

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, JULY 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
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 Howell, A.A.E., Airport Director
Mary Scarbrough, Secretary
Eric Trivett, Maintenance Manager
Sonya Hollis, Marketing Manager
Ben Kiger, Restaurant Manager
Lorrie Brewer, Chief Accountant
Amber Clark, Flightways Columbus Manager
Kelvin Mullins, Public Safety
Shaundra Goodwin, Public Safety
Melissa Chadwick, Public Safety

Others present:

Robert Boehnlein, Columbus Aero Services, LLC; Jonnell Minefee, Solar Tyme USA, LLC;
Matt Barre, Aflac; Marvin Brown, FAA; Brian Thompson, RS&H; Chris Bowick

BUSINESS OF THE MEETING

Mr. Thomas Forsberg welcomed all attendees to the meeting. Mr. Forsberg called the July 26, 2017 Columbus Airport Commission Meeting to order.

APPROVAL OF MINUTES

Motion by Mr. Kerry Hand to approve the minutes for the June 28, 2017 Columbus Airport Commission Meeting; seconded by Mr. Winfield Flanagan and unanimously approved by the Commission. Ayes: 4 / No: 0

**CONSIDER APPROVAL FOR THE RS&H WORK ORDER #23 FOR DESIGN,
BIDDING, AVIGATION EASEMENTS, AND CONSTRUCT ON RUNWAY 6
OBSTRUCTION MITIGATION PROGRAM PHASE 3**

Mr. Howell reported this is the next step in our ongoing effort to mitigate off-airport obstructions in the approaches to runway 6/24. In 2017, we completed environmental work, title searches and conducted public outreach. We are prepared to move to the next phase represented in this Work Order.

The next step in the process is to perform design, bidding, acquire avigation easements, and remove obstructions on Runway 6/24. This project will wrap-up the three-year effort to mitigate the approach issues to this runway.

RS&H has submitted a work order to perform the necessary work. The lump sum fee is \$263,682.00 and will be allocated between the FAA, GDOT and the Commission in a 90/5/5 percent split. The project breakdown is FAA: \$237,324.00 GDOT: \$13,184.00, Commission: \$13,184.00. The Commission's share will be reimbursed by Passenger Facility Charges (PFC) that have already been approved for collection.

Staff recommended approval.

Motion by Mr. Winfield Flanagan to approve the RS&H work order #23 for design, bidding, avigation easements, and construct of runway 6 obstruction mitigation program phase 3 for the Columbus Airport made: seconded by Ms. Tana McHale and unanimously approved by the Commission. Ayes: 4 / No: 0

CONSIDER APPROVAL FOR THE RS&H WORK ORDER #24 FOR DESIGN, BIDDING, AVIGATION EASEMENTS AND CONSTRUCT OF RUNWAY 13/31 OBSTRUCTION MITIGATION PROGRAM PHASE 3

Mr. Howell reported this is the next step in our ongoing effort to mitigate off-airport obstructions in the approaches to runway 13/31. In 2017, we completed environmental work, title searches and conducted public outreach. We are prepared to move to the next phase represented in this Work Order.

The next step in the process is to perform design, bidding, acquire avigation easements, and remove obstructions on Runway 13/31. This project will wrap-up the three-year effort to mitigate the approach issues to this runway.

RS&H has submitted a work order to perform the necessary work. The lump sum fee is \$263,222.00 and will be allocated between GDOT and the Commission in a 75/25 percent split. AS the project involved runway 13/31 the FAA will not participate. The project breakdown is GDOT: \$197,147.00, Commission: \$65,806.00. This expense will be out of pocket with no reimbursement mechanism due to the nature of the project.

Staff recommended approval.

