

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT  
COMMISSION HELD AT THE COLUMBUS AIRPORT  
WEDNESDAY, MAY 25, 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  
Lorrie Brewer, Chief Accountant  
Amber Clark, Flightways Columbus Manager  
Ed Gibson, Public Safety  
Andre' Parker, Public Safety  
Eric Trivett, Maintenance Manager

Others present:

Robert Boehnlein, Columbus Aero Service; Jeff Becker, Delta; Brian Thompson, RS&H; Ernie Kelly, Tom Swilling, Shane Gandy, Steve Culpepper, River City Aero Club, Jerad Lewark

**BUSINESS OF THE MEETING**

Mr. Kerry Hand called the May 25, 2016 Columbus Airport Commission Meeting to order. Mr. Hand welcomed and expressed his appreciation to all attendees.

**APPROVAL OF MINUTES**

Motion by Mr. Winfield Flanagan to approve the minutes for the April 12, 2016 work session; seconded by Mr. Carl Rhodes and unanimously approved by the Commission.  
Ayes: 4 / No: 0

Motion by Mr. Carl Rhodes to approve the minutes for the April 27, 2016 Columbus Airport Commission Meeting; seconded by Mr. Winfield Flanagan and unanimously approved by the Commission. Ayes: 4 / No: 0

**CONSIDER THE AIRPORTS NEW RULES AND REGULATION DOCUMENT**

Mr. Richard Howell stated the 1968 Amendment to the State of Georgia Constitution creating the Columbus Airport Commission specifically calls out that the Commission has the authority to adopt rules and regulations regarding the conduct of activities on the Columbus Airport. As the Commission is responsible for the safety and welfare of all airport users, as well as the Commission's responsibility to the federal and state governments due to regulations, grant assurances or other agreements, the development of a comprehensive airport rules and regulations document is prudent and in keeping with industry best management practices. The Commission has discussed this topic at numerous work sessions. As such, staff has created a

draft Airport Rules and Regulations (ARR) document for review. It is the intent that the Commission recognize the need for such a document so the draft can be examined by tenants and other interested parties. Inputs from such examinations will be reviewed and incorporated into the document as applicable. A communications plan for this activity was submitted to the Commission for review and comment. The final document will be returned to the Commission at a later date for adoption.

Staff recommended the Commission recognize the need for such a document and directed staff to move forward with coordination.

The Commission directed for the Staff to move forward.

### **CONSIDER APPROVAL OF A GEORGIA DEPARTMENT OF TRANSPORTATION GRANT**

Mr. Howell reported as the Commission is aware, we have been working with Georgia Department of Transportation Aviation Division (GDOT) to support a Runway 13/31 rehabilitation project. At your last meeting the Commission approved the contract with Robinson Paving, Inc. to perform the work based on a competitive bid process. The contract bid was \$2,253,174 with the split between GDOT and the Commission being 75%/25% or \$1,689,881/\$563,293.

Two issues have arisen on this topic.

1. GDOT wants a completed agreement from the Commission for the grant returned to them by June 6, 2016, and
2. GDOT has concerns about the project cost and we are working with the contractor looking for areas where we can reduce the overall cost by \$100,000.

To expedite the process of accepting a GDOT grant we are requesting the Commission approve acceptance of the GDOT grant in the amount of \$1,689,881 or less as long as the Commission's local share remains unchanged or is reduced. This will allow for execution of the grant contract when received and to be returned to GDOT by June 6, 2016 even if actions by the contractor reduce the cost of the project. Any change will be brought back to the Commission next month.

Staff recommended accepting the GDOT contract per the conditions noted and granting the Airport Director the authority to execute such a document.

Motion by Mr. Carl Rhodes to approve for Mr. Howell to execute the GDOT grant was made: seconded by Mr. Carl Badcock and unanimously approved by the Commission.

