

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, JANUARY 25, 2017 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
Ms. Tana McHale	December 31, 2021

The following Commission members were absent:

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

Richard Howell, Airport Director
Mary Scarbrough, Secretary
Sonya Hollis, Marketing Manager
Lorrie Brewer, Chief Accountant
André Parker, Public Safety Chief
Amber Clark, Flightways Columbus Manager
Ed Gibson, Public Safety
Tom Wyatt, Restaurant Manager
Eric Trivett, Maintenance Manager

Others present:

Brian Thompson, RS&H; Marvin Brown, FAA; Richard DesPortes, R. D. Aircraft; Launa DesPortes, R. D. Aircraft & Lanier Flight Express; Greg Panzer, Congressman Drew Ferguson, 3rd District, Georgia; Jonnell Carol Minefee, Solar Tyme USA; , Chris Badcock, Cham Watkins, John Walden, III, Chris Bowick, Jack Wright

BUSINESS OF THE MEETING

Mr. Kerry Hand called the first meeting of 2017 on January 25th to order for the Columbus Airport Commission Meeting to order in wishing everyone a Happy New Year and welcoming each one to the meeting.

Mr. Hand presented a framed certificate to Mr. Chris Badcock in recognition for his service in completing an unexpired term as a Commissioner in 2016. Mr. Hand expressed his appreciation to Mr. Badcock both professionally and personally and thanked him for his service and a job well done as a Commissioner!

Mr. Hand introduced and welcomed Ms. Tana McHale to the Columbus Airport Commission, and asked her if she would like to tell everyone about her back ground.

Ms. McHale stated she is from Columbus, Georgia, and has worked for Pratt Whitney for the last twenty years, in a customer support role working mainly with the operators on the engineering side not the manufacturing side. Ms. McHale stated she is really thrilled to be a part of the Columbus Airport Commission.

APPROVAL OF MINUTES

Mr. Howell reported there was a minor change in the November 16, 2016 minutes that have been amended.

Motion by Mr. Carl Rhodes to approve the amended minutes for the November 16, 2016 Columbus Airport Commission Meeting; seconded by Mr. Chris Badcock and unanimously approved by the Commission. Ayes: 4 / No: 0

CONSIDER ADOPTION OF THE FISCAL YEAR 2016 ANNUAL REPORT

Mr. Howell reported in 2016 the Commission adopted its first Annual Report. As previously stipulated the goals of the annual report are:

- Create an appealing report
- Present operational statistics
- Present financial statistics
- Present goal accomplishments aligned with Commission Strategic Plan
- Create a historical document

Presented today is our second annual report for FY 2015 ending June 30, 2016. The audience for the report would be stakeholders and interested parties to include but not limited to:

- Mayor
- City Council
- Columbus Chamber of Commerce
- Columbus Convention and Visitors Bureau
- Airport tenants
- Posted on Commission’s Webpage for public dissemination

It is also our intent to present the report to Council at a meeting within the next two months.

A draft of the report has been provided to the Commission for review.

Staff recommended adoption of the Fiscal Year 2016 Annual Report.

Motion by Mr. Winfield Flanagan the adoption of the Fiscal Year 2016 Annual Report for the Columbus Airport made: seconded by Mr. Carl Rhodes and unanimously approved by the Commission. Ayes: 4 / No: 0

CONSIDER APPROVAL FOR THE ON-AIRPORT RENTAL CAR CONCESSION AGREEMENTS AMENDMENT 1

Mr. Howell reported on November 16, 2016, the Commission approved four new On-Airport Rental Car Concession Agreements. At that time the Commission was advised there would be a meeting between Airport Administration and the new Concessionaires to discuss improvement projects for the Rent A Car (RAC) support areas and assignment of a Customer Facility Charge (CFC) to reimburse the Commission for all improvements made. A meeting was conducted on January 10, 2017 to discuss the above items. The following Concessionaires were in attendance:

Company	Brand(s)
Enterprise Leasing Company-South Central, LLC	
	<i>Alamo RAC</i>
	<i>Enterprise RAC</i>
	<i>National Car Rental</i>
Car & Truck Rentals, Inc.	Avis RAC
The Hertz Company	Hertz RAC

Motor Livery, LLC	Budget RAC
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Airport Administration presented possible scenarios for improvements based on the Concessionaire inputs in 2016. The projected cost of the projects were \$400,000 to \$1,000,000. The Concessionaires did not adopt any projects and requested some research of projects modified from that presented by the Commission. The Concessionaires did agree to a Three Dollar (\$3.00) per transaction day CFC to establish a mechanism by which the Commission would be reimbursed for the final cost of whatever improvements were agreed to. With the adoption of the amendments, the CFC charge would become effective March 1, 2017. The requirement is all improvements must be reimbursed in full before the end of the five-year concession contract.

