



MINUTES
GLYNN COUNTY AIRPORT COMMISSION
October 21, 2025

COMMISSIONERS PRESENT

ED FARLEY, Chairman
DAVID FURNISH, Vice Chairman
DOUG HUTSON, Secretary-Treasurer
CEDRIC KING
WAYNE NEAL
NOT PRESENT
JEFF CULWELL

STAFF PRESENT

ROBERT BURR
VERNON BESSING
SHAWNA WILLIAMS
TERRA WINSLETT
JOHN DUNCAN
KATHERINE KISSLING
TIFFANY LANDRY
LEIGH NEWTON
PATRICIA YONCE
ANGELO NORFLEET

LEGAL

HILLARY STRINGFELLOW
REES SUMERFORD

PUBLIC OFFICIALS

COUNTY COMMISSIONER BOB DUNCAN

TENANTS AND PUBLIC PRESENT

PAM SHIERLING
JERRY LATVALA
BRIAN THOMPSON
GRANGER SULLIVAN
KEN GIBBS
SHERRI PRUITT

STEPHEN FLOYD
KEVIN KNIGHT
JEFF GRIFFITH
STAN AKINS
CLAY CHANDLER

JIM WALDRON
MAKAYLA O'BRIEN
BRENT PATRICK
GARRON WILLIAMS
JESSICA WARD

The monthly meeting of the Glynn County Airport Commission (GCAC) was held at **9:00 a.m. on Tuesday, October 21, 2025 at the Glynn County Airport Annex, 160 Gary L. Moore Court, St. Simons Island Airport, St. Simons Island, Georgia 31522.**

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

Invocation and Pledge of Allegiance – Chairman Farley 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. Executive Director requested that two changes be approved. Item VIII. A. was pulled which was not ready for approval. Item X. C. added the approval of RS&H, Inc. Work Order 01 Amendment 03, and the corresponding Budget Amendment 2526-02.

**Commissioner Furnish made a motion to accept the revised agenda.
Commissioner King seconded the motion, and it carried: 3-0.**

Public Comment

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

Pilot Recognition

Brent Patrick – Private Pilot – Training was completed with Makayla O'Brien at High Tide Aviation, St. Simons Island Airport. Chairman Farley presented Mr. Patrick with a Pilot Recognition plaque. The Commissioners congratulated Mr. Patrick, and he thanked everyone.

Kathryn Raabe – Private Pilot – Training was completed with Makayla O'Crien at High Tide Aviation, St. Simons Island Airport. Ms. Raabe could not attend the meeting.

Jessica Ward announced that there is now an on-site DPE (Designated Pilot Examiner) at the St. Simons Island Airport.

Approval of Minutes

Chairman Farley presented the August 19, 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 August 19, 2025 meeting minutes.
Commissioner Furnish seconded the motion, and it carried unanimously: 3-0.**

Finance & Administration – Shawna Williams, C.M., Director of Finance & 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.

**Commissioner King made a motion to approve the recommendation.
Commissioner Furnish seconded the motion, and it carried: 3-0.**

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

Odyssey GIA Holdings, LLC dba Velocity FBO– “Lot 1” (Palmetto Aviation) Second Sublease Amendment – St. Simons Island Airport - “Lot 1” hangar is further subleased by Odyssey/Velocity 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 and completion of project.

**Commissioner King made a motion to approve the recommendation.
Commissioner Furnish seconded the motion, and it carried unanimously: 3-0.**

Wings of Grace Ministries – Brunswick Golden Isles Airport – Terra Winslett reported that Wings of Grace outgrew their first location and moved to a larger facility in a short-term lease. They are making major improvements to the former FBO facility as of September 1st.

Robert Deason – Jobelle Coffee – Brunswick Golden Isles Airport – Robert Deason has begun leasing the former Wings of Grace hangar and is also making repairs and upgrades to that hangar.

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.

Commissioner King made a motion to approve the recommendation.

Commissioner Furnish seconded the motion, and it carried: 3-0.

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

Terminal Painting Project – Brunswick Golden Isles Airport - Recently the entire Brunswick Airport terminal, walkways and fire station painted. The project is 99% complete. The contractor did a very professional job. The color on the terminal is the exact same color that will be used to paint the new ARFF Fire Station 5.

Hold Room Painting Project – Brunswick Golden Isles Airport - The same painting contractor also removed the wallpaper in the Hold Room, repaired the walled and painted all areas in the Hold Room. New upgraded artwork was also installed.

Airfield Generator Installation – St. Simons Island Airport – On August 27th, the airfield generator was installed at the St. Simons Island Airport. It is up and operational, ready to provide light during any storm that may affect the airfield.