Motion by Mr. Kerry Hand to approve the RS&H work order #24 for design, bidding, and avigation easements and construct runway 13/31 obstruction mitigation program phase 3 for the Columbus Airport made: seconded by Mr. Winfield Flanagan and unanimously approved by the Commission. Ayes: 4 / No: 0

CONSIDER APPROVAL OF FUNDS TO COVER THE TIME IN RECONSTRUCTION THE NEW PAYROLL PERIOD FOR AIRPORT EMPLOYEES

Mr. Howell stated at the Tuesday Council Meeting on July 25, 2017 the Council of Columbus Georgia implemented a 40hour bonus for all Full Time employees to be awarded on Friday, July 28, 2017. The bonus is to offset any fiscal impacts to employees as CCG shifts the August 11, 2017 pay day to August 18, 2017. With the approval from the Columbus Airport Commission, all employees of the Columbus Airport will be provide a 40hour bonus to all Full Time Employees and a 20 hour bonus to all Part Time employees which will assist all employees that will affect the workforce being paid one week in arrears, with the next payroll date being August 18, 2017.

Mr. Forsberg asked Mr. Don Morgan if the Columbus Airport Commission should vote on the matter of the bonuses for all Columbus Airport employees.

Mr. Morgan suggested the Columbus Airport Commission make a formal vote even though it is in Mr. Howell's authority to make this decision. Even though the bonuses have been approved, this information will provide a notation of the action to the Council in the minutes.

Motion by Mr. Winfield Flanagan to approve funds to cover the time in reconstruction of the new payroll period for all Columbus Airport employees made: seconded by Mr. Kerry Hand and unanimously approved by the Commission. Ayes: 4 / No: 0

DIRECTORS REPORT

Mr. Howell began the departmental monthly reports by stating due to the end of Fiscal Year 2017 and closing for the month, a financial update will not be provided at this time.

FLIGHTWAYS COLUMBUS

Ms. Amber Clark provided the following update.

- **Volume Report:**

We pumped a little over 45,000 gallons of fuel this June. This was a 14% decrease in total volume from last year. Both Transient and Based Avgas uplifts decreased marginally. We believe this decrease was due to the numerous days of rain during the month. Our Airline and Justice uplifts decreased slightly year over year. The airlines are continuing to tanker fuel so their uplifts are minimal. The Justice flights utilized more MD80s vs the 737s this year so their fuel uplifts decreased by half. We have had an increase in Contract Jet, Retail Jet, and Military uplifts this year. We believe that our advertising efforts, our fuel provider promoting our location, and our “Meals for Military” promotion have contributed to these increases.

- **Revenue & Profit Report:**

We sustained a loss of about \$12,500 in profit for the month of June. Typically we incur two pay periods per month. However, with the way the dates fell this year we incurred three pay periods within this month. This caused a significant increase in our expenses. Without this additional pay period we would have sustained a gain of around \$2,800. Our revenue decreased by 6% due to our decreased traffic, our profits decreased by about 300%, and our profit margin was down by about 300% compared to last year.

- **Employees of the Month:**

We are pleased to announce that we have awarded Anthony Santiago with the employee of the month award for June. Anthony received comments complimenting him for consistently being pro-active. He ensures our customers receive a memorable experience at Flightways by being prepared, efficient, and always friendly!

- **Fly-In:**

Sonya and I have been busy planning for the fly-in in August. Our flyer has been sent out to our tenant and Schedulers & Dispatchers e-mail distribution list, mailed to several FBOs in all the surrounding states as well as the Atlanta area, and the flyer has been posted on various aviation related websites. We have secured donations for our Weekend Getaway Raffle from such local business as: Marbella, The Loft, Ride on Bikes, WhiteWater Express, and The Marriott downtown. We are still firming up a couple more donations to complete our raffle prize. We have eight cars from the Brits in the Valley car club who have confirmed participation in our car show. We have also met with Gary Brossett, the President of the local EAA chapter, to confirm the EAA volunteers’ participation and provide him with the flyer to e-mail to all the EAA chapters across the country.

