



MINUTES
GLYNN COUNTY AIRPORT COMMISSION
May 20, 2025

COMMISSIONERS PRESENT

ED FARLEY, Chairman
DAVID FURNISH, Vice Chairman
DOUG HUTSON, Secretary-Treasurer
JEFF CULWELL
CEDRIC KING

STAFF PRESENT

ROBERT BURR
VERNON BESSING
SHAWNA WILLIAMS
TERRA WINSLETT
JOHN DUNCAN
KATHERINE KISSLING
TIFFANY LANDRY
CRAIG PACE
LEIGH NEWTON
MIKE WILLIAMS

LEGAL

HILLARY STRINGFELLOW

PUBLIC OFFICIALS

COUNTY COMMISSIONER WAYNE NEAL
COUNTY COMMISSIONER BOB DUNCAN

TENANTS AND PUBLIC PRESENT

RENN GRUBER
RON HLOZANKSY
BRIAN THOMPSON
JESSICA WARD

HEATHER ETZLER
TRACY MCDONALD
JEFF GRIFFITH

JORGE FLORES
JERRY LATVALA
KEITH STALVEY

The monthly meeting of the Glynn County Airport Commission (GCAC) was held at **9:00 a.m. on Tuesday,**

May 20, 2025 at the Brunswick Golden Isles Airport, 295 Aviation Parkway, Second Floor Conference Room Brunswick, Georgia 31525.

Call to Order – The meeting was called to order at 9:00 a.m. by Chairman Farley. He welcomed attendees to the meeting. The Chairman recognized Glynn County Commissioners Wayne Neal and Bob Duncan and thanked them for attending the meeting.

Invocation and Pledge of Allegiance – Commissioner King gave the invocation and led the Pledge of Allegiance.

Accept Agenda – The meeting agenda was sent out to the Airport Commissioners the previous week. Chairman Farley requested any changes to the meeting agenda. None were stated.

Commissioner Hutson made a motion to accept the agenda.

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

Public comment

Chairman Farley asked for any public comments or requests to speak. None were requested.

Approval of Minutes

Chairman Farley presented the April 15, 2025 Glynn County Airport Commission meeting minutes for approval and asked for any corrections or changes. None were stated.

Commissioner King made a motion to approve the April 15, 2025 meeting minutes.

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

Glynn County Airport Commission Strategic Plan

Staff developed a Strategic Plan at the direction of the Airport Commissioners. The Strategic Plan will be a “Living Document” and will be reviewed quarterly with updates and changes as needed. The Strategic Plan will be sent to the County Commissioners, the County Manager Bill Fallon, and Brunswick Mayor Crosby Johnson. Chairman Farley thanked Shawna Williams and staff for their work on the Strategic Plan.

Recommendation: Approve the Glynn County Airport Commission Strategic Plan.

Commissioner Hutson made a motion to approve the Strategic Plan.

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

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.

Commissioner Hutson made a motion to approve the recommendation.

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

Quarterly Financial Report – Shawna Williams, C.M., Director of Finance and Administration presented the quarterly financial report. Earned revenues for the third quarter were 99% of projected budget. Expenses for the third quarter were below projected budget at 81%. Net to Capital Program was \$672,184. Year-to-date revenue budget comparison shows fixed leased above budget, variable agreements slightly below budget, PFC collection above budget due to the larger aircraft with additional seat capacity. Miscellaneous was below budget. Personnel year-to-date expenses are below budget, but the County has since sent additional invoices. Administration, Maintenance, Safety Ops and Utilities were all below budget. The Capital program total budget is \$24.2 million. Total revenues are \$2.5 million. Total expenses are \$3.6 million. The completion rate is 15.12%. Encumbered funds are \$20.6 million. The largest project is the ARFF facility design at 41%.

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.

Commissioner Culwell made a motion to accept the recommendation.

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

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

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.

Commissioner Hutson made a motion to approve the recommendation.

Commissioner King seconded the motion and it carried: 4-0. Commissioner Culwell abstained from the vote due to his status as a Happy Hangars tenant.

Capital Projects Update

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 and support the development of a partial Taxiway C and Taxilane Connector extension adjacent to the Skylane Development Infrastructure – Phase II Program at a cost not to exceed \$10,961.

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.

Commissioner King made a motion to approve the recommendation.

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

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.

Recommendation: Approve RS&H, Inc. Work Order No. 02 Amendment 01 and authorize the Executive Director to execute all necessary documentation.

Commissioner Hutson made a motion to approve the recommendation.

