



MINUTES
GLYNN COUNTY AIRPORT COMMISSION
November 18, 2025

COMMISSIONERS PRESENT

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

STAFF PRESENT

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

LEGAL

HILLARY STRINGFELLOW

TENANTS AND PUBLIC PRESENT

PAM SHIERLING
JERRY LATVALA
BRIAN THOMPSON
TAYLOR COOPER

RENN GRUBER
KEVIN KNIGHT
JEFF GRIFFITH
SHERRI PRUITT

JIM WALDRON
SUMMER GARCIA
CHRIS JOHNSON

The monthly meeting of the Glynn County Airport Commission (GCAC) was held at **9:00 a.m. on Tuesday, November 18, 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 and recognized Summer Garcia, the Commission's airport marketing consultant.

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. None were stated.

Commissioner Hutson made a motion to accept the agenda.
Commissioner King seconded the motion, and it carried: 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 October 21, 2025 Glynn County Airport Commission meeting minutes for approval and asked for any corrections or changes. None were stated.

Commissioner Hutson made a motion to approve the October 18 , 2025 meeting minutes.
Commissioner Culwell seconded the motion, and it carried unanimously: 5-0.

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

Shawna Williams presented the first quarter financial report. Earned revenues for the first quarter were 90% of the projected budget. Expenses were 75% of the budget in an effort to reduce expenses. The net to Capital Program amount was \$205,721. Year-to-date revenue budget comparison shows for fixed leases, variable agreement, advertising, and interest were slightly lower than projected. These areas will catch up later. PFC collections were higher than projected. Year-to-date expenses budget was lower in all categories in an effort to reduce spending. Personnel expense was significantly below the projected budget because some open positions were not yet filled. The total Capital Project budget has \$23 million encumbered. Total revenue collected as of September 30th was \$1.5 million. Total expenses were \$4.2 million. The largest project was the new Passenger Boarding Bridge which is now complete at 48% of the Capital Program. The next project is the ARFF facility design project at 20% of the program. The Skylane Development environmental assessment was almost 12% of the program. Skylane Desing was 9% of the program. North Taxiway development was 4% of the program. The local expense is 3% of the program. The executive summary, all the supporting documentation and reports have been published on the Airport Commission website.

Strategic Plan Initiatives

Ms. Williams gave an update on the Strategic Plan Initiatives. One item was added to the list, so currently there are 75 major action items. She explained that 45% of the items have been completed. In process items account for 39% of the plan. Pending items are 13% of the plan and 3% of the items are currently on hold. Some highlights include the completion of the Passenger Boarding Bridge which is in full operation now. The ARFF Facility construction phase is beginning. A Customer Service Working Group has been created and is

meeting regularly to enhance customer service. A mid-year budget analysis is planned. Chairman Farley requested any questions or comments to add any new items. This will take place at the February 2026 meeting.

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

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 Royce Leggett. Capital investment of approximately \$675,850 in compliance with the Glynn County Airport Commission capital investment schedule.

Recommendation: Approve the Skylan Condominium Association Assignment and Amendment and recommend approval to the Golden Isles Development Authority, pending legal review.

**Commissioner Culwell made a motion to approve the recommendation.
Commissioner King seconded the motion, and it carried: 5-0.**

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.

**Commissioner Culwell made a motion to approve the recommendation.
Commissioner King seconded the motion, and it carried: 5-0.**

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

Temporary Tower Thursday – Sunday, March 12 – 15, 2026 - St. Simons Island Airport

Vernon Bessing explained that the St. Simons Island Airport will have a temporary tower to control anticipated heavy air traffic March 12 -15, 2026. Kevin Knight from Velocity FBO stated a runway closure is possible, but not certain at this time. Commissioner Culwell asked how landing fees would be assessed. Executive Director stated that there is no landing fee for based aircraft. However, transient aircraft will be assessed a fee through the FBO for air traffic control tower services.

