



Glynn County Airport Commission



**APPROVED BUDGET
JUNE 03, 2025
FISCAL YEAR 2025-2026**

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Glynn County Airport Commission

Mission:

The Glynn County Airport Commission's primary function is to maintain the airport system of Glynn County to the highest safety, reliability, and efficiency standards possible with the resources available. Further, the Commission shall insure the infrastructure and services are maintained, enhanced, and promoted to the level desired by the community and customers utilizing the facilities. The Commission shall accomplish the above functions while remaining as financially self-supporting as possible.

A Shared Vision for Brunswick and the Golden Isles

Working together to make Brunswick and the Golden Isles an exceptional place in Georgia to live, work and visit by strengthening our communities and enhancing the quality of life.



Budget Message Fiscal Year 25/26

May 13, 2025

The Glynn County Airport Commission staff have developed a conservative budget for the fiscal year 2025/2026, which coincides with the development of a Strategic Plan. Initiatives and goals specific to the mission and vision of the Commission were established and the proposed budget allocates resources for the initiatives.

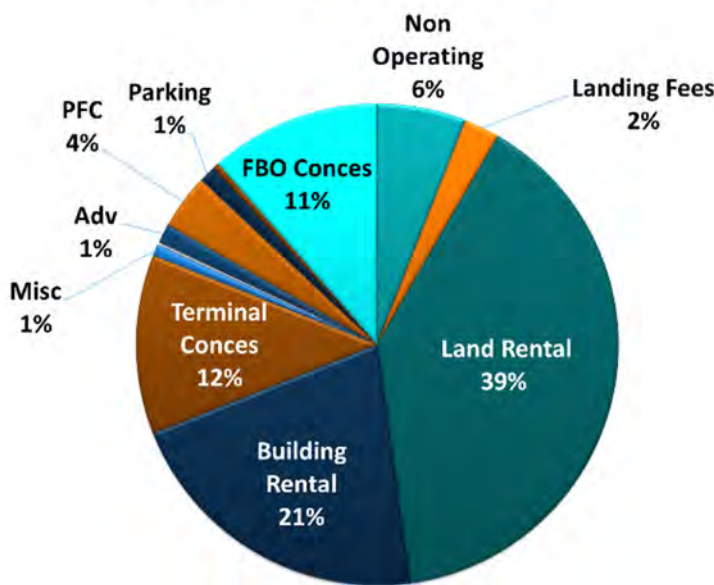
Staff expect the Commission to end the fiscal year 24/25 with slightly decreased revenues over what was projected for land rentals, building rentals and FBO Concessions. Marginal increases in receipts are expected for PFCs and terminal advertising for the year ending June 30, 2025.

Based on national statistics, air travel for February 2025 operated at approximately 5.7% higher levels than pre-COVID levels and staff expect activity to trend slowly upwards throughout the year. In February 2025, passenger traffic decreased by -3% in the United States as compared to 2024. (Source: <https://www.transtats.bts.gov/traffic/>) At Brunswick Golden Isles Airport, traffic increased by 25% for the first quarter in 2025 as compared to 2024. Staff are hopeful that passenger ridership will continue to grow.

Staff developed a balanced budget. Over the past year the Commission has invested in fully insured securities by the FDIC. The Commission will re-evaluate the capital program schedule to protect cash flow for future years. Additionally, the Commission will continue to aggressively seek other types of funding for the capital program.

OPERATING REVENUES **\$4,728, 607**

Proposed Revenue 25/26



Comparing the proposed budget to the current year's budget, staff are expecting a 7.8% increase or \$322,318 in operating revenues due mainly to rate adjustments for leases and an increase in PFC, advertising, and vehicle concession revenues.

- Interest Income is expected to stay the same due to projected interest earnings from the new investment program.
- Landing Fees are paid to GCAC based on the weight of landed pounds. These fees are expected to increase by 19% or \$17,942 with the increases in demand and the annual 4% increase in fees.
- Building rental revenues are expected to increase by 2% or \$20,323 due to due to scheduled lease rate adjustments.
- Land Rental revenues are expected to increase by 14.5% or \$235,562 due to the scheduled lease rate adjustments.
- Ground Transportation revenues are expected to increase by 56.2% or \$9,091 due to a new agreement for Turo at St. Simons Island Airport.

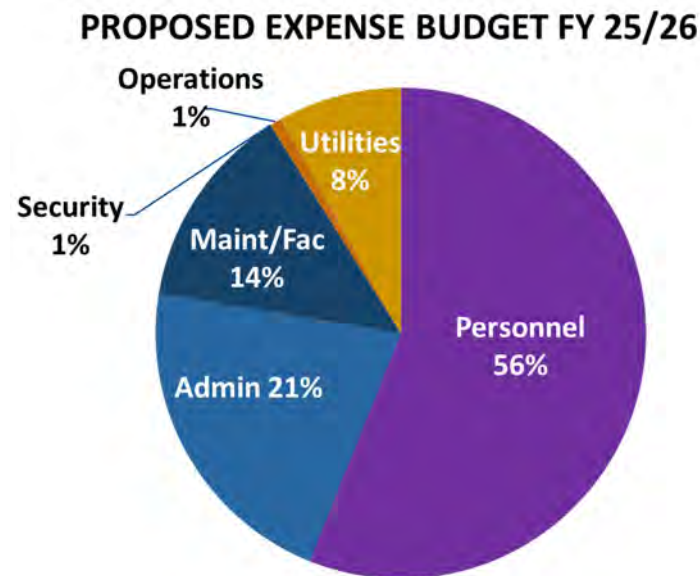
Budget Message FY25/26

- Miscellaneous Operating revenues are expected to stay the same.
- Advertising Display income estimates have been adjusted to actual receipts and signed contracts. The budget comparison illustrates a 17.3% increase, or \$8,900, due to new advertisers entering into contracts.
- PFC revenues are expected to increase by 26.9% or \$36,809 and are based on current enplanements, which include the third daily flight being brought back.
- Parking revenues are expected to decrease by (1%) or (\$545).
- FBO Concession revenues are expected to decrease by (0.06%) or (\$328) and are based on current year's receipts.

Notes

- FY25/26 includes scheduled increases in rental revenue and staff notes that the CPI rates have stabilized over the last year.
- The proceeds from the land sales have been invested, resulting in greater interest income revenue to even out the loss of the land revenue.
- The expense budget includes a cost-of-living adjustment of 2.82% for salary increases.
- The Capital program additionally features projects with encumbered funds from the previous programs which are underway or planned to begin prior to the start of the fiscal year.

OPERATING EXPENSES \$4,595,373



Comparing the proposed budget to the current year's budget, operating expenses are expected to increase by approximately 7.3% or \$313,994 for the year, mostly due to increases in operational and personnel costs. Projected expenses for FY24/25 are down by (42%) as compared to actual expenses from FY23/24.

