



**MINUTES**  
**GLYNN COUNTY AIRPORT COMMISSION**  
**February 24, 2026**

**COMMISSIONERS PRESENT**

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

**STAFF PRESENT**

**ROBERT BURR**  
**CRAIG PACE**  
**SHAWNA WILLIAMS**  
**TERRA WINSLETT**  
**KATHERINE KISSLING**  
**TIFFANY LANDRY**  
**LEIGH NEWTON**  
**PATRICIA YONCE**  
**ANGELO NORFLEET**

**LEGAL**

**REES SUMERFORD**

**AUDITOR**

**GREG CHAPMAN, CPA - VIA ZOOM**

**TENANTS AND PUBLIC PRESENT**

**PAM SHIERLING**  
**JERRY LATVALA**  
**BRIAN THOMPSON**  
**MAKAYLA O'BRIEN**  
**STEPHEN FLOYD**  
**LARRY WADE**

**J.D. JEFFERS**  
**PAMELA ZENON**  
**JEFF GRIFFITH**  
**BRYCE ALBRIGHT**  
**FRANK BARTANOWITZ**  
**SHERRI PRUITT**

**RENN GRUBER**  
**SUMMER GARCIA**  
**JIM WALDRON**  
**RENN GRUBER**  
**KEVIN KNIGHT**  
**GRACE ALBRIGHT**

The monthly meeting of the Glynn County Airport Commission (GCAC) was held at 9:00 a.m. on Tuesday, February 24, 2026 at the Glynn County Airport Commission Annex, 160 Gary L, Moore Court, St. Simons Island Airport, St. Simons Island, GA 31522.

**Call to Order** – The meeting was called to order at 9:00 a.m. by Chairman Farley. He welcomed attendees and thanked everyone for coming.

**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 Furnish seconded the motion, and it carried: 5-0.**

### **Public Comment**

Chairman Farley asked for any public comments or requests to speak. None were submitted. He welcomed everyone to the meeting.

### **Pilot Recognition**

Commissioner Culwell presented Bryse Albright with an achievement plaque and congratulated him on earning his Commercial Pilot rating. Training was completed with Makayla O'Brien, High Tide Aviation, St. Simons Island Airport. The Commissioners congratulated him on this accomplishment.

Private Pilot Cameron Crepeau was also acknowledged. Training was completed with Alex Bouvier, High Tide Aviation, St. Simons Island Airport. He was unable to attend the meeting. Makayla O'Brien accepted his plaque.

### **Approval of Minutes**

Chairman Farley presented the January 20, 2026 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 January 20, 2026 meeting minutes.  
Commissioner Culwell seconded the motion, and it carried unanimously: 5-0.**

### **Financial Items – Shawna Williams, C.M. Director of Finance and Administration**

#### **Nichols Cauley Audit Report FY 24/25 – Commissioner King, Audit Committee**

Greg Chapman of Nichols Cauley attended the meeting via Zoom. He presented the Auditors Report to the Airport Commission. He thanked the Commission for allowing Nichols Cauley to perform the audit. He explained that the Auditor's responsibility is to provide reasonable, not absolute, assurance that the basic financial statements are free from material misstatements. He reported an unmodified "Clean" Opinion, which is the highest level of assurance. The financial statements were presented fairly in accordance with accounting principles generally accepted in the United States of America (GAAP). There were no material weaknesses or significant deficiencies noted. The Single Audit Report result an Unmodified "Clean" Opinion on compliance for one major federal program tested in accordance with Title 2 U.S. CFR Section 200 (Uniform Guidance). The

report on Passenger Facilities Charge program was an unmodified "Clean" Opinion on compliance for PFC based on the Passenger Facility Charge Guide for Public Agencies. There were no disagreements with management or difficulties encountered during the Audit. There were no uncorrected misstatements. Mr. Chapman thanked the Commission and complimented Shawna Williams and Tiffany Landry for their work on the audit. Chairman Farley thanked Mr. Chapman for his thorough work.

