

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, FEBRUARY 24, 2016 AT 9:30 AM**

The following Commission members were present for the entire meeting.

<u>NAME</u>	<u>EXPIRES</u>
Mr. Kerry W. Hand, Chairman	December 31, 2017
Mr. Thomas G. O. Forsberg, Vice Chairman	December 31, 2020
Mr. Winfield G. Flanagan, Secretary	December 31, 2018
Mr. Carl Rhodes, Jr., Treasurer	December 31, 2019
Mr. Chris Badcock	December 31, 2016

Staff members present:

Richard C. Howell, A.A.E., Airport Director
W. Donald Morgan, Jr., Legal Counsel
Mary Scarbrough, Secretary
Melissa Chadwick, Chief of Public Safety
Lorrie Brewer, Chief Accountant
Jennifer Wright, Restaurant Manager
Amber Clark, Flightways Columbus Manager
Sonya Hollis, Marketing Manager
Eric Trivett, Maintenance Manager
Shaundra Goodwin, Public Safety

Others present:

Brian Thompson, RS&H; Marvin Brown, FAA; Robin Jester, Thomas Wall, AirVentures; Tom Swilling, River City Aero Club; Robert Boehnlein, Columbus Aero Service; Gary Kundey, Jim Leonard

BUSINESS OF THE MEETING

Mr. Kerry Hand called the February 24, 2016 Columbus Airport Commission Meeting to order welcoming all attendees.

APPROVAL OF MINUTES

Motion by Mr. Winfield Flanagan to approve the minutes for the February 24, 2016 meeting; seconded by Mr. Thomas Forsberg and unanimously approved by the Commission.
Ayes: 5 / No: 0

CONSIDER COLUMBUS STATE UNIVERSITY COCA-COLA SPACE SCIENCE CENTER REQUEST

Mr. Richard Howell stated the Commission has been approached by the Columbus State University (CSU) Coca Cola Space Science Center (CCSSC) with a request. Last year CCSSC was awarded a mock-up of the Space Shuttle complete with booster package from NASA. CCSSC has been storing the shuttle at a general aviation airport since last April while they try to decide how to display the artifact. They are losing their lease and approached us for assistance. At this time, to make this happen the Commission would need to waive its policy regard hangar use in favor of support for a community project.

Georgia Crown (GC) is an active supporter of CCSSC and has offered space in its hangar to store the unit. However, GC plans to vacate the hangar sometime in the April/May time frame. CCSSC would like to enter into a short term agreement to store this Orbiter in the GC hangar after GC leaves.

CCSSC is willing to pay \$500 per month and plans to store the Orbiter for a short period of time (less than a year) until a determination can be made as to how to display it. The Commission would execute a Letter of Agreement for the use.

The Commission's policy regarding hangar use is that only aircraft may be stored in them. Staff recommends waiving this policy only in this case for the following reasons:

1. CSU and CCSSC are active supporters of the airport and the community. The short term nature of the storage request is conducive to the Commission's commitment to support the region.
2. CCSSC plans to pay for the space and is also amenable to sharing the area if needed with aircraft.
3. There are no prospective tenants for the GC facility at this time.
4. There is no cost to the Commission to support this initiative.

Given the unique nature of the request and other factors listed above, staff believes the community support aspect of this initiative warrants a one-time exception to hangar policy. If approved, staff will move forward with negotiating a Letter of Agreement with CCSSC for storage of the Orbiter upon the termination of the Georgia Crown agreement.

Staff recommends approval.

At this time Mr. Howell introduced Mr. David Mitchell, Director Enterprise Development at Columbus State University (CSU). Mr. Mitchell extended his appreciation to the Commission in allowing both he and Dr. Shawn Cruzen to attend and speak today.