- Personnel expenses, including benefits, are expected to increase by 10% or \$232,376.
- Maintenance expenses are expected to increase by 2.4% or \$14,410. Increases are expected in terminal & airfield systems, grounds & fencing, and buildings at BQK.
- Administrative expenses are expected to increase by 7.3% or \$66,708 due to one-time expenditures that will not carry over in future years. Increases are expected in marketing, IT and software, insurance, and professional services.
- Operational and safety expenditures are expected to decrease by (3.9%) or (\$1,500) due to a reduction in the security clearance program and elimination of equipment purchases that were completed in the current fiscal year.
- Utility expenses are expected to increase by 0.5% or \$2,000, which are based on current expenditures.

Budget Message FY25/26

OTHER COMMITMENTS

Other commitments include leases for copy machines for approximately \$3,830 obtained in previous budget programs.

CAPITAL BUDGET

The capital budget proposed will allow the Commission to complete projects which were deferred in previous years. New projects include redesign of the visitor center, update to the Commission history project, equipment needed to provide food service in the hold room, exterior painting of the terminal, breezeways and the fire station, carpet replacement in the terminal, airfield radio purchase, generator purchase for the airfield at St. Simons, and gate controllers for St. Simons.

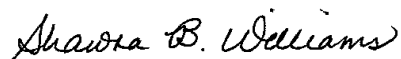
At this time, the Commission has several phases of projects planned in the improvement program which are not currently fully funded. As additional funding becomes available from the FAA or GDOT, the Commission strives to be in a position to pursue additional development projects by obtaining grants and amending the budget to include the required local matching funds.

The staff recommend a total of \$2,091,044 in local capital expenditures to complete approximately \$20,239,579 in projects. Matching portions for federal and state grants are funded with capital funds. Installation of the new boarding bridge, which is planned for the fall of 2025, is being funded through the PFC program and will be collected over the next ten years.

The Commission will be seeking approximately \$3,448,327 in federal and state grants and other funding sources to complete the capital program for unfunded projects from FY24/25 and new projects in FY25/26. Additionally, the Commission plans to expend \$3,065,253 of its SPLOST 2022 funds.

Please feel free to contact me with any questions you may have.

Best Regards,



Finance & Administration Director
Glynn County Airport Commission



Glynn County Airport Commission

Budget Calendar

The following is a comprehensive list off all information that must be coordinated to issue a balanced budget. All staff members contributed accordingly to the process to develop the final budget document.

Task	Responsible Staff	Task Deadline
Capital Requests	All Directors	Friday, March 7, 2025
Lease Rate & Adjustment Schedule	Shawna/Tiffany	Friday, March 7, 2025
LEO Schedule	Shawna/Tiffany	Friday, March 7, 2025
Terminal Advertising Summary	Terra/Jessica	Friday, March 7, 2025
Interest Schedule	Shawna/Tiffany	Friday, March 7, 2025
PFC Schedule	Shawna/Tiffany	Friday, March 7, 2025
Maintenance Contracts, Services Agreements for Brunswick and St. Simons	Vernon/Jerald/John	Friday, March 14, 2025
Maintenance Contracts, Service Agreements Marketing & Property	Terra/Leigh/Jessica	Friday, March 14, 2025
Maintenance Contracts, Service Agreements Finance & Administration, IT, Risk Management	Shawna/Tiffany	Friday, March 14, 2025
Facilities, Operations, Security Expenses Brunswick and St. Simons	Vernon/Jerald/John	Friday, March 14, 2025
Administrative (6000's accounts) Requests from all divisions – (excluding travel and training)	All	Friday, March 14, 2025
Rates and Fees Schedule Update Data	Rob/Terra/Vernon/Shawna/Tiffany	Friday, March 14, 2025
Travel and Training for all divisions	All	Friday, March 14, 2025
Position Comparable Documents for Salary Study	All	Friday, March 21, 2025
Budget Workbook Final Balance and Review	Shawna/Tiffany	Wednesday, March 26, 2025
Completion of Staff Performance& Development Reviews	All Directors/Rob	Friday, March 28, 2025
Staff Meeting to Review First Draft	All	Thursday, April 10, 2025
Payroll Schedule	Shawna/Rob	Friday, April 4, 2025
Staff Meeting – Discuss and Review Amended Budget Items	All	Thursday, April 17, 2025
Review Budget Treasurer- Email to Board	Shawna/Rob/Tiffany/Commissioner Hutson	Wednesday, April 23, 2025
Email Proposed Budget with Budget Summary to Commissioners for Preview/Questions	Shawna	Tuesday, May 6, 2025
Present Proposed Budget for Commission Meeting	Shawna/Rob	Tuesday, May 20, 2025
Recommend Proposed Budget Commission Meeting	Shawna/Rob	Tuesday, May 20, 2025
Development Authority Approval	Shawna/Rob	Tuesday, June 3, 2025

GLYNN COUNTY AIRPORT COMMISSION
SUMMARY OF PROPOSED OPERATING BUDGET
FISCAL YEAR 2025/2026

			Proposed Budget	Budget	Projected	FY24/25 vs			
	BQK	SSI	FY25/26	FY24/25	Collections	Projected	Budget	Budget	
					FY24/25	FY23/24	Variance	Inc/Dec %	
OPERATING REVENUE									
Revenue	\$ 2,662,738	\$ 1,784,768	\$ 4,447,507	\$ 4,125,188	\$ 4,128,663	\$ 318,844	\$ 322,318	7.81%	
NON OPERATING REVENUE									
Interest	\$ 281,100	\$ -	\$ 281,100	\$ 281,100	\$ 132,412	\$ 148,688	\$ -	0.00%	
Sale of Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
LEO Grant Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
TOTAL	\$ 2,943,838	\$ 1,784,768	\$ 4,728,607	\$ 4,406,288	\$ 4,261,075	\$ 467,531	\$ 322,318	7.31%	
OPERATING EXPENSES									
Personnel	\$ 1,760,674	\$ 815,938	\$ 2,576,612	\$ 2,344,235	\$ 1,174,672	\$ 1,401,939	\$ 232,377	9.91%	
Administrative	\$ 651,725	\$ 335,737	\$ 987,462	\$ 919,253	\$ 745,622	\$ 241,839	\$ 68,208	7.42%	
Maintenance/Facilities	\$ 433,890	\$ 187,510	\$ 621,400	\$ 603,620	\$ 477,952	\$ 143,448	\$ 17,780	2.95%	
Operations/ Safety	\$ 35,600	\$ 1,000	\$ 36,600	\$ 38,100	\$ 29,309	\$ 7,291	\$ (1,500)	-3.94%	
Utilities	\$ 320,000	\$ 53,300	\$ 373,300	\$ 371,300	\$ 321,235	\$ 52,065	\$ 2,000	0.54%	
TOTAL	\$ 3,201,888	\$ 1,393,485	\$ 4,595,373	\$ 4,276,508	\$ 2,748,790	\$ 1,846,583	\$ 318,865	7.46%	
NET OPERATING INCOME	\$ (258,050)	\$ 391,283	\$ 133,233	\$ 129,780	\$ 1,512,286	\$ (1,379,052)	\$ 3,453	2.66%	
LONG TERM DEBT					\$ 3,000				
Lease Obligations	\$ 3,830	\$ -	\$ 3,830	\$ 3,830	\$ 15,734	\$ (11,904)	\$ 0	0.01%	
CONTRIBUTIONS TO CAPITAL FUND			\$ 129,403	\$ 125,950	\$ 1,496,552	\$ (1,367,149)	\$ 3,453		