Annual Review - Shawna Williams presented the Annual Review for Fiscal Year 2024/2025. Enplaned passenger at BQK were up approximately 10,000 due to the larger aircraft with additional seating. The average load factor increased from 82% to 83%. She reviewed the Income and Expense Summaries as well as the Major Customers at both airports. The actual earned revenues were \$4,809,289. The original budget projection was \$4,406,289. This resulted in a net of \$402,907. The increase in earned revenues was due to additional landing fees, new agreements, rate adjustments and increased PFC and miscellaneous receipts. Operating revenues were less than budget projections due to reduced FBO concession receipts. The Commission Capital budget was composed of 33 projects, 21 of which were funded solely by the Commission. Total capital expenditures were \$5,360,946. Capital contributions/grants from the federal, state, and local governments increased \$22,672 to \$2,604,062. Federal grants were \$315,017. State grants were \$168,205 and SPLOST revenue was \$2,120,840 for the year.

**Recommendation: Accept the Glynn County Airport Commission Audit for Fiscal Year 2024/2025.**

**Commissioner King, Chairman of the Audit Committee, made a motion to accept the Glynn County Airport Commission Audit for Fiscal Year 2024/2025.**

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

#### **Quarterly Financial Report – Shawna Williams, C.M. – Director of Finance and Administration**

Second Quarter FY 25/26 Financial Report - Ms. Williams explained that earned revenues were 105.64%. Earned expenses were 81.43%. The net to the Capital Program was \$643,207. The Capital Projects total budget was \$23,369,000. Total revenues were \$1,578,000. Total expenses were \$4,666,000. The percentage of completed projects is 19.97%. The encumbered amount is \$18,674,000.

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

**Frederica Hangar #4 Assignment from Fish N Grits, Inc. to VK Aviation LLC– St. Simons Island Airport** - Ernest Knight, owner of Fish N Grits, Inc. has requested to assign Frederica Hangar #4 sublease to VK Aviation LLC. The assignment would transfer ownership with the understanding that the new sublease will abide by all the terms of the current sublease. The practice of the Airport Commission has been to allow such assignments provided the use is consistent with the airports' use policies.

**Recommendation: Approve the request to assign Frederica Hangar Unit #4 from Fish N Grits to VK Aviation LLC. and recommend approval by the Brunswick Golden Isles Development Authority, subject to legal and financial reviews.**

**Commissioner Hutson made a motion to accept the recommendation.  
Commissioner Neal seconded the motion, and it carried: 5-0.**

#### **Skylane Hangar Development Request for Proposals (RFP) Update – St. Simons Island Airport**

The RFP was published February 2, 2026. An optional pre-proposal meeting will be held February 24, 2026 at 5:00 at the Glynn County Airport Commission Annex at the St. Simons Island Airport. The final date for submission of questions is February 24, 2026. Responses will be posted to the website March 3, 2026. If necessary, a final addendum will be issued March 30, 2026. The evaluation period will be March 19 – March 26, 2026.

#### **FBO and Passenger Surveys Update**

FBO surveys are now available for all airport FBO customers. Surveys for Manning Aviation and Velocity Aviation have been released. These surveys were e-mailed to the Commission's aviation distribution lists. Survey QR Codes were also displayed in both FBOs so that FBO customers could respond to the survey. Currently four responses have been received for the St. Simons Island Airport. Three responses have been received for the Brunswick Golden Isles Airport (BQK). Chairman Farley asked how many responses would be received if there was a 100% response rate. Commissioner Furnish explained that a sampling of 20-30% is needed to get an accurate response. Kevin Knight of Velocity Aviation stated that the FBO staff are asking people to complete it. The FBO does not have an email distribution list that could be utilized. Airport staff explained that the customer base is FBO clients. There is no method to measure the number of customers who view the survey.

Currently a draft BQK passenger survey has been created and sent to the Airport Commissioners for comments. Once those remarks are received and incorporated into the survey, it will be advertised in the terminal. It will also be posted on social media. Commissioner Furnish asked what would be the goal for a survey response rate. Chairman Farley explained that in order for the survey to be valid, a response rate of 27% is needed. Commissioner Furnish asked if there was a way to encourage people to complete the survey.

