

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, APRIL 26, 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

The following Commission members were absent:

Ms. Tana McHale	December 31, 2021
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Staff members present:

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

Others present:

Brian Thompson, RS&H; Jack Thornton, Columbus Aero Services, LLC; Jonnell Minefee, Solar Tyme USA, LLC

BUSINESS OF THE MEETING

Mr. Thomas Forsberg called the April 26, 2017 Columbus Airport Commission Meeting to order.

APPROVAL OF MINUTES

Motion by Mr. Kerry Hand to approve the minutes for the February 22, 2017 Columbus Airport Commission Meeting; 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 11, 2017 Columbus Airport Commission Meeting; seconded by Mr. Winfield Flanagan and unanimously approved by the Commission. Ayes: 4 / No: 0

CONSIDER APPROVAL OF THE INITIATIVE AND LOGO FOR THE VISION 2020

Mr. Howell stated Staff proposes the adoption of a branding initiative titled Vision 2020. As previously discussed this is a brand development project for everything we would be doing for the next three years (parking automation, terminal modernization, etc.). Vision 2020 would become a brand for us to easily present to the community reflecting all we are doing to improve the facilities to include air service recruitment tied together under one concept.

Staff with the support of Commissioner McHale have developed a logo for the Campaign which is presented today. This logo will be used on all marketing materials moving forward as well as any air service advertising, should such advertising take place. The logo's elements all contribute to the Vision effort.

Colors: Blue represents the sky, green the earth.

Our identifier CSG is in green represents the Commission's being firmly grounded in its leadership.

The canted lettering represents forward motion.

2020 represents our target year for completion as well as the common belief that 20/20 vision is best.

The flying aircraft and engines in the zeros of the 2020 represent modern aviation.

The pillar represents that at the center of our Vision is our support to the community.

Staff recommended approval of the initiative and logo.

Mr. Forsberg thanked the Staff and Commissioner McHale for a great job with the logo for the Vision 2020!

Motion by Mr. Winfield Flanagan to approve the initiative and logo for the Vision 2020 for the Columbus Airport made: seconded by Mr. Kerry Hand and unanimously approved by the Commission. Ayes: 4 / No: 0

CONSIDER APPROVAL OF THE PARKING LOT REVENUE CONTROL SYSTEM

Mr. Howell reported the Republic Parking Concession contract expires May 31, 2017. As previously determined, the Commission's intent is to bring this function in-house. To this end, a new parking lot revenue control system (PARCS) must be acquired to meet the Commission's needs for an unattended parking system. A Request for Proposal (RFP) has been put out for this project.

No replacement PARCS is planned until after the Republic agreement expires on May 31, 2017. Therefore, at that time the parking function will need to be left open and unattended with no collection of revenues until a new system can be installed.

Bids for the new PARCS were opened April 25, 2017. Due to timing of the Republic contract running out, the bid process and lead times for ordering equipment, waiting for the May 2017 Commission meeting to approve award of a contract for PARCS installation will result in the parking function not collecting revenue for anywhere from 4 to 10 weeks. To minimize this time, we are requesting the Commission authorize the Director to enter into an agreement with the most qualified bidder as soon as practical for construction to begin on or about June 1, 2017. Project length is estimated to be 14 days. We are requesting authority to execute a contract in an amount not to exceed \$250,000.00. The number quoted is intentionally high and not indicative of what staff expects the successful bid to be. Project funding will come from Cash Reserves.

This initiative is part of our Vision 2020 initiative.

Staff recommended approval.

Motion by Mr. Kerry Hand to approve the Parking Lot Revenue Control System for the Columbus Airport made: seconded by Mr. Carl Rhodes and unanimously approved by the Commission. Ayes: 4 / No: 0

CONSIDER ADJUSTMENT OF THE NON-AERONAUTICAL REVENUE OBJECTIVE FOR FISCAL YEAR 2018

Mr. Howell announced on June 25, 2015, the Commission adopted a Five-Year Strategic Plan. One of the four objectives of that plan was development of Non-Aeronautical Revenue. While accomplishment of the other three objectives has either been on or ahead of schedule, the non-aeronautical revenue objectives have not been met. After a review of the objective it has been determined that it needs to be adjusted moving forward.

