

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT  
COMMISSION HELD AT THE COLUMBUS AIRPORT  
WEDNESDAY, AUGUST 23, 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. Winfield G. Flanagan, Secretary	December 31, 2018
Mr. Carl Rhodes, Jr., Treasurer	December 31, 2019

The following Commission members were absent:

Mr. Kerry W. Hand, Vice Chairman	December 31, 2017
Ms. Tana McHale	December 31, 2021

Staff members present:

Richard Howell, A.A.E., Airport Director  
Mary Scarbrough, Secretary  
Sonya Hollis, Marketing Manager  
Lorrie Brewer, Chief Accountant  
Eric Trivett, Maintenance Manager  
Ben Kiger, Restaurant Manager  
Amber Clark, Flightways Columbus Manager  
Andre' Parker, Chief of Public Safety  
Kelvin Mullins, Public Safety  
Shaundra Goodwin, Public Safety  
Melissa Chadwick, Public Safety

Others present:

Matt Barre, Aflac; Brian Thompson, RS&H; Marvin Brown, FAA

**BUSINESS OF THE MEETING**

Mr. Thomas Forsberg welcomed everyone and called the August 23, 2017 Columbus Airport Commission Meeting to order.

**APPROVAL OF MINUTES**

Motion by Mr. Carl Rhodes to approve the minutes for the July 26, 2017 Columbus Airport Commission Meeting; seconded by Mr. Winfield Flanagan and unanimously approved by the Commission. Ayes: 3 / No: 0

**CONSIDER ADOPTION OF THE AIRPORT RULES AND REGULATIONS**

Mr. Howell reported back on May 25, 2016 during the Commission Meeting, the Commission took action to recognize the need for an Airport Rules and Regulations document for the Columbus Airport. The Commission directed staff to move forward with the coordination of a developed draft we had on that day. We executed a communications plan and worked with Mr. Don Morgan and the City Attorney's Office. Mr. Morgan developed a revised Chapter 7, *Aviation* of the Columbus Code which was presented to the Columbus Council this year for adoption. The Ordinance was adopted its second reading on July 25, 2017. As a part of the coordination process the draft Airport Rules and Regulations was modified to accurately reflect the language and the ordinance. There were some places where we wanted to change the language too exactly as it says in the Ordinance. No change in substance just a closer alignment with the wording of the Ordinance.

Staff recommended adoption of the final document.

Motion by Mr. Winfield Flanagan to adopt the Airport Rules and Regulations for the Columbus Airport Commission Meeting; seconded by Mr. Carl Rhodes and unanimously approved by the Commission. Ayes: 3 / No: 0

**CONSIDER APPROVAL FOR THE AMENDMENT TO FISCAL YEAR 2018 BUDGET**

Mr. Howell stated at the beginning of the fiscal year, looking at the budget we discovered a clerical error in the in the approved FY 2018 budget. The expense portion of the Flightways budget needs to increase by \$72,246.00. This was due to an error in a formula on the budgeting spreadsheet in the salaries section.

This reduces our projected net income for FY 2018 from \$739,528.00 to \$667,281.00.

Staff recommended approval.

Motion by Mr. Carl Rhodes to approve the Amendment for the Fiscal Year 2018 Budget for the Columbus Airport made: seconded by Mr. Winfield Flanagan and unanimously approved by the Commission. Ayes: 3 / No: 0

**CONSIDER APPROVAL FOR THE RS&H WORK ORDER #25 TO CONSOLIDATE RENTAL CAR READY/RETURN LOT**

Mr. Howell reported the Commission awarded new Rental Car (RAC) Concessions agreements in 2016. During contract negotiations, the RAC providers expressed they wanted some improvement to the RAC facilities. One item they requested was the consolidation of the Ready/Return lots (R/R) into one area. Presently the R/R function is in two lots, one east of the terminal and one on the west side. The proposal is to create consolidate into the one lot on the east side near the taxi stand. This project is one of our Vision 2020 initiatives.