Ayes: 4 / No: 0

### **CONSIDER THE ACCEPTANCE OF THE COMPLETION OF THE OBSERVATION DECK PROJECT**

Mr. Howell reported that Mr. Jerad Lewark had approached the Columbus Airport Commission last fall with a proposal to construct an observation deck in the grassy area next to the Flightways Columbus building. His intent was to create a safe and aesthetically pleasing area for use year round but specifically during the EAA Young Eagles events. Mr. Lewark has completed the project and it has been inspected by airport staff and found to be of high quality and very attractive. Mr. Lewark is here today to present the structure to the Commission.

Staff recommended acceptance of the project.

Mr. Lewark provided the following final information on the Observation Deck Project.

Mr. Lewark is from Eagle Scouts, Troop 169, stated he had promised a twenty-four foot long, six foot tall deck with a four foot railing at no cost to the airport. Changes made from the original plan were to use carriage bolts instead of lag bolts. Notched out posts to put ledger boards in to take weight off the bolts and put it on the wood. The stairs were flipped around for easier access for those using the observation deck. The project went well with thirty people assisting. A total

number of three hundred and sixty-eight hours from start to finish with the assistance of a very helpful general contractor. He received over \$4,700.00 in donations from one business and thirty-six individuals. The deck came at no cost to the Commission. Mr. Lewark expressed his final appreciation in thanking everyone for their support with this project.

Mr. Kerry Hand expressed how very impressed he is with the completed project.

Mr. Winfield Flanagan provided highest compliments in recognition for the project.

Mr. Hand also stated the observation deck is a great venue for the Columbus Airport.

Mr. Howell told Mr. Lewark he had provided a great job with his planning and building of the project.

### **CONSIDER THE APPROVAL OF THE RIVER CITY AERO CLUB AGREEMENT**

Mr. Howell stated last year, Airport Administration was approached by a group of people interested in forming a flying club at the Columbus Airport. Since that time we have worked with the group that has made great strides in the execution of their plan for a social and active flying club. The membership is clearly aware of their limitations regarding aircraft maintenance and flight instruction and have made every effort to comply with our minimum standards and recommendations made by Airport Administration. To that end the organization created a non-profit entity called the River City Aero Club (Club) and wish to enter into a one year agreement for use of Commission facilities. At the outset, the Club will be sharing space with the Experimental Aircraft Association (EAA) in hangar 13. As this space is allotted to EAA under a no-fee basis, there will be no rent collections required of the Club for premises use. Once the Club obtains aircraft(s) they will be treated as other prospective hangar candidates regarding the hangar waiting list and will pay full price for any hangar or tie-down they occupy. Members of the Club are here today to address the Commission.

Staff recommended approval of the agreement.

Mr. Ernie Kelly spoke on behalf of the River City Aero Club who expressed their appreciation of the Commission's time to speak to them, for their support and how grateful they have been to everyone. He stated the River City Aero Club is a social group, with great interest to others.

Mr. Chris Badcock asked if they had a plane to date.

Mr. Kelly reported not to date. With their startup of the River City Aero Club they are anxiously looking actively for a plane and welcomed any information on any planes that are currently available.

Motion by Mr. Winfield Flanagan to approve the River City Aero Club Agreement was made: seconded by Mr. Carl Rhodes and unanimously approved by the Commission. Ayes: 4 / No: 0

### **DIRECTORS REPORT**

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

#### **FINANCE**

Ms. Lorrie Brewer provided the following financial update.

The Airport sustained a loss of \$78,349 with an adjusted net profit (without depreciation, amortization, grant or PFC revenues) of \$86,525 in April. Year over year it amounts to decrease of approximately 23% in comparison to April of last year in which we had an adjusted net profit of \$112,899 (see Summary of Airport Revenues & Expenses).

Flowage fees were down over last year by almost \$3K. Hangar and other rents were up by almost \$6K; of which the majority were concession fees which increased over \$5K compared to last year this time. Actual rents for April from the rental car agencies were used at the time of closing.

The Columbus Properties investment account showed a gain of over \$3K in April. In April of last year we had a gain of over \$6K in the same account.