The justification for this action is based on a number of factors. There were contractor delays in the installation of equipment necessary to support revenue generation, the timing of some

initiatives took longer than expected and also did not align with our fiscal years. Finally, revenues that were expected from certain initiatives were overestimated at plan outset. The overall five-year objective was to achieve an additional \$394,000 in non-aeronautical revenue. The breakdown by year was:

- FY2015 None
- FY2016 increase by \$44,000 – Not met.
- FY2017 increase by \$320,000 – Will be substantially short
- FY2018 increase by \$30,000
- FY2019 was to be determined

Staff recommended:

- 1) The FY2017 objective be adjusted to \$50,000
- 2) FY 2018 objective be adjusted to \$250,000
- 3) Objective is reviewed again per the plan in FY 2019.

Motion by Mr. Carl Rhodes to approve the Non-Aeronautical Revenue Objective for the Vision 2020 for the Columbus Airport made: seconded by Mr. Kerry Hand and unanimously approved by the Commission. Ayes: 4 / No: 0

CONSIDER WAIVING THE PURCHASING REQUIREMENT FOR REPLACEMENT OF OUTDOOR WAYFINDING

Mr. Howell called upon Ms. Hollis to provide the following information along with a slide show presentation.

Ms. Hollis stated that we have prepared a proposal to replace 22 Wayfinding Informational & Directional signs used at the Columbus Airport. The quoted price for the work is \$16,499.56. We are requesting the Commission waive the requirement for a competitive bid and allow us to use Sunshine Banners as the vendor for this work.

I have coordinated with the Airport Director to develop a new wayfinding sign concept for the facility. Sunshine Banners was a partner through the entire concept development and did not charge us any fees for the consulting and graphics work ups. I feel the new sign concept and the use of Sunshine Banners is most advantageous to the Commission for the following reasons:

- Sunshine Banners was familiar with the current signage as they are the original installers of the current wayfinding system. They can reconstruct, remove & install signage providing any additional services required without major alterations to the airport infrastructure.
- The new wayfinding signage will combine 2 elements, first of the current system (Informational) and a new system (Directional) which will consist of 3” wide smooth poles with decorative base & top. The system will go 2’ into ground & stand 10’ above ground with 6" X 30" Blades with 4" font. Each unit comes with a 2-year warranty on vinyl holding a 3-5 years life span. Lifetime warranty on basic wear and tear on pole system.
- The Sunshine Banners price is a competitive \$16,499.56. No additional maintenance is required other than routine cleaning. The system can be in place within 21 days after notice to proceed.

The new signage allows visitors to easily find their destination, it will have more flexibility and be simpler to maintain than the current system and presents an improved image of the facility compared to the existing signs.

Staff recommended waiving the purchasing bid.

Mr. Howell stated due to the excellent service with Sunshine Banners through the years, the Commission was well warranted to move forward with Sunshine Banners and waive the competitive bid.

Mr. Forsberg reported this to be a great step in moving forward for the Columbus Airport.

Motion by Mr. Kerry Hand to approve waiving the purchasing requirement for replacement of Outdoor Wayfinding for the Columbus Airport made: seconded by Mr. Carl Rhodes and unanimously approved by the Commission. Ayes: 4 / No: 0

DIRECTORS REPORT

Mr. Howell began the departmental monthly reports by providing the following Finance update on behalf of Ms. Brewer in her and Ms. Zuber's absence due to attending a conference in California.

FINANCE

Mr. Howell provided the following updated.

The Airport sustained a loss of \$18,903.00 with an adjusted net profit (without depreciation, amortization, grant or PFC revenues) of \$148,514.00 in March. Year over year it amounts to an increase of approximately 24% in comparison to March of last year in which we had an adjusted net profit of \$120,052.00 (see Summary of Airport Revenues & Expenses).