The RAC providers have approved a preliminary R/R concept. RS&H has submitted a work order to perform design, bidding and limited construction phase administration. They have proposed a lump sum fee of \$99,988.00 to perform the work. Funding for this project will come as a 100% reimbursement from a Customer Facility Charge (CFC) that was imposed as part of the new RAC Concession Agreements. The CFC is a \$3.00 per contract day charge collected by the RAC providers and remitted to the Commission monthly. The funds are dedicated to the improvements of RAC facilities at the Columbus Airport. CFC funds were used earlier this year to complete the Sanitary Sewer Project for the RAC Service Area.

The balance of the CFC account as of June 30, 2017 was \$179,697.00. The Chief Accountant estimates monthly CFC collections are approximately \$30,000.00.

Staff recommended approval.

Motion by Mr. Winfield Flanagan to approve the RS&H Work Order #25 to consolidate Rental Card Ready/Return Lot at the Columbus Airport was made: seconded by Mr. Carl Rhodes and unanimously approved by the Commission. Ayes: 3 / No: 0

**CONSIDER APPROVAL FOR THE 2017 FEDERAL AIRPORT IMPROVEMENT PROGRAM (AIP) GRANT OFFER-AIP 41**

Mr. Howell stated the Airport Administration has been working with the Federal Aviation Administration on this year Airport Improvement Program (AIP) entitlement grant. The Atlanta Airports District Office (ADO) has offered a grant to fund the following projects:

1. Runway 6 RSA Improvement – Design and Construction
2. Runway 6/24 Obstruction Mitigation Program Phase 3 (Design, Bidding, Easement Acquisition)
3. Perimeter Security Road - Environmental

Total grant amount is \$1,457,822.00. Projects are funded using the standard 90%/10% FAA/Commission share formula. State funding for 5% is anticipated for projects 1 and 2 once projects are awarded.

Staff recommended accepting the grant and directing the Chair to sign acceptance letter.

Motion by Mr. Winfield Flanagan to approve the 2017 Federal Airport Improvement Program (AIP) Grant Offer – AIP 41 at the Columbus Airport was made: seconded by Mr. Carl Rhodes and unanimously approved by the Commission. Ayes: 3 / No: 0

### **CONSIDER APPROVAL FOR THE RS&H FY 2017 FEDERAL AIRPORT IMPROVEMENT PROGRAM (AIP) GRANT OFFER – AIP 42**

Mr. Howell reported a major improvement project in the next 12 months will be the Runway 6 Safety Area (RSA) Improvement construction project. Part of this project involves the installation of a blast pad off the approach end of Runway 6. The installation impacts the Medium Intensity Approach Lighting System (MALSR). As the MALSR is owned by the Federal Aviation Administration (FAA), they are required to supervise any work on them. Since this is a Commission and not an FAA project, the Commission is required to reimburse the FAA for their services to monitor the work. The FAA will also have to Flight Check the MASLR as well as the Localizer and PAPI systems for Runway 6 which is included in the cost.

We have negotiated a Reimbursement Agreement with FAA for their cost of oversight for this part of the project. This cost is an eligible item under AIP and the FAA Airports District Office has offered a separate grant to cover the costs of the RA. Total project cost is \$178,767.00. The RA is funded using the standard 90%/10% FAA/Commission share formula. GDOT will be participating with 5% of our local share. Therefore, the grant amount is \$165,890.00 and the Commission local share is \$17,877.00.

Staff recommended accepting the grant and directing the Chair to sign acceptance letter.

Motion by Mr. Carl Rhodes to approve the FY 2017 Federal Airport Improvement Program (AIP) Grant Offer – AIP 42 at the Columbus Airport was made: seconded by Mr. Winfield Flanagan and unanimously approved by the Commission. Ayes: 3 / No: 0

### **DIRECTORS REPORT**

Mr. Howell began the departmental monthly reports.

### **FINANCE**

Ms. Lorrie Brewer provided the following update.

The Airport sustained a loss of \$86,139.00 with an adjusted net profit (without depreciation, amortization, grant or PFC revenues) of \$91,544.00 in July. Year over year it amounts to an increase of over 13% in comparison to July of last year in which we had an adjusted net profit of \$80,962.00 (see Summary of Airport Revenues & Expenses).