Mr. Mitchell introduced Dr. Shawn Cruzen, Executive Director, Coca-Cola Space Science Center Professor, Department of Earth and Space Sciences Columbus State University. Dr. Cruzen provided a fact sheet "A Space Shuttle in Georgia" to Mr. Howell and the Commissioner's. The Artifact is actually an engineering photo type not just a mock up used in the mid 1970's because at that time computer technology was not sufficient enough to model the complex model of the shuttle. In rocket science it was a very complicated rocket with a full body problem, not knowing if it would be aerodynamically stable. Once the engines began to fire and vibrational modes got high, with high altitudes, NASA thought it might shake itself apart. They could not justify their math models with their smaller scale models, so they built a very big one fourth scale model. Everything about it dynamically had to be assembled to the actual shuttle system as possible but at one fourth scale which makes it highly precise engineering prototype which makes it really unique and very special. Without it they would not have been able to fly. In the year 2000, NASA loaned the orbiter portion of the quarter-scale test article to Canada for a ten-year period. This orbiter was placed on display in the Calgary International Airport. When NASA closed down the space shuttle program in 2011, it requested the return of this artifact so that it could be placed on display at the Smithsonian National Air & Space Museum alongside the actual Space Shuttle Discovery. For some reason, the return of the artifact was delayed, and the Discovery display was completed. So, NASA working with the Smithsonian worked to select a new home for this important national artifact. CSU entered an application, and in February 2014, we were selected to receive it. This is an incredible opportunity for the city of Columbus to put this on display! An artifact has never been released of this size on such a short time scale. We thought we had a place to store the Orbiter, which fell through, and now we need a home for a short period of time prior to the final resting place, that will be built on Front Avenue in Columbus. We are currently raising funds to put it on permanent display at CSU's Coca-Cola Space Science Center.

Mr. Chris Badcock asked what the Orbiter is made of.

Dr. Cruzen said it is made of a variety of things, primarily aluminum, also has a composite material a bit like Styrofoam.

Mr. Badcock stated then it would need to be stored inside.

Dr. Cruzen that is correct, it cannot be stored outside.

Motion by Mr. Thomas Forsberg to approve Columbus State University Coca-Cola Space

Science Center Request was made: seconded by Mr. Winfield Flanagan and unanimously approved by the Commission. Ayes: 5 / No: 0

Dr. Cruzen expressed his appreciation to the Commission for their help in providing a temporary home for the Orbiter.

CONSIDER ADOPTION OF THE FORMAL TAXICAB AGREEMENT FOR SERVICE TO CSG

Mr. Howell reported the taxicab operation at the airport currently operates on the honor system in terms of revenue being generated. Cab driver inserts coins in a swing arm device that allows them to exit a pickup lane. This fee is \$0.75 per exit. Annual revenue generated is estimated as \$2,800 for FY 2017. Airport administration has been long aware the revenue in this area was lacking. Most of the cab operators do not pay to pick up at the airport and the Commission has no control over those that are here. The taxicab agreement will require Cab company owners to enter into a concession agreement with the Commission. The owners will specifically identify which of their cabs will pick up at the Airport. The Commission will issue permit stickers that are valid for six month periods. The cost of the sticker will be \$10 per month. Revenue impacts cannot be calculated at this time, but at a recent Taxicab Commission meeting, the Director was told there are 160 taxi's in Columbus. The current budget projection of \$2,800 would represent only 23 approved vehicles. Staff met with local taxicab owners who provided input to the final policy presented here. Should your Commission adopt this policy, next steps would be the development of a communication plan for the taxicab drivers to implement the permit process by April 1, 2016. This initiative is part of the Strategic Plan goal to increase non-aeronautical revenue by \$44,000 in this FY.

Staff recommends adoption.

Motion by Mr. Thomas Forsberg to adopt the formal Taxicab Agreement for service to CSG was made: seconded by Mr. Carl Rhodes and unanimously approved by the Commission. Ayes: 5 / No: 0

DIRECTORS REPORT

Mr. Howell introduced Ms. Lorrie Brewer who provided a financial update for the month.

FINANCE

The Airport sustained a loss of \$103,026 but had an adjusted net profit (without depreciation, amortization, grant or PFC revenues) of \$57,227 in January. Year over year it amounts to increase of approximately 43% in comparison to January of last year in which we had an adjusted net profit of \$39,971 (see Summary of Airport Revenues & Expenses). Flowage fees were down approximately \$1K compared to last year. Hangar and other rents were up by almost \$5K; Concession fees were up approximately \$18K compared to last year this time. Actual rents for January from the majority of the rental car agencies were used at the time of closing. We sustained a loss in our investment account again this month of almost \$10K. This month last year we had a gain of almost \$8K in the same account (Columbus Properties). Compared to this month last year, labor and benefits expenses were down over \$51K (three pay periods occurred in January of last year); repairs and maintenance expenses were up by approximately \$9K; utilities and other services expenses were down, insurance costs were down slightly and administrative expenses were up by about \$1,500 compared to January 2015. Propellers will present their own report. The Flightways report was submitted with the agenda. Tenants Past Due 60 Days or More: See report with financials. Update on Airport Improvement Project 39: AIP 39—Grant Total: \$1,238,850.00; Construct Airport Perimeter Fencing & Wildlife Hazard Management: Grant Balance: \$381,778.00. Update on Airport Improvement Project 35: AIP 35—Grant Total: \$35,821.00; Columbus GA Obstruction Inventory Runway 6/24: Grant Balance: \$22,925.00. Cash flow was negative for the month due to the large amount of capital expenditures of which more than a third will be reimbursed with PFCs already collected for this purpose (see the Cash Flow Summary for more information).