There will be a meeting in March with the concessionaires to again discuss improvement projects and funding associated with them. The CFC will immediately begin to reimburse the Commission's most recent Sewer Improvements project in the amount of \$45,000.

All amendments are the same with the exception of Enterprise Leasing Company. The only difference here is the addition of one wash bay to the premises that remained after premises allocation last year.

Staff recommended acceptance of the Amendment to the Concession Contracts.

Motion by Ms. Tana McHale to consider approval for the RS&H Work Order #12 for Environmental Planning associated with the Runway 6 Obstruction Mitigation Program, Phase 2 for the Columbus Airport was made: seconded by Mr. Winfield Flanagan and unanimously approved by the Commission. Ayes: 4 / No: 0

RECEIVE INFORMAL BRIEFING OF RS&H WORK ORDER #13 FOR RUNWAY 13/31 OBSTRUCTION MITIGATION PROGRAM, PHASE 2 AND WORK ORDER #22 TO PREPARE A DESIGN/BUILD BID SOLICITATION AND BIDDING SUPPORT FOR THE PARKING LOT REVENUE CONTROL SYSTEM

Mr. Howell provided an informational briefing on recently completed work orders with RS&H.

Work Order #13 – Runway 13/31 Obstruction Mitigation Program Phase 2

The Commission is aware we have been working with RS&H to mitigate off-airport obstructions in the approaches to runway 13/31. In 2016, we completed an exhaustive inventory of potential impact sites and identified 8 penetrations. We are prepared to move to the next phase represented in this Work Order.

The next step in the process is to complete the environment analysis, perform title searches for impacted properties and begin public outreach regarding the program. Once this work is completed it is anticipated we will undertake development of avigation easements as necessary and the physical mitigation of the obstructions.

RS&H has submitted a work order to perform the necessary environmental work. The lump sum fee is \$44,970. As this is a planning project no assistance is anticipated from Georgia DOT and the FAA will not participate in projects relating to runway 13/31. All funding will come from the Airport Enterprise Fund.

Work Order #22 – Prepare a design/build bid solicitation and bidding support for Parking Lot Revenue Control System

The Republic Parking agreement with the Commission expires the end of May, 2017. As discussed in work sessions, it is our intent to bring this function in-house. One issue to be addressed in this process is the revenue controls for the facility. The Commission may recall it is our intent to automate the parking function vice the attended booth currently in place. This work order provides for the acquisition and installation of a new Revenue Control System to support that initiative.

RS&H has submitted a work order to perform the necessary design work and assist with bid solicitation and support. The lump sum fee is \$57,444. This project is not eligible for any grant support so funding will come from the Airport Enterprise Fund. However, the increase in revenue from taking over the function will show a return on this investment within the first two years.

No action was necessary on the informational briefing.

CONSIDER APPOINTMENT OF THE COMMISSION OFFICERS FOR 2017 FOR THE COLUMBUS AIRPORT

Mr. Howell reported The Nominating Committee consisting of Commissioners Messrs. Thomas Forsberg and Carl Rhodes, appointed at the November 16, 2016 Commission meeting has submitted the following list of officers to be considered for 2017.

Mr. Thomas G. O. Forsberg, Chair

Mr. Kerry W. Hand, Vice Chairman

Mr. Winfield G. Flanagan, Secretary

Mr. Carl Rhodes, Jr., Treasurer

Mr. Richard Howell, A.A.E., Assistant Secretary and Assistant Treasurer

Ms. Mary Scarbrough, Assistant Secretary

Ms. Lorrie Brewer, Assistant Treasurer

Staff recommended acceptance.