Landing fees were down by over \$5,000.00 mainly due to the decrease in Delta's landing fees. Flowage fees were down compared to this month last year. Hangar and other rents reflected an increase of over \$39,000.00 primarily caused by the new rental car agency agreements.

The Columbus Properties investment account showed a gain of \$3,800.00 in March. In comparison, in March of last year we had a gain of over \$24,000.00 in this investment.

Compared to this month last year, labor and benefits expenses showed little change; repairs and maintenance expenses increased by over \$5,000.00; utilities and other services expenses remained about the same, insurance costs were up over \$3,500.00 primarily due to the rescheduling of the Air Show (we normally pay for this insurance in February and will now pay in March), and administrative expenses were up by over \$12,000.00 in comparison to March of last year due to some sponsorships and the purchase of promotional items.

Propellers and Flightways 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: \$386,648.00

Update on Runway 13/31 Construction Project: Project complete. The project remains open at this point as the closeout documents are not complete.
GDOT 34—Project Cost: \$2,312,477.00—Grant Funding: \$1,734,358.00
Project Balance: \$60,451.00

Cash flow was negative for the month. Again, 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.)

The cash reserves account had a balance of \$1,042,342.00 at the end of March. No withdrawals were made from this account in March.

FLIGHTWAYS COLUMBUS

Ms. Amber Clark provided the following update.

- **Volume Report:**

We pumped a little over 52,000 gallons of fuel this March. This was marginal increase in total volume from last year. The amount of Avgas pumped this year decreased moderately, but the split between transient and based uplifts remained the same. Transient uplifts accounted for 31% and based uplifts accounted for 66% of our total Avgas. Airline fuel uplifts decreased by 13%; this is due to their continued tankering. General Jet, Contract Jet, and Government Jet uplifts increased moderately. After looking at the breakdown of types of Jet customers we had this year vs last year we had a 10% increase in corporate uplifts, 13% increase in our Justice uplifts, and a 2% increase in Government Jet uplifts. Government uplifts increased due to a good deal of military training in the area. As for the increase in corporate uplifts, I am hoping that this increase is related to our most recent marketing initiatives. However, I will keep a close eye on these figures and try to gather additional information upon our customers’ arrivals.

- **Revenue & Profit Report:**

We sustained a gain of about \$27,500 in profit for the month of March. Our expenses increased moderately due to the installation of our irrigation system, the purchase of new uniforms and safety equipment, as well as having to reclassify the water distribution at the airport. This years’ water balance for Flightways was recorded in this month to correct the distribution. Our revenue increased by 20%, our profits decreased by 40%, and our profit margin decreased by 50% compared to last year. Our profit margin was down due to the increase in expenses incurred during the month of March.

- **Employees of the Month:**

We are pleased to announce that we have awarded Dakota Gaboury with the employee of the month award for March. Dakota was recognized on our Airnav website for going above and beyond to provide a memorable customer experience!

- **Shamrocks & Sandwiches Tenant Social:**

We had a great turnout at the “Shamrocks & Sandwiches” tenant social. We celebrated St. Patrick’s Day with sub sandwiches, chips, fruit, and “Lucky Charms” treats. We continue invite those tenants who have not had a chance to attend, please join us to experience the food, fun, and fellowship.

Comparative Airport List:

April 18th- 24th, 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	-

CSG	Columbus Airport	Flightways Columbus	\$4.95	\$5.55	\$4.75
		Average	\$4.73	\$5.24	\$4.50

PUBLIC SAFETY

Chief André Parker provided the following Public Safety update.

Chief Parker reported for the second year in a row the Public Safety Department have made it through a successful Thunder in The Valley Airshow with no lost parents! Once again Chief Parker was happy to report that bird sightings are down and the Officers haven't observed any coyote activity. Last month one deer was removed from within the perimeter and we continue to monitor the property for activity. There have been two sightings of Canada Geese near the watershed at the approach end of Runway 6. Canada Geese are a federally protected species and are now out of season. This prohibits Public Safety from using lethal control measures unless they pose an immediate threat to aircraft. The Public Safety Officers will continue to monitor the area and harass them out of the area when observed. Four members of the wildlife management team from public safety and maintenance attended wildlife training at Middle Georgia Regional Airport in Macon on April 21, 2017. We will be holding a Wildlife Management Meeting in May with the date and time to be determined later.

