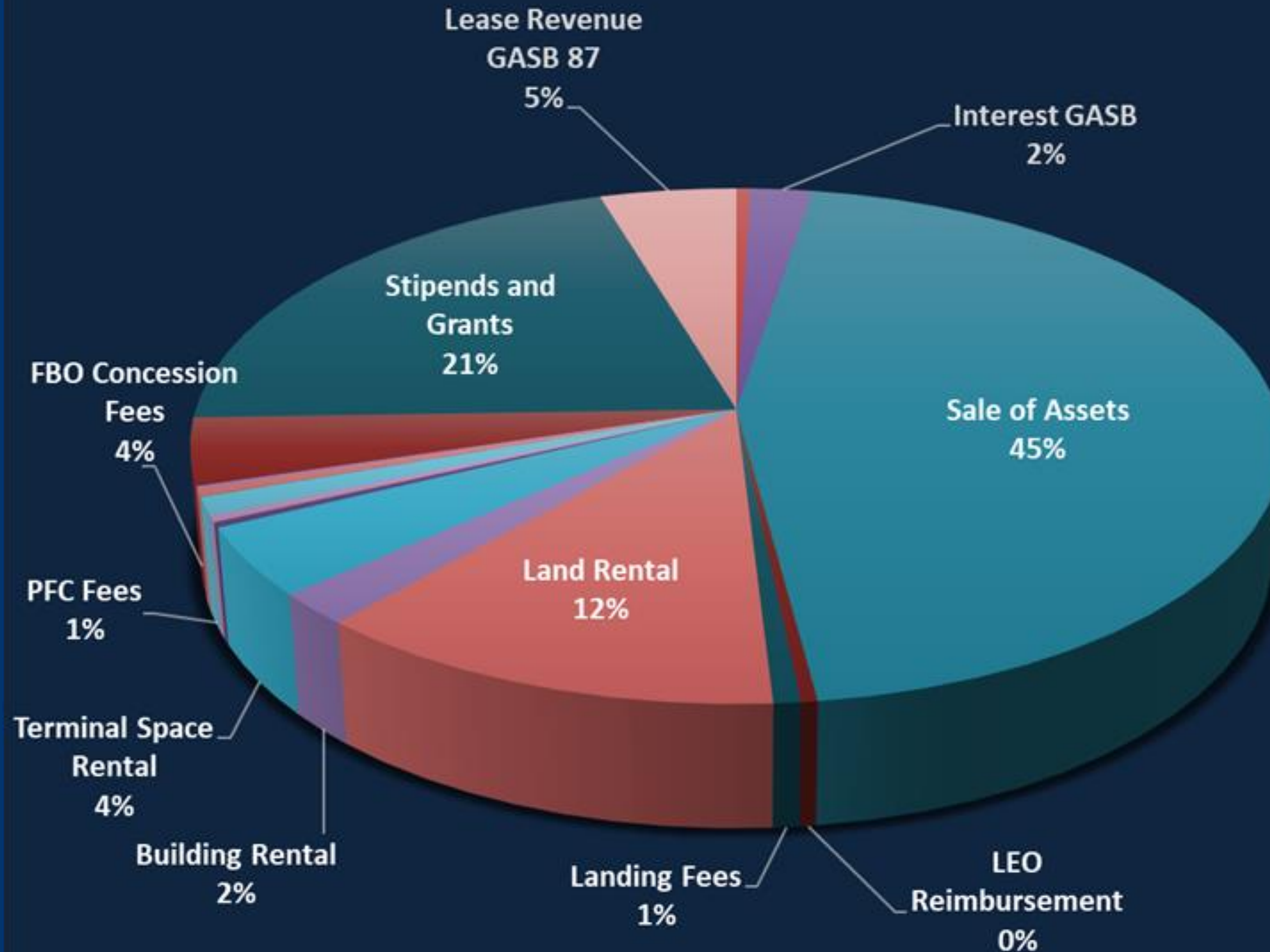
Fiscal Year Annual Enplanements Passengers BQK



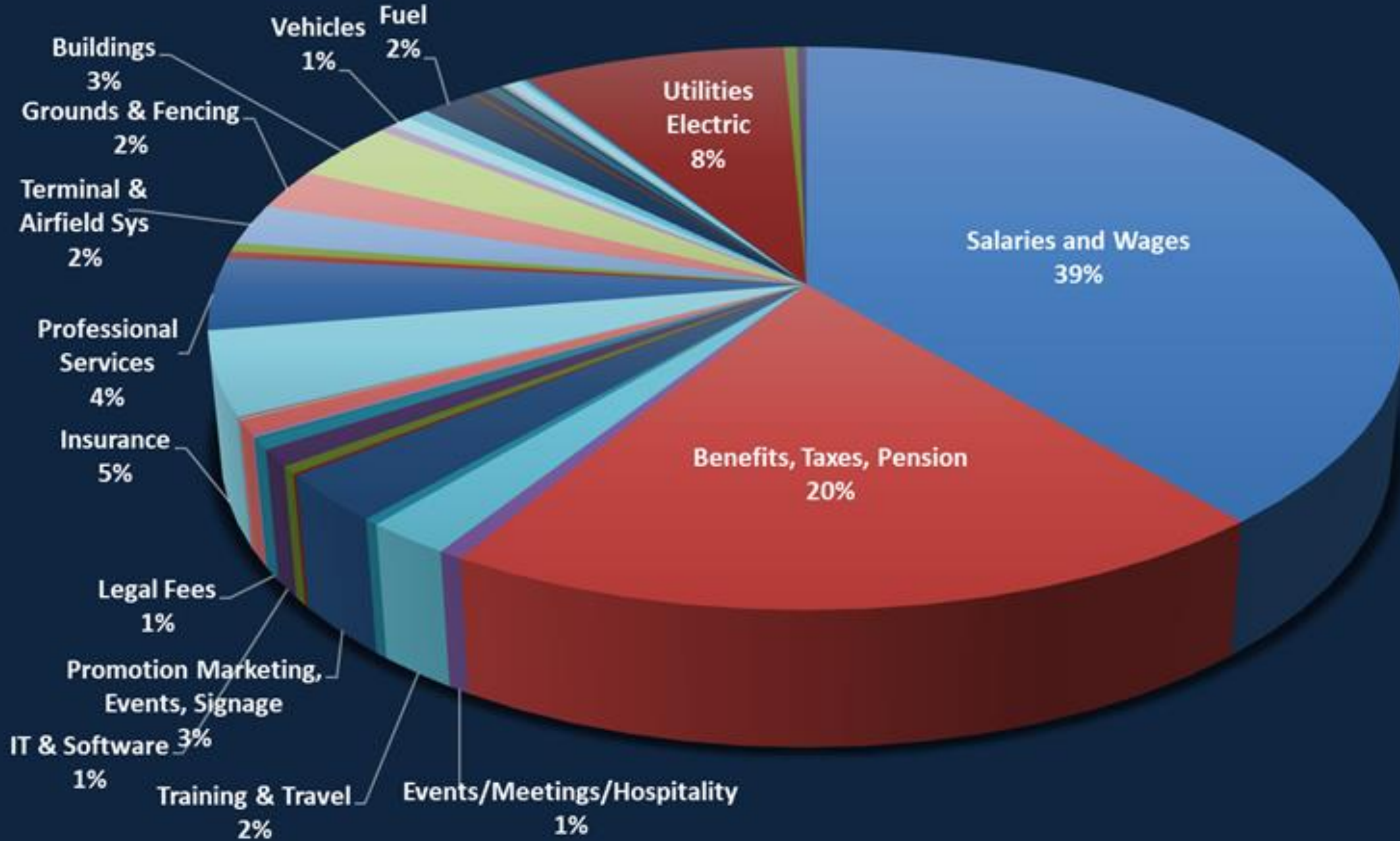
Fiscal Year Annual Average Load Factor



Operating Income Summary 2024



Operating Expense Summary 2024



FY24 Financial Statement Summary

- Net position increased 9.7%
- Impacted by cash inflows and investments which were minimally offset by increases in operating expenses and a reduction in capital contributions.
- Change of net position totaling \$5,118,463 as compared to (\$545,718) in 2023.
- Change in capital investments totaled (\$2,177,557) decreased project activity and reimbursement for construction and operating costs in the AIP grant program.