Compared to this month last year, labor and benefits expenses were up over \$6K; repairs and maintenance expenses were up over \$5K; utilities and other services expenses were up over \$1K, insurance costs were up by almost \$2K, and administrative expenses increased slightly compared to April 2015.

Propellers will present their own report. The Flightways report was submitted with the agenda.

The Air Show report was submitted with the financial statements.

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: \$230,249.00.

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 April.)

Cash flow was positive for the month (see the Cash Flow Summary for more information).

### **FLIGHTWAYS COLUMBUS**

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

- Volume Report:

Flightways pumped a little over 44,600 gallons of fuel this April. This was a 22% decrease in total volume from last year. Flightways had a 35% increase in total gallons of avgas pumped. This increase was due to the airshow and that the majority of the performing aircraft required avgas as well as the increase in flight training. Flightways had a 38% decrease in airline fuel, 48% decrease in retail jet, and a 63% decrease in government jet. Factors that may contribute to these decreases are: ASA tankering fuel, a couple periods of bad weather during the month, and the airport being closed to transient traffic during the airshow weekend.

Flightways total volume of contract fuel remained the same, at around 18,000 gallons.

- Revenue & Profit Report:

Compared to last month Flightways' revenue decreased by 15% and our profits decreased by 41%. Compared to last year, Flightways' revenue decreased by 23% and our profits decreased by 37% for the month of April. Flightways' total profit margin for the month of April has increased by 8% comparing 2015 to 2016. This slight increase in profitability is due to the adjustments made to our contract fuel tier system and margin management.

- Employee of the Month:

Flightways established an employee of the month program back in February. A comment box was placed on the counter and customers were encouraged to leave comments describing their customer service experience, while including any staff members' name who provided exceptional customer service. The employee who received the most comments by the end of the month would be presented with the employee of the month award. This award includes a picture of the employee placed on the wall for recognition, as well as a chance to pick a \$25

gift card from various locations. Erik Harstad was presented the employee of the month award for April.

- Airshow:

The employees of Flightways assisted in the towing and fueling of many of the aircraft that participated in the airshow. They also worked the Columbus Airport booth handing out prizes and giveaways to the eager spectators. The staff enjoyed supporting the airshow and our team will be eager and prepared to participate in next year's 20<sup>th</sup> anniversary show.

### **PUBLIC SAFETY**

Officer Andre' Parker provided the following update on Wildlife.

Officer Parker reported over the course of the last month. We have had no calls on bird Sightings. May 4th Public Safety were notified by the tower of a sighting of a coyote in the safety area near C-4. Public Safety Officer Blaxton wounded the animal and it ran underneath the fence near Legacy off airport property. The fence was barricaded to keep from reentry. We have not had any other sightings of the coyote.

We will continue to monitor for wildlife and conduct sweeps of the Runway to assure the safety of the airport.

### **OTHER**

Mr. Howell introduced and welcomed Mr. Thomas Wyatt, new Restaurant Manager for Propellers.

Mr. Howell stated there are two issues to address regarding the fence project. The rerouting of the perimeter fence and the ARFF gate is not working and currently Mr. Howell is awaiting contact from the contractor. The crack repair on 6/24 has been completed. There were problems with the seal coat product and only 1,000 feet of the runway 24 end and approximately 600 feet of the runway 6 end were sealed. Staff is working with the engineers and the contractor to arrange for completion of the project which will involve the closing of runway 6/24 for approximately 48 hours. The FAA/ADO wants the seal coat completed and we are planning at least three months out to complete the work. With the obstruction project several easements will be handled beginning next month and this summer.

Mr. Howell reported the Certification Inspection is currently going on and the light check was held last night. The inspection should be completed by Thursday, May 26, 2016.

Mr. Hand inquired if a report will be provided regarding the inspection?

Mr. Howell stated yes a detailed report will be provided.

There being no further business the meeting adjourned at 10: 02 A.M.

APPROVED:

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Mary Scarbrough, Secretary

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Kerry W. Hand, Chairman