

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT  
COMMISSION HELD AT THE COLUMBUS AIRPORT  
WEDNESDAY, FEBRUARY 22, 2017 AT 9:30 AM**

The following Commission members were present for the entire meeting.

<u>NAME</u>	<u>EXPIRES</u>
Mr. Thomas G. O. Forsberg, Chairman	December 31, 2020
Mr. Kerry W. Hand, Vice 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

Staff members present:

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

Others present:

Robert Boehnlein, Columbus Aero Services, LLC; Gary Gunday, Chris Bowick

**BUSINESS OF THE MEETING**

Mr. Thomas Forsberg called the February 22, 2017 Columbus Airport Commission Meeting to order. Due to a death in his family Mr. Richard Howell, Airport Director is absent. Ms. Lorrie Brewer will facilitate the meeting today on behalf of Mr. Howell.

**APPROVAL OF MINUTES**

Motion by Mr. Carl Rhodes to approve the minutes for the January 25, 2017 Columbus Airport Commission Meeting; seconded by Ms. Tana McHale and unanimously approved by the Commission. Ayes: 5 / No: 0

**CONSIDER ADOPTION OF THE FISCAL YEAR 2016 ANNUAL REPORT**

Ms. Brewer stated on January 25, 2017, the Commission adopted its Fiscal Year 2016 Annual Report. During the final processing and checking of the document before going public it was found that due to a miscommunication between staff members, the strategic goal to reduce the Cost Per Enplaned Passenger (CPE) had been incorrectly reported.

Initially it was believed that we did not achieve our annual CPE reduction of 5%. On further checking we actually achieved an almost 8% reduction year over year. Again, this error was due solely to a miscommunication among staff members. The applicable areas of the report have been updated.

Staff recommended acceptance of report as amended.

Motion by Mr. Kerry Hand the adoption of the Fiscal Year 2016 Annual Report for the Columbus Airport made: seconded by Mr. Winfield Flanagan and unanimously approved by the Commission. Ayes: 5 / No: 0

## **DIRECTORS REPORT**

Ms. Brewer began the departmental monthly reports with Finance by Ms. Bernadette Zuber.

### **FINANCE**

Ms. Zuber provided the following update.

The Airport made a profit of \$855,281.00 with an adjusted net profit (without depreciation, amortization, grant or PFC revenues) of \$59,684.00 in January. Year over year it amounts to an increase of over 4% in comparison to January of last year in which we had an adjusted net profit of \$57,227.00 (see Summary of Airport Revenues & Expenses).

Landing fees were down by close to \$4,000.00 mainly due to the decrease in Delta's landing fees. In fact, compared to last January, Delta revenue was down overall due to the rent decreases in exclusive and preferential space and common use space. Flowage fees were up compared to this month last year. Hangar and other rents reflect a decrease of over \$4,000.00 which was primarily caused by the FAA rental office and Verizon rent decreases.

The Columbus Properties investment account showed a gain of over \$15,000.00 in January. In comparison, in January of last year we had a loss of almost \$10,000.00 in this investment.

Compared to this month last year, labor and benefits increased by over \$2,000.00; repairs and maintenance expenses showed little change; utilities and other services expenses were down by over \$1,000.00, insurance costs were down over \$6,000.00 due to a worker's compensation insurance refund, and administrative expenses were up by over \$9,000.00 primarily due to some bad debt expense write-offs.

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: Portions of the project are complete.  
AIP 40—Grant Total: \$960,422.00; Runway 6-24 Project & Terminal Assessment  
Grant Balance: \$442,219.00.

Update on Runway 13/31 Construction Project: Project complete. Still waiting on some invoices before closing out project.  
GDOT 34—Project Cost: \$2,312,477.00—Grant Funding: \$1,734,358.00  
Project Balance: \$275,705.00

Cash flow was negative for the month. This was primarily due to the lag time between applying for the payment from GDOT and receiving payment from them (approximately two weeks) and the Airport's share of the expense. (See the Cash Flow Summary for more information.)

### **FLIGHTWAYS COLUMBUS**

Ms. Amber Clark provided the following update.

- **Volume Report:**

We pumped a little over 47,000 gallons of fuel this January. This was marginal decrease in total volume from last year. The amount of Avgas pumped this year decreased slightly, however transient Avgas uplifts increased by 47%. We are continuing to monitor the transient Avgas uplifts to see if the increase correlates to the change we made in our retail pricing structure. Airline fuel uplifts, and Contract Jet uplifts remained about the same from year to year. Our General Jet uplifts decreased slightly, this was due to the loss of the based charter company last April. We had a moderate increase in Government Jet uplifts for the month, this was due to increased military training in the area.