FY24 Change Statement of Revenues Expenses

- ✈ Rental and lease revenues decreased by 3.74%
 - ✈ due to the termination of a lease and
 - ✈ land sale and
 - ✈ losses from the St. Simons Airport FBO Concessions.
 - ✈ Losses approximately \$35,240, offset by new agreements, rate adjustments, and various concession revenues
- ✈ Stipends for Security decreased by (9.34%) or (\$5,612) which was affected by suspension of the grants. The costs were partially eligible for reimbursement through a grant program administered by TSA, that has since been cancelled for all airports.
- ✈ Other Fees increased by 27.68% or \$44,487, from \$160,736 to \$205,223, due to changes in miscellaneous revenues, which included terminal advertising and contract services.

FY24 Change Statement of Revenues Expenses

Cost of Services decreased by (\$14.33%) or (\$146,933) due decreased activity to perform repairs for:

- ✈ Airfield signage
- ✈ Repairs to gas leaks at the Job Corps facility
- ✈ Machinery and equipment repairs.
- ✈ Service and chiller maintenance
- ✈ Repair in the Brunswick terminal
- ✈ Airfield systems
- ✈ Decreased lightning strikes

FY24 Change Statement of Revenues Expenses

- ✈ Total costs for General Administrative accounts show an increase of 5.84% or \$166,680
 - ✈ Personnel costs increased due to new positions to replace contracted services
 - ✈ Salary adjustments and increased cost for payroll taxes and pension.
 - ✈ Increased costs for training, travel marketing and promotion, aviation events, and property insurance.
 - ✈ Additional expenses for airfield repairs as a result of an incident at St. Simons were realized, which were reimbursed.
- ✈ Depreciation expenses decreased by 2.21% pr (\$85,724) due to fewer new additions and the current cycle of environmental and design project which tend to be less expensive than construction.

FY24 Change Statement of Revenues Expenses

- ✈ Passenger Facility Charges (PFC) saw an increase of 14.52% or \$17,925 as compared to last year. The increase is attributed to an increase of flights, capacity and passengers at Brunswick Golden Isles Airport.
- ✈ Capital contributions received in the form of grants from the federal, state and local governments decreased (\$322,998) in 2024.
- ✈ The Commission recognized capital contributions totaling \$2,737,840:
 - ✈ Federal grants of \$273,108
 - ✈ State grants of \$395,688
 - ✈ SPLOST funds of \$2,069,044

FY24 Budget Analysis

Original Revenue Budget	\$4,393,829
Amended Revenue Budget	\$10,114,584
Earned Revenues- Actual	\$10,319,241
Net	\$276,657

- Earned Collections > projections due to
 - Interest Income
 - Sale of Assets
 - Increased PFC and Miscellaneous receipts

➤ Operating revenues less than budget projections due to reduced FBO Concession receipts.

➤ Building Rental more than budget 11%.

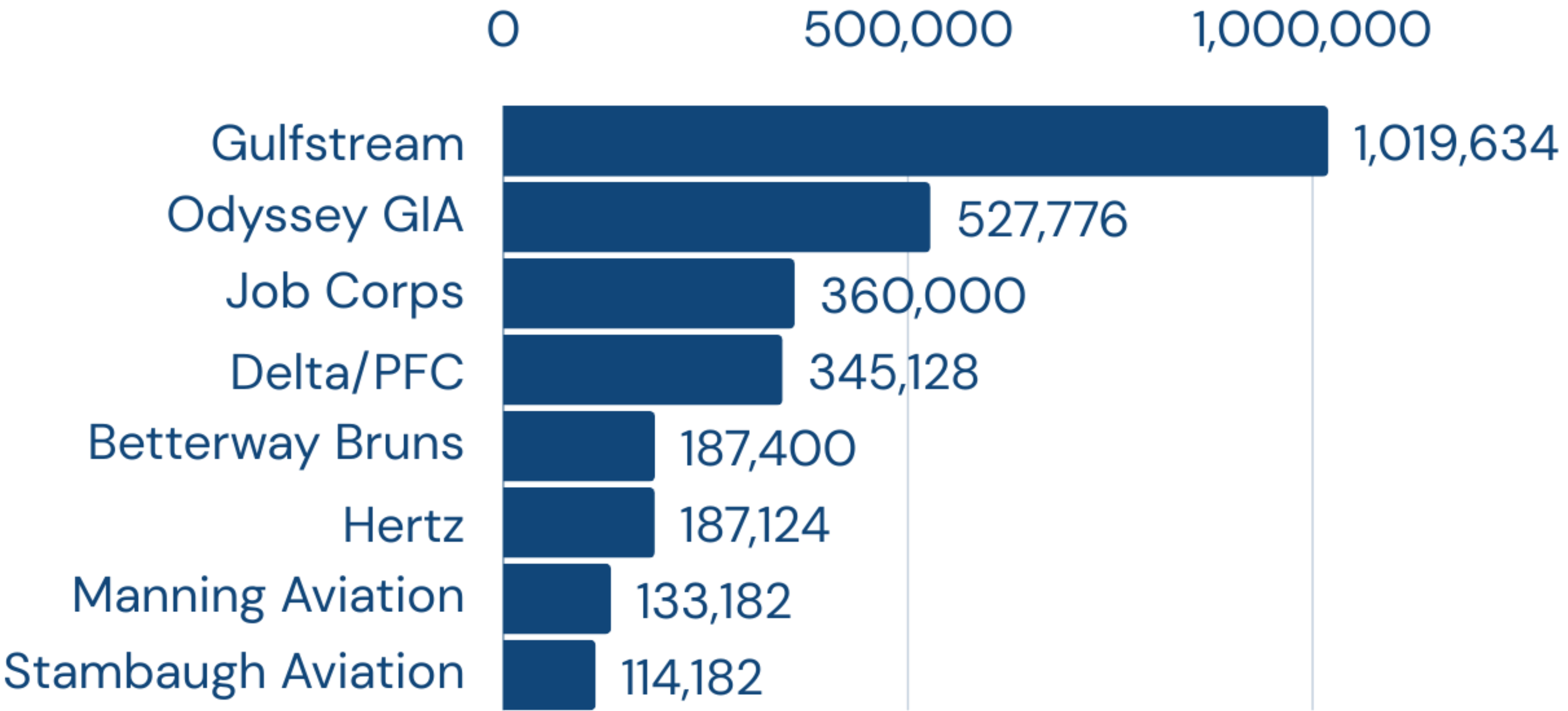
Original Expense Budget	\$3,952,636
Amended Expense Budget	\$3,994,015
Actual Expenses	\$7,901,949
Actual Expenses < Depreciation	\$3,902,725
Net	\$91,290