**GLYNN COUNTY AIRPORT COMMISSION
SUMMARY OF PROPOSED
CASH FLOW
FISCAL YEAR 2025/2026**

CASH ON HAND:	
PETTY CASH	\$100
RECONCILED CASH BALANCE (Coastal Bank)	\$3,306,873
RESTRICTED CASH EAST GA PHASE II	\$49,460
RESTRICTED CASH DEDUCTIBLE	\$100,000
RESTRICTED CAPITAL RESERVE	\$2,006,905
RESTRICTED TABBY HOUSE DONATION	\$10,000
PFC REVENUES	\$2,501
SPLOST 2022	\$935,291
2023 LAND SALES FLETC DORMS & LAND	\$5,825,275
	\$12,236,404
OPERATING ACTIVITIES REMAINDER OF FY23/24	
PROJECTED INCOME REMAINING UNCOLLECTED	\$1,961,036
PROJECTED EXPENSES REMAINING UNSPENT	-\$1,819,994
	\$141,042
CAPITAL CARRY OVER FROM FY23/24	
PROJECTED GRANT/OTHER INCOME	\$504,198
PROJECTED PROJECT EXPENSE	\$2,511,103
Capital For FY23/24 CARRY OVER TO 24/25 (Encumbered)	\$2,006,905
Subtotal	<u><u>\$10,370,541</u></u>
RESTRICTED CASH	\$1,097,252
INVESTED CASH	\$5,825,275
CAPITAL PROGRAM FY 24/25	
CONTRIBUTIONS FROM O&M	\$ 129,403
NEW PROJECTS TOTAL COST	\$ 14,566,809
NEW PROJECTS FAA GRANT REVENUES	\$ 7,648,495
NEW PROJECTS STATE GRANT REVENUES	\$ 468,381
NEW PROJECTS OTHER REVENUES	\$ 75,000
NEW PROJECTS LOCAL EXPENSES	\$ 608,909
Other Encumbrances (Add on funds for Prior YR Prjts)	\$ 2,114,361
	\$854,148
ESTIMATED CAPITAL RESERVE BALANCE 06/30/25	

GLYNN COUNTY AIRPORT COMMISSION
SUMMARY OF PROPOSED CAPITAL BUDGET
FISCAL YEAR 2025/2026

		TOTAL	FAA	STATE	SPLOST	OTHER	AIRPORT LOCAL	COLLECTED	UNCOLLECTED
CAPITAL REVENUE									
GRANT FUNDED PROJECTS	BQK	\$19,867,224	\$12,397,974	\$654,674	\$4,950,569	\$1,864,007	\$0	\$ -	\$ 12,018,571
GRANT FUNDED PROJECTS	SSI	\$4,115,757	\$2,599,076	\$720,574	\$796,107	\$0	\$0	\$ -	\$ 1,601,662
SUBTOTAL		\$23,982,981	\$14,997,050	\$1,375,248	\$5,746,676	\$1,864,007	\$0	\$0	\$13,620,233

		TOTAL	FAA	STATE	SPLOST	OTHER	AIRPORT LOCAL	EXPENSED	REMAINING BAL
CAPITAL EXPENSES									
GRANT FUNDED PROJECTS	BQK	\$15,495,454	\$12,397,974	\$654,674	\$4,950,569	\$1,864,007	\$2,957,638	-\$4,333,275	\$ 19,828,729
GRANT FUNDED PROJECTS	SSI	\$7,218,416	\$2,599,076	\$720,574	\$796,107	\$0	\$3,507,653	\$622,069	\$ 6,596,348
SUBTOTAL		\$22,713,870	\$14,997,050	\$1,375,248	\$5,746,676	\$1,864,007	\$6,465,291	-\$3,711,207	\$26,425,077

PRIOR YEARS LOCAL CONTRIBUTIONS TO CAPITAL PROGRAM FROM CAPITAL RESERVE \$ 3,742,021
CURRENT YEAR LOCAL CONTRIBUTION TO CAPITAL PROGRAM FROM CAPITAL RESERVE \$ 2,723,270
TOTAL \$ 6,465,291

AVAILABLE CAPITAL RESERVES \$ 8,449,206
CONTRIBUTIONS TO CAPITAL PROGRAM FROM O&M \$ 129,403
TOTAL \$ 8,578,609

PROJECTED CAPITAL RESERVE BALANCE FUTURE YEARS \$ 5,855,339

OPERATING RESERVES GOAL 6 MONTHS OF EXPENSES 06/30/25	\$ 1,374,395
ESTIMATED CAPITAL RESERVES AS OF 06/30/25	\$ 4,480,945

