

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, APRIL 27, 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
Sonya Hollis, Marketing Manager
Marshall Upshaw, Maintenance
Juan Torres, Propeller's Interim Manager
Scott Cook, Maintenance
Andrew Anthony, Maintenance
Willie Gary, Maintenance
Eric Trivett, Maintenance Manager
Amber Clark, Flightways Columbus Manager
Lorrie Brewer, Chief Accountant
Ed Gibson, Public Safety
Andre' Parker, Public Safety

Others present:

Marvin Brown, FAA; Robert Boehnlein, Columbus Aero Service; Gary Kunday

BUSINESS OF THE MEETING

Mr. Kerry Hand called the April 27, 2016 Columbus Airport Commission Meeting to order. He recognized Mr. Marshall Upshaw, Mr. Willie Gary, Mr. Andrew Anthony, Mr. A. Scott Cook, Mr. Eric Trivett, and Officer Andre' Parker thanking them for their hard work and time in navigating through a large amount of nasty water in managing the problem experienced on the fence line earlier this month. He expressed appreciation with their sharp eyes on safety for their service.

Mr. Howell reported each one of the employees will receive a letter from the Columbus Airport Chairman and the Commission is looking at other ways to express them for their great work and efforts on the fence line.

Mr. Kerry Hand read a letter received from the President of company name Selig complimenting Ms. Amber Clark and all her staff at Flightways Columbus, for the great customer service he and his staff received on their stop at Flightways Columbus. Mr. Hand recognized all the Flightways Staff with highest regards, stating that it is not often that positive feedback and compliments are received; he expressed his appreciation to Ms. Clark and her Staff.

Mr. Howell thanked Ms. Clark and her Staff for their service provided to all their customers.

APPROVAL OF MINUTES

Motion by Mr. Thomas Forsberg to approve the minutes for the March 23, 2016 meeting; seconded by Mr. Carl Rhodes and unanimously approved by the Commission.

Ayes: 5 / No: 0

CONSIDER APPROVAL OF THE PURCHASE OF THE NEW AIRPORT SWEEPER

Mr. Richard Howell stated it is critical for airports to keep runways, taxiways and ramps, clean and clear of any debris that could potentially cause Foreign Object Damage (FOD) to aircraft. FOD costs the aerospace industry billions of dollars annually in direct and indirect costs. Best Management Practices dictate that Columbus has a method to address the FOD issue. The Maintenance Department issued a Request for Proposals for the purchase of a Regenerative Air Sweeper for use on the airport. The bid closed on April 1, 2016. The Maintenance Director reviewed two bid packages that were received with a final review by the Airport Director. It was determined that the Tymco Model 435 mid-sized sweeper produced by Tymco of Waco, Texas was the lowest and most responsive bidder for the below listed item:

Tympco- Model 435 W STD Equipment on an Isuzu Chassis with a 56 HP engine. \$136,750.00

This bid also included an all-expense paid training for two techs for this unit in Waco Texas. This unit will allow operations to properly sweep all runways and taxiways in a timely manner, decreasing the chances of FOD being left in those areas. It can also be used for the ramp area and hangar areas preventing FOD from being ingested while on the apron. The purchase will be made using Passenger Facility Charges (PFC) previously collected as approved by the Federal Aviation Administration on January 20, 2016.

Staff recommended approval.

Mr. Forsberg asked if the airport already has a sweeper.

Mr. Howell stated yes, it is approximately twenty years old and very small.

Mr. Forsberg inquired about the useful life of a sweeper?

Mr. Marshall Upshaw stated sweeper's life span is approximately fifteen to twenty years.

Mr. Forsberg stated if the new sweeper will have the same life span?

Mr. Howell said it will have the same life span, depending how it is maintained and taken care of.

Mr. Badcock asked if the engine is diesel or electric.

Mr. Howell stated it is diesel.

Mr. Badcock inquired if gas is kept here on the property for the sweeper and is it a two or four wheel drive?

Mr. Howell said it is yes that five hundred gallons of fuel is kept for equipment on the property.

Mr. Trivett stated it is a two wheel drive, automatic, vacuum system on it.