Major Projects for 2024

Project Name	Grant No	Airport	Fiscal Year Project Expenses
Design ARFF Station	3130018-051	BQK	\$ 477,402
Trane Scroll Chiller Replacement	N/A	BQK	\$ 283,240
Skylane Development Infrastructure Design	N/A	SSI	\$ 221,441
Skylane Infrastructure, Drainage and Safety EA	AP023-9052-67	SSI	\$ 162,188
North MRO Taxiway Environmental and Design	N/A	BQK	\$ 120,381
Install Passenger Boarding Bridge Replacement Design	PFC	BQK	\$ 100,191
Airfield Pavement Rehabilitation	3130018-050	BQK	\$ 85,281
Utility Truck	N/A	BQK	\$ 65,550
Ramp Loading Device	N/A	BQK	\$ 65,248
Kubota Tractor Replacement	N/A	SSI	\$ 62,755
Annex Building Repairs/Improvements	N/A	SSI	\$ 45,361
SSI Purchase and Install AWOS	AP022-9000-66	SSI	\$ 44,268
Café Equipment Purchase	N/A	BQK	\$ 39,272
Emergency Grease Trap Repair	N/A	BQK	\$ 35,000
Runway Safety Area Study	N/A	BQK	\$ 26,620
GIA Airport Industrial Area	N/A	BQK	\$ 21,449
Gate Controllers/Pads	N/A	BQK	\$ 13,204
Fuel Recording System	N/A	BQK	\$ 10,756
Security Camera System	N/A	BQK	\$ 7,569
Terminal Equipment Replacement	N/A	BQK	\$ 6,596
Obstruction Mitigation	N/A	SSI	\$ 5,858
			\$ 1,899,630

FY24 MAJOR CUSTOMERS

As of June 30, 2024



Additional 138 Customers < \$100,00 total \$1,302,130

VII. Financial Items

Shawna Williams, C.M.