**GLYNN COUNTY AIRPORT COMMISSION
CAPITAL IMPROVEMENTS PROGRAM (CIP)
FY 2025/2026 CAPITAL BUDGET REQUESTS**

CONTRIBUTIONS FROM O&M AND CAPITAL FUND

\$ 6,130,043

\$ 129,403 \$ 8,449,206

LOG	NO	PROJECT DESCRIPTION	FY	TOTAL PROJECT COST	REMAINING PROJECT COST	FAA ENTITLEMENT SHARE	FAA BIL	FAA DISCRETIONARY	STATE SHARE	SPLOST	PFC	OTHER	PRIOR YEAR ENCUMB LOCAL	FY 25/26 LOCAL SHARE
BOK	183/183D	North Development Environmental Update and Taxilane Design	22/23	\$ 257,943	\$ 101,563	\$ -	\$ 232,149	\$ -	\$ -	\$ 10	\$ -	\$ -	\$ 25,784	\$ 0
BOK	185	Design ARFF Facility Evaluation & Replacement (Bid in FY25)	22/23	\$ 890,197	\$ 196,959	\$ 378,689	\$ -	\$ -	\$ -	\$ 445,099	\$ -	\$ -	\$ 66,410	\$ (0)
BOK	185C	Construct ARFF Facility Replacement	24/25	\$ 9,051,253	\$ 9,004,458	\$ 6,807,370	\$ -	\$ -	\$ 378,187	\$ 1,440,713	\$ -	\$ -	\$ 380,153	\$ -
BOK	186	Design and Install Passenger Boarding Bridge Replacement	22/23	\$ 1,638,877	\$ 1,663,980	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,864,007	\$ -	\$ 1,864,007	\$ -
BOK	193	Construct North Taxilane Development (FY26/27)	23/24	\$ 3,032,900	\$ 8,318,000	\$ 1,300,000	\$ 108,000	\$ 3,568,766	\$ 276,487	\$ 3,064,747	\$ -	\$ -	\$ -	\$ -
111	14089	K9 Infrastructure (ADA Relief Area)	20/21	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOK	14099	HVAC Duct Cleaning Terminal	20/21	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -
BOK	14112	GIDA Airport Industrial Areas	21/22	\$ 76,750	\$ 17,234	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 76,750	\$ -
BOK	14119	Spray Foam Terminal Roof Leak Repairs	22/23	\$ 135,000	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 135,000	\$ -
BOK	14123	ARFF SCBA Breathing Apparatuses (2)	22/23	\$ 14,000	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,000	\$ -
BOK	14130	Paint and Wallpaper Areas Inside Terminal	23/24	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -
BOK	14132	Janitorial Equipment for Terminal	23/24	\$ 6,000	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -
BOK	14141	Building Modifications	24/25	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -
BOK		Redesign of Visitor Center	25/26	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
BOK		GCAC History Revamp Project	25/26	\$ 8,000	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000
BOK		Tipsy McFly's - Stove, POS, Refrigeration purchase (Hold Room)	25/26	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
BOK		Exterior Painting of Terminal, Breezeways & Firestation	25/26	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
BOK		Carpet Replacement in Rental Car Areas	25/26	\$ 9,534	\$ 9,534	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,534
BOK		Airfield Radio Purchase	25/26	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000
		SUBTOTAL BOK		\$ 15,495,454	\$ 19,828,729	\$ 8,486,059	\$ 340,149	\$ 3,571,766	\$ 654,674	\$ 4,950,569	\$ 1,864,007	\$ -	\$ 2,695,104	\$ 254,534
SSI	215EA	Skylane Development Infrastructure & EMAS Environmental Assessment	22/23	\$ 392,014	\$ 183,731	\$ 375,375	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,639	\$ -
SSI	215D	Design Skylane Infrastructure Development	23/24	\$ 531,237	\$ 191,316	\$ -	\$ 478,113	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 531,237	\$ -
SSI	213	Design Rwy 4-22 Rehabilitation, EMAS, and Drainage Improvements	25/26	\$ 1,000,000	\$ 1,000,000	\$ 638,175	\$ -	\$ 261,825	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000	\$ -
SSI	217	Design & NEPA Taxiway B and Southeast Apron Pavement Rehab	24/25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SSI	218	SSI Airport Layout Plan (Follow up with BT)	24/25	\$ 15,265	\$ 15,265	\$ 13,738	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,527	\$ -
SSI	215C	Construct Skylane Development Infrastructure Phase 2	25/26	\$ 4,397,709	\$ 4,397,709	\$ -	\$ 831,850	\$ -	\$ 219,885	\$ 796,107	\$ -	\$ -	\$ 219,886	\$ 2,329,981
SSI	221	Southeast Apron Pavement Rehab + Drain Imp Design & Const	24/25	\$ 601,662	\$ 600,918	\$ -	\$ -	\$ -	\$ 450,689	\$ -	\$ -	\$ -	\$ 150,974	\$ -
SSI	16084	SSI Annex Office Improvements (3 Phases, 1059, 16071, 16076, 16084)	16/17	\$ 141,774	\$ 68,654	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 68,654	\$ -
SSI	16097	Paint Annex Building	23/24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SSI		New Cummins 100KW Generator	25/26	\$ 127,810	\$ 127,810	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 127,810
SSI		Hi-Security Gate Controller	25/26	\$ 10,945	\$ 10,945	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,945
		SUBTOTAL SSI		\$ 7,218,416	\$ 6,596,348	\$ 1,027,288	\$ 1,309,963	\$ 261,825	\$ 720,574	\$ 796,107	\$ -	\$ -	\$ 1,038,917	\$ 2,468,736
		EXPENSE TOTAL		\$ 22,713,870	\$ 26,425,077	\$ 9,513,347	\$ 1,650,112	\$ 3,833,591	\$ 1,375,248	\$ 5,746,676	\$ 1,864,007	\$ -	\$ 3,734,021	\$ 2,723,270
		EST. WITHDRAWALS FROM CAPITAL RESERVE FUND												\$ (2,593,867)
		NET												\$ 5,855,339
		OPERATING RESERVES 6 Mo Expenses 06/30/25												\$ 1,374,395
		ESTIMATED CAPITAL RESERVES 06/30/25												\$ 4,480,945



Glynn County Airport Commission

May 13, 2025

CAPITAL PLANNING FOR LOCALLY FUNDED PROJECTS

EVALUATION SUMMARY

The Glynn County Airport Commission (GCAC) develops an annual capital improvement program that is funded by various sources. Items which are wholly funded by the GCAC with no associated grants are evaluated by staff and prioritized in the capital program. Recommended projects should be relevant to GCAC planning, and/or maintaining or replacing capital assets necessary for the operation and maintenance of its airports. Such projects will be evaluated for budget consideration on the following criteria:

1. The project is mandated.
2. The project is consistent with the airport FAA approved Master Plan/ALP, as applicable.
3. The project eliminates hazards and improves safety and security for airport users and the community.
4. The project rehabilitates current infrastructure and is approved in the current replacement schedule or strategic plan.
5. The project lengthens the useful life of the asset.
6. The project has a positive effect on operating and maintenance costs.
7. The project replaces an asset lost to disaster or damage.
8. The project assists with the implementation of the GCAC's goals and policies.
9. The project has been evaluated for environmental impacts.
10. Project implementation is feasible, including funding.
11. The project provides cultural and aesthetic value.

The following projects for FY25/26 were evaluated on the 11 criteria by staff.

