



**DATE:** November 14, 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, November 18, 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. **Approval of Minutes**
  - A. **Glynn County Airport Commission Meeting Minutes October 21, 2025**

**Recommendation: Approve the October 21, 2025 Glynn County Airport Commission meeting minutes. (Enclosure A) [Link](#)**
- VI. **Finance and Administration – Shawna Williams, Director of Finance and Administration**
  - A. **Quarterly Financials (Enclosure B) [Link](#)**

**B. Strategic Plan Update**

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

- A. Skylane Condominium Association Assignment and Second Amendment – St. Simons Island Airport** - The current lease term ends November 20, 2025. Amend lease to add 30 years to term which will expire November 20, 2055. Rental rate will increase to \$163,080 annually. Use is for the sole purpose of operating, managing and subleasing warehouse facilities. Assign sublease to Claude Royce Leggett. Capital investment of approximately \$675,850 in compliance with the Glynn County Airport Commission capital investment schedule.

**Recommendation: Approve the Skylane Condominium Association Assignment and Amendment and recommend approval to the Golden Isles Development Authority, pending legal review. (Enclosure C) [Link](#)**

- B. Garden Style Landscape Assignment and Second Amendment – St. Simons Island Airport**

Assign sublease to Calla Enterprises LLC. Current term expires November 4, 2025; extend term to add 10 years with an expiration of November 3, 2035. Rental rate will increase to 12% of the current appraised value - \$16,749.90 annually. Capital development investment of approximately \$100,000.

**Recommendation: Approve the Garden Style Landscape Assignment and Second Amendment and recommend approval to the Golden Isles Development Authority, pending legal review. (Enclosure D) [Link](#)**

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

- A. Temporary Tower Thursday – Sunday, March 12 – 15, 2026 - St. Simons Island Airport**
- B. RSM Golf Classic – St. Simons Island Airport**
- C. Passenger Hold Room Food and Beverage Concessions – Brunswick Golden Isles Airport**
- D. Federal Government Shutdown Impact**

**IX. Capital Projects Update**

- A. ARFF and Fire Station 5 Replacement Project Update – Brunswick Golden Isles Airport**
- B. Approve Change Order No. 01- Southeast Apron Pavement Rehabilitation and Drainage Project – St. Simons Island Airport** – Change Order No. 01 reflects additional cost not to exceed \$86,018.00 to provide an asphalt surface to the relocated service road, plus the cost

to extend the service road reconstruction approximately 200' of service road eastward to the intersection of the existing service road.

**Recommendation:** Approve Change Order No. 01 in amount not to exceed \$86,018.00 and authorize the Executive Director to execute all necessary documentation. (Enclosure E) [Link](#)

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

**X. Executive Director's Items**

**A. Woody Woodside Airport Tribute Update – Brunswick Golden Isles Airport**

**B. Legislative Update**

1. Military Operations Area
2. State funding for airports
3. State height obstruction standards

**C. Community Presentations**

1. St. Simons Island Rotary Club Airports Presentation October 28<sup>th</sup>
2. Jekyll Island Rotary Club December 10th

**XI. Chairman's Items**

**A. 2026 Glynn County Airport Commission Meeting Schedule**

**Recommendation:** Approve the 2026 Glynn County Airport Commission meeting schedule for 2026. (Enclosure F) [Link](#)

**B. Policies**

**1. Revised Policy #200 Leasing of Airport Property and Property Sublease Terms Schedule based on Capital Investment for Fiscal Year 2025-2026**

**Recommendation:** Approve revised Policy #200 and the Terms schedule based on Capital Investment for FY 2025-2026. (Enclosure G) [Link](#)

**2. New Policy #230 GCAC Tenant Signage**

**Recommendation:** Approve Policy #230 GCAC Tenant Signage (Enclosure H) [Link](#)

**C. Holiday Brunch Invitation December 16<sup>th</sup> 10:00 a.m. – Brunswick Golden Isles Airport**

**XII. Activity Report (Enclosure I) [Link](#)**

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

**XIII. Upcoming Events**

- **The RSM Golf Classic Thursday – Sunday, November 20 - 23, 2025 – St. Simons Island Airport**
- **Glynn County Airport Commission Monthly Meeting – Tuesday, December 16, 2025 – Brunswick Golden Isles Airport**
- **Airport Commission Holiday Brunch 10:00 a.m. Tuesday, December 16, 2025 – Brunswick Golden Isles Airport Terminal**
- **EAA “State of the Airports” Luncheon – Sunday, February 8<sup>th</sup> – 12:30 – St. Simons Island Airport**
- **Temporary Tower - St. Simons Island Airport – Thursday – Sunday, March 12 -15, 2026**

**XIV. 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.*

**XV. Return to Open Session**

**XVI. 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.*