A. 2nd Quarter FY24/25 Financial Report



EARNED REVENUES

QTR 2

92%

4.54% from last QTR

EXPENSES

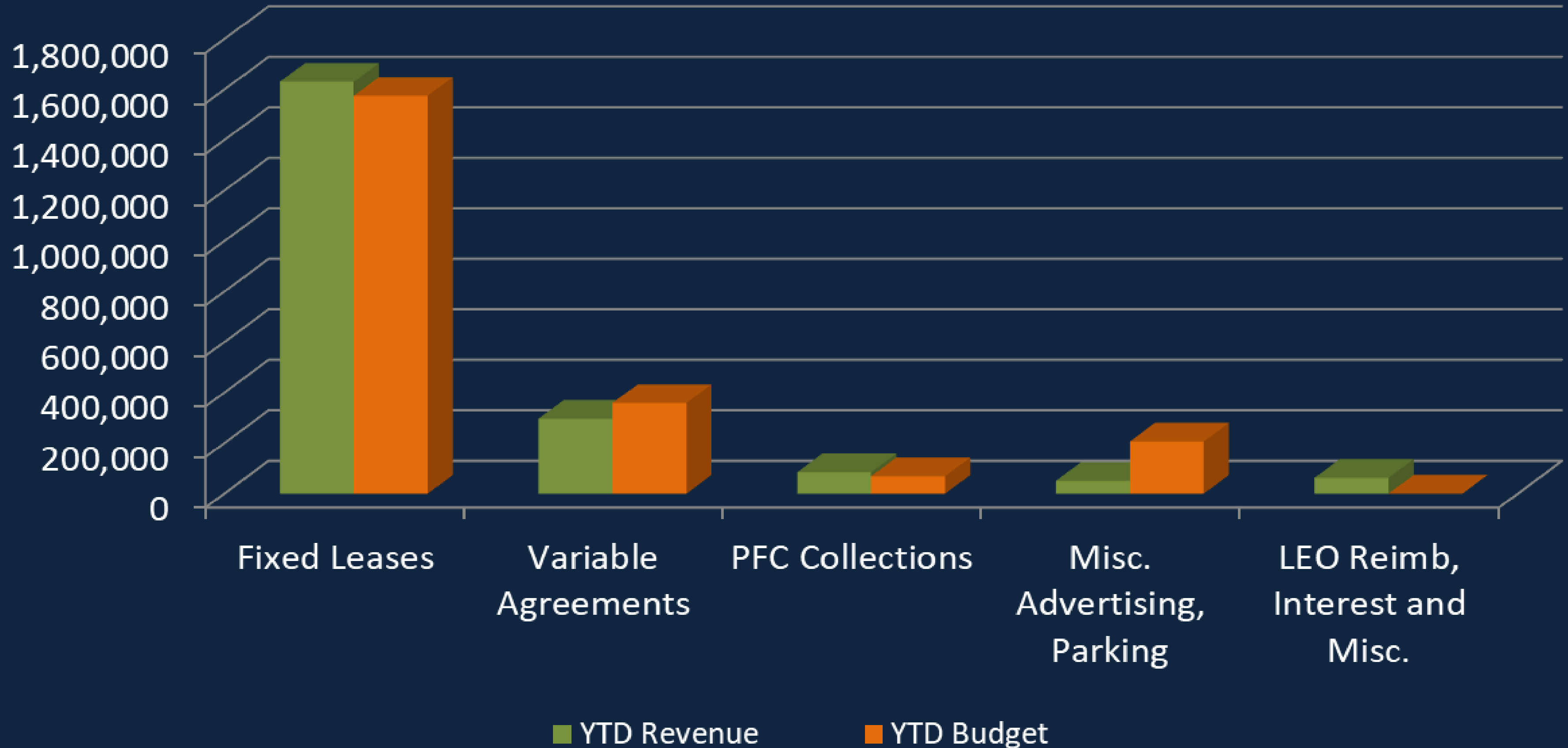
QTR 2

81%

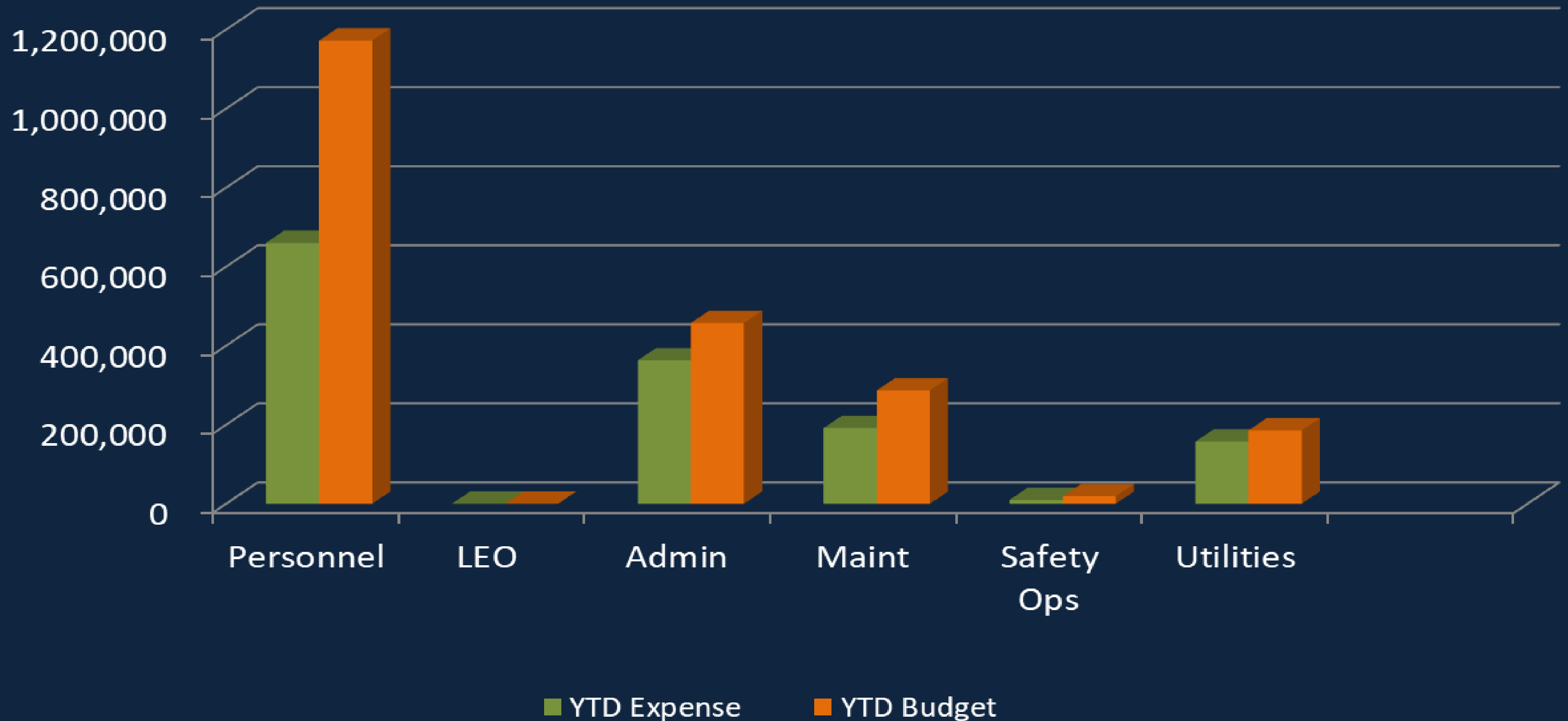
-15.83% from last QTR

Net to Capital Program \$654,335

YTD **Revenue** Budget Comparison