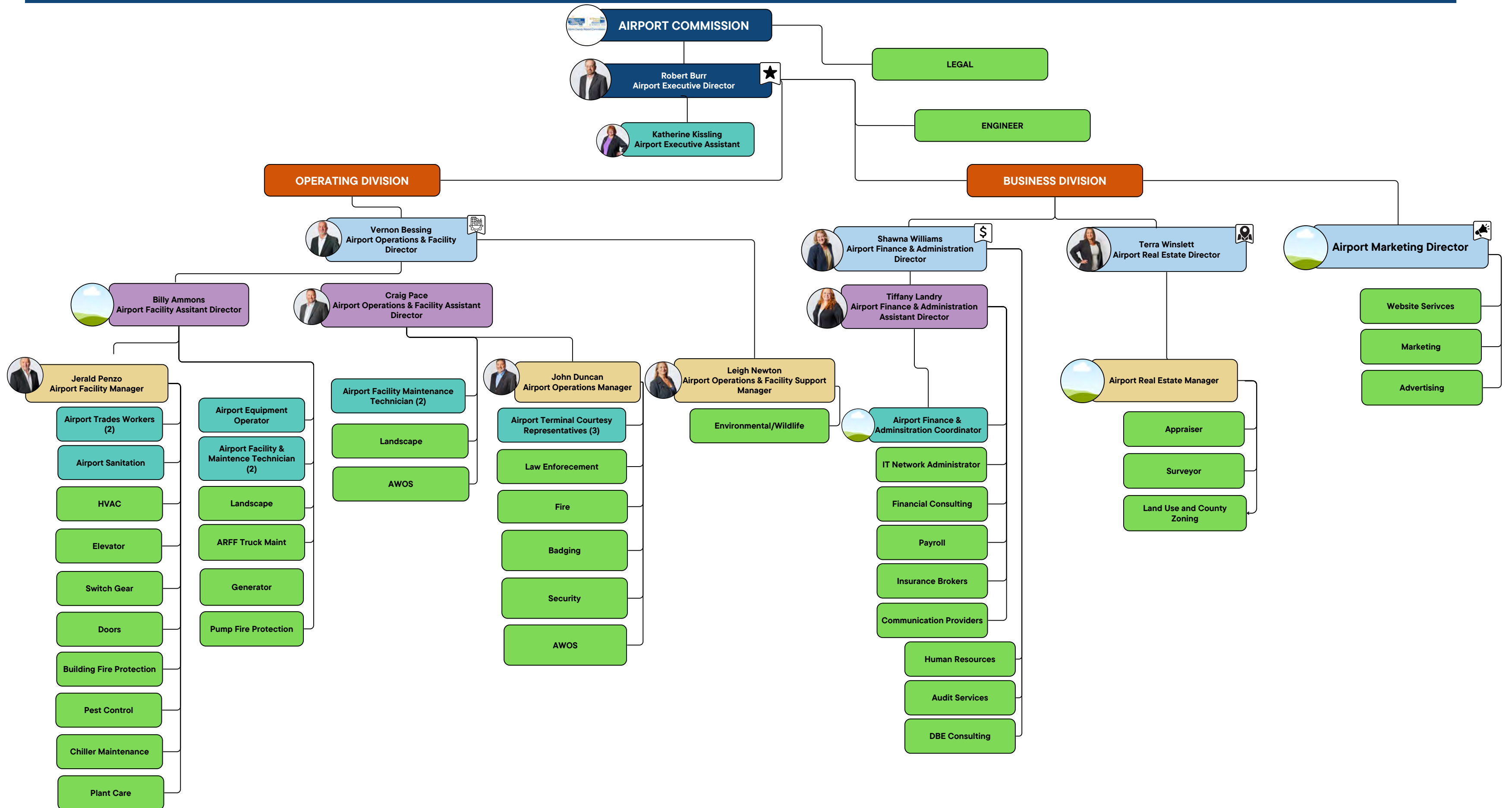
A total of 8 projects are recommended for inclusion in the capital program and 11 projects were eliminated in the process.

Glynn County Airport Commission Rates and Fees Schedule FY25/26 Proposed Budget

Type of Charge	FY25/26 Rate	FY24/25 Rate	Rate Description
Signatory Landing Fees (Effective December 1)	\$1.87	\$1.80	per 1,000 lbs, adj annually 4% by agreement
Non Signatory Landing Fees	\$3.75	\$3.60	per 1,000 lbs, adj annually 4%
Landing Fee for Temporary Tower	TBD	TBD	Based on quotes and ancillary costs for service
Tenant Annual Term Parking at St Simons Airport	\$519.12	\$504.00	per vehicle
Tenant 6 mos Parking at St. Simons Airport	\$290.46	\$282.00	per vehicle
Non-Tenant Annual Term Parking at St Simons Airport	\$648.96	\$630.00	per vehicle
Non- Tenant 6 mos Parking at St. Simons Airport	\$355.38	\$345.00	per vehicle
Daily Parking at St. Simons Airport	\$9.27	\$9.00	per vehicle
Parking Permit Refund administrative fee	\$65.00	\$65.00	per occurrence
FBO Concessions and Lease Space SSI	4.75%	4.75%	Determined by Lease Agreements/ Gross Sales
FBO Concessions Agreement BQK	4.25%	4.25%	Ground rental separate sublease agreement
Aeronautical Rates by SF	\$0.49	\$0.47	Annual CPI Adjustment (January)
Non Aviation Property Rate at Both Airports	Market Value	Market Value	Determined by Appraisal Contractor
On-Airport Car Rental Concession fee	11%	11%	Determined by Lease Agreements/ Gross Sales
Airline Terminal Space for Car Rental Companies SSI			No Current Agreement
Off Airport Car Rental Concession fee	8%	8%	Determined by Lease Agreements/ Gross Sales
Brunswick Terminal Exclusive Lease Space	\$29.72	\$28.57	per SF
Brunswick Terminal Common Lease Space (Effective December 1)	\$29.72	\$28.57	per SF
Airline Terminal Jet Bridge Use Charge	\$16.01	\$15.39	per use fee 4% increase by agreement
Executive Commission Conference Room Rental	\$75.00	\$75.00	per hour or \$300.00 per day
GCAC Small Conference Room Rental	\$37.50	\$37.50	per hour or \$100 per day
Non-Aeronautical Events on Aviation Property	15%	15%	15% of Tenant Revenue for Event
Ground Transportation Operators (Passengers and Baggage Delivery Services)	\$3/pickup or \$300/yr	\$3/pickup or \$300/yr	per vehicle, monthly
Shuttle Ground Transportation	\$5/room or \$3/pickup	\$5/room or \$3/pickup	whichever is greater
Transportation Network Company (TNC) BQK	\$3/pickup or \$300/yr	\$3/pickup or \$300/yr	whichever is greater
Transportation Network Company (TNC) SSI	\$3/pickup or \$300/yr	\$3/pickup or \$300/yr	whichever is greater
Replacment Badge Fee	\$15.00	\$15.00	Damaged, expected wear and tear
Lost Badge Fee	\$100.00/\$150.00/ \$200.00	\$100.00/\$150.00 0/\$200.00	1st loss/ 2nd loss/ 3rd loss
ATM Machine	25%	25%	of each transaction fee
Enhanced ARFF Services	\$150.00	\$150.00	
Automobile Fuel Rebill	17%	17%	Admin fees plus direct cost
Administrative Services B&W Copies	\$0.25	\$0.25	Each
Administrative Services Color Copies	\$0.75	\$0.75	Each
Administrative Services Open Records Request Billable Time	\$32.84	\$30.97	per hour, excluding the first quarter hour
Administrative Services Open Records Copies	\$0.10	\$0.10	per page
Tenant Services Labor Rate	\$28.09	\$28.09	Per Hour
Service Equip Equips Tractor with Bush hog	\$125.00	\$65.00	Per Hour
Service Equip Landscaping Equipment Mower	\$30.00	\$30.00	Per Hour
Service Equip Sweeper	\$85.00	\$50.00	Per Hour
Service Equip Landscaping Equipment Backpack Blower	\$15.00	\$15.00	Per Hour
Service Equip Landscaping Equipment Edger	\$15.00	\$15.00	Per Hour
Service Equip Landscaping Equipment Weed eater	\$15.00	\$15.00	Per Hour
Service Equip Landscaping Equipment Hedge Trimmer	\$15.00	\$15.00	Per Hour
Service Equip Chemical Spray	\$150.00	\$150.00	Per application
Capital Development Investment Terms			
Land use with 1 year renewal term	\$103,090.87	\$99,999.99	Policy Adjustment
Lease term 10 years Minimum	\$103,090.88	\$100,000.00	Policy Adjustment
Lease term 10 years Maximum	\$206,181.77	\$200,000.00	Policy Adjustment
Lease term 20 years Minimum	\$206,182.80	\$200,001.00	Policy Adjustment
Lease term 20 years Maximum	\$309,272.65	\$300,000.00	Policy Adjustment
Lease term 25 years Minimum	\$309,273.69	\$300,001.00	Policy Adjustment
Lease term 25 years Maximum	\$515,454.42	\$500,000.00	Policy Adjustment
Lease term 30 years Minimum	\$515,455.45	\$500,001.00	Policy Adjustment
Lease term 30 years Maximum	\$2,061,817.70	\$2,000,000.00	Policy Adjustment
Lease term 40 years Minimum	\$2,061,818.73	\$2,000,001.00	Policy Adjustment
Lease term 40 years Maximum	\$15,463,632.72	\$15,000,000.00	Policy Adjustment
Lease term by Negotiation Minimum	\$15,463,633.75	\$15,000,001.00	Policy Adjustment