RSM Golf Classic – St. Simons Island Airport

The parking areas for the RSM vehicles are all set up and ready to go. Staff does not expect to close any runway for the event.

Passenger Hold Room Food and Beverage Concessions – Brunswick Golden Isles Airport

Vernon Bessing and his staff have been working with Topsy McFly's to enhance service in the passenger hold room. The Airport Commission bought all the equipment for the Grab 'n Go Market. Chairman Farley commented that this is a good example of forward thinking and providing better customer service. He complimented the staff on their efforts.

Federal Government Shutdown Impact

During the federal government shutdown there were three flight cancellations. The schedule is back to normal with three flights every day. Robert Burr commented that there are no air traffic controllers at BQK. TSA employees were also affected. Our local TSA employees responded very well. The Airport Commission paid for their lunches throughout the shutdown. The TSA employees were very appreciative. Nationwide, Delta cancelled 23% of regional flight. BQK had less impact at only 10%. Because people have been nervous about flying, enplanements are lower.

Capital Projects Update

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

The ARFF station project has begun with permitting and mobilization activities. to begin construction. The funding, insurance and documentation are all in place. A Notice to Proceed has been issued. Construction will begin December 1, 2025. During construction, the entrance and exit traffic pattern will be modified. Barriers will divert the construction traffic. The main entrance will have a guard directing the construction traffic. The staging area will hold all the construction equipment. The project duration will be 14 months. The project will be fenced, so all the construction employees will not require airfield security badges. Staff will be sending e-mails to all the tenants to keep them informed.

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.

Commissioner King made a motion to approve the recommendation.

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

Skylane Development Project Update – St. Simons Island Airport

A draft request for proposals (RFP) is being reviewed by staff. It will be distributed to the Commissioners and legal. Verbally there has been a great deal of interest in developing hangars. Tenant will need to submit

applications and a deposit to commit to building a hangar. If there are too many requests for the type of lots that we have available for hangar development, then this Commission will decide which projects would be in the best interest of the airport. Commissioner Culwell asked if the lot which has a lot of drains is constructable. Brian Thompson explained that the drains and utility lines with the project will be relocated.

Executive Director's Items

Woody Woodside Airport Tribute Update – Brunswick Golden Isles Airport

The Chamber of Commerce community group plans to honor the memory of Woody Woodside by conducting a dedication of the Brunswick Golden Isles Airport terminal after Mr. Woodside. Additionally, a bronze bust and plaque will be displayed in the BQK terminal. Fundraising is underway for this project. An anonymous donor has pledged \$20,000 in matching funds for the project. Dates and times will be announced when finalized.

Legislative Update

Military Operations Area

The Airport Commission is actively involved with federal and state legislators regarding restricted airspace. The current status is that the original military request has been denied. There will be another version of the military proposal that will require continued public involvement in order to protect public use of the airspace over and around the Golden Isles.

State Funding for Airports

The federal government did get an appropriation for the aviation program. More money will be available for BQK. Authorization funding went from \$1 million to \$1.3 million. On that state level we are always involved in investing more money for general aviation airports. The Georgia Airport Association is actively working with legislators to provide Georgia funding that is comparable to neighboring states such as Florida and North Carolina. Georgia's funding is well below those numbers. The Georgia basic budget is \$26 million. By comparison, Florida's budget is \$270 million. Georgia has a similar number of airports as Florida. Current efforts of the Georgia Airport Association leadership include enacting legislation statewide to solve this problem.

State Height Obstruction Standards

The federal government sets standards that airports are required to comply with. It is up to the local community to adopt those standards in height and use zoning around the airport. The federal government cannot prevent a local developer from building a structure next to the airport. But the FAA can restrict the airport. It is up to the local community to enact the zoning requirements to protect the airports. In Glynn County airport staff have implemented zoning maps to ensure compliance. Robert Burr thanked Commission Wayne Neal for his efforts on this process. The rest of the state of Georgia needs that protection also.