YTD Expense Budget Comparison

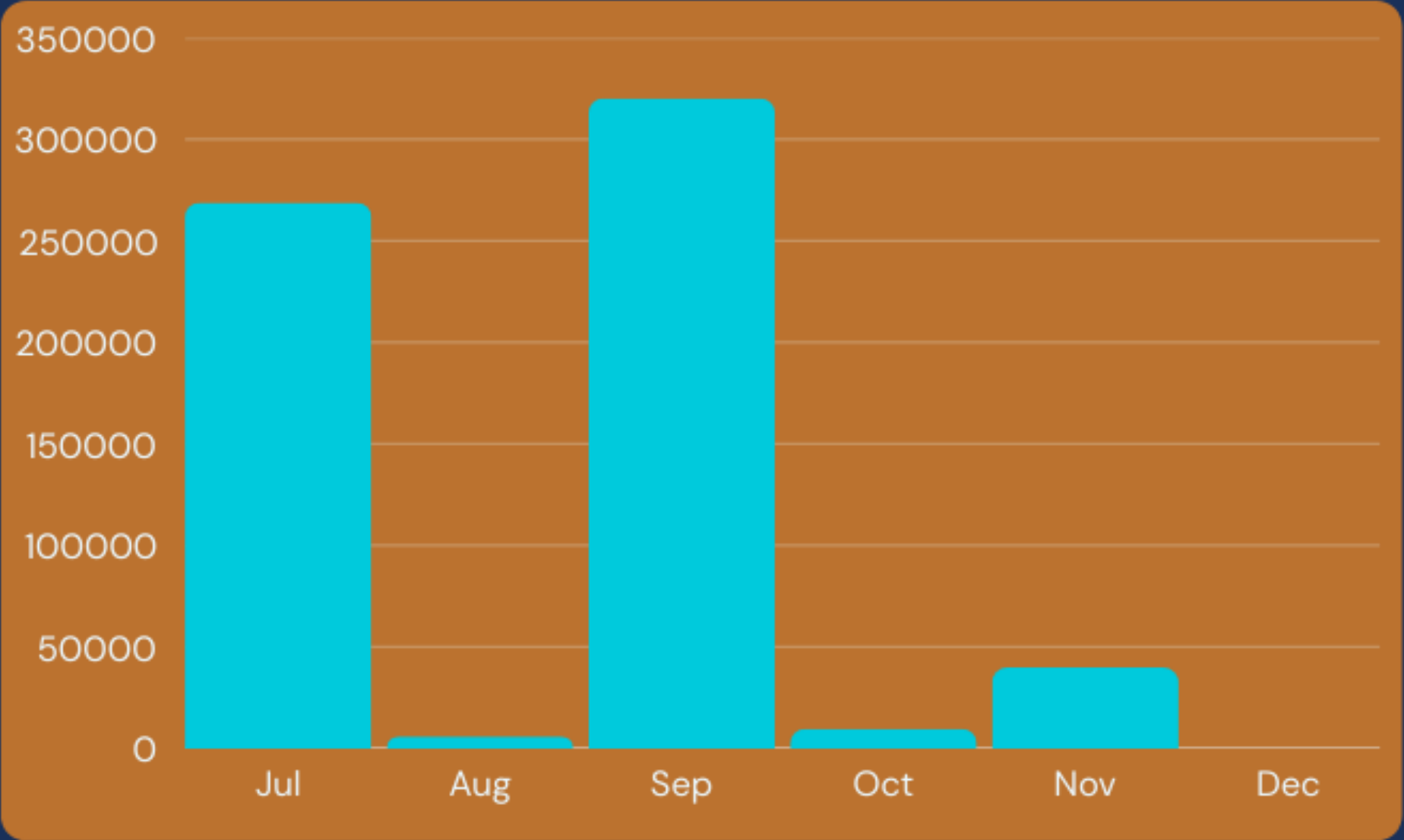


CAPITAL PROJECTS

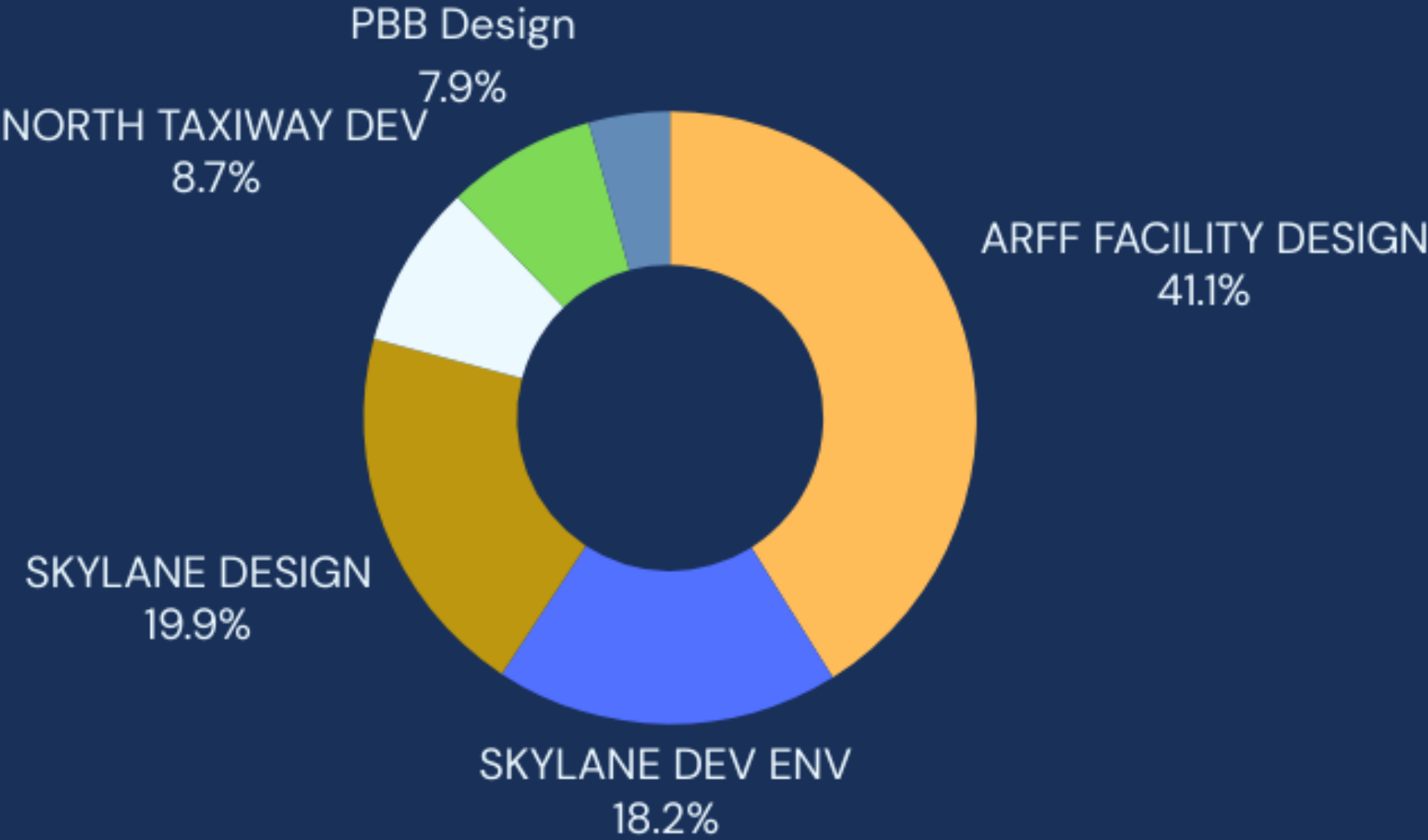
TOTAL BUDGET	TOTAL REVENUES	TOTAL EXPENSES	PERCENT COMPLETE	ENCUMBERED
\$22.55	\$2.514	\$3.447	14.23%	\$20.775
+7.4%	+213%	+168%	+6.57%	-2.33%

