

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, MARCH 23, 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. Winfield G. Flanagan, Secretary	December 31, 2018
Mr. Carl Rhodes, Jr., Treasurer	December 31, 2019
Mr. Chris Badcock	December 31, 2016

The following Commission members were absent:

Mr. Thomas G. O. Forsberg, Vice Chairman	December 31, 2020
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Staff members present:

Richard C. Howell, A.A.E., Airport Director
W. Donald Morgan, Jr., Legal Counsel
Mary Scarbrough, Secretary
Sonya Hollis, Marketing Manager
Juan Torres, Propeller's Interim Manager
Amber Clark, Flightways Columbus Manager
Lorrie Brewer, Chief Accountant
Andre' Parker, Public Safety
Shaundra Goodwin, Public Safety

Others present:

Brian Thompson, John DelGuidice, RS&H; Robert Boehnlein, Columbus Aero Service; Gary Kunday, Mike Greenblatt, Ralph McDonald

BUSINESS OF THE MEETING

Mr. Kerry Hand called the March 23, 2016 Columbus Airport Commission Meeting to order and welcomed everyone.

APPROVAL OF MINUTES

Motion by Mr. Winfield Flanagan to approve the minutes for the February 24, 2016 meeting; seconded by Mr. Carl Rhodes and unanimously approved by the Commission.

Ayes: 4 / No: 0

CONSIDER APPROVAL OF THE RUNWAY 6/24 SURFACE PROJECT CONTRACT

Mr. Richard Howell reported that the Airport Administration put out a competitive Request for Proposals to perform work on runway 6/24. that the bids were opened March 11, 2016. The bid documents included a Base Bid scope of work, and an Additive Bid scope of work, it has been determined that the Additive Bid is no longer necessary and was not part of the final bid consideration. The Base Bid work includes the crack sealing, seal coating, and re-marking of Runway 6-24. The work requires closures of the runway and is to be completed in off-hours to accommodate scheduled air carrier traffic. The work is expected to be completed prior to the 2016 Federal Aviation Administration (FAA) Certification Inspection, scheduled for May 2016. The Engineer's Estimate for the Base Bid scope was \$575,838. Three bids were received and opened. The bids received were responsive and competitive, with two of the three bids below the Engineer's Estimate. No tabulation errors were noted in the bids. After bid tabulation by our consultant RS&H and final review by the Airport Director, the apparent

successful bidder was determined to be Hi-Lite Airfield Services, LLC, of Adams Center, NY at a bid amount of \$398,390. In the interests of the timely completion of the project per the Commission's agreement with the FAA regarding the 2015 Certification write-ups for runway marking on 6-24, after conferring with the Commission the Airport Director gave a conditional Notice to Proceed (NTP) to the contractor to begin development of shop drawings, safety plans and other administrative matters relating to the project. Approval of this action will ratify that conditional NTP and fully award the contract with a NTP for construction start. Funding will initially be from the Airport Enterprise Fund Cash Reserves. It is expected that sometime this summer the FAA will reimburse the Commission at the 90%/10% we enjoy from the Airport Improvement Program, or approximately \$358,551. We also anticipate a 5% participation from Georgia DOT (\$19,920) leaving 5% (\$19, 920) from the Enterprise. It is anticipated we would add the Commission's local share to a future PFC collection for reimbursement.

Staff recommended approval.

Motion by Mr. Carl Rhodes to approve the runway 6/24 surface project contract was made: seconded by Mr. Winfield Flanagan and unanimously approved by the Commission.

Ayes: 4 / No: 0

CONSIDER PURCHASE OF NEW AIRFIELD TRACTOR AND MOWER

Mr. Howell stated as a result of the vegetation removal associated with the fence replacement project it became clear the existing mowing equipment in the Airport Maintenance Department was not adequate to sufficiently maintain Airport property. This matter was discussed in a Commission work session and while not part of the FY 2016 Capital Improvement Plan, approval was given to pursue the acquisition of a new airfield tractor in this FY to supplement the Airport's existing 40-year old Ford tractor. The primary function of the tractor would be mowing of the airfield. A competitive Request for Proposals to purchase a new tractor was put out. The scope called for an 80-100 HP tractor with enclosed cab and equipped with a 15 foot flex wing cutter. Two bids were received and opened. The bids received were responsive and competitive. After bid tabulation by our Maintenance Manager and final review by the Airport Director, the apparent successful bidder was determined to be Sun South of Columbus, GA for a John Deere 5100E with a purchase price of \$63,369. The vendor has offered a lease option of \$1,197 per month for 36 months with a purchase option at the end of the lease of \$30,150, for a total purchase price of \$73,255. They also offer a 60 month finance program of \$1,170.05 per month that results in a total price, plus interest of \$70,204. Funding will be from the Airport Enterprise Fund and will not be reimbursed.

Staff recommended the purchase using the finance program so as to not impact the Commissions cash reserves in this Fiscal Year.

Mr. Chris Badcock asked if the old tractor would be sold.

Mr. Howell stated no, Mr. Eric Trivett, Maintenance Manager will keep the old tractor and will use as back-up to keep the grounds maintained.

Motion by Mr. Carl Rhodes the purchase of a new airfield tractor and mower was made: seconded by Mr. Winfield Flanagan and unanimously approved by the Commission.

Ayes: 4 / 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 \$57,781 but had an adjusted net profit (without depreciation, amortization, grant or PFC revenues) of \$41,603 in February. Year over year it amounts to decrease of approximately 54% in comparison to February of last year in which we had an adjusted net profit of \$90,711 (see Summary of Airport Revenues & Expenses).