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

Safety Improvements Environmental Assessment - St. Simons Island Airport

The Airfield Safety Project and the Skylane project are both affected by the delays in the Environmental Assessment Project. There will be a public forum tonight at the Glynn County Airport Commission Annex, 160 Gary L. Moore Court, St. Simons Island Airport. The public is welcome to provide comments. The RS&H, Inc. engineers will be at the meeting to answer questions about the design of the projects. Some misinformation on social media has been confusing to residents. The Executive Director has been meeting with residents to clarify specifics of the project and answer questions. After the public comment period, all comments will be incorporated into the report that will be sent to the FAA. The FAA is expected to respond in June 2025.

North Apron Expansion and Construction of Taxilane – Brunswick Golden Isles Airport

This project will serve future economic development. Additional environmental work was also required on this project, but it is now in the hands of FAA.

ARFF Station Replacement Project – Brunswick Golden Isles Airport - Bids will be opened May 23rd at 2:00 in the Brunswick Golden Isles Airport conference room.

Passenger Boarding Bridge Update – Brunswick Golden Isles Airport - A construction kick-off meeting for the Passenger Boarding Bridge will be held today at 1:30 at the Brunswick Golden Isles Airport in the conference room.

Golden Isles Air Show Report– Brunswick Golden Isles Airport

The Golden Isles Air Show was a huge success. Comments throughout the community have been very positive. Over 10,000 tickets were sold. More than 6,000 vehicles were parked. The free Friday evening event in downtown Brunswick was very well attended. Both military and civilian aerial performers were dressed in their flight suits. People in the community had a chance to get up close and meet the Blue Angels and F-22 Raptor pilots, the U.S. Army Golden Knights and all the performers. Two Navy bands performed. The evening concluded with a fireworks display. Commissioner Wayne Neal remarked that the events were very well managed and well done. He complimented staff and thanked all the first responders. The fire and police departments did an outstanding job. County Manager Fallon went for an impressive ride in the F/A-18 Super Hornet. Although severe weather cut the air show short on Sunday afternoon with 50 m.p.h. winds and hail, overall, the Golden Isles Air Show was a safe and successful event. There were over 415 volunteers who donated their time to help make the event a success. The Chairman and Commissioners thanked the staff for all their hard work during the six-month period the air show was organized and executed. The typical timeline to plan an air show is two years. The Commissioners congratulated the staff for putting together an outstanding, safe air show in a condensed timeframe.

Georgia Airports Association (GAA) Legislative Tour Report

The St. Simons Island Airport hosted legislators during the Georgia Airports Association Legislative Flight Tour and luncheon on May 8th. Executive Director Robert Burr presented an informative program, explaining various projects at the St. Simons Island Airport and their economic impact. He emphasized the need for more funding for Georgia airports.

Coastal Georgia Honor Flight Report

The Coastal Georgia Honor Flight took place on May 3rd at the Brunswick Golden Isles Airport. Most of the veterans who participated this year were Vietnam vets. Chairman Farley attended the morning send off. He commented on how well organized the event was. The new Passenger Ramp Loading device was used to accommodate the aircraft. Ron Hlozansky, a local pilot, served as a Guardian on the flight. He was deeply moved by the entire experience. In the evening, there was a large patriotic crowd in the terminal to welcome the veterans back. The Brunswick High School band played the service songs for each branch of the military. It was especially impactful for the Vietnam Veterans who did not get a welcome home after the war. Commissioner Culwell attended the welcome home event and complimented staff on a job well done.

Activity Report

Enplanement Report - There were 4,902 enplaned passengers in April 2025. The numbers are higher this year due to the larger aircraft. In April of 2024 there were 3,669 passengers enplaned.

Airport Operations – There were 1,305 operations at the Brunswick Golden Isles Airport in April and at the St. Simons Island Airport there were 3,270 operations. In 2024 there were 1,508 Operations at BQK and 3,738 operations at SSI.

Rental Cars Report – Gross receipts for all rental cars totaled \$364,180 in March.

Parking Lot Capacity – Brunswick Golden Isles Airport average parking lot inventory was 245 which is below capacity. The parking lot capacity is counted twice every day. Adequate capacity is essential for good customer service.

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 – St. Simons Island Airport.**

Executive Session

Although an Executive Session was included on the agenda, there were no items to be discussed.

Commissioner Culwell made a motion to adjourn.

Commissioner Hutson seconded the motion, and it carried unanimously: 5-0. The meeting was adjourned at 9:41 a.m.



Ed Farley, Chairman



Doug Hutson, Secretary-Treasurer



Katherine Kissling, Attest