Note: Items in highlighted in green reflect proposed changes

Glynn County Airport Commission



GCAC Salary Structure FY25/26

<u>Position</u>	<u>Name</u>	<u>Current Salary Range</u>		<u>Proposed Salary Range</u>	
		<u>Minimum</u>	<u>Maximum</u>	<u>Min</u>	<u>Max</u>
Executive Director Level					
Airport Executive Director	1 Burr, Robert	\$ 178,607	(by Contract)		
Director Level					
Airport Finance & Administration Director	1 Williams, Shawna	\$98,342	\$157,248	\$98,342	\$157,248
Airport Operations & Facility Director	1 Bessing, Vernon	\$98,342	\$157,248	\$98,342	\$157,248
Airport Property Director	1 Winslett, Terra	\$98,342	\$157,248	\$98,342	\$157,248
Airport Marketing Director	1 Vacant	\$98,342	\$157,248	\$98,342	\$157,248
Assistant Director Level					
Airport Finance and Admin Assistant Director	1 Landry, Tiffany	\$71,053	\$113,610	\$71,053	\$113,610
Airport Ops and Facility Assistant Director	1 Pace, Craig	\$71,053	\$113,610	\$71,053	\$113,610
Airport Fleet Maintenance Assistant Director	1 Ammons, Billy	\$71,053	\$113,610	\$71,053	\$113,610
Managerial Support					
Airport Operations Manager- BQK	1 John Duncan	\$63,128	\$100,942	\$66,976	\$107,078
Airport Ops and Facility Manager	1 Newton, Leigh	\$63,128	\$100,942	\$66,976	\$107,078
Airport Facility Manager	1 Penzo, Jerald	\$63,128	\$100,942	\$66,976	\$107,078
Airport Property Manager	1 Vacant	\$63,128	\$100,942	\$66,976	\$107,078
Airport Marketing Manager	1 Vacant	\$63,128	\$100,942	\$66,976	\$107,078
Airport Finance and Administration Coordinator	1 Vacant	\$51,334	\$82,077	\$51,334	\$82,077
Airport Executive Assistant	1 Kissling, Katherine	\$63,128	\$100,942	\$66,976	\$107,078
Workforce					
Airport Trades Worker	1 Dowling, Shane	\$45,635	\$72,966	\$45,635	\$72,966
Airport Trades Worker	1 Flowers, Bernard	\$45,635	\$72,966	\$45,635	\$72,966
Airport Equipment Operator	1 Miller, George	\$43,470	\$67,454	\$43,470	\$67,454
Airport Equipment Operator	1 Vacant SSI	\$40,560	\$64,854	\$40,560	\$64,854
Airport Equipment Operator	1 Norfleet, Carton (Angelo)	\$40,560	\$64,854	\$40,560	\$64,854
Airport Facility and Maintenance Technician	1 Robinson, Thomas	\$37,502	\$59,966	\$37,502	\$59,966
Airport Facility and Maintenance Technician	1 Lane, Kevin	\$37,502	\$59,966	\$37,502	\$59,966
Airport Courtesy and Customer Service Agent	1 Parham, Anthony	\$36,067	\$57,658	\$36,067	\$57,658
Airport Courtesy and Customer Service Agent	1 Williams Mike	\$36,067	\$57,658	\$36,067	\$57,658
Airport Courtesy and Customer Service Agent	1 McKenzie, Albert	\$36,067	\$57,658	\$36,067	\$57,658
Airport Sanitation Coordinator	1 Holland, Brian	\$32,053	\$51,272	\$32,053	\$51,272