Motion by Mr. Carl Rhodes the acceptance of the Commission Officers for 2017 for the Columbus Airport made: seconded by Mr. Winfield Flanagan and unanimously approved by the Commission. Ayes: 4 / No: 0

DIRECTORS REPORT

Mr. Howell began the departmental monthly reports with Finance by Ms. Lorrie Brewer.

FINANCE

Ms. Brewer provided the following update.

The Airport made a profit of \$25,277.00 with an adjusted net profit (without depreciation, amortization, grant or PFC revenues) of \$3,149.00 in December. Year over year it amounts to an increase of approximately 122% in comparison to December of last year in which we had an adjusted net loss of \$13,786.00 (see Summary of Airport Revenues & Expenses).

Landing fees were down by over \$3,000.00, due to the decrease in Delta's landing fees, compared to last December. Flowage fees again reflected little change compared to this month last year. Hangar and other rents reflect a decrease of over \$5,000.00 which was partly caused by the use of concession fee accruals (Hertz) instead of actuals but primarily caused by the FAA rental office and Verizon rent decreases.

The Columbus Properties investment account showed a gain of over \$400.00 in December. In comparison, in December of last year we had a loss of over \$19,000.00 in this investment.

Compared to this month last year, labor and benefits expenses reflect little change; repairs and maintenance expenses were up over \$1,000.00; utilities and other services expenses were up by over \$2,000.00, insurance costs were up close to \$2,000.00, and administrative expenses showed a significant decrease of close to \$5,000.00 compared to December 2015.

Propellers and Flightways Columbus will present their own reports.

Tenants Past Due 60 Days or More: See report with financials.

Update on Airport Improvement Project 40: Project complete. Closeout documents should be submitted in next month.

AIP 40—Grant Total: \$960,422.00; Runway 6-24 Project & Terminal Assessment
Grant Balance: \$475,845.00.

Update on Runway 13/31 Construction Project: Project complete. Closeout documents should be submitted in next month.

GDOT 34—Project Cost: \$2,312,477—Grant Funding: \$1,734,358
Project Balance: \$320,177

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

FLIGHTWAYS COLUMBUS

Ms. Amber Clark provided the following update.

- **Volume Report:**

We pumped a little over 39,000 gallons of fuel this December. This was an 11% increase in total volume from last year. The amount of Avgas pumped this year remained about the same. We had a slight decrease in airline fuel uplifts, and our general Jet uplifts remained about the same. However, we had a moderate increase in government Jet uplifts, and a significant increase in contract Jet uplifts. This increase in contract Jet uplifts was due to several College Sports charters, an increase in uplifts for our Justice Flights, and a general increase in transient Jet traffic for the month.

- **Revenue & Profit Report:**

We sustained a gain of about \$6,000.00 in profit for the month of December. Last year we sustained a significant loss of over \$20,000.00 in profit. Compared to last year, our revenue increased by 38% and our profits increased by over 125%. Our profit margin was up by almost 695% for the month. We attribute this improvement in revenue and profit to our increased marketing through our fuel supplier and social media pages, as well as monitoring our fuel margins more closely.

- **Employee of the Month:**

We are pleased to announce that Mr. Damaris Smith was presented with the employee of the month award for December. Mr. Smith received wonderful comments from our customers praising his “Polite and Efficient” service.

- **December Tenant Social:**

The Jingle Bells and BBQ tenant social was extremely successful. We have been glad to see many of the tenants return each month for these social events, and we are proud to provide a place of fellowship for our local aviation community. I would like to recognize Sonya, for doing such a wonderful job on informing and reminding the tenants of our social events, as well as all pertinent information pertaining to the FBO. We have seen an increase in tenant participation due to these communications, and I have also received compliments from several tenants regarding the increase in communication.

- **Retail Pricing Structure:**

When the Comparative Airports List was adopted late last year our Jet A & Avgas pricing were slightly higher than the average pricing of the ten comparative airports. Over the past few months I have observed an increase in this difference. The past few weeks I have adjusted the retail pricing so that we remain within \$0.05 of the average pricing of our comparative airports. I will continue to monitor our volume, revenue, and profits so that I may communicate the results of this change in retail pricing structure.