PROPELLERS

Ms. Jennifer Wright provided the following update on Propellers.

- The Clover Station POS offers Propeller's average sales, transaction totals and the quantity of new and old customers.
- January 2016 average sales were \$7.79 per transaction.
- There were 730 transactions for January 2016.
- Jennifer Wright and staff served 618 new customers in January 2016.
- Total expenses were decreased \$1,500 year over year.
- Restaurant sales were significantly down by \$3,375.00 in January 2016 compared to January 2017. The enplanement count affected Propeller's sales.
- Please welcome Sherie Ghant as Propeller's newest part-time employee.

FLIGHTWAYS COLUMBUS

Mr. Howell introduced Ms. Amber Clark who provided the following update on Flightways Columbus.

- Fuel gallons pumped year over year comparison:

Fuel item	Gallons pumped January 2015	Gallons pumped January 2016	% Change
Auto	192	210	9.38%
AVGAS	8,466	7,203	-14.92%
Diesel	124	139	12.10%
Jet A (Express Jet)	12,284	8,003	-34.85%
Jet A (Retail)	11,064	8,826	-20.23%
Jet A (Contract)	19,330	15,443	-20.11%
Jet A (Gov't/Mil)	0	3,333	3332%
Jet A (Justice Flights)	1,975	6,285	218.23%

- During the month of January, Flightways serviced (11) Justice Flights compared to the (12) flights we serviced last year. Even though Flightways serviced one less Justice Flight, we pumped 4,310 more gallons this year than in 2015.
- Flightways has seen an increase in military traffic this January vs last year's. We pumped 3,333 gallons more for the Military this year compared to last year. Flightways also had the pleasure of servicing 8 Apaches and 4 Chinooks earlier this month. These helicopters uplifted over 6,000 gallons in a single weekend, and they all plan to stop by later this month or early March to refuel on their way back from training.
- Flightways marketed a Valentine's Day "Top Off" promotion. Along with this promotion we offered a small spread of Valentine's Day treats to our customers. This promotion was communicated to our based and transient customers through e-mail and displayed at the FBO. The turnout from this promotion was positive. We had several customers top off their aircraft. I also received feedback from a couple of the based tenants saying they enjoyed the special promotion; it gave them a sense of appreciation.
- The outlook for the month of February is very good! By the 18th of the month Flightways had already pumped 95% of total gallons from February of last year, with an additional 11 days to go in the month.

MAINTENANCE

Mr. Howell introduced Mr. Eric Trivett who provided the update on behalf of the Maintenance Department.

- Cooling Towers- Completed

- TSA 5-Ton Roof Top package unit-Completed
- 20 Ton WSH in the upstairs holding area - Completed
- Roof leaks

There have been several roof leaks reported in the last month or two by tenants of the T-Hangers. We had a problem getting a roofer to come out and check on these areas and I have asked that everyone please bear with me. Finally on 01-12-2016 I had Columbus roofing come out and inspect the areas that are leaking and submit a bid which has been approved. We are in the process of scheduling the work now.
Update- We are still awaiting them to come out.

- Equipment

In preparing for the upcoming grass cutting season we are assessing our current equipment used on the airfield, we currently stocking up supplies for our equipment and, performing P.M s. We will be getting an early start working on the perimeter of the airport to include the fence line in an effort to keep from getting behind this year.

- Work Orders

For January 01 2016 till present there were 45 work orders opened and 35 completed. 10 are awaiting parts. We currently have a 78% completion rate.

Mr. Howell stated the 13/31 Runway Project is back on again with the Georgia Department of Transportation. State has made some comments regarding this project and it is now moving forward with RS&H moving forward. Bids will be received in the month of April and the project will begin by the summer. Runway 6/24 Crack Seal project is on the street to begin the first of next month and completed by mid-April. In doing the environmental work we found there is a flood light in the area where we need to do some work which will make it necessary to provide more environmental paper work. We don't think this will delay it substation ally.

Mr. Howell recognized Ms. Jennifer Wright for her hard work and dedication during her years of service at the airport, stating she will be missed greatly. Last year Ms. Wright improved restaurant performance by \$30,000.00 leaving big shoes to fill.

Mr. Winfield Flanagan extended her the best wishes in her new endeavors.

