



DATE: May 15, 2025
TO: Glynn County Airport Commission
FROM: Robert J. Burr, Executive Director
SUBJECT: Commission Meeting Agenda

The monthly meeting of the Glynn County Airport Commission (GCAC) will be held at **9:00 a.m.** Tuesday, May 20, 2025.

The public is invited to attend at the **Brunswick Golden Isles Airport, 295 Aviation Parkway, Second Floor Conference Room, Brunswick, Georgia 31525.**

Commission Agenda

- I. Call to Order
- II. Invocation/Pledge of Allegiance
- III. Accept Agenda
- IV. Public Comment
 - A. General Comments
 - B. Request-to-speak forms are available for discussion of specific agenda items
- V. Pilot Recognition – Whitney McConnell earned IFR rating with flight Instructor Brian Mooney at the St. Simons Island Airport
- VI. Approval of Minutes

Glynn County Airport Commission Meeting Minutes April 15, 2025

Recommendation: Approve the April 15, 2025 Glynn County Airport Commission meeting minutes. (Enclosure A) [Link](#)

VII. Glynn County Airport Commission Strategic Plan

Staff developed a Strategic Plan at the direction of the Airport Commissioners.

Recommendation: Approve the Glynn County Airport Commission Strategic Plan.
(Enclosure B) [Link](#)

VIII. Finance and Administration – Shawna Williams, C.M. – Finance & Administration Director

A. Glynn County Airport Commission Fiscal Year 2025-2026 Proposed Budget – Staff has developed a balanced budget for FY 2025- 2026 with proposed operating revenues of \$4,728,026 and proposed operating expenses of \$4,595,373. The capital program for ongoing and new project includes \$2,468,736 in capital expenses and the Commission will be seeking approximately \$5,154,674 in state and federal grants and other funding sources to complete the program.

Recommendation: Approve the FY 2025 - 2026 Glynn County Airport Commission budget and recommend approval to the Golden Isles Development Authority. (Enclosure C) [Link](#)

B. Quarterly Financial Report (Enclosure D) [Link](#)

C. Signature Authorization – The Airport Ordinance in section 2-8-14 states that the Commission shall fix the disbursement signature threshold amount annually by resolution. Staff recommends that the current threshold specified in the policy for financial instruments remain at \$4,000 and above. Financial instruments above this amount require two signatures from the following officers: Chairman, Vice Chairman, Secretary-Treasurer, and the Assistant Secretary-Treasurer (Executive Director).

Recommendation: Keep the authorization threshold at \$4,000 to sign financial instruments.

IX. Property & Marketing – Terra Winslett, C.M. Director of Property & Marketing

Amendment and Assignment of 100 Happy Hangars Sublease

Mr. Jorge Flores has requested assignment as sole owner of 100 Happy Hangars and an 18-year term extension of the sublease. Capital improvements of approximately \$160,000 will be completed.

Recommendation: Approve the assignment and amendment of 100 Happy Hangars sublease and recommend approval to the Golden Isles Development Authority. (Enclosure E) [Link](#)

X. Facilities & Operations – Vernon Bessing, Director of Facilities & Operations

- A. FAR Part 139 Inspection – Brunswick Golden Isles Airport**
- B. Part 139 Wildlife Training – Brunswick Golden Isles Airport**
- C. Tabby House Improvements – St. Simons Island Airport**
- D. Farmer's Market Shed – Relocated to Family Gardening Club – St. Simons Island Airport**

XI. Capital Projects Update

- A. RS&H, Inc. Work Order No. 01 Amendment 01 – SSI Taxiway C & Connector Design Services Add Stormwater Pipe Investigation** – Scope of special services: Add stormwater pipe investigation to validate the availability of stormwater pipe outfall to support the development of a partial Taxiway C and Taxilane Connector extension adjacent to the Skylan Development Infrastructure – Phase II Program at a cost not to exceed 10,961.00.

Recommendation: Approve RS&H, Inc. Work Order No. 01 Amendment 01 – SSI Taxiway C & Connector Design Services Add Stormwater Pipe Investigation and authorize the Executive Director to execute all necessary documentation. (Enclosure F) [Link](#)

- B. RS&H, Inc Work Order No. 02 Amendment 01 – SSI Southeast Apron Pavement Rehabilitation and Drainage Improvement** – Additional design services to delete drainage improvements, add Perimeter Service Road modifications, add Taxiway B repair and rehabilitation, add pavement markings, and add CatEx at a cost not to exceed \$19, 213.00.

Recommendation: Approve RS&H, Inc. Work Order No. 01 Amendment 01 and authorize the Executive Director to execute all necessary documentation. (Enclosure G) [Link](#)

- C. Safety Improvements Environmental Assessment - St. Simons Island Airport**
- D. North Apron Expansion and Construction of Taxilane – Brunswick Golden Isles Airport**
- E. ARFF Station Replacement Project – Brunswick Golden Isles Airport**
- F. Passenger Boarding Bridge Update – Brunswick Golden Isles Airport**

XII. Executive Director's Items

- A. Golden Isles Air Show Report– Brunswick Golden Isles Airport**

B. Georgia Airports Association (GAA) Legislative Tour Report

C. Coastal Georgia Honor Flight Report

XIII. Activity Report (Enclosure H) [Link](#)

- A. Enplanement Report**
- B. Airport Operations**
- C. Rental Cars Report**
- D. Parking Lot Capacity – Brunswick Golden Isles Airport**

XIV. Upcoming Events

- **Draft EA Airport Improvements Public Workshop – St. Simons Island Airport May 20, 2025**
5:00 – 7:00 p.m. Glynn County Airport Commission Annex – St. Simons Island Airport
- **Glynn County Airport Commission Monthly Meeting – June 17, 2025**

XV. Executive Session

Discuss possible Real Estate Items as permitted by O.G.C.A §50-14-3(b)(1)(B), Personnel as permitted by O.C.G.A. §50-14-2(b)(2) and Legal Items as permitted by O.C.G.A. § 50-14-2.

XVI. Return to Open Session

XVII. Adjournment

Individuals with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, may contact the Glynn County Airport Commission at 912-265-2070. The Airport Commission will make reasonable accommodations for those persons with at least two business days' notice prior to the meeting.