Landing fees were down by close to \$2,000.00 mainly due to the reduction in landing fees and partly due to the small decrease in the number of Delta landings. Flowage fees were up by over \$2,900.00 compared to this month last year. Hangar and other rents reflected an increase of over \$30,000.00 primarily caused by the new rental car agency agreements.

The Columbus Properties investment account showed a gain of \$10,162.00 in July. In comparison, in July of last year we had a gain of \$14,906.00 in this investment.

Compared to this month last year, labor and benefits expenses were up over \$16,000 largely due to the bonus mandated by CCG paid on July 28<sup>th</sup>; Utilities and other services expenses were down by almost \$3,000.00, insurance costs were up by \$1,666.00, and administrative expenses were up by over \$6,000.00 due to two sponsorships.

Repairs and maintenance expenses increased by over \$14,000.00. This was due to repairs on air conditioning units, computer, sign, building, security access, vehicle and grounds equipment repairs.

<b>Repairs &amp; Maintenance Breakdown:</b>	
Security Access	\$ 1,590
Building	3,460
General Maintenance	2,471
Computer Maintance	2,975
A/C Repairs	5,857
Sign Repairs	2,165
Vehicle Repairs	906
	<b>\$ 19,424</b>

Enplanements and deplanements were up compared to this month last year. The differences were 252 in enplanements and 280 in deplanements.

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: **No change.** Portions of the project are complete. AIP 40—Grant Total: \$960,422.00; Runway 6-24 Project & Terminal Assessment Grant Balance: \$257,983.00.

Cash flow for the operating account was negative for the month. This was due to a \$100,000.00 transfer to the cash reserves account. See the Cash Flow Summary for more information.

The cash reserves account had a balance of \$1,142,484.00 at the end of July. No withdrawals were made from this account in July.

**Note:** The fiscal year 2018 budget has not yet been input completely so some columns in the Consolidated Income Statement Budget column contain blank lines or zeros.

### **FLIGHTWAYS COLUMBUS**

Ms. Amber Clark provided the following update.

- **Volume Report:**

Flightways pumped a little over 43,000 gallons of fuel this July. This was a slight increase in total volume from last year. Flightways had a significant increase in total gallons of Avgas pumped this year. Flight training and Based Tenant Avgas uplifts increased slightly year over year; however, we had a 45% increase in Transient Avgas uplifts. We are unsure what to attribute this increase to, but we will continue to monitor our Transient Avgas uplifts. Flightways had a moderate increase in airline uplifts, since SkyWest started operating the Delta flights into Columbus, their typical uplifts have increased. Retail Jet uplifts increased by 76% and Military Jet uplifts increased by over 400%. These increases can be attributed to securing a few regular Transient Jet customers and based Jet customers as well as our continued promotion for our military. Our contract fuel uplifts did decrease slightly year over year, which was due to the decline of Justice Flights we had during the month.

- **Revenue/Profit Report:**

We sustained a gain of about \$15,500.00 in profit for the month of July. Our revenue increased by 6%, our profits increased by about 21%. We were very conscious of our expenses for the month and maximized the opportunities to sell fuel, additional services, and merchandise to our customers. Our profit margin was up by about 15% compared to last year.

- **Employee of the Month:**

Flightways is pleased to announce that Anthony Santiago was presented with the employee of the month award for the second month in a row. He was nominated by his supervisor for taking pride in his work, and maintaining accurate records when collecting his fuel farm readings.

- **Awning/Signage:**

On Thursday August 17, 2017 Flightways' vinyl awnings were replaced. They are now a dark blue color to match our new logo scheme. We are working with a painter to color match the awning and repaint the green striping around the building and the canopy that houses our equipment. We have paid our deposit to the company who will be completing our signage project. We expect our two lighted outdoor signs, the logo on the face of both awnings, the lighted sign behind the front desk, the self-serve sign, and the double sided decals for our fuel trucks to be completed and installed in about 8 weeks.

- **Fly-in:**

We had our very first Fly-In this past Saturday. We had ten Brits in the Valley cars displayed, 15 volunteers, and about 35 attendees. We painted six faces and sold 40 plates of food, 183 raffle tickets, and six t-shirts. We did not have any fly-in traffic for the event; we did get a lot of feedback informing us that fall is a more opportune time to host a fly-in due to the cooler weather. After reviewing the sites we had advertised our event on, we determined there were four other events going on the same day in the state of Georgia. The event ran smoothly, and the feedback we received from the attendees and the volunteers was that the event was very enjoyable.