Mr. Kerry Hand on behalf of the Airport Commission agreed Ms. Wright will be greatly missed and extended the best of luck to Ms. Wright.

OTHER MATTERS

Mr. Robin Jester, Certified Flight Instructor, for Air Adventures spoke on behalf of Air Adventures and thanked Mr. Howell and the Commissioner's for allowing him to address the Columbus Airport Commission Board on such a late notice. He truly appreciated the time to speak. Mr. Jester has been an instructor at the Columbus Airport for the last twelve years. Also, he had a Flying Corporation for three years flying for small businesses. After the economy failed, he had to get a regular job to pay his bills. He stated when he began twelve years ago the hangars were full with a long waiting list. There were twenty to thirty airplanes on the ramp. CSG Aviation had five trainers and the Flight Club had two. There were six or seven instructors, he was a career flight instructor, and the Columbus Airport buzzed during that time. As he had stated the economy crunched. Flight Instructors limped along here at CSG on a private basis. People scrambled for ways to keep flying. While Skyline, Inc. was here he instructed in private airplanes off and on. We have recently received a letter from the airports legal counsel. On behalf of Air Adventures, none of us are career/flight instructors and we have not tried to deceive anyone. We began instructing openly, applied for hangar, we have three people and one airplane, and we began instructing months ago. We were open about the flying instructing, haven't tried to hurt the airport, without our instructing here it does hurt us and the airport. We are the face of what aviation flight instruction is here at the airport. We are all willing to work

towards goals, with all of our efforts to work and time spent in getting a flight school started. Our perception after operating for months have tried to be open, buying all our fuel here since beginning our operation, and asking why did we not receive a copy of the Minimum Standards? Why did we receive this letter, when with our attitude of amicability, what we received was a cease and assist. Mr. Jester apologized for Mr. Jacob Luitjens absence due to a prior commitment. We are here to share our concerns; work toward something more solid, we are the face of what aviation life training is at this point. We are in attempt to move forward with a flight school, with respect and good will from both parties at hand. The current Minimum Standards are impossible, so we are asking that we can keep flying, the consideration of a proposition that was approved by Mr. Luitjens, and was submitted to Mr. Howell, hoping we can work together.

Mr. Hand stated the Commission is supportive to what Mr. Jester is trying to do, requiring that he continue his dialog with Mr. Howell. Realizing our minimum standards which are a work in motion, date back to the 1970's, and we will make steps needed to insure they have certified flight instructors, and so forth. Mr. Hand expressed his appreciation to Mr. Jester in providing the information at the meeting.

Mr. Jester asked if their involvement has caused any harm to the airport. As stated we have purchased all our fuel. We have tried to be helpful to the airport, community, even though we have turned away two students in the last four days, as open as I hope we can be together, I am pleading to continue flying as we work through this matter.

Mr. Hand stated the plan Mr. Jester has put together is well done, and states where you intend to go with your instruction and the school. Mr. Hand encouraged Mr. Jester to continue to dialog with Mr. Howell.

Mr. Howell will confer with counsel and get back with Mr. Jester in the next two days, stating he did provide a good proposal.

Mr. Martin Flournoy said he was surprised when he heard about the shutdown, knowing Mr. Luitjens from LaGrange for twenty years. He has been a back bone of the Glider Club there, being an open door coming from all over the Southeast. Being a Glider rating is much less expensive than a Power rating. He is helping the flight instructors, he is straight up guy, as Mr. Jester has conveyed. I myself am not sure as a flight instructor on this airport for flight reviews, to tail will transitions, upset training and so forth, is not sure if he and others are meeting the minimum standards dating back through the years for the airport to be successful. He is hoping this can be worked out with Mr. Luitgens and Mr. Jester.

Mr. Jim Leonard, tenant is requesting the roof be repaired to his hangar, as he has had water damage to his personal belongings in his hangar.

Mr. Howell said Mr. Trivett will be contacting him concerning his leaking roof on his hangar.

Motion by Mr. Winfield Flanagan to close the meet for a closed session for a personnel discussion was made: seconded by Mr. Thomas Forsberg and unanimously approved by the Commission. Ayes: 5 / No: 0

At the end of the February 24, 2016 The Columbus Airport Commission Meeting adjourned at 10:12 AM for a closed session for a personnel discussion.

Mr. Hand thanked everyone present for their attendance.

The Commission reconvened from closed session at 10:40 AM.

There being no further business the meeting adjourned at 10.48 AM

APPROVED:

Mary Scarbrough, Secretary

Kerry W. Hand, Chairman