Comparative Airport List:

January 17th- 23rd, 2017					
Airport ID	Name	FBO	Jet A	100LL FS	100LL SS
FFC	Atlanta Regional Airport	Falcon Field	\$3.72	\$4.32	-
VPC	Cartersville Airport	Phoenix Air	\$3.71	\$4.41	-
DHN	Dothan Regional Airport	Aero-One Aviation	\$4.79	\$5.49	-
MDQ	Huntsville Executive	Executive Flight Center	\$4.10	\$4.38	-
HSV	Huntsville International	Signature	\$6.35	\$5.29	-
GVL	Lee Gilmer Memorial	Lanier/Champion	\$4.89	\$5.05	\$4.19
CHA	Lovell Field Airport	Wilson Air Center	\$5.03	\$6.03	\$5.09
MCN	Middle Georgia Regional	Lowe Aviation	\$4.03	\$4.38	\$4.23
ECP	NW Florida Beaches Intl	Sheltair	\$5.36	\$6.23	-
SAV	Savannah/Hilton Head	Sheltair/Signature	\$5.77	\$6.93	-
CSG	Columbus Airport	Flightways Columbus	\$4.83	\$5.30	\$4.55
		Average	\$4.78	\$5.25	\$4.50

PUBLIC SAFETY

Chief André Parker provided the following Public Safety update.

Chief André Parker thanked the Airport Commission and Director Howell for affording him the opportunity to serve the Columbus Airport Commission and the traveling public as the Chief of Public Safety. He is looking forward to working with everyone by helping reach the set goals of the Columbus Airport and in supporting the Mission Statement. The Columbus Airport has recently completed the annual Part 139 inspection and have already begun to make needed and recommended improvements.

Chief Parker and his staff will be holding the first Wildlife Management Meeting in 2017 within the coming weeks. Bird sightings and reports are still down. There have been four coyote sightings since the last Commission meeting. Two of this sightings were outside of the perimeter. Public Safety personnel will continue to monitor wildlife activities and respond accordingly. In light of the recent event at Ft. Lauderdale Airport, Public Safety will also be increasing their presence within and around the terminal. We take the security of our airport community and traveling public seriously.

The Columbus Airport Commission and Mr. Howell congratulated Chief Parker on his recent promotion as Chief of Public Safety.

PROPELLERS

Mr. Thomas Wyatt provided the following update.

- Propellers served 740 customers on 2,695 enplanements for the months of December, averaging 36% overall for the month.
- Restaurant sales were \$4,694.49 for the month of December, \$600.00 loss over previous year.

- Recent non budgeted restaurant equipment repairs have skewed our P&L, with proactive approaches to our payroll, sales and overall operating cost we are on a path to return to our current budget costs.

Overview for Propellers

Month	Year	Sales	Food Cost	Food Cost\Sales	Payroll	Payroll Dollars\Sales
DEC	2016	\$4,964.49	\$2,495.55	50%	\$6,601.74	132%
NOV	2016	\$6,728.90	\$2,591.87	39%	\$4,496.18	66%
DEC	2015	\$5,601.83	\$2,880.70	51%	\$6,039.86	107%

MARKETING

Ms. Sonya Hollis provided the following update.

- Indoor digital screens have been installed in the passenger waiting area, security checkpoint and at the gate area on the second floor. We had some minor issues with software downloads due to outdated systems that burned out the mother boards. We are in the process of fixing the problem and should have all screens working by next week.
- The Chamber Eye Opener Breakfast held Thursday January 19th to discuss the Columbus-Charlotte Air Service Recruitment Plan went well. There were 123 attendees at the event and we had approximately 72 persons that took the pledge sheet with them. One company made a pledge before leaving the event and a thank you letter has been sent. All information on the initiative can be found on our website.
- Outdoor Wayfinding is in its planning stages. We had some issues with the server being down last month that delayed getting into the system in order to retrieve and send information that was necessary for the vendor. We are back on track and I will have a detailed presentation for you by the next commission meeting.
- Please mark your calendar for the following upcoming events:
 - Gusto- Saturday, February 4th at 6:30 p.m.
 - Mayors State of the city, Friday February 17th at 11 a.m.

MAINTENANCE

Mr. Eric Trivett provided the following update.