Mr. Badcock asks if the lower carriage will sink down above the service and if it work in the rain?

Mr. Trivett confirmed that is correct.

Mr. Hand stated that everyone can go on the website regarding this piece of equipment for further information on specific detail.

Motion by Mr. Thomas Forsberg to approve the purchase of the new airport sweeper was made: seconded by Mr. Winfield Flanagan and unanimously approved by the Commission.

Ayes: 5 / No: 0

CONSIDER PURCHASE OF NEW AIRFIELD TRACTOR AND MOWER

Mr. Howell reported on March 26, 2014, the Commission adopted a formal Purchasing Policy through the implementation of an Administrative Guideline letter. This letter has been reviewed annually by the Chief Accountant and the Airport Director. The current policy allows for purchases under \$5,000 to be conducted as needed. For amounts less than \$10,000 but more than \$5,000, staff is required to obtain three bids from vendors of the product. For purchase amounts over \$10,000 staff is required to issue a formal Request for Bid/Proposal. While this process has controlled our costs, given the state of the economy and the associated costs for most all services and materials, this policy has inadvertently constrained the ability of staff to complete their tasks in an effective manner. This was not the intent of the guideline.

After discussions with staff and conferring with the Chief Accountant we recommend the following changes to this guideline.

1. Change department heads purchasing authority for \$5,000 to \$10,000
2. Goods or services costing less than \$10,000 may be purchased by Department Heads.
3. Goods or services costing more than \$10,000 but less than \$20,000 requires three comparative prices to be evaluated.
4. Goods or services costing more than \$20,000 would require a competitive bid process be accomplished.

There will be no change to the purchasing approved process outlined in the guideline. This will give Staff more flexibility; the intent was to make the work flow smoother.

Staff recommended approval.

Motion by Mr. Winfield Flanagan to purchase a new airfield tractor and mower was made: seconded by Mr. Thomas Forsberg and unanimously approved by the Commission.

Ayes: 5 / No: 0

CONSIDER CONTRACT OF THE RUNWAY 13/31 REHABILITATION PROJECT

Mr. Howell stated in the past year Airport Administration has been negotiating with the Georgia Department of Transportation Aviation Division (GDOT) to rehabilitate Runway 13/31. The State agreed to the project in February 2016 to be performed this summer. Administration put out a competitive Request for Proposals to perform work on Runway 13/31 that was opened April 21, 2016. The package included a Base Bid and three Additive Bids scopes of work. The Base Bid work includes removal of existing runway pavement and reduction of width from 150 feet to 75 feet. Additive 1 work involved the installation of new runways lights, signs, and a wind cone and associated cabling. Additive 2 work upgraded the lighting installation from incandescent to LED bulbs. Additive 3 was additional joint repairs prior to resurfacing. A portion of the work requires closure of the primary runway and that piece will be completed in off-hours to accommodate scheduled air carrier traffic. The GDOT has agreed to participate in the Base work and Additive 1. The remaining two additives would need to be funded solely by the Commission. The Engineer's Estimate for the Base Bid and Additive 1 scope was \$1,900,000. Two bids were received and opened. The bids received were responsive and competitive. No tabulation errors were noted in the bids. After a bid tabulation by our consultant and final review by the Airport Director, the apparent successful bidder was determined to be Robinson Paving of Columbus, GA, of at a bid amount for the Base Bid and Additive 1 of \$2,253,174.10. As indicated the project will be funded by GDOT. The grant will be a 75%/25% split between GDOT and the Commission. Commission funding will be from the Airport Enterprise Fund Cash Reserves. For the Base and Additive 1 scope the Commission's local share will be approximately \$563,293.53. Given the price, it is not recommended to pursue the work in Additives 2 and 3.

Staff recommended the approval of the Robinson Paving contract, in the amount of \$2,253,174.10.

Mr. Hand asks for the amount the airport would need to fund, and how the airport stands with cash to fund the amount.

Mr. Howell asks Ms. Brewer to provide the amount currently in cash reserves.

Ms. Brewer stated \$1.2 million in cash reserves.

Mr. Howell reported this will take about just under half of our current reserves.

Mr. Hand stated regarding one hundred and fifty feet to seventy-five feet.