Safety Committee Meeting Report – St. Simons Island Airport - Craig Pace explained that an airport Safety Committee meeting was held at the St. Simons Island Airport. Pilots, tenants from both airports and Commission staff attended. The group gathered to discuss any safety concern, incidents, airfield project, and any safety issue any tenant has. The Commission plans to hold this meeting quarterly. The next meeting will be scheduled in January 2026. Anyone interested is invited to attend and participate.

Contract for Roof Replacement – Brunswick Golden Isles Airport – Vernon Bessing explained that the flat areas of the roof were overdue for replacement. The roof is over 20 years old. Four bids were received. Chandler Roofing submitted the lowest and most responsive bid. Staff from Chandler Roofing were present and introduced themselves.

Recommendation: Award contract to Chandler Roofing in an amount not to exceed \$198,000.

Commissioner Furnish made a motion to approve the recommendation.

Commissioner King seconded the motion, and it carried: 3-0.

Chiller Drive Pump Replacement – Brunswick Golden Isles Airport – A chiller pump and motor stopped working. Parts could not be ordered to repair it, so the entire unit had to be replaced. The controller is part of the budget amendment. Now the equipment is operational at 100% capacity. The cost of the new equipment is included in the budget amendment.

Temporary Tower March 13 – 15, 2026 - St. Simons Island Airport - The temporary control tower for St. Simons Island Airport is scheduled for March 13 – 15, 2026 to manage anticipated heavy air traffic.

Capital Projects Update

ARFF and Fire Station 5 Replacement Project Update – Brunswick Golden Isles Airport – Recently the County approved the last grant associated with this project for State participation in the project. The contract is being executed. Permits are being pulled for the project. A pre-construction conference has been completed.

Southeast Apron Pavement Rehabilitation and Drainage Project – St. Simons Island Airport – The apron has been crack sealed and seal coated. Craig Pace explained that J.J. Cunningham is the contractor. The crew has been doing an excellent job. The tie downs and center lines for the apron were also painted. Currently they are finishing Taxiway B. Two more damaged areas were discovered that needed immediate repair. Those have been fixed. A subcontractor will be on site to start the relocation of the service road. He invited everyone to go out and look at the improvements to the apron.

Commissioner Hutson arrived at 9:20 a.m.

Skylane Development Project – St. Simons Island Airport – The design will provide more hangar sites. The project requires more engineering work associated with drainage. An existing pipe outfall was obstructed. It dates back to World War II. Some additional survey work and calculations will need to be completed in coordination with Glynn County. Some utilities may need to be relocated.

Recommendation: Approve RS&H Inc. Work Order #01 Amendment 03 for engineering work associated with outfall drainage and approve the associated budget amendment #2526-02 in an amount not to exceed \$72,631 and recommend approval to the Golden Isles Development Authority.

Commissioner King made a motion to approve the recommendation.

Commissioner Furnish seconded the motion and it carried 4-0.

North Taxiway Development Environmental and Design – Brunswick Golden Isles Airport

AVCON has the contact for this project. The Airport Commission expended funds for design for additional taxiway development, anticipating Federal funds reimbursement. A grant application will be submitted for reimbursement.

Executive Director's Items

Chamber Washington D.C. Fly-In Report - Robert Burr, Commissioners Neal and King and Terra Winslett travelled to Washington D.C. They met many individuals regarding protecting the airspace in our area, specifically the proposed expansion of the Military Operations Area (MOA). Commissioner King explained that the meetings went well. Commissioner Neal mentioned that the combined effort proved to be effective. A group photo of the visit to Sam Graves office included County Manager Bill Fallon.

Military Operations Area (MOA) Update - The proposed expansion of the military operations area around the Townsend bombing range. The U. S. Marine Corps has given a proposal to the FAA to expand the military operations area. This would have a drastic effect on civilian aviation in our area and our business environment. The FAA sent the Airport Commission a letter explaining that the military request has been rescinded and would be restructured. It was a combined effort of the Chamber, Airport Commission, District Congressmen, State Representatives and local business leaders. Chairman Farley thanked Executive Director Robert Burr for all of his hard work on getting legislators and the community involved. Mr. Burr expressed his appreciation to all who helped with this effort and advised that community involvement will still be necessary pertaining to the expected revised military request.

Georgia Airports Association Annual Conference Report – The GAA annual conference was held in Macon. Terra Winslett has moved into the role of Vice President. The conference will be brought to the Golden Isles in October of 2027. Commissioner King expressed how informative the speakers are at every conference. Rob Burr explained that staff is heavily involved in the organization of the event and he thanked the staff.