Lighting Strike

On Sunday January 1st. 2017 we had some severe storms come through that caused severe lighting damage to parts of Taxiway Alpha, All of the commercial ramp, and parts of Taxiway Charlie. All the edge lights are now working, and we are waiting parts for the signs.

Erosions

This same storm system has caused erosion problems at the end of runways 6 and 24. We just had eight dump truck loads of dirt or 120 yards of fill dirt put down on the 24 end and about 15 yards on the 6 end. Due to all the rain we got that week, we will need to look at repairing the erosion again. This time we will be looking at different ways to prevent the erosions.

Work Orders

For the year of 2016 we had 362 work orders completed. This was almost a 10% increase from 2015 of 332 work orders. Just this month so far we have 63 work orders. That is a 47% increase in work orders from January 2016. We are working very hard to get work orders completed and stay within budget.

Labor

I have been working on a salary survey for the last six months. In order to come up with a plan to decrease the maintenance departments turnover rate. I have looked closely at the City of Columbus pay scale and job descriptions. I will be turning over my information to Mr. Howell by February 1st 2017 for his review.

Mr. Howell reported the FAA Certification Inspection was held January 17-19, 2017, we are awaiting on the final report. This afternoon the Terminal Assessment kicks off with RS&H. To clarify one item on the totals going down in the report given by Ms. Brewer, the FAA rentals went down, because when the Tower was built in this building there was an agreement that monthly payments would be made until the balance was paid in full, the last payment was made in the summer of 2016.

OTHER MATTERS

Mr. Richard DesPortes stated he has been working with Mr. Trivett regarding the work orders. Several of the tenants have contacted Mr. DesPortes concerning their roof leaks, and are disappointed in the roof leaks. He said, he thinks Mr. Trivett needs some help with the repairs.

Mr. Hand asked Mr. Trivett if he would like to comment regarding the repairs.

Mr. Trivett said, the priority with the work orders is the Runway and the Safety Areas. He stated the work orders are checked daily. We have received bids on and have received estimates on roof repairs that are very high however, were included in the CIP over the next five years. We work diligently and take this and all comments seriously and we want to take care of the hangar tenants.

Mr. Hand wanted to know if the leaks are intrusion or holes.

Mr. DesPortes stated these roofs have holes, and hangar #16-D has twenty-seven holes, patching would make a difference.

Mr. DesPortes stated a gentleman has approached him who owns a Baron and would like to move back to Columbus, is a former tenant and would like to house his airplane here at the airport. He will need a twin hangar for the plane and understands the protocol, would appreciate if a way could be made so that he can get a hangar soon at the Columbus Airport.

Mr. DesPortes expressed his appreciation to Flightways Columbus Staff especially Mr. Juan Pinto and Mr. Richard Rosado for servicing his plane after 8:30 PM. He would like to see the weekend discount on fuel to be structured for all the time. He thanked Flightways Columbus staff again for their continued efforts always.

Mr. Hand told Mr. DesPortes he appreciated his comments and will follow up on the leaks in the hangars. Mr. Hand told Mr. Trivett he would like to get a resolution to the leaks.

Mr. Greg Panzer introduced himself as a Field Representative to Congressman Drew Ferguson,

3rd District, Georgia. He had attended the Chamber of Columbus Eye Opener Breakfast and met Mr. Howell. He would like to be available to facilitate of help if a need becomes available.

Mr. Hand thanked Mr. Panzer for attending the meeting, and told him if the Columbus Airport Commission could assist him or his office in any way to let him know.

Mr. Hand expressed his appreciation for the comments from the audience and their attendance.

The meeting adjourned to closed session to discuss personal matters at 10.09 A.M.

Motion to go into closed session by Mr. Carl Rhodes was made: seconded by Mr. Winfield Flanagan and unanimously approved by the Commission. Ayes: 4 / No: 0

Motion to return to open session by Mr. Carl Rhodes was made: seconded by Mr. Winfield Flanagan and unanimously approved by the Commission. Ayes: 4 / No: 0

Action was taken by the Commission on the items presented.

There being no further business the meeting adjourned at 10:43 A.M.

APPROVED:

Mary Scarbrough, Secretary

Kerry W. Hand, Chairman