



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

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The monthly meeting of the Glynn County Airport Commission (GCAC) will be held at **9:00 a.m. Tuesday, October 21, 2025.**

The public is invited to attend at the **Glynn County Airport Commission Annex, 160 Gary L. Moore Court, St. Simons Island Airport, St. Simons Island, Georgia 31522.**

#### **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**

**Brent Patrick – Private Pilot – Training was completed with Makayla O’Brien at High Tide Aviation, St. Simons Island Airport.**

**Kathryn Raabe – Private Pilot – Training was completed with Makayla O’Crien at High Tide Aviation, St. Simons Island Airport.**

**VI. Approval of Minutes**

**A. Glynn County Airport Commission Meeting Minutes August 19, 2025**

**Recommendation: Approve the August 19, 2025 Glynn County Airport Commission meeting minutes. (Enclosure A) [Link](#)**

**VII. Finance and Administration – Shawna Williams, Director of Finance and Administration**

**Budget Amendment #2526-01 Fiscal Year 2025-2026**

This amendment will adjust the capital program for Fiscal Year 2025-2026 and is necessary to complete programmed projects. The adjustments are based on quotes to complete work, to perform a roof replacement instead of the previously planned repairs, and to repair HVAC chiller pumps which was an unexpected need. This amendment adjusts the capital program to encumber necessary costs to complete the capital program for FY 25-26. It increases airport share of capital expenses and decreases capital reserves.

**Recommendation: Approve adjustments to the designated accounts to adjust the capital budget as follows: Adjust the capital expenditures by \$71,785. Additionally, authorize the Executive Director to execute the budget amendment and all necessary documents upon final approval by the Golden Isles Development Authority. (Enclosure B) [Link](#)**

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

**A. Happy Hangar B-8 Transfer from Zack Hinton to Wilson Keene for aeronautical use – St. Simons Island Airport**

**B. Odyssey GIA Holdings, LLC – “Lot 1” (Palmetto Aviation) Second Sublease Amendment – St. Simons Island Airport**

“Lot 1” is subleased to Palmetto Aviation. The current term is approximately 25 years: September 1, 2007 to August 31, 2032. Amend the sublease to include an additional 20-year term. Capital investment of \$137,507 will include hangar door replacement. Adjust the Consumer Price Index (CPI) from 1967=100 to the current CPI base of 1982=100. At the conclusion of the original lease term August 31, 2032, the Glynn County Airport Commission will adjust the rental rate to current aeronautical rental rate. This amendment is contingent upon the completion of the project.

**Recommendation: Approve the Second Amendment to the Odyssey GIA Holdings LLC “Lot 1” sublease and recommend approval to the Golden Isles Development Authority, pending legal review. (Enclosure C) [Link](#)**

**C. Wings of Grace Ministries – Brunswick Golden Isles Airport**

**D. Robert Deason – Jobelle Coffee – Brunswick Golden Isles Airport**

- E. EOP (Warren Green) Assignment to Lance Toland for Aeronautical Use– St. Simons Island Airport** – Assign sublease from EOP Motorsports to Lance Toland for aircraft storage, aircraft sales and other aviation-related activities. Premises: 10, 023 square feet. Lease Term: five years with three options to renew – expires October 31, 2026. Rate \$10,452.84 annually with an annual CPI adjustment. A portion of the hangar will be used for office space. Capital improvement total \$70,000. Proposed lease term: Ten-year extension beginning November 1, 2026 and expiring October 31, 2036.

**Recommendation: Approve the assignment of sublease from EOP Inc. to Lance Toland and amended terms, subject to legal review and recommend approval to the Golden Isles Development Authority. (Enclosure D) [Link](#)**

**IX. Facilities & Operations – Vernon Bessing, Director of Facilities & Operations**

**A. Terminal Painting Project – Brunswick Golden Isles Airport**

**B. Hold Room Painting Project – Brunswick Golden Isles Airport**

**C. Airfield Generator Installation – St. Simons Island Airport**

**D. Safety Committee Meeting Report – St. Simons Island Airport**

**E. Contract for Roof Replacement – Brunswick Golden Isles Airport**

**Recommendation: Award contract to Chandler Roofing in an amount not to exceed \$198,000. (Enclosure E) [Link](#)**

**F. Chiller Drive Pump Replacement – Brunswick Golden Isles Airport**

**G. Temporary Tower March 13 – 15, 2026 - St. Simons Island Airport**

**X. Capital Projects Update**

**A. ARFF and Fire Station 5 Replacement Project Update – Brunswick Golden Isles Airport**

**B. Southeast Apron Pavement Rehabilitation and Drainage Project – St. Simons Island Airport**

**C. Skylane Development Project – St. Simons Island Airport**

**D. North Taxiway Development Environmental and Design – Brunswick Golden Isles Airport**

**XI. Executive Director's Items**

- A. Chamber Washington D.C. Fly-In Report**
- B. Military Operations Area (MOA) Update**
- C. Georgia Airports Association Annual Conference Report**

**XII. Chairman's Items**

- A. Recommendation: Appoint Commissioner King to serve a second five-year term on the Glynn County Airport Commission.**
- B. Glynn County Airport Commission Mission Statement (Enclosure F) [Link](#)**

**XIII. Activity Report (Enclosure G) [Link](#)**

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

**XIV. Upcoming Events**

- **Shrimp & Grits Festival October 24 & 25 – Jekyll Island Airport**
- **Glynn County Airport Commission Monthly Meeting – November 18, 2025 – Brunswick Golden Isles Airport**
- **The RSM Golf Classic November 20 - 23, 2025**
- **Temporary Tower- St. Simons Island Airport – March 13 -15, 2026**

**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.*