

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, NOVEMBER 1, 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
Eric Trivett, C.M., Maintenance Manager
Andre' Parker, Chief of Public Safety
Ben Kiger, Restaurant Manager
Lorrie Brewer, Chief Accountant
Amber Clark, C.M., Flightways Columbus Manager
Jody Holland, Public Safety
Shaundra Goodwin, Public Safety
Melissa Chadwick, Public Safety
Karlynn Spivey, Flightways Columbus
Kelly Peavey, Flightways Columbus
Walter Dunn, Flightways Columbus
Richard Molott, Flightways Columbus

Others present:

Robert Boehnlein, Columbus Aero Service; Brad Barber, Stevens Transport; Brian Thompson, RS&H; Jay Pease, Steven Voynich, Robinson, Grimes & Company, P. C.; Gary Kunday

BUSINESS OF THE MEETING

Mr. Thomas Forsberg welcomed all attendees and called the November 1, 2017 Columbus Airport Commission Meeting to order.

APPROVAL OF MINUTES

Motion by Mr. Winfield Flanagan to approve the minutes for the September 27, 2017 Columbus Airport Commission Meeting; seconded by Mr. Carl Rhodes and unanimously approved by the Commission. Ayes: 3 / No: 0

Motion by Mr. Winfield Flanagan to approve the minutes for the Special Called Meeting on October 6, 2017; seconded by Mr. Carl Rhodes and unanimously approved by the Commission. Ayes: 3 / No: 0

CONSIDER ACCEPTANCE OF THE FISCAL YEAR 2016 AUDIT REPORT FROM ROBINSON, GRIMES & COMPANY, P. C.

Mr. Howell stated, our auditor, Robinson, Grimes & Company, P. C. had completed the FY 2017 audit. The document provided to each Commissioner contained the audited financial statements for the Columbus Airport Commission. The representation letter, which is contained in the attached document, explains that the airport has complied with the generally accepted accounting

principles of the United States, that we have supplied the auditors with all information to the best of our knowledge and that we take responsibility for same.

Mr. Howell introduced Mr. Jay Pease from Robinson, Grimes & Company, P.C. who stated the Audit had went well. He thanked Mr. Howell & Ms. Lorrie Brewer, for their assistance with the Audit information again this year, good job! Mr. Pease introduced Mr. Steven Voynich from Robinson, Grimes & Company, P. C. who provided the following information concerning the 2016 Audit. Mr. Voynich reported from a financial perspective, the financial history is similar to the prior year. There were some significant capital expenditures this year related to Runway 13/31 project, and some others not FAA funded but GDOT funded for the majority of those. Even with those significant capital expenditures maintained positive cash flow for the year, which is good news! The expectation would be for future capital expenses be majority FAA funded so the financial expenditures will improve going forward. The details of all of that is included in the audit report you have received for reference. Communications provided to Mr. Howell with their commentsts internal control, IT recommendations, and significant matters to avoid.

Mr. Voynich appreciated the great job Ms. Brewer did with all information as needed as requested concerning the audit. He also, thanked Mr. Howell.

Mr. Forsberg expressed his appreciation to both Mr. Pease and Mr. Voynich, expressing how important their firm is to the Columbus Airport Commission and thanked them for their excellent work!

Staff recommended acceptance of the final document.

Motion by Mr. Winfield Flanagan to accept the 2017 Audit Report from Robinson, Grimes & Company, P.C. for the Columbus Airport Commission Meeting; seconded by Mr. Carl Rhodes and unanimously approved by the Commission. Ayes: 3 / No: 0

CONSIDER ACCEPTANCE OF AMENDMENT 4 TO THE EMPLOYEE MANUAL FOR THE COLUMBUS AIRPORT

Mr. Howell reported the Commission adopted its Employee Manual on August 27, 2014. Anticipated as being a “living” document, on its adoption it was decided the Manual would be reviewed and updated on an annual basis as needed. The manual was amended in 2015 and 2016.

Summary of this amendment:

Table of Contents	Change title of paragraph 4.8 to <i>E-Cigarettes</i> , renumber existing 4.8 <i>Internet use</i> to 4.9.
Section 3	Add language about requirement for completion of Employee Termination Report for leaving employee.
Section 4	Update definition of tobacco products. Add definition and policy for usage of e-cigarettes.
Section 9	Add Employee Termination Form

Staff recommended adopting amendment with an effective date of November 1, 2017.