Comparative Airport List:

July 18th- 24th, 2017					
Airport ID	Name	FBO	Jet A	100LL FS	100LL SS
FFC	Atlanta Regional Airport	Falcon Field	\$3.98	\$4.32	-
VPC	Cartersville Airport	Phoenix Air	\$3.69	\$4.72	-
DHN	Dothan Regional Airport	Aero-One Aviation	\$4.81	\$5.49	-
MDQ	Huntsville Executive	Executive Flight Center	\$4.31	\$4.46	-

HSV	Huntsville International	Signature	\$5.71	\$5.49	-
GVL	Lee Gilmer Memorial	Lanier/Champion	\$4.49	\$4.39	\$4.39
CHA	Lovell Field Airport	Wilson Air Center	\$5.14	\$5.99	\$5.05
MCN	Middle Georgia Regional	Lowe Aviation	\$4.34	\$4.68	\$4.53
ECP	NW Florida Beaches Intl	Sheltair	\$5.31	\$6.10	-
SAV	Savannah/Hilton Head	Sheltair/Signature	\$5.82	\$6.99	-
CSG	Columbus Airport	Flightways Columbus	\$4.77	\$5.36	\$4.58
		Average	\$4.76	\$5.26	\$4.66

PROPELLERS

Mr. Benjamin Kiger provided the following update.

- Total sales for the month of June were just under \$7,000.00, with a total COGS of \$2,748.00, and a profit margin of 65% on goods sold.
- One of the prior manager's goals for FY 2018 was to lower food cost from 49% to a manageable 39%. As of June the COGS for food was right at 40% and a profit margin of 60%.
- Alcohol sales were \$1,200.00 and had a COGS of only 17% with a profit margin of 83%.
- Soft Drink sales were just under \$500.00 and had a COGS of only 13.5% with an over 86% profit margin.
- Vending sales were \$1,842.00, a COGS of 69%, and a profit margin of just over 30%.
- I am currently working on tweaking pricing and products offered to get the vending COGS to the 50% mark and food cost down to below 40%.
- Also, I am happy to announce that our current health inspection took place on July 20, 2017, total score received was 100 A.

PUBLIC SAFETY

Mr. Howell announced Chief Andre' Parker is in a training conference in Savannah, Georgia this week, and introduced Officer Kelvin Mullins that provided the following Public Safety update.

On the evening of Thursday, July 20, 2017, Airport Public Safety and the Columbus/Phenix City Bomb Squad conducted an IED drill. The drill was successful and educational for both organizations. Additional drills will be conducted throughout the year. In Wildlife News...Public Safety has spotted a coyote near (Taxiway) Delta 4 and Ground (Morning) Doves between Charlie 3 & 4. Doves are not in season, but Public Safety will continue to monitor and harass them. It's always open season for Coyote and we will take appropriate control measures. Our target date and time for the next Wildlife Management Team meeting is August 9, 2017 at 9:00 AM. More information will be released soon.

Mr. Howell reported FY 2017 is finished. At the August 2017 Commission Meeting he will provide an overview on departmental goals, and how each department preformed their goals.

Mr. Howell reported the recent parking lot system is in, there have been some issues. There have been problems with the intercom, and some minor/major issues with the programing reading the rates, we are working through these issues. The money is looking good and there is a decline in the number of issues with the printing and reading of the parking receipts and so forth.

You may have noticed that the wayfinding sign project is progress now. Some of the signs have already been installed, and the directional signs will begin being installed on Thursday, July 27, 2017.

, Mr. Howell has heard from FEMA that they have received the request to review the new FEMA Map, relating to the Runway 6 Safety Area which must be done prior to starting the project. This can take ninety days as they said, if they don't have any comments, which will be good. The FAA is replacing the runway visual range unit, which is on the approach area of Runway 6. That project will begin on Monday, July 31, 2017, plans to run twenty to thirty days. Then they will

activate it in line with the other unit, then go to Dothan, Alabama do an install which will take another thirty days. When they come back the unit will be operational, tested, and ready to go. At that point of time they will remove the old unit. The FAA is moving forward with the PAPI project on Runway 31/13. We haven't gotten notice of award on the project yet, understand it is out for bid or they are getting ready to award it for that project to begin sometimes in the fall of this year.

For us internally per our budgeting schedule, capital improvement for FY 2019, begins in August, which is next week.

Mr. Forsberg thanked everyone for attending the meeting today!

Motion by Mr. Kerry Hand to close the Commission Meeting with no other questions or comments made: seconded by Mr. Winfield Flanagan and unanimously approved by the Commission. Ayes: 4 / No: 0

There being no further business the meeting adjourned at 9:49 A.M.

APPROVED:

Mary Scarbrough, Secretary

Thomas Forsberg, Chairman