

**MINUTES AT THE SPECIAL CALLED MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
TUESDAY, APRIL 11, 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
Ms. Tana McHale	December 31, 2021

The following Commission members were absent:

Mr. Carl Rhodes, Jr., Treasurer	December 31, 2019
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Staff members present:

Richard C. Howell, A.A.E., Airport Director
W. Donald Morgan, Jr., Legal Counsel

BUSINESS OF THE MEETING

Mr. Thomas Forsberg called the April 11, 2017 Columbus Airport Commission Special Called Meeting to order at 8:30 AM to discuss the following topics.

BUSINESS UPDATE FOR FLIGHTWAYS COLUMBUS

Ms. Amber Clark provided a briefing regarding Flightways Columbus accomplishments and a departmental plan. Ms. Clark presented a recommendation to the Columbus Airport Commission to upgrade the Self-Service refueling island at the airport. After the discussion of the proposal, the Commission directed the Airport Director to move forward with the upgrade to a Self-Service fueling island.

COLUMBUS AIRPORT FISCAL YEAR 2018 BUDGET

Mr. Howell presented the proposed Fiscal Year 2018 Columbus Airport Commission budget for consideration. Mr. Howell advised that it was projected that revenues would be up approximately \$436,000.00 or 10%. This was due to the recent increase in Rental Car revenue resulting from the competitive bid process completed at the end of 2016. Also included were increased revenues for parking resulting from the Columbus Airport Commission taking over this function.

Mr. Howell briefed the Commission that overall financial performance was budgeted to increase approximately 24% (approximately \$510,579.00) due to increased revenues and reductions in spending.

Staff recommended adoption of the budget.

Motion by Mr. Kerry Hand to adopt the Fiscal Year 2018 Budget for the Columbus Airport made: seconded by Mr. Winfield Flanagan and unanimously approved by the Commission.
Ayes: 4 / No: 0

PROPRIETARY NATURE OF AIRCRAFT FUELING

Airport Counsel Mr. Don Morgan stated it had been a number of years since the Commission had affirmed that its position that FBO services and aircraft fueling at CSG were proprietary to the Commission. If this is still the Commission's desire, Mr. Morgan requested the Commission reaffirm this position.

Motion by Mr. Winfield Flanagan affirming proprietary nature of FBO services and aircraft fueling for the Columbus Airport made: seconded by Mr. Kerry Hand and unanimously approved by the Commission.

Ayes 4 / No: 0

TERMINAL ASSESSMENT

Mr. Dennis Iskra of RS&H made a presentation to the Commission regarding concept development as part of the Terminal assessment project.

Goals for project were as follows:

- Layout reflecting contemporary usage
- Enhanced utilization of space
- Address outbound baggage issues
- Development of revenue generating areas
- Automate Passenger Exit Lane monitoring
- Façade improvement

Mr. Iskra presented four different concepts to the Commission for consideration. As a result of the presentation and discussion the Commission's guidance on moving forward was to proceed with concepts modifying:

- a. The Airline Ticket Counter and TSA outbound baggage process,
- b. Spaces previously identified for airline operations and create offices for TSA in those spaces,
- c. TSA checkpoint as needed to support automated anti-pass back function for exit lane,
- d. TSA checkpoint as needed to support other usage of airside facilities.
- e. All aircraft loading to the first floor and develop options for use of the second floor

VISION 2020

Mr. Howell presented an overview of the Vision 2020 initiative being developed as a brand for all airport improvements for the next three years.

STRATEGIC GOAL ADJUSTMENT

Mr. Howell presented an overview of the need to adjust the non-aeronautical goal published in the five-year Strategic Plan. A formal proposal will be added to the agenda on the regular Commission meeting on April 26, 2017 for action.

COMMISSION CHARITABLE ACTIVITY

Mr. Howell stated the Commission has been approached by a few charitable organizations specifically the Cancer Society's Relay for Life event and United Way. Staff has also approached looking for support for school activities. Mr. Howell indicated that the questions were, did the Commission wish to support any charitable activity, and who did the Commission want to have access to employees for donation. Mr. Howell pointed out that many local businesses select a specific charity to support vice allowing repeat appeals to staff for various charities.

The ensuing discussion resulted in the Commission deciding that while it supports staff in their outside efforts, it would be inappropriate for the Commission to donate to individual family events. Regarding formal charities, due to the connection of a number of staff members, the Commission elected to support the Relay for Life event and allow the American Cancer Society to approach staff for donations. Commission Chair Thomas Forsberg left the decision for the amount of a Commission sponsorship to the event to the Airport Director.

AIR SERVICE DEVELOPMENT

Mr. Howell presented an overview of the air service development initiative for Charlotte service to date.

There being no further business the meeting adjourned at 10:50 A.M.

APPROVED:

Mary Scarbrough, Secretary

Thomas Forsberg, Chairman