### Comparative Airport List:

April 8th- 15th, 2017					
Airport ID	Name	FBO	Jet A	100LL FS	100LL SS
FFC	Atlanta Regional Airport	Falcon Field	\$4.01	\$4.37	-
VPC	Cartersville Airport	Phoenix Air	\$3.85	\$4.72	-
DHN	Dothan Regional Airport	Aero-One Aviation	\$4.97	\$5.49	-
MDQ	Huntsville Executive	Executive Flight Center	\$4.31	\$4.46	-
HSV	Huntsville International	Signature	\$5.65	\$5.49	-
GVL	Lee Gilmer Memorial	Lanier/Champion	\$4.50	\$4.39	\$4.39
CHA	Lovell Field Airport	Wilson Air Center	\$5.22	\$6.08	\$5.14
MCN	Middle Georgia Regional	Lowe Aviation	\$4.43	\$4.68	\$4.53
ECP	NW Florida Beaches Intl	Sheltair	\$5.40	\$6.24	-
SAV	Savannah/Hilton Head	Sheltair/Signature	\$5.93	\$7.07	-
<b>CSG</b>	<b>Columbus Airport</b>	<b>Flightways Columbus</b>	<b>\$4.95</b>	<b>\$5.52</b>	<b>\$4.74</b>
		<b>Average</b>	<b>\$4.83</b>	<b>\$5.30</b>	<b>\$4.69</b>

## **MAINTENANCE**

Mr. Eric Trivett provided the following update.

### **HVAC Projects:**

The following HVAC projects have been completed-

1. FAA- ATCT replacement of two 7.5 ton units serving the tower.
2. Repairs of all four 30 ton units serving the landside of the terminal. All four units are now working and maintaining a comfortable temperature.
3. One 2.5 ton unit serving Enterprise car rental booth.

One unit is remaining to be replaced serving Hertz car rental counter.

### **Bathroom N.W. Hangar area**

The field line serving the N.W. hangars has collapsed causing us to close the restroom for repairs. The repairs will involve several lengthy steps and it is anticipated to be completed by the end of September 2017. We have sent out a notice to all hangar tenants in the newsletter.

In the meanwhile a temporary toilet has been set in place. We will keep you and the tenants updated as changes occur.

Mr. Howell acknowledge and congratulated Mr. Trivett on becoming a part of the A.A.E.

## **MARKETING**

Ms. Sonya Hollis provided the following update.

- Annual Survey results for Propellers, Passengers, Flightways and Tenants are in. The response levels were down this year compared to last year but we were still able to gain a good sample through the responses. Survey results will be emailed to each board member by the end of the week.
- Russell County Chamber of Commerce Biscuits and Breakfast went very well as we hosted the event at the Phenix Board of Realtors on Wednesday, August 9<sup>th</sup>. The Airport Director gave a presentation to the chamber about the Commissions Vision 2020 brand and concept. Propellers provided the catering for the event with Bacon, Sausage, Egg & Cheese Croissants, fresh fruit, water and coffee. Thank you to staff for doing a great job. This was our first Biscuits and Breakfast with Russell County.
- The public art program is in its transition stages with artwork exchanges. We are accepting proposals for new submissions and are in the process of a 6 month switch out. New artwork should be hung in the terminal by the end of the week.
- The Wayfinding project is still underway. The signage is in place however, some of the wording on certain signs appears to be too small to read. Larger vinyl lettering is in production and reinstallation will be completed by the end of the week.
- Upcoming events
  - Jim Blanchard Leadership Forum, Monday & Tuesday August 28<sup>th</sup> and 29<sup>th</sup>.
  - Eye Opener Breakfast – Thursday, September 21, 2017 at 7:30 a.m.
  - Intercity Leadership Conference- September 27, 2017 at 6 a.m.

## **PROPELLERS**

Mr. Benjamin Kiger provided the following update.