Mr. Howell reported the driving factor is the FAA standards, given the category of runway, and the aircraft that can use it. The FAA calls out the runway width will be seventy-five feet. The States position is if the FAA states it should be seventy-five feet they will only pay seventy-five feet. When we looked at the project before it was \$2.5 million at one hundred and fifty feet to resurface the runway which did not include the lights and signs. It was critical for us to get State Funding, which will only be for seventy-five feet.

Mr. Badcock inquired if there if the additive #1 will be done?

Mr. Howell stated yes additive #1 will be done. Additives #2 and #3 will not be done.

Mr. Hand concerning Additives #2 which is for the LED Lighting and Additive #3 is the additional joint repair. He requested a better understanding of what Additive #3 means unless it connects with the other runway.

Mr. Howell said when the GEO Tech, the substructure is in good shape, the pavement will come off by three inches. The State felt like we should just run pavement over the runway. The Engineer felt there were some joints out there that could use additional repair work which was cost approximately \$160,000.00. With the States recommendation so we are recommending to proceed.

Mr. Hand we don't know for sure what is under the three inches?

Mr. Howell yes there are some cracks that are deeper than the three inches.

Mr. Badcock regarding the addition it was \$2.5 million for the one hundred and fifty feet for runway?

Mr. Howell the cost will be two and half million dollars, and we would have some lower economy scale and we do not have those funds.

Mr. Forsberg asked Mr. Howell to specify the cost and what will be covered in the \$2.5 million for a clearer understanding.

Mr. Howell said yes for the runway only with no lights or signs.

Mr. Rhodes inquired if when the three inches is removed, will we have flexibility to do what has to be done?

Mr. Howell stated to a certain extent unless there is a serious problem, which is not expected any major problems.

Motion by Mr. Thomas Forsberg to adopt the contract of the Runways 13/31 Rehabilitation Project was made: seconded by Winfield Flanagan and unanimously approved by the Commission. Ayes: 5 / No: 0

DIRECTORS REPORT

Mr. Howell began introducing Staff for the following Departments to provide updates.

FINANCE

Ms. Lorrie Brewer reported 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. Juan Torres, Interim Restaurant Manager provided the following update on Propellers.

- March 2016 average sales were \$9.00 per transaction.
- There were 1,198 transactions for March 2016.
- We served 109 returning customers and 445 new customers in the month of March 2016.
- Our sales goal for the month of February was \$7,768.00 and we exceeded our goal with \$10,078 in sales for the month of March.

Mr. Howell congratulated Mr. Torres for his good work!

FLIGHTWAYS COLUMBUS

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

- **Volume Report:**

Flightways pumped a little over 52,000 gallons this March. This was a 12% decrease in total volume. Typically the airshow is in March, with it being in April this year; it will affect our current March figures. Flightways had an increase in jet contract and military fuel and a slight decrease in Express Jet and avgas fuel.

- **Revenue & Profit Report:**

Compared to last month Flightways' revenue decreased by 8% but our profits increased by 7%. Compared to last year, Flightways' revenue decreased by 12% but our profits increased by 57% for the month of March. The explanation for the increase in profit with a decrease in revenue is the adjustments made to the contract fuel tier system, inventory control, and reduction in expenses and cost of goods sold. Flightways' total profit margin for the month of March has increased by 35% comparing 2015 to 2016.

- **Observation Deck:**

Jerad Lewark has completed the observation deck he had planned to build for his Eagle Scout project. It was beautifully constructed and has truly added an immeasurable sense of community to the FBO and the airport as a whole. It is located in front of Flightways entrance to the right of the turnaround area in the parking lot; we invite you to stop by and experience the exceptional atmosphere it has created.

PUBLIC SAFETY

Officer Andre' Parker provided the following update on Wildlife.

Officer Parker reported Public Safety Department is pleased to report that coyote sightings have decreased since our last Commission meeting. Maintenance personnel reported one coyote sighting near the retention pond at the end of runway 6. Deer tracks have been observed on the outside of our fence line behind Legacy. We will continue to monitor these areas for wildlife activity.