#### **Lot L and Lot N Subleases – Assignments from 3809 Kilo LLC to Odyssey GIA Holdings LLC – St. Simons Island Airport**

The owners of 3809 Kilo LLC have requested to assign Lot L and Lot N subleases to Odyssey GIA Holdings LLC. The assignment would transfer ownership with the understanding that the new sublease will abide by all the terms of the current sublease. The practice of the Airport Commission has been to allow such assignments provided the use is consistent with the airports' use policies.

**Recommendation: Approve the request to assign two subleases from 3809 Kilo LLC Lots L and N subleases to Odyssey GIA Holdings LLC and recommend approval to the Golden Isles Development Authority pending legal review.**

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

Recently Robert Burr and Commissioner Jeff Culwell travelled to Atlanta to meet with the FAA Southern Region Administrator. Jeffrey Vincent is the Administrator for all FAA divisions in the Southern Region. He has a strong background in FAA air traffic services. One of the issues Commission staff is working to solve is communications with JAX Center. He was very receptive to the issues. The discussion was good. He will look into the matter and seek opportunities for improvement.

### **Military Operations Area (MOA)**

The Department of Defense (DOD) requested the FAA expand the MOA in a way that would significantly negatively affect commercial and public air use and airspace around our airports. It will also affect airports and commerce in this entire state as aircraft in the southeast would be affected. A diagram of the previous submittal was displayed. That submittal was rescinded, but there will be a new submittal. A meeting will be scheduled next month that the Airport Commission will be invited to attend to present an alternate proposal. The Airport Commission expects to be part of the decision. The FAA was not invited to this meeting. A similar situation happened in Valdosta. The Valdosta community did not respond as we are responding to protect the airspace. We engaged community partners including Glynn County, City of Brunswick, industries, Seal Island, CVB and political representatives in Washington. Mr. Burr thanked Commissioners Furnish and King for their efforts on this matter. Robert Burr and Commissioner Cedric King will travel to Washington D.C. in March and this one of the topics that will be discussed.

**Hold Room Food Concessions – Brunswick Golden Isles Airport** – The Hold Room food concessions (Topsy's Grab and Go) training was completed February 16<sup>th</sup> – 18<sup>th</sup>. It is operational now. Providing food and beverages will enhance customer service. February 18<sup>th</sup> was a soft opening. Commissioner Hutson asked if this service could manage the volume if another hold area were to open. The installed equipment would be able to handle a higher passenger volume. The Airport Commissioners will tour the Grab & Go area after the Commission meeting on March 17<sup>th</sup>.

**Temporary Tower** – A temporary air traffic control tower will be on-site at the St. Simons Island Airport March 12- 20, 2026 to manage a higher than usual volume of flights.

**Coastal Georgia Honor Flight** – The date has been changed due to construction at the monuments in Washington D. C. The revised date is June 13, 2026.

### **Capital Projects**

#### **RS&H, Inc. Work Order No. 06 Parking Lot Expansion Phase 2 Design, bidding, and limited construction – Brunswick Golden Isles Airport (Project #188)**

This improvement program seeks to design, bid, and construct expansions of the Passenger Terminal Parking Lot at Brunswick Golden Isles Airport. Documents were prepared in 2020 for four phases of construction (Bid Schedules A, B, C, and D). Two phases of construction (Bid Schedules A and B) have been constructed. This project will revise the program documents as necessary to design, permit, bid and construct the final two phases of the parking lot development program. The project will also develop a new Bid Schedule E for the

rehabilitation of the original parking lot pavements. This project is contingent upon the completion of an Independent Fee Estimate (IFE).

**Recommendation: Approve RS&H, Inc. Work Order No. 06 for BQK Passenger Terminal Parking Lot Expansion Design, Bidding and Limited Construction Phase Services to provide for expansion of passenger vehicle parking areas and rehabilitation of pavements in an amount not to exceed \$194,784 and authorize the Executive Director to execute all necessary documentation, contingent upon the completion of an IFE.**

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

### **Skylane Development Infrastructure Project Update – St. Simons Island Airport (Project #215)**

The Skylane development has two related projects. One is leasing the parcels. The second project is construct the infrastructure Airport Commission component is the construction of the infrastructure. The final plans were available at the meeting for the public to examine. The goal is for the construction to be completed by the summer of 2027.