Chairman's Items

Commissioner King's Commission Seat - Katherine Kissling explained that five of the Commissioners serve a five-year term. Commissioner Neal is appointed by the Glynn County Board of Commissioners for a one-year term. Commissioner King's first term will expire December 31, 2025. Following Commission policy and procedures, advertisements were placed in the Brunswick News announcing to the public a 30-day application period for letters of interest and resumes. This year one letter of interest was submitted by Commissioner King.

Recommendation: Recommend to the Golden Isles Development Authority that Commissioner King be appointed to serve a second five-year term on the Glynn County Airport Commission beginning January 1, 2026.

**Commissioner Hutson made a motion to approve the recommendation.
Commissioner Furnish seconded the motion and it carried: 4-0.**

Chairman Farley congratulated Commissioner King.

Glynn County Airport Commission Mission Statement

The mission statement was drafted from the combined efforts of the staff and Airport Commissioners:

"The Glynn County Airport commission is dedicated to enhancing the experience for our traveling customers, employees, aviation partner, and community. We strive to uphold the highest standard of safety, reliability, transparency, and service, while ensuring the long-term integrity and proper use our airport infrastructure. Through disciplined financial stewardship, strategic partnerships and a spirit of innovation, we will increase available resources and business opportunities to maximize public benefit, regional connectivity, economic vitality and ensure our airports remain responsive, resourceful, reliable and financially sound."

Shawna Williams explained that the mission statement had not been updated in many years. Staff looked at the Airport Ordinance, current policies, and comments from Airport Commissioners.

Chairman Farley requested an amendment to the draft mission statement: take out the word “enhancing” and replace it with “providing the best experience.”

Recommendation: Accept the Glynn County Airport Commission Mission Statement as amended.

Commissioner Neal made a motion to adopt the new mission statement.

Commissioner King seconded the motion, and it carried: 4-0.

Chairman Farley thanked Shawna Williams for her help.

Activity Report

Enplanement Report – There were 5,075 Delta Air Lines enplanements in the month of September.

Flight Reliability Report – For the month of September 90% of flights were on-time and 10 % were delayed. No flights were cancelled. Delta claims to have the best reliability among major air carriers.

Airport Operations – There is a drastic difference between the 2024 operations figures of 1,215 and the 2025 operations number of 2,592 due to weather and hurricanes in 2024.

Rental Cars Report – Rental car gross receipts for both airports totaled \$323,525 in August.

Parking Lot Capacity – Brunswick Golden Isles Airport – The average number of cars parked in September was 288.

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**

Executive Session

Discuss 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

Commissioner Furnish made a motion to enter Executive Session at 9:41 a.m.

Commissioner Hutson seconded the motion, and it carried: 4-0.

Return to Open Session

Commissioner Furnish made a motion to return to Open Session at 10:57 a.m.

Commissioner King seconded the motion, and it carried: 4-0.

Joint Water & Sewer Commission

Commissioner Hutson made a motion to approve the amended terms of the sublease agreement with the Joint Water & Sewer Commission for the parcel off of Harry Driggers Boulevard. The change to that previously approved agreement being in the terms of the compensation paid.

Commissioner Furnish seconded the motion and it carried: 4-0.

Commissioner King made a motion to approve the Memorandum of Understanding associated with the September 16, 2025 planning meeting between the Glynn County Airport Commission and the Joint Water and Sewer Commission and authorize the execution of that approved memorandum.

Commissioner Hutson seconded the motion, and it carried: 4-0.

Commissioner Neal made a motion to adjourn.

Commissioner King seconded the motion, and it carried: 4-0.

The meeting was adjourned at 10:58 a.m.



Ed Farley, Chairman



Doug Hutson, Secretary Treasurer



Attest, Katherine Kissling



AFFIDAVIT – CLOSED MEETING

AFFIDAVIT AS REQUIRED UNDER O.C.G.A. §50-14-4(b) (1)

GLYNN COUNTY, GEORGIA

Personally appeared before me the undersigned attesting officer, duly authorized to administer oaths, **Ed Farley** who, after being duly sworn, deposes and, on oath, states the following:

(1) I was the Chairman of a meeting of the Glynn County Airport Commission meeting held on October 21, 2025.

(2) The subject matters of the closed portion of the meeting, which was closed for purpose of the discussion of Real Estate matters as allowed under O.C.G.A. §50-14-3(b)(1)(B), Personnel matters as allowed under O.C.G.A. §50-14-3(b)(2) and Legal matters as allowed under O.C.G.A. §50-14-2 and were devoted to matters within these exceptions as provided by law.

(3) This affidavit is being executed for the purpose of complying with the mandate of O.C.G.A. §50-14-4(b) (1) that such an affidavit be executed.

This 21st day of October, 2025.

Sworn to and subscribed before me, who is personally known

this 21st day of October, 2025.

Ed Farley, Chairman

Notary Public
My Commission Expires: May 29, 2029

NOTARIAL SEAL