Flowage fees were down slightly compared to last year. Hangar and other rents were up by \$6K; including concession fees which were up approximately \$3K compared to last year this time. Actual rents for February from the rental car agencies were used at the time of closing.

We again sustained a loss in our investment account this month of almost \$3K. This month last year we had a gain of over \$20K in the same account (Columbus Properties).

Compared to this month last year, labor and benefits expenses were up over \$7K; repairs and maintenance expenses were up by approximately \$16K; utilities and other services expenses were up over \$9K, insurance costs were up by over \$3K due to Air Show insurance costs, and administrative expenses were down by almost \$5K compared to February 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 Plan:

Grant Balance: \$310,211.00.

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. (No activity in February.)

Cash flow was negative for the month again due the large amount of capital expenditures of which approximately a third will be reimbursed with PFCs already collected for this purpose (see the Cash Flow Summary for more information).

PROPELLERS

Mr. Howell introduced Mr. Juan Torres, Interim Restaurant Manager while searching for a new Restaurant Manager to replace Ms. Jennifer Wright.

Mr. Torres provided the following update on Propellers.

- February 2016, average sales were \$9.00 per transaction.
- There were a total of 879 transactions for February 2016.
- Staff served 111 returning customers and 336 new customers in the month of February 2016.
- The sales goal for the month of February was \$5,941.00, and we exceeded our goal with \$7,768.00 in sales for the month of February.

FLIGHTWAYS COLUMBUS

Ms. Amber Clark provided the following update on Flightways Columbus.

- **Volume Report:**

Flightways pumped a little over 23,000 gallons more this February compared to last year. This was a 60% increase in total volume. Flightways had a significant increase in Jet contract fuel, military, and justice flights as well as a 35% increase in Avgas sales.

- **Revenue & Profit Report:**

Compared to last month, Flightways' revenue increased by 12%, and our profits increased by 20%. Compared to last year, Flightways' revenue increased by 28% and our profits increased by 50% for the month of February. Today and going forward, Flightways will be reporting the comparison of its total monthly profit margins from year to year. Flightways' total profit margin for the month of February has increased by 4% comparing 2015 to 2016.

- **RFP for a Fuel Supplier:**

Flightways has put out a Request for Proposal for a potential Fuel Supplier. We have had interest from six different fuel suppliers, and we look forward to receiving all bids by March 25th.

- **Military:**

The eight Apaches and four Chinooks who came through in early February stopped to fuel at the FBO upon completion of their training on March 2nd. Their uplifts totaled close to 2,300 gallons this trip. They were so impressed with our top notch service, they mentioned they would use Flightways as a regular fuel stop whenever flying over our direction.

- **Comparative Fuel Price List:**

As you may have noticed, there was no comparative fuel price list included with our report. Flightways has submitted a comparative airport list for review and approval. This list will permit Flightways to provide accurate fuel comparisons to applicable facilities. Flightways will provide a fuel comparison list in future reports once a comparative airport list has been adopted.

PUBLIC SAFETY

Mr. Howell stated Chief Melissa Chadwick has been called away on a family medical emergency and introduced Officer Andre' Parker.

Mr. Parker provided the following update on Wildlife.

Over the course of the last month, Public Safety had fewer calls on bird sightings. Our camera has not shown any more sightings of the deer we saw back in January. The deer was reported in January and was captured on camera behind Legacy in the wooded area. The deer did not appear to be near the airfield. We have had two sightings of a coyote in the area (taxiway) C-6. The coyote appeared to have run into a drainage pipe in the wooded area. It was not safe to shoot at the time due to rocks and debris. We will continue to monitor the area and also look at alternate measures to deal with the coyote.

Mr. Howell stated regarding to the update of the coyote, it was spotted four to five months ago.

Mr. Howell provided updates on the obstruction work, stating to date the two runway projects have been all bundled together and the projects will break out in moving forward. The 13/31 Project will be funded by the state. Runway 6/24 will be funded by Federal Grants/AIP Grants. RS&H has completed a bunch of the work and we met with FAA to see what kind of standards they want us to apply. The next steps are starting to bring the sub-contractors in to do additional work, such as easements, deciding if the trees will be taken all the way down, and if they should grind the stumps etc. As far as the AIP, RS&H was the only contractor for the inventory work, and they will be billing us soon, on that effort as it starts to wrap up. In dealing with the individual runways, 13/31 is a General Aviation runway, it should not be too difficult between both ends, and we may have a half dozen to a dozen areas that will require some work. Runway 6 is not too bad, there are some structures and billboards, and so forth to take a look at. The largest amount of work will to be done on 6/24 is on the 24 end. We will be using a 40:1 (slope) standard on both ends. The good news on the work done in 2000-2001, the people were very diligent and did good job. In the inventory we found no issues where we already have easements. When we begin to talk and begin easements, taking trees, the dollar amount will go up pretty rapidly. We are trying to wrap our arms around that to have a good scope prior to going back to the FAA in moving forward.

OTHER MATTERS

Mr. Robert Boehnlein inquired about repairs for the leaking roofs on the hangars.

Mr. Howell reported that Mr. Trivett has had some challenges in getting roofers to come out and view the roofs for repair. Mr. Trivett now has a roofer. Mr. Howell will have Mr. Trivett contact Mr. Boehnlein regarding roof repairs.

There being no further business the meeting adjourned at 9: 52 A.M.

APPROVED:

Mary Scarbrough, Secretary

Kerry W. Hand, Chairman