- Total sales for the month of July were just under \$6,000.00, with a total COGS of \$2,281.00, a margin of 60% on goods sold.
- Food sales were \$2,571.00, with a COGS of 40%. We should see a further drop in food cost going forward due to price changes that took place around the last week of July.
- Alcohol sales were \$536.00, with a COGS of only 10%, and a margin of 90%. This is a 7% drop from June's 17% COGS.
- Beverage sales were just under \$500.00, had a COGS of 36%, and a margin of 64%.
- Vending sales were \$1,763.00, with a COGS of 52%. You may remember I mentioned last month that I was working on pricing and products to get the COGS for vending down to the 50% mark, and happy to announce the 17% drop from June's 69% COGS.
- You may have noticed the arcade games that I have placed in the terminal, both in Propeller's Restaurant and in the Vending Oasis near the Delta counter. Not only do these machines create a fun and interactive atmosphere for airport guests, but the revenue will be used to help bring vending costs down even further since they are provided at no cost.

## **PUBLIC SAFETY**

Chief Andre' Parker provided the following Public Safety update.

Good morning, The Wildlife Management Team held a meeting on August 9<sup>th</sup>. Public Safety and an Aflac representative were in attendance. Topics of discussion were current wildlife hazards, observations, and control measures. We need the continued participation of our tenants and stakeholders in reporting wildlife sightings and bird strikes. Public Safety and maintenance staff have documented the recovery of several dead dove from the runway 6/24 area. We have had very few reports of flocks of dove but it's evident that they are present. We have also harassed several flocks of Canada Geese from the runways and safety areas. While dove is out of season, and the Canada Geese is a federally protected species we can and will use lethal control measures when they become an imminent threat. Please report any wildlife sightings to Public Safety and ATC. Public Safety is diligently monitoring the airfield for all hazards and will take appropriate actions. Maintenance Manager Eric Trivett has completed and added Columbus Airport's Maintenance Plan of Action to the Wildlife Hazard Management Plan. The Plan addresses habitat modification and management.

Since last month's IED drill, local K9 units have been stepping up their training and patrols within the main terminal. It's nice to have the extra police presence. Our traveling public and airport tenants appreciate it.

Mr. Howell provided updates on this year's AIP Grant Projects. RS&H will be bringing the develop scope, eligibility numbers and so forth for the potential Terminal renovation, at the next work session in October 2017. We have been working on the environmental for 6/24. We are still waiting to hear from FEMA for the resubmitted FEMA Map. We are moving forward with both of these at this time.

The Columbus Airport took over the Parking Lot about ten weeks ago now. This month the check for \$200,000.00 has been issued, so the cash reserves will not be as high next month. We have had some issues but, all in all we are pleased. This is and has been an educational process for the users on how to use the system going forward.

We have four very large air conditioning units in the building. Mr. Trivett is doing a great job in replacing units and continuing to keep the older systems working.

There was a story in the Atlanta Journal Constitution a week or so ago. The story was that Delta Airlines had terminated its contract with Express Jet, who is now the holder of what Atlantic Southeast Airlines that serviced this airport in the early 1990's. The concern by the story was

that ASA was pulling out of the market, which is not entirely correct. The termination of the contract was not completely unexpected by the Columbus Airport Staff. We knew there was some change in the contract because Express Jet was not going to be flying the same equipment that Delta wanted in here. Mr. Howell met with Delta in June 2017, they are very happy with the service, numbers, contributions of the system, load factors, they are not going anywhere. We will probably be picking up Delta does own two wholly owned subsidiaries that does fly for them. We will probably we picking up service form Endeavor Air, is headquartered in Milwaukee, it will be a white plane with Delta Connection written on the side, and blue on the tail of the plane.

Mr. Forsberg opened the meeting to the floor, with no further business the meeting was adjourned to closed session to discuss personal matters at 9:56 A.M.

Motion to go into closed session by Mr. Winfield Flanagan was made: seconded by Mr. Carl Rhodes and unanimously approved by the Commission. Ayes: 3 / 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: 3 / No: 0

Action was taken by the Commission on the items presented.

There being no further business the meeting adjourned at 10:20 A.M.

APPROVED:

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Mary Scarbrough, Secretary

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Thomas Forsberg, Chairman