### **Executive Director's Items**

#### **Leadership Glynn Orientation– Brunswick Golden Isles Airport**

Over forty future community leaders attended the Chamber Leadership Glynn Airport Orientation on January 15, 2026. They toured BQK and Gulfstream to learn about the importance of airports in the community.

#### **Chamber of Commerce State Capitol Visit Report**

Glynn County sent 90 community members to the Capitol including Airport Commissioner staff and Commissioner King. The specific interest of the airports was a coordination meeting the with Georgia Department of Transportation concerning airport projects.

#### **Georgia Airports Association (GAA)**

Terra Winslett provided an update that the GAA board of directors is working on the Georgia airspace protection legislation. IN addition, House and Senate appropriation committees have approved an additional \$15 million supplemental for airports. House Bill 1336 regarding valorem taxation of airline companies is pending. Staff is waiting to hear from our lobbyist on the status of this proposed bill. Georgia Airport Association Day at the Capitol is February 25<sup>th</sup>. Terra Winslett and Pat Yonce will attend. She introduced Frank Bartanowitz of Passero and Associates. He serves on the GAA board of directors and will also attend the GAA Day at the Capitol. GAA has confirmed support for aviation traffic and is following the Military Operations Area (MOA) issue. Savannah Airport is also monitoring and is posed to object in the MOA issue.

**Activity Report – Tiffany Landry, A.C.E., Assistant Director of Finance**

**Enplanement Report** – For January 2026 total enplanements were 3,896 compared to December enplanement of 4,286.

**Flight Reliability Report** – In January 1% of flights were cancelled mainly due to weather, 23% were delayed due to weather and maintenance issues and 76% were on-time. These numbers are comparable to Delta's system-wide statistics. Commissioner Culwell asked for a breakdown of reasons for the delays.

**Airport Operations** – At BQK there were 1,549 operations in January 2026 compared to 1,272 in January 2025. The St. Simons figure of 2,842 is an estimate due to a malfunction in the ADS-B software. Total operations in January 2025 were 2,493. The software issue is expected to be resolved soon.

**Rental Cars Report** – Rental car gross receipts for January 2026 were \$263,126 compared to January 2025 total of \$261,529.

**Parking Lot Capacity – Brunswick Golden Isles Airport** – Daily parking averaged 267. There are 350 parking spaces.

**Upcoming Events**

- **Glynn County Airport Commission Monthly Meeting – Tuesday, March 17, 2026 – Brunswick Golden Isles Airport**
- **Temporary Tower - St. Simons Island Airport – March 12 -20, 2026**
- **Coastal Georgia Honor Flight Revised Date – Saturday, June 13, 2026 – Brunswick Golden Isles Airport**

The grand opening for the new Velocity hangar at the St. Simons Island Airport will be the week of April 20, 2026.

**Executive Session**

*Discuss possible Real Estate Items as permitted by O.C.G.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 9:55 a.m.**

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

**Commissioner Culwell made a motion to return to Open Session**

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

**Return to Open Session**

**Open session resumed at 11:03 a.m.**

**Motion: Approve salary adjustments as recommended by staff.**

**Commissioner Hutson made a motion to approve the salary adjustments as presented.  
Commissioner Furnish seconded the motion and it carried: 5-0.**

**Adjournment**

**Commissioner Culwell made a motion to adjourn.  
Commissioner seconded the motion and it carried: 5-0.**

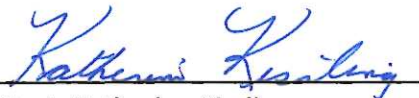
**The meeting adjourned at 11:05 a.m.**



Ed Farley, Chairman



David Furnish, Vice Chairman



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 February 24, 2026.

(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), Personnel matters as allowed under O.C.G.A. §50-14-3(b)2 and Legal matters as allowed under O.C.G.A. §50-14-2and 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 24<sup>th</sup> day of February, 2026.

Sworn to and subscribed before me, who is personally known

*Ed Farley*

this 24<sup>th</sup> day of February, 2026.

**Ed Farley, Chairman**

*Katherine McKinnon Kissling*  
Notary Public  
My Commission Expires May 29, 2029

NOTARIAL SEAL