GLYNN COUNTY AIRPORT COMMISSION
DETAILED REVENUE BUDGET

FISCAL YEAR 2025/2026

Account #	Description	Aero- nautical / Non	Loc	YTD January 31, 2025	24/25 PROJECTED	Earned Amount Remaining	24/25 BUDGET	PROPOSED 25/26 BUDGET	Budget Amount Diff	Inc/Dec %
<i>Non Operating Income</i>										
4001	Interest Income	N	ADM	77,241	132,412	55,172	281,100	281,100	0	0%
4003	Sale of Assets	N	ADM	0	0	0	0	0	0	0%
4005	LEO Reimbursement	N	ADM	0	0	0	0	0	0	#DIV/0!
Non Operating Income				77,241	132,412	55,172	281,100	281,100	0	0.00%
<i>Operating Income</i>										
4201	Contract Services			755	1,294	539	3,348	1,218	(2,131)	-63.63%
4202	Landing Fees			63,084	108,145	45,060	94,528	112,470	17,942	18.98%
4204	Land Rental			972,259	1,675,132	702,872	1,630,625	1,866,187	235,562	14.45%
4205	Building Rental			573,439	968,286	394,846	980,643	1,000,966	20,323	2.07%
4206	Terminal Space Rental			25,355	44,236	18,881	44,274	44,110	(164)	-0.37%
4206.1	Airline Terminal Rental			65,633	113,836	48,203	113,818	113,836	18	0.02%
4206.2	Concessions, Vehicle			225,168	386,002	160,834	364,150	386,002	21,851	6.00%
4206.4	Ground Transportation			13,248	25,331	12,083	16,168	25,259	9,091	56.23%
4208	Miscellaneous Operating Income			20,503	50,503	30,000	35,300	35,300	0	0.00%
4210	Temporary Land Use Agreements			10,000	10,000	0	10,000	10,000	0	0.00%
4211	Advertising Display Income			30,355	56,125	25,770	51,600	60,500	8,900	17.25%
4212	PFC			84,237	144,406	60,169	136,847	173,656	36,809	26.90%
4214	Rebillable Revenues			0	0	0	720	0	(720)	-100.00%
4215	Vending	N	BQK	788	1,351	563	1,100	1,351	251	22.86%
4216	Finance Charges	N	ADM	0	0	0	150	150	0	0.00%

GLYNN COUNTY AIRPORT COMMISSION
DETAILED REVENUE BUDGET

FISCAL YEAR 2025/2026

<i>Account #</i>	<i>Description</i>	<i>Aero- nautical / Non</i>	<i>Loc</i>	<i>YTD January 31, 2025</i>	<i>24/25 PROJECTED</i>	<i>Earned Amount Remaining</i>	<i>24/25 BUDGET</i>	<i>PROPOSED 25/26 BUDGET</i>	<i>Budget Amount Diff</i>	<i>Inc/Dec %</i>
4217	Parking Rentals			31,430	53,548	22,118	58,050	54,138	(545)	-0.94%
4218	Fuel Resale			10,300	17,657	7,357	19,351	19,329	(21)	-0.11%
4220	FBO Concession Fees			278,838	472,813	193,975	564,517	543,035	(328)	-0.06%
OPERATING INCOME				2,405,393	4,128,663	1,723,270	4,125,188	4,447,507	322,318	7.81%
GRAND TOTAL REVENUE				2,482,633	4,261,075	1,778,442	4,406,288	4,728,607	322,318	7.31%

GLYNN COUNTY AIRPORT COMMISSION
DETAILED EXPENSE BUDGET

FISCAL YEAR 2025/2026

Account #	Description	24/25 YTD 01/31/2025 (7 mos.)	24/25 PROJECTED (12 mos.)	Amount Remaining or Overspent	24/25 BUDGET	25/26 BUDGET	Budget Amount Diff	Inc/Dec %
PERSONNEL EXPENSES								
5001-5004	G & A Personnel Expenses	370,110	634,474	648,285	1,282,759	1,521,958	239,200	18.65%
5001-5004	Maint./Ops. Personnel Expenses - BQK	263,721	452,093	377,698	829,791	847,499	17,708	2.13%
5001-5004	Maint./Ops. Personnel Expenses - SSI	51,395	88,105	103,336	191,442	207,155	15,713	8.21%
5015.00	Salary Adjustment Pool	0	0	0	40,244	0	(40,244)	-100.00%
Total Personnel Expenses		685,226	1,174,672	1,129,319	2,344,235	2,576,612	232,376	9.91%
24 FTE								
GENERAL BUSINESS ADMINISTRATION BRUNSWICK AND ST. SIMONS AIRPORTS								
6001.00	Events Meetings and Hospitality	16,053	23,267	3,370	26,637	25,840	(2,297)	-8.62%
6002.00	Training and Travel Conferences/Meetings	36,999	73,841	8,604	82,445	76,970	(5,475)	-6.64%
6003.00	Subscriptions, Dues., Prof. Organizations	7,880	13,070	2,752	15,822	15,424	(398)	-2.52%
6004.00	Promotion/Marketing	25,351	37,707	33,248	70,955	91,590	20,635	29.08%
6004A.00	Promotional Events/Other	7,761	23,202	1,343	17,017	10,000	(7,017)	-41.24%
6004B.00	Aviation Events	6,088	13,000	1,000	14,000	12,000	(2,000)	-14.29%
6004C.00	Classified Ads	612	1,330	220	1,550	1,800	250	16.13%
6004E.00	Property Signage	261	2,400	0	2,400	2,500	100	4.17%
6005.00	Office Supplies	1,981	4,547	443	4,990	4,990	0	0.00%
6006.00	Office Equipment & Furniture	7,443	11,276	4,924	16,200	15,400	(800)	-4.94%
6007.00	IT & Software	33,474	43,254	6,286	49,431	64,725	15,294	30.94%
6008.00	Legal Fees	13,891	23,813	16,187	40,000	40,000	0	0.00%
6009.00	Miscellaneous	1,890	2,209	1,231	3,440	3,440	0	0.00%
6009.20	Employee Incentives	3,017	6,362	321	10,515	9,140	(1,375)	-13.08%