- **Revenue & Profit Report:**

We sustained a gain of about \$39,000 in profit for the month of January. We had to write off a balance of bad debt during this month; without this write-off we would have sustained a gain of around \$44,000. Even with this write-off, our revenue increased by 8%, our profits increased by 7%, and our profit margin was up by 5% compared to last year.

- **Employees of the Month:**

We are pleased to announce that we have awarded both Juan Pinto and Richard Rosado with the employees of the month award for January. Both Juan and Richard were publicly recognized during the last Commission meeting by a tenant. The tenant had appreciated the superior customer service they provided by putting his aircraft in the hangar when it had started to rain.

- **January Tenant Social:**

We had a great turnout at the “Get to know your Customers” social. Propellers helped cater our event by providing the soup, sandwiches, and dessert. We received great feedback from several tenants regarding the food and fellowship.

**Comparative Airport List:**

February 7th- 13th, 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	\$3.87	\$4.41	-
DHN	Dothan Regional Airport	Aero-One Aviation	\$4.89	\$5.49	-
MDQ	Huntsville Executive	Executive Flight Center	\$4.25	\$4.42	-
HSV	Huntsville International	Signature	\$5.99	\$5.29	-
GVL	Lee Gilmer Memorial	Lanier/Champion	\$4.32	\$5.05	\$4.19
CHA	Lovell Field Airport	Wilson Air Center	\$5.08	\$6.08	\$5.09
MCN	Middle Georgia Regional	Lowe Aviation	\$4.03	\$4.38	\$4.23
ECP	NW Florida Beaches Intl	Sheltair	\$5.36	\$6.07	-
SAV	Savannah/Hilton Head	Sheltair/Signature	\$5.82	\$6.90	-
<b>CSG</b>	<b>Columbus Airport</b>	<b>Flightways Columbus</b>	<b>\$4.78</b>	<b>\$5.29</b>	<b>\$4.55</b>
		<b>Average</b>	<b>\$4.73</b>	<b>\$5.24</b>	<b>\$4.50</b>

**PUBLIC SAFETY**

Chief André Parker provided the following Public Safety update.

Chief Parker reported that bird sightings are still down and we haven’t observed any coyote activity. We will be holding a Wildlife Management Meeting on March 3<sup>rd</sup> at 10:00. Topics of discussion will be wildlife activity reporting, habitat management, and migration trends.

**PROPELLERS**

Mr. Thomas Wyatt provided the following update.

- Restaurant sales for the month of January were \$ 3917. 29. on 636 customer transactions. That is an average of \$ 6.16 ticket price. With 2484 enplanements, the restaurants customer total is at 39% of these customers return which is up from an initial 22% average year ago.
- Budgetary numbers show Propellers \$ 8579 over budget. Upon line item review of P&L, it is apparent that an initial total reduction is not achievable. Reducing that number by half will be a lofty goal, but one we will strive to achieve.
- Rollout of restaurant/airport coffee kiosk has shown a steady increase in sales and a positive review from customers and employees. This will be a key factor to reduce budgetary pitfalls.

- Recapping, the uptick in customer counts is a base for forecasting. As percentages grow, margins of loss will tighten. Profits are then possible.

### **Overview for Propellers**

Month	Year	Sales	Food Cost	Food Cost\Sales	Payroll	Payroll Dollars\Sales
JAN	2017	\$3,917.29	\$1,534.91	40%	\$3,776.96	96%
DEC	2016	\$4,964.00	\$2,469.00	49%	\$6,601.00	132%
JAN	2016	\$5,608.00	\$2,863.00	52%	\$3,049.00	54%

### **MARKETING**

Ms. Sonya Hollis provided the following update.