We had a successful Thunder in the Valley Airshow. I believe this is the first year that anyone can remember having "Zero" reports of lost parents. During the airshow we were inspected by TSA Inspector Bill Regan and he was happy with what he saw. Airport and Thunder in the Valley staff did a great job at keeping the area secure and following our security plan. Officer Parker accompanied the inspector on an inspection of our new fence line and Mr. Regan was impressed with our progress.

Mr. Forsberg complimented Public Safety for their good work.

MARKETING

Ms. Sonya Hollis provided the following Marketing update.

- ✈️ Fort Benning Awarded the Columbus Airport a plaque as a Bronze Level Sponsor in recognition of outstanding support of soldiers and their families in 2015 this is the airports 2nd plaque from Fort Benning to date.
- ✈️ Thunder in the Valley went very well on both Saturday & Sunday. We had the largest turnout since 2013 at our tent playing Plinko where we gave away 1,571 toys & prizes and introduced the duck pond game for the smaller children where we gave away 880 toys & prizes as well as 600 model airplanes & 500 Coloring and Activity Books. We had over a total of 2,450 visited our tent. Pictures have been uploaded to all of our social media pages.
- ✈️ The digital billboard at the main front entrance has been installed and we have received several calls and emails from people who are happy to see it return. The billboard used to be a 2ft L.E.D screen in red with text only. The new screen is now a 3ft L.E.D. full color screen that will allow us to add text as well as pictures. The screen will also be used towards our non-aeronautical revenue goals. Due to the structure of the monument itself with the steel I beams and concrete we were limited to stay with the size that it was constructed and could not go any higher than 3 ft.
- ✈️ Social media Update:

- Linked in members up by 5%
- Facebook Likes up by 5%
- Twitter Followers up by 37%

Mr. Badcock stated that there are some trees limiting some of view on the Columbus Airport sign out front.

Mr. Howell said that is true, and Mr. Trivett is already moving forward to make the sign more visible.

Mr. Hand shared that he had recently flew to Memphis from Columbus and what an enjoyable trip to avoid the drive to Atlanta airport. What a jewel and beautiful airport that we have right here to utilize, understanding currently we have only one airline. Memphis has a beautiful Airport with few flights, we don't have issues here that they have. Mr. Hand thanked Ms. Hollis for her and everyone's efforts in promoting the airport.

OTHER MATTERS

Mr. Howell reported regarding the update on the obstruction grant the inventory itself is complete. The bad news we found over one hundred items that need to be addressed on Runway 6/24. When dealing with the Feds they require you get easements on property where there is obstruction. On May 4, 2016 we will be meeting with the FAA, to see how we want to proceed with that many items we are going to take some type of phased approach, so we are going to have to get discretionary money to help with this work, the retirement money is not going to cover this work or the easements. To get discretionary money from the Feds, you have to complete environmental work in advance.

The 6/24 crack repair project finished up this week; the markings were done, so we are compliant with the certifications write up from last year. The bad news regarding the Seal coat on the entire runway. The contractor came out with the test strip, and had real problems with the test strips, which takes twenty-four hours for the seal to cure, which was not a part of the package, which never came up at the pre-bid meeting or the pre-constructor meeting. The short end of what happened, the contractor had about three to four thousand gallons on the sealant, the runway was closed approach end of 6/24, displaced the threshold on 6, the product failed, only about five to six hundred feet maybe in that area. Moving forward with Federal Aviation Administration to see who will be paying for what as there was a lot of the sealant leftover. The Contractor thinks he will need the runway will need to be closed for two days to complete the seal coat. As Mr. Howell learns more on this matter with more discussions to take place, he will keep the Commission updated.

The certified inspections will be held the middle of next month, Mr. Howell has communicated with the inspector on Runway 6/24 and 13/31. The inspector is glad to close out all those off because the work was done on 6/24 and today the contract was approved today to resurface runway 13/31 today.

In March, Mr. Howell met with a total of five air services, and got positive feedback from American Airlines. There are some issues to work with them later in the fall. He is optimistic that there could have service to Charlotte, North Carolina sometimes next year.

There being no further business the meeting adjourned at 10: 09 A.M.

APPROVED:

Mary Scarbrough, Secretary

Kerry W. Hand, Chairman