In millions

Expense Stats



Expenses by Project



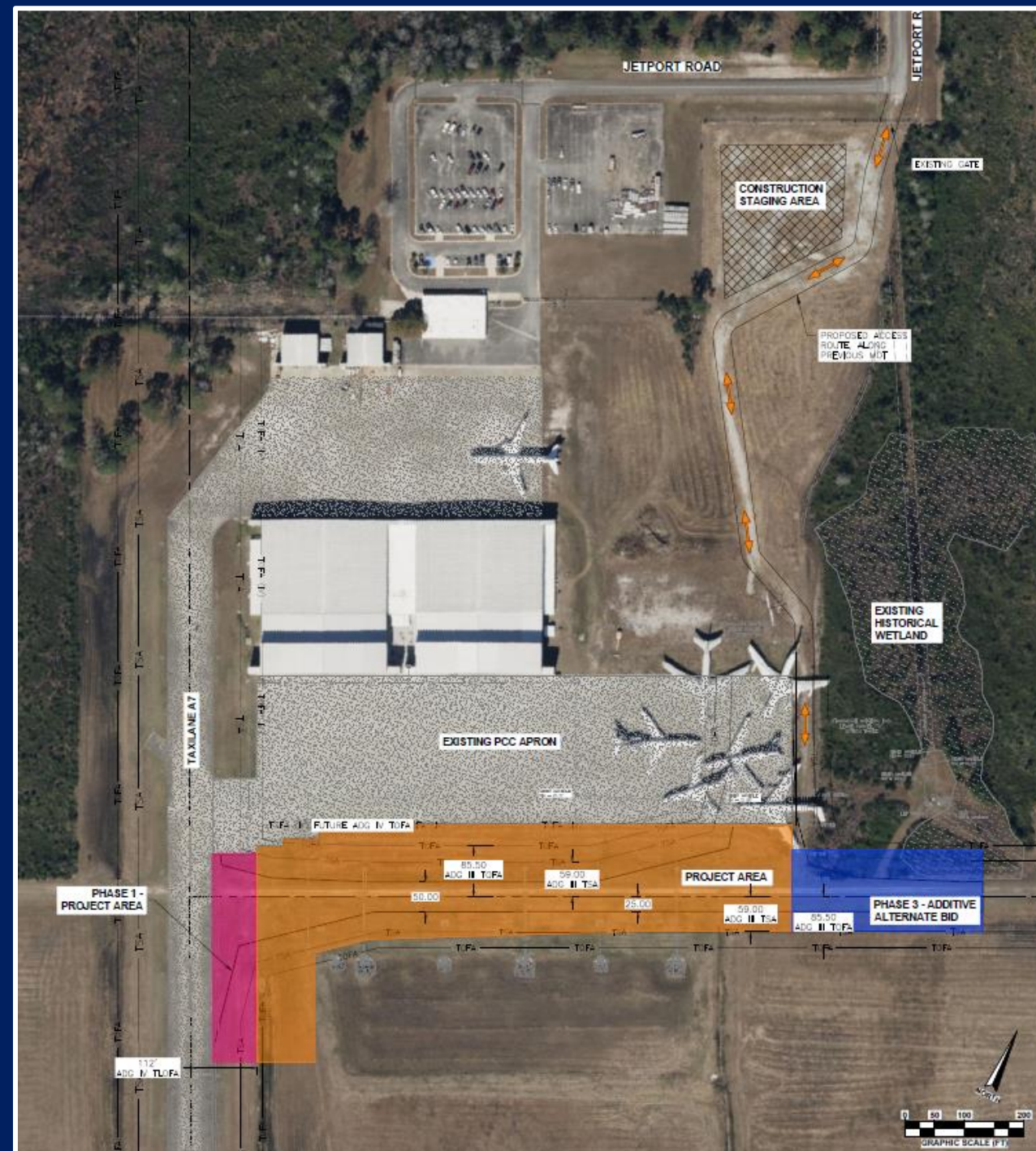
IX. Capital Projects

Safety Improvements Environmental Assessment – St. Simons Island Airport

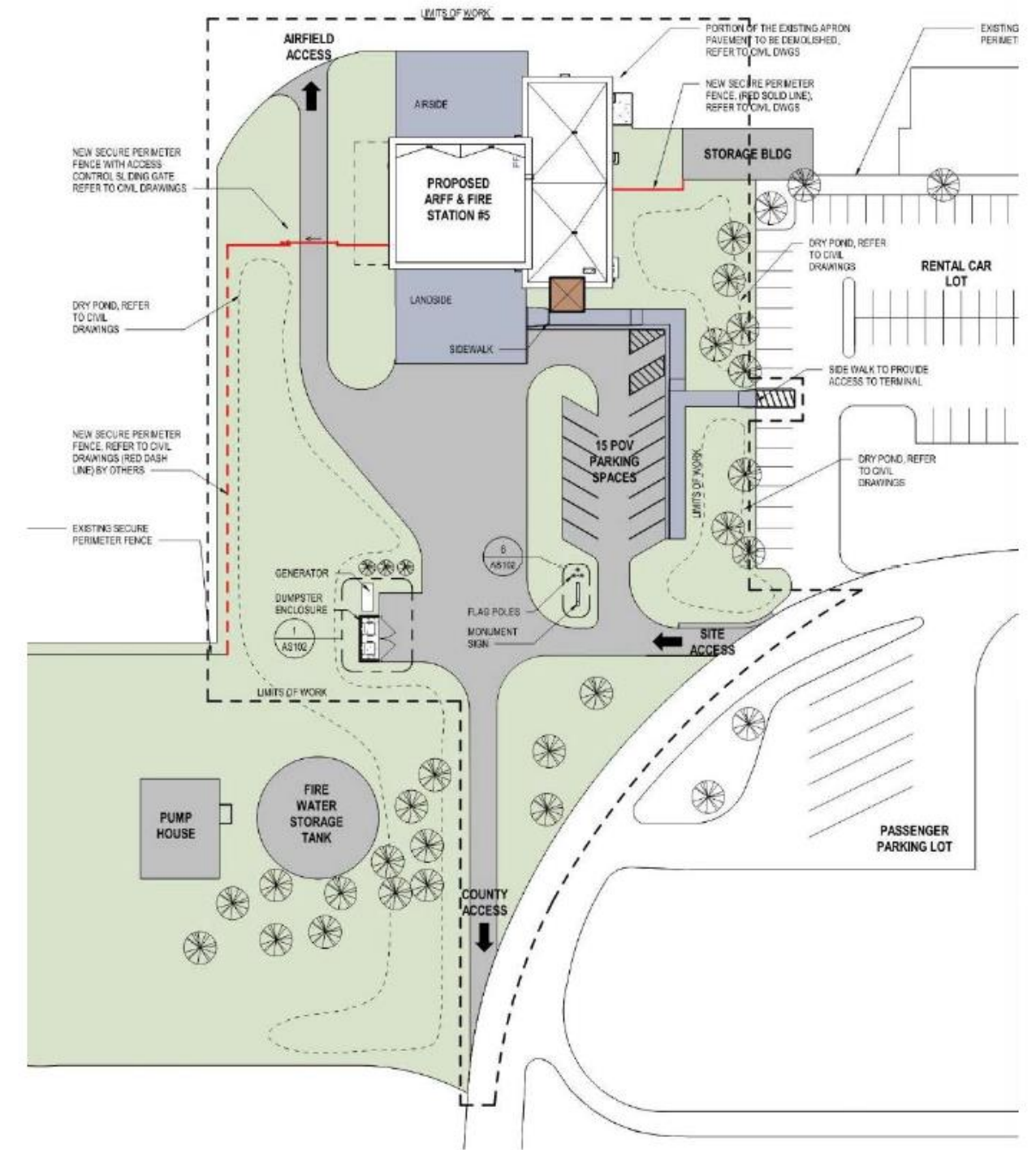


IX. Capital Projects

B. North Apron & Taxiway Expansion Project Phase 2 Brunswick Golden Isles Airport



C. Aircraft Rescue & Fire Fighting (ARFF) Station Brunswick Golden Isles Airport



IX. Capital Projects

D. Grants – Seal Coat Project St. Simons Island Airport

Recommendation: Authorize the Executive Director to execute all necessary documentation to accept federal and state grants for the Seal Coat Project at the St. Simons Island Airport and recommend approval to Glynn County, subject to legal review.

X. Executive Director's Items

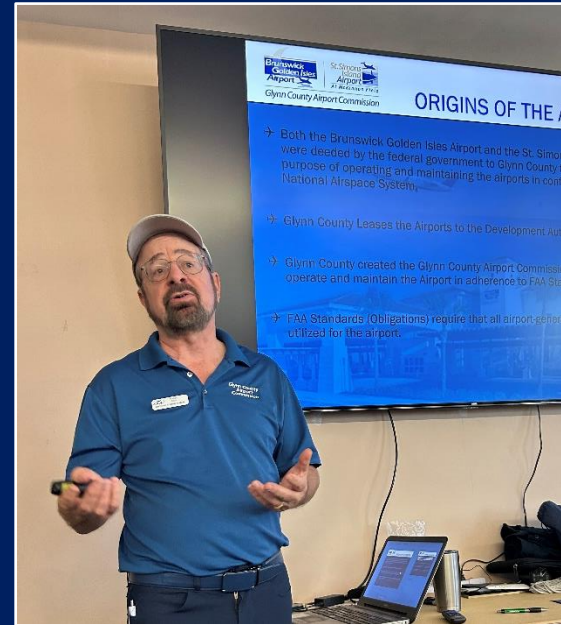
Chamber State Capitol Visit
February 17, 18, 19





X. Executive Director's Items

EAA State of the Airports Luncheon EAA Chapter 905



X. Executive Director's Items

Temporary Tower – St. Simons Island Airport
March 6-8, 2025



X. Executive Director's Items

Travel approval for Commissioner King to attend legislative meetings in Washington D.C. and Atlanta

Recommendation: Approve travel expenses for Commissioner King to attend legislative meetings in Washington D.C and Atlanta during 2025.