GLYNN COUNTY AIRPORT COMMISSION
DETAILED EXPENSE BUDGET

FISCAL YEAR 2025/2026

Account #	Description	24/25 YTD 01/31/2025 (7 mos.)	24/25 PROJECTED (12 mos.)	Amount Remaining or Overspent	24/25 BUDGET	25/26 BUDGET	Budget Amount Diff	Inc/Dec %
6010.00	Communication Connection Services	21,421	36,922	(3,722)	33,200	37,700	4,500	13.55%
6010A	Cable, Satellite Services	1,536	2,633	(33)	2,600	2,800	200	7.69%
6011.00	Interest Expense	357	357	2,693	3,050	500	(2,550)	100.00%
6012.00	Insurance Expense	102,182	198,753	6,325	205,078	214,202	9,124	4.45%
6014.00	Postage	860	1,474	326	1,800	1,800	0	0.00%
6016.00	Professional Services	152,972	220,420	27,920	300,340	329,640	29,300	9.76%
6017.00	County Admin. Charges	8,923	26,196	(9,213)	16,983	26,201	9,218	54.27%
6050.00	Rebillable Expenses	(20,963)	(20,963)	21,063	100	100	0	0.00%
6060.00	Bereavement/Illness	123	550	150	700	700	0	0.00%
6070.00	Bad Debt, Uncollectable Revenue	0	0	0	0	0	0	0.00%
BUSINESS ADMINISTRATION		430,111	745,622	125,437	919,253	987,462	66,708	7.26%
FACILITY AND MAINTENANCE EXPENSES								
BRUNSWICK GOLDEN ISLES AIRPORT								
7001.00	Airfield/Terminal Systems - BQK	6,757	33,725	10,545	44,270	44,040	(230)	-0.52%
7002.00	Grounds & Fencing - BQK	22,840	46,663	5,337	52,000	51,500	(500)	-0.96%
7003.00	Buildings - BQK	61,496	106,877	23,673	130,550	134,550	4,000	3.06%
7004.00	Janitorial - BQK	8,662	17,000	3,500	20,500	20,500	0	0.00%
7005.00	Vehicles - Fleet Maintenance	4,930	20,000	0	20,000	20,000	0	0.00%
7006.00	Machinery & Equipment - BQK	17,886	31,000	6,000	37,000	37,000	0	0.00%
7007.00	Fuel & Lubricants - BQK	35,340	59,687	19,313	79,000	80,000	1,000	1.27%
7008.00	Equipment Lease/Rental - BQK	2,981	4,500	0	4,500	4,500	0	0.00%
7009.00	Consumables - BQK	3,467	5,000	0	5,000	5,000	0	0.00%
7010.00	Employee Uniforms - BQK	4,462	10,468	5,432	15,900	15,900	0	0.00%

**GLYNN COUNTY AIRPORT COMMISSION
DETAILED EXPENSE BUDGET**

FISCAL YEAR 2025/2026

<i>Account #</i>	<i>Description</i>	<i>24/25 YTD 01/31/2025 (7 mos.)</i>	<i>24/25 PROJECTED (12 mos.)</i>	<i>Amount Remaining or Overspent</i>	<i>24/25 BUDGET</i>	<i>25/26 BUDGET</i>	<i>Budget Amount Diff</i>	<i>Inc/Dec %</i>
7011.00	Airfield Obstructions - BQK	0	2,000	0	2,000	2,500	500	25.00%
7013.00	Emergency Systems/Equip - BQK	210	8,296	3,004	11,300	10,900	(400)	-3.54%
7014.00	Tools - BQK	1,546	2,500	0	2,500	2,500	0	0.00%
7015.00	Signs, Flags, Other - BQK	417	4,000	1,000	5,000	5,000	0	0.00%
TOTAL BQK FACILITY MAINTENANCE EXPENSES		170,993	351,717	77,803	429,520	433,890	4,370	1.02%
<i>FACILITY AND MAINTENANCE ST. SIMONS ISLAND AIRPORT</i>								
7001.00	Terminal Airfield Systems - SSI	11,063	53,600	12,170	62,400	72,070	6,300	10.10%
7002.00	Grounds & Fencing - SSI	23,923	41,219	5,781	47,000	52,500	5,500	11.70%
7003.00	Buildings - SSI	851	5,640	1,060	16,700	15,140	(1,560)	-9.34%
7004.00	Janitorial - SSI	340	2,500	0	2,500	1,500	(1,000)	-40.00%
7007.00	Fuel & Lubricants - SSI	4,856	8,392	3,858	12,250	12,250	0	0.00%
7008.00	Equipment Lease/Rental - SSI	3,295	3,295	(795)	2,500	3,750	1,250	50.00%
7009.00	Consumables - SSI	520	700	300	1,000	1,000	0	0.00%
7010.00	Employee Uniforms - SSI	45	450	100	550	550	0	0.00%
7011.00	Airfield Obstructions - SSI	0	8,000	17,000	25,000	25,000	0	0.00%
7014.00	Tools - SSI	439	439	1,261	1,700	1,250	(450)	-26.47%
7015.00	Signs, Flags, Other - SSI	0	2,000	500	2,500	2,500	0	0.00%
TOTAL SSI FACILITY MAINTENANCE EXPENSES		45,331	126,235	41,235	174,100	187,510	10,040	5.77%
GRAND TOTAL FACILITY MAINTENANCE EXPENSES		216,324	477,952	119,038	603,620	621,400	14,410	2.39%
<i>SAFETY AND OPERATIONS EXPENSES BRUNSWICK GOLDEN ISLES AIRPORT</i>								
7115.00	Safety/Ops	11,925	21,806	4,794	26,600	27,100	500	1.88%

**GLYNN COUNTY AIRPORT COMMISSION
DETAILED EXPENSE BUDGET**

FISCAL YEAR 2025/2026

<i>Account #</i>	<i>Description</i>	<i>24/25 YTD 01/31/2025 (7 mos.)</i>	<i>24/25 PROJECTED (12 mos.)</i>	<i>Amount Remaining or Overspent</i>	<i>24/25 BUDGET</i>	<i>25/26 BUDGET</i>	<i>Budget Amount Diff</i>	<i>Inc/Dec %</i>
7116.00	ARFF Training and Supplies/Agents	250	3,000	3,000	6,000	6,000	0	0.00%
7515.11	Security Training Cost/Equipment Purchases	89	4,000	1,000	5,000	2,500	(2,500)	-50.00%
TOTAL BQK SAFETY & OPERATIONS EXPENSES		12,264	28,806	8,794	37,600	35,600	(2,000)	-5.32%
<i>SAFETY AND OPERATIONS EXPENSES ST. SIMONS ISLAND AIRPORT</i>								
7115.00	Safety/Ops	503	503	(3)	500	1,000	500	100.00%
TOTAL SSI SAFETY & OPERATIONS EXPENSES		503	503	(3)	500	1,000	500	100.00%
GRAND TOTAL SAFETY & OPERATIONS EXPENSES		12,767	29,309	8,791	38,100	36,600	(1,500)	-3.94%
<i>UTILITY EXPENSES</i>								
<i>BRUNSWICK GOLDEN ISLES AIRPORT</i>								
8001-8004	<i>BRUNSWICK</i>	158,503	271,719	46,781	318,500	320,000	1,500	0.47%
<i>ST. SIMONS ISLAND AIRPORT</i>								
8001-8004	<i>ST. SIMONS</i>	28,884	49,516	3,284	52,800	53,300	500	0.95%
UTILITIES - TOTAL		187,387	321,235	50,065	371,300	373,300	2,000	0.54%
GRAND TOTAL EXPENSES		1,531,815	2,748,790	1,432,651	4,276,508	4,595,373	313,994	7.34%