PROPELLERS

Mr. Thomas Wyatt provided the following update.

- March sales were \$10,021.00, an increase of \$858.00 over last year.
- Payroll cost were \$4,721.00 for March, a decrease of \$472.00 year to date.
- Overall P&L losses of \$3,756.00 is a decrease of \$529.00 from last year
- Coffee kiosk sale price adjusted from \$1.00 to \$1.50 to create bottom line profit.
- Vending machine prices increased \$.25-\$.50 cents to maintain profit ratio due to product price increase.
- Would like to thank the I.A.C.C. for letting Propellers cater their entire March weekend certification class. Propellers has secured this weekend event for next year.

MARKETING

Ms. Sonya Hollis provided the following update.

- New artwork has been placed in the terminal for our Public Art Program. Please take a moment to view the artwork of local artists and new local artists if you have time.
- The Columbus Airport was the host sponsor of the Georgia Airports Association Spring Workshop 2017 held on March 9th & 10th. Everything went very well and ran smoothly. We had a strong Marketing presence throughout the event. Pictures are available on our Social Media Pages.
- Thunder in the Valley went very well on both Saturday & Sunday where we gave away 2,500 toys & prizes. Our turnout was larger than last year when we had over 2400 people visit our tent. Our turnout was so well that in the first time in our history we ran out of prizes and had to close our tent 2 hours early on both days. Pictures have been uploaded to all of our social media pages.
- The Columbus Airport will host the April Muscogee Co. Business Afterhours- Thursday, April 27, 2017 @ 5:30pm-7:00pm which is tomorrow. Please mark your calendars to attend the event if you are available. We will be unveiling the new Vision 2020 brand of the Columbus Airport.

- Flightways now has a Facebook Page. Now tenants, Pilots and the general public can keep up with what's happening on the General Aviation side as well as the airport. We will be designing and working on a Twitter Page soon.
- Outdoor Wayfinding PowerPoint Presentation
- **Upcoming Event Dates:**
 - Russell Co. Chamber Business Afterhours- Thursday, May 18, 2017 @ 5:30p-7p

MAINTENANCE

Mr. Eric Trivett provided the following update.

- The Maintenance Department We have completed the repair of water leaking into hangar 9-C at the end of the hangar. Through a contractor, we had the area next to the hangar graded and installed a 6" drain pipe going across the taxi way to the drainage ditch near Ernie Sheldon Road, and covered with cement and smoothed. We will be assessing other areas with similar issues and making recommendations to the Airport Director.
- We have been working closely with Mr. DesPortes who has been a big help in assisting us with identifying and repairing hangars with roof leaks and any other problems that need attention. Hangar 16-D roof leak has been repaired and currently we do not have any open work orders for roof leaks. However we are still looking at more affordable options to take care of the worst roofs.
- Dumpsters have been put in place for tenants who wish to clean out their hangars. We encourage tenants to use them.

Mr. Howell announced this will be Mr. Wyatt's last week at the Columbus Airport as he is moving on to bigger and better in his career, thanking him for his service.

Mr. Howell noted that Mr. Brian Thompson from RS&H is in the audience looking at the trees to put finishing touches for Runway 6/24 project. Mr. Howell has spoken with the FAA concerning the design build for the upcoming safety area project.

Mr. Howell congratulated Ms. Clark on becoming a Certified Member of the American Association of Airport Executives, and now has added CM following her name, and has new business cards.

Motion by Mr. Winfield Flanagan to adjourn the meeting made: seconded by Mr. Kerry Hand and unanimously approved by the Commission. Ayes: 4 / No: 0

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

APPROVED:

Mary Scarbrough, Secretary

Thomas Forsberg, Chairman