X. Executive Director's Items

Golden Isles Air Show Update
May 17- 18, 2025
Brunswick Golden Isles Airport



Golden Isles Airshow 2025

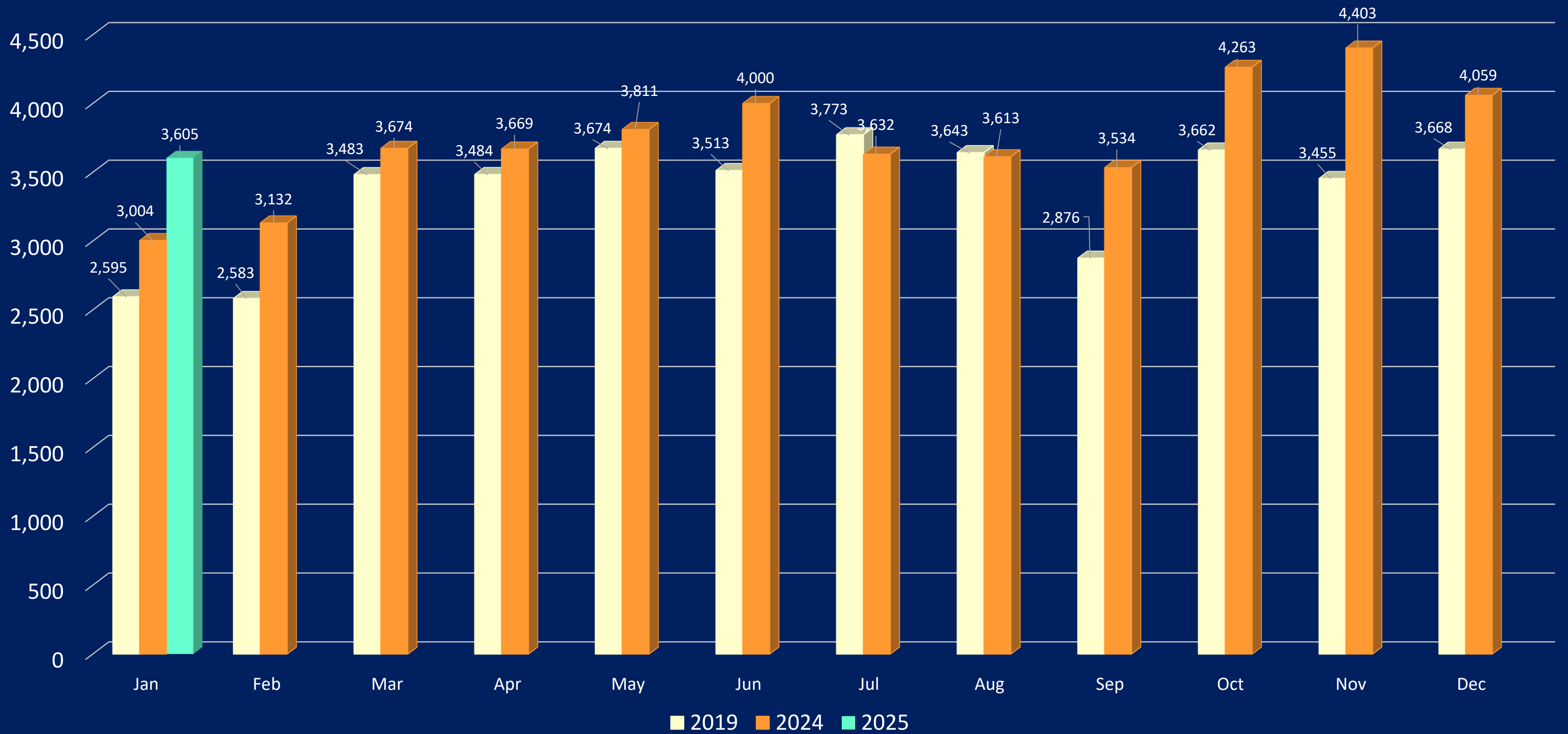


CONGRESSMAN
SAM GRAVES
6TH DISTRICT OF MISSOURI

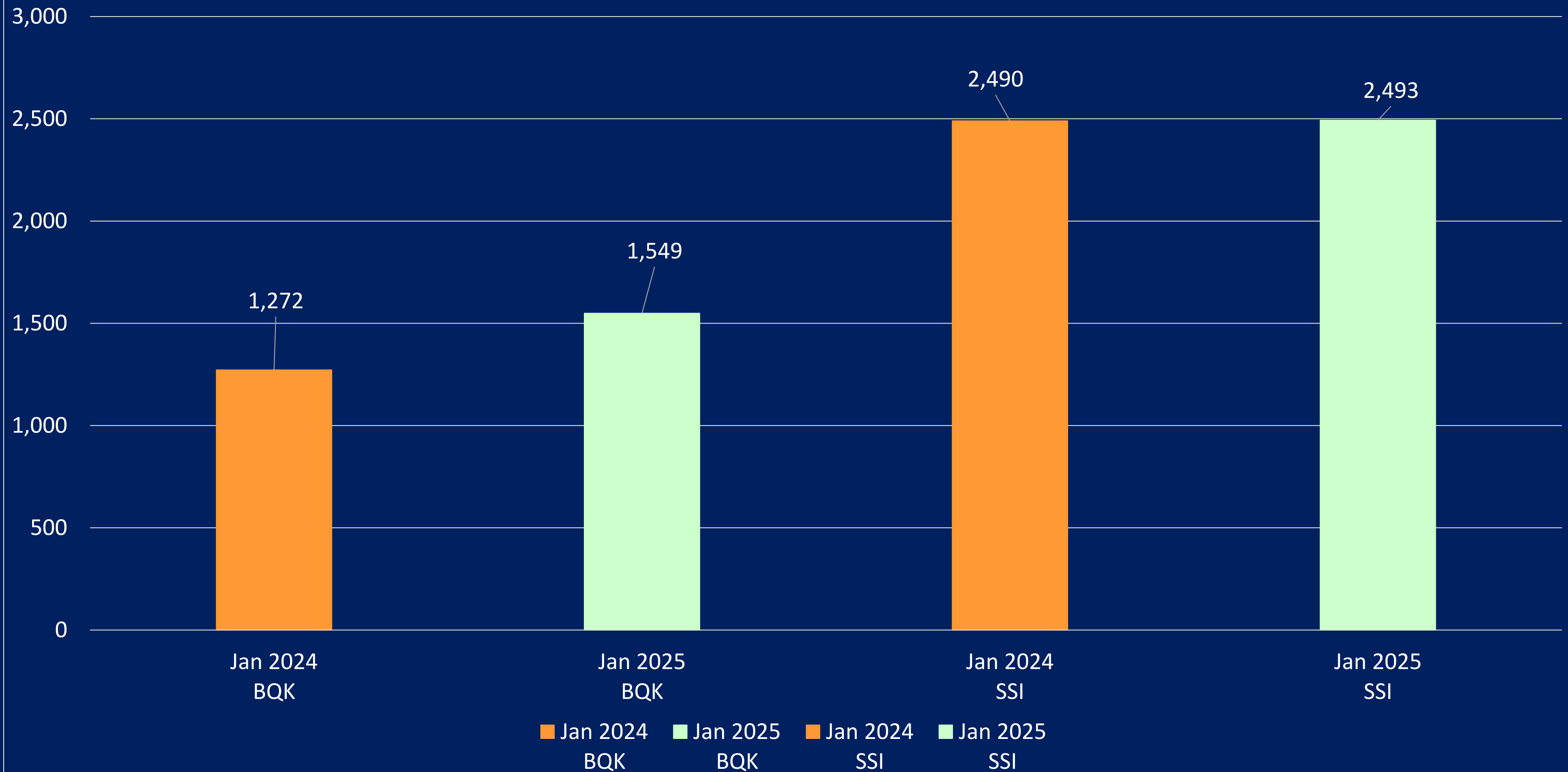


XI. Activity Report

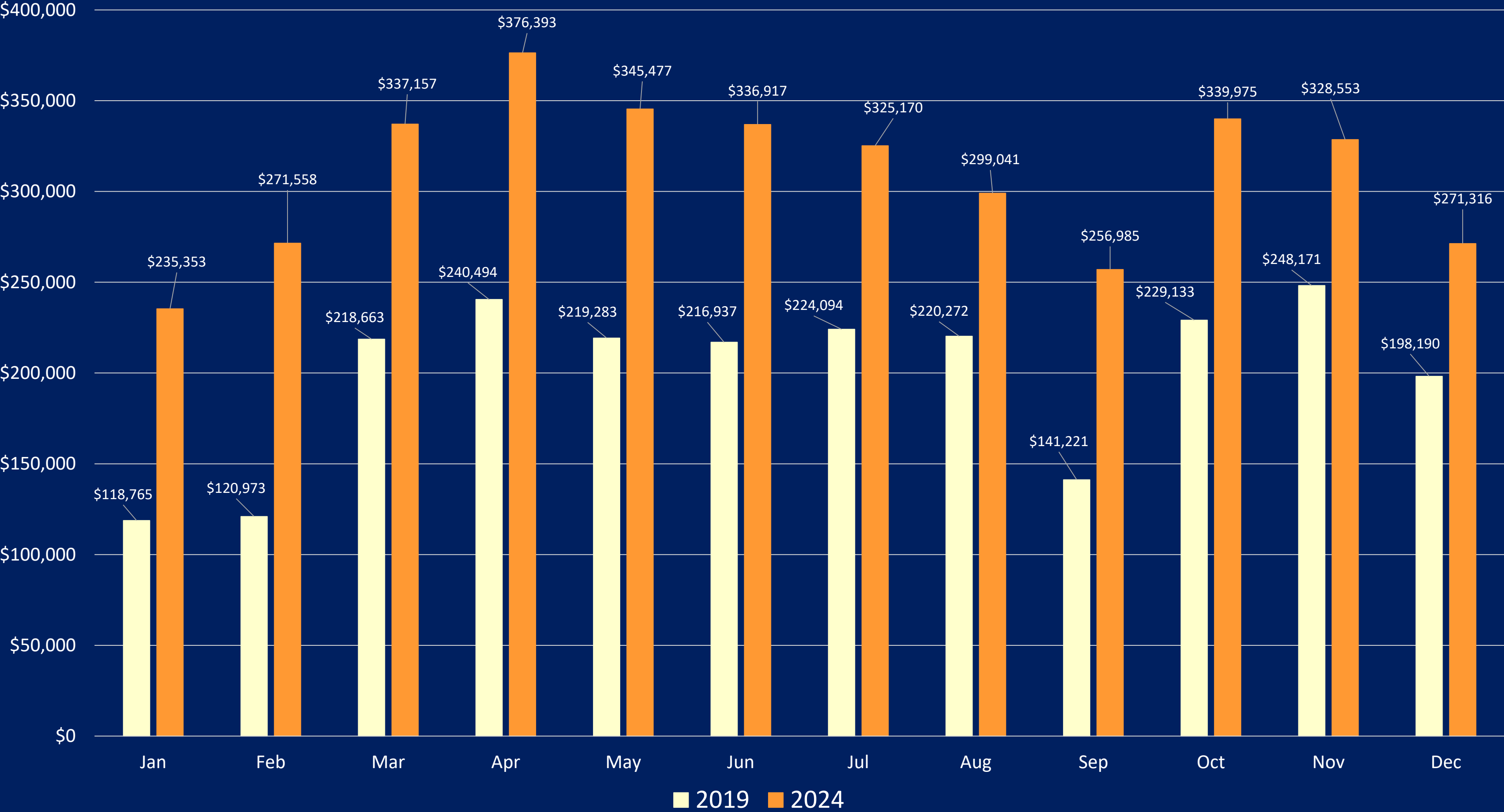
Enplaned Passengers



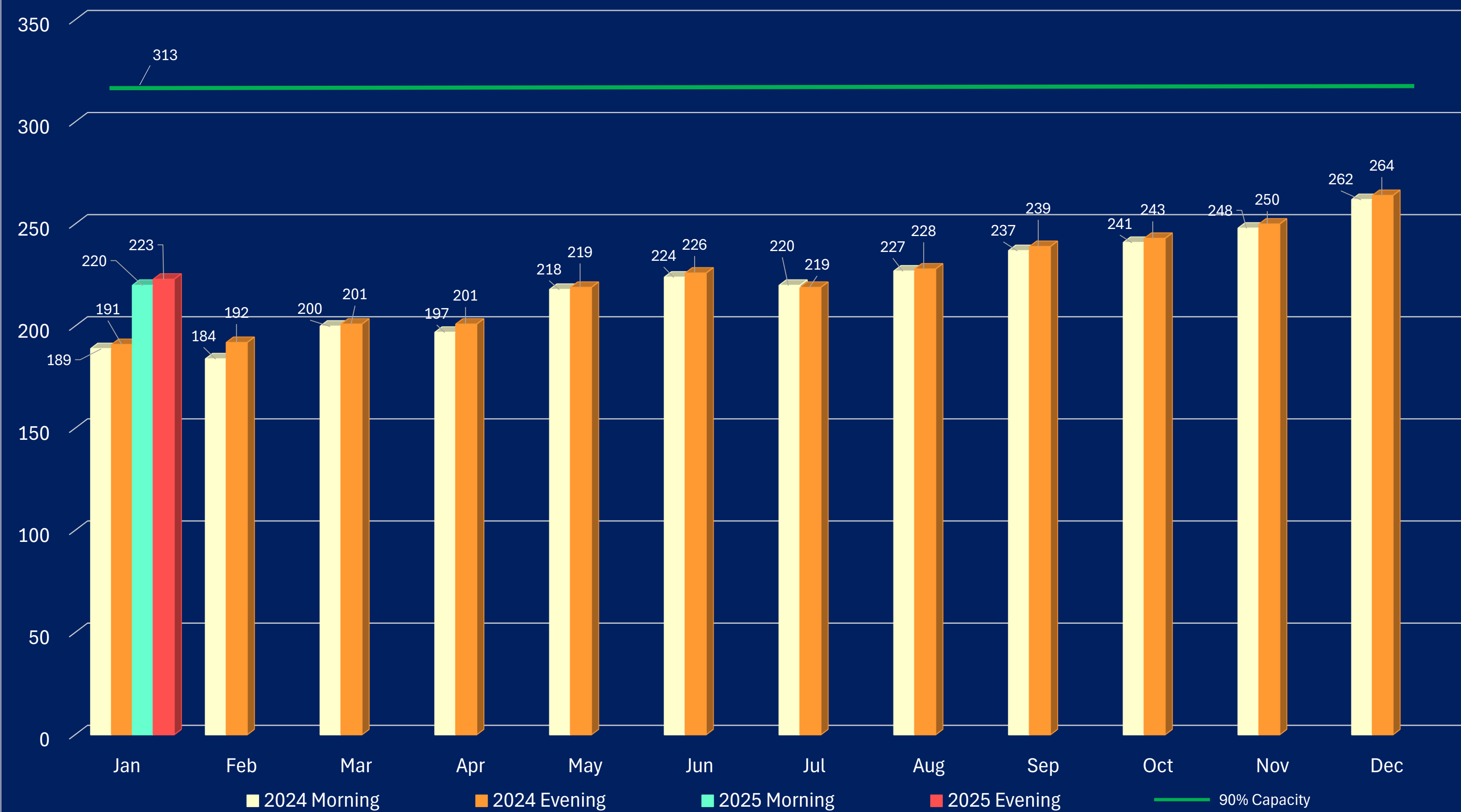
Aircraft Operations - BQK & SSI