- We are still working on the indoor digital screens. Software training has been completed. I'm currently working on content and advertising rate structures for non-aeronautical revenue.
- The Public Art Program continues to go strong. We are in the process of collecting new submissions and have received proposals from 3 new artists as we continue to display artwork from artists who continue to participate since its start in 2013. New artwork will be displayed next week.
- We are currently working on a Columbus Georgia Photography Contest designed to display portraits in the terminal that represents our city when travelers come through our airport. I will have more information for you at the next meeting as we continue to finalize the logistics of the contest.
- We have received the Outdoor Wayfinding specs and the design needs work. We will be meeting with the sign company next week to redesign the signs and come up with improved specs. Our goal is to present to the Commission a before and after presentation of the Wayfinding.
- The Columbus Airport is sponsoring the upcoming Georgia Airports Association Spring Workshop 2017, Thursday & Friday March 9<sup>th</sup> & 10<sup>th</sup>. We will be onsite throughout the workshop with a strong Marketing presence which will include welcome hospitality gifts at check in for each registrant at the hotel, Columbus Airport convention tote "swag bags" for each registrant with CSG goodies & other sponsor materials, an information booth throughout the workshop as well as a presence during breakfast & the reception. Please mark your calendar for this upcoming event.

Mr. Forsberg asked Ms. Hollis to send a tentative agenda for the Georgia Airports Association (GAA) Spring Workshop for Thursday, March 9, 2017 and Friday, March 10, 2017 to the Commission Board notating all classes.

Ms. Hollis stated she would email the tentative agenda to the Commission.

Mr. Forsberg thanked Mr. Howell and Ms. Hollis for their efforts in recruiting for the GAA Conference to be held in Columbus, Georgia.

### **MAINTENANCE**

Mr. Eric Trivett provided the following update.

The Maintenance Department are currently in the process of going in the airfield with weed control around the signs keeping the lanes and area clean. We are also planning to do some line striping once the weather permits on the taxiways to enhance the area. Also, we will be working on the Employee parking lot. Other than that we will be working on the work orders trying to keep everything maintained.

Mr. Forsberg asked Mr. Trivett for an update on the roof leaks on the hangars as a follow up to Mr. Richard DesPortes request in last month's Commission Meeting.

Mr. Trivett stated after last month's Commission Meeting he went back and looked at the work order system and the last work order was in February 2016, and no specific roof leaks in the work orders. Back in November 2016 a roofing company came and provided an assessment on all the roof leaks and gave us a proposal over \$300,000.00 for all hangars which was included in the CIP Plan. After the meeting Mr. Trivett went and spoke to Mr. DesPortes personally inquiring about specific concerns with hangar roof repairs. Mr. DesPortes stated that hangar 16-D has several leaks in the hangar that needs repairing. Mr. Trivett thinks part of the confusion was the work order system itself, and encourage people to use it to make sure the request gets taken care. Mr. DesPortes told Mr. Trivett he will get with Ms. Clark on submitting all repairs needed. Mr. Trivett stated he takes full responsibility to letting the roof leaks on hangar 16-D fall through the cracks.

Mr. Forsberg thanked Mr. Trivett for the update.

Mr. Hand asked Mr. Trivett to keep the Commission updated when the roof repairs are complete.

#### **OTHER MATTERS**

Mr. Robert Boehnlein said this is the first he has heard of work order system, he has multiple leaks in Hangar 19, and has several buckets all over the hangar for the last three years to catch rain from the leaks. He asked that Mr. Trivett start over with reviewing the leaks on Hangar 19.

Mr. Trivett said the work order tracks, and we can look back, he suggested when people report repairs for the work order system to get a work order number. He told Mr. Boehnlein that he had submitted roof repairs in the CIP Plan depending on the budget, due to the cost of the repairs with new roofing it may be years out before the roofs can be repaired due to the expense. It will be hard to determine which hangar roofs should be first priority. If the repairs are entered into the work order system the repairs will be made.

Mr. Chris Bowick inquired if there was a work order link that could be put in the next Tenant Newsletter? This may be accessible if Tenants could provide the work order request themselves.

Mr. Trivett stated that they are working on a preventative maintenance program, 139 Program which will begin in the fall this year. This will be a much better system than what we have currently.

Ms. Clark noted currently there is an Access Database and we would have to figure out how to get this to the Tenants.

Ms. Brewer stated that right now the Access Database is internal only.

Mr. Forsberg stated this are great questions, and that we will bring some more thoughts concerning these matters.

The meeting adjourned to closed session to discuss personal matters at 9:58 A.M.

Motion to go into closed session by Mr. Carl Rhodes was made: seconded by Mr. Kerry Hand and unanimously approved by the Commission. Ayes: 5 / 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: 5 / No: 0

Action was taken by the Commission on the items presented.

There being no further business the meeting adjourned at 10:17 A.M.

APPROVED:

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Mary Scarbrough, Secretary

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Thomas Forsberg, Chairman