Community Presentations

Robert Burr and Katherine Kissling made a presentation to the St. Simons Rotary Club on October 28th. Club members were very appreciative. The members were very excited about the upcoming improvement in the passenger hold room. Everyone enjoys the free parking.

On December 10th Robert Burr will be making a presentation to the Jekyll Island Rotary Club. There are four Rotary Clubs in the area. Mr. Burr is available to speak to all community groups.

Chairman's Items

2026 Glynn County Airport Commission Meeting Schedule

Katherine Kissling presented the draft 2026 Glynn County Airport Commission meeting schedule. Four meetings are planned to be held at the St. Simons Island Airport. The other eight meetings will be held at the Brunswick Golden Isles Airport. The location of each meeting is listed prominently on the 2026 schedule.

Recommendation: Approve the 2026 Glynn County Airport Commission meeting schedule for 2026.

Commissioner Culwell made a motion to approve the 2026 Glynn County Airport Commission schedule. Commissioner King seconded the motion, and it carried: 5-0.

Policies

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.

Commissioner King made a motion to approve the recommendation. Commissioner Furnish seconded the motion and it carried: 5-0.

New Policy #230 GCAC Tenant Signage

Recommendation: Approve Policy #230 GCAC Tenant Signage

Commissioner King made a motion to approve the recommendation. Commissioner Furnish seconded the motion and it carried: 5-0.

Holiday Brunch Invitation December 16th 10:00 a.m. – Brunswick Golden Isles Airport

Katherine Kissling invited all the attendees to the Airport Commission Holiday Brunch which will be held at BQK December 16th at 10:00 following the December monthly meeting in the baggage claim area.

Activity Report

Enplanement Report

There were 5,210 enplanements in October. Due to the federal government shutdown, it is anticipated that the numbers will be lower in November.

Flight Reliability Report

In October there were no cancelled flights. For the month 93% of flights were on time and 7% were delayed.

Airport Operations

In October aircraft operations at BQK were very similar to last year. At St. Simons Island Airport, aircraft operations were somewhat lower compared to last year.

Rental Cars Report

The September rental cars revenue increased compared to last year. The Airport Commission receives a percentage of that revenue based on the concession agreements.

Parking Lot Capacity – Brunswick Golden Isles Airport

The main BQK parking lot is approaching maximum capacity. There is also an overflow lot with an additional 100 spaces. Next fiscal year's capital improvement program will include a project to expand the main terminal parking lot to enhance customer service.

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**
- **Glynn County Airport Commission Holiday Brunch 10:00 a.m. Tuesday, December 16, 2025 – Brunswick Golden Isles Airport**
- **EAA "State of the Airports" Luncheon – Sunday, February 8th – 12:30 – St. Simons Island Airport**
- **Air Traffic Control Temporary Tower - St. Simons Island Airport – Thursday – Sunday, March 12 -15, 2026**

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.

Commissioner Hutson made a motion to enter into Executive Session at 9:37 a.m.
Commissioner King seconded the motion, and it carried: 5-0.

Return to Open Session Open Session resumed at 10:31 a.m.

Commissioner Culwell made amotion to return to Open Session.
Commissioner King seconded the motion and it carried: 5-0

Commissioner Culwell made amotion to adjourn.
Commissioner Neal seconded the motion, and it carried: 5-0.

The meeting adjourned at 10:31 a.m.

A blue ink signature of Ed Farley, written in a cursive style, positioned above a horizontal line.

Ed Farley, Chairman

A blue ink signature of Doug Hutson, written in a cursive style, positioned above a horizontal line.

Doug Hutson, Secretary Treasurer

A blue ink signature of Katherine Kissling, written in a cursive style, positioned above a horizontal line.

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 matter 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), were devoted to matters within this exception 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 18th day of November, 2025.

Sworn to and subscribed before me, who is personally known

this 18th day of November, 2025.


Ed Farley, Chairman


Notary Public
My Commission Expires: May 29, 2029

NOTARIAL SEAL