Rental Car Gross Receipts - Both Airports



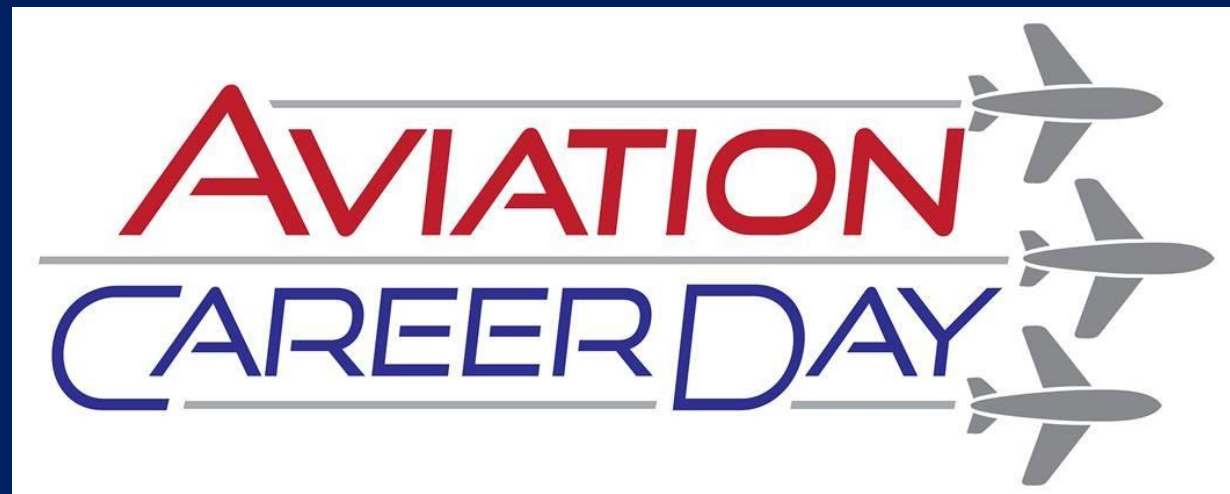
BQQ Parking Lot Inventory



XIII. Upcoming Events



- Aviation Career Day – March 8, 2025 – BQK
- Glynn County Airport Commission Meeting March 18, 2025 - BQK
- Coastal Georgia Honor Flight – May 3, 2025 - BQK
- Golden Isles Airshow – May 17 & 18, 2025 - BQK



XIV. Executive Session

❖ *Real Estate*

❖ *Legal*

XV. Return to Open Session

XVI. Adjournment