Motion by Mr. Winfield Flanagan to accept the Amendment for the Employee Columbus Airport made: seconded by Mr. Carl Rhodes and unanimously approved by the Commission. Ayes: 3 / No: 0

Mr. Forsberg thanked Mr. Howell for putting this document in place, it was a long time coming, and for keeping it a living document.

Mr. Howell appreciated Mr. Forsberg’s comments in thanking him.

CONSIDER APPROVAL OF THE CONTRACT FOR PRODIGIQ, INC. FOR INTEGRATED SOFTWARE SYSTEM

Mr. Howell stated Part of the Commission's Strategic Plan involves incorporating innovation into our processes. To that end Administration has been looking at means to better perform many functions at the airport. Through attendance at industry conferences, staff became aware of software products that consolidated functions across departments and disciplines to enhance the ability of our organization to monitor and track various tasks.

Administration issued a Request for Bid in September to purchase in integrated software suite to 1) track our FAA required Part 139 operations activities, 2) provide a dynamic work order system that uses maps and photos instead of words to identify discrepancy areas tied to item 1) above, and 3) provide a platform to monitor and manage all our agreements. All three areas have been identified as problem areas by Administration. Two proposals were received both from out of state firms. Proposals were reviewed by a four-person selection committee. The successful proposer was identified as ProDIGIQ, Inc., of Thousand Oaks, California.

ProDIGIQ offers cloud-based, viable solution for all three areas. The bid includes hosting of our system, maintenance and upgrades for two years, three (3) Microsoft Surface Pro tablets for use by staff in the field, training for staff, and the input of our maps and agreements into our system. The lump sum purchase price is \$34,524.00. The cost for hosting, upgrades and maintenance of the system is \$18,000.00 per year beginning after year 2. While the annual cost appears high, the system will allow us to streamline processes to more effectively manage our work. On the properties side there are split responsibilities currently in place and the system will allow one person to manage all 160 properties.

ProDIGIQ is a DBE in many states and has been awarded the AAAE Corporate Excellence Award.

Staff recommended approval.

Motion by Mr. Winfield Flanagan to approve the contract for ProDIGIQ, Inc. for the Integrated Software System was made: seconded by Mr. Carl Rhodes and unanimously approved by the Commission. Ayes: 3 / No: 0

CONSIDER APPROVAL FOR THE AGREEMENT FOR THE STEVENS DRIVING ACADEMY OF TEXAS, L.P. FOR USE OF THE LEGACY PARKING LOT

Mr. Howell reported that the Stevens Driving Academy proposes to operate a CDL training class on 72,000 square feet of the nine-acre Legacy parking lot. Term shall be for three years with a one three-year extension thereafter. The rent will adjust annually as follows:

- a. Months 1-12: \$1,500.00
- b. Months 12-24: \$1,750.00
- c. Months 25-36: \$2,000.00

Tenant will be removing a number of our light poles at their own expense and are expected to return the premises to the original condition at the end of the agreement.

Mr. Howell introduced Mr. Brad Barber from Stevens Driving Academy of Texas, L.P. who attended the meeting and had no additional questions or comments concerning the agreement.

Staff recommended approval.

Motion by Mr. Carl Rhodes to approve the agreement for the Stevens Driving Academy of Texas, L. P. for use of the Legacy Parking Lot was made: seconded by Mr. Winfield Flanagan and unanimously approved by the Commission. Ayes: 3 / No: 0

CONSIDER APPROVAL FOR THE MULTI-YEAR ANNUAL AIR SHOW CONTRACT FOR THUNDER IN THE VALLEY

Mr. Howell reported Airport Administration has been approached by the Thunder in the Valley (TITV) Air Show organizers regarding the annual contract executed by and between TITV and the Commission. Again, this year they request a two-year contract instead of the standard annual contract executed in the past. The reason for this to allow them to book acts in advance.

Airport Administration prepared the contract which essentially remains as the contract used in the last two-year cycle. The only major change is compensation from TITV increases \$500 to \$5,000 for the event. The reasoning is in the last three years, TITV has increased its presence from Friday through Sunday to Wednesday through Monday and have also begun utilizing the Commission's runway sweeper daily. Airport Counsel reviewed the document and approves it however the TITV committee has yet to identify the dates for the second year of the event. Additionally, TITV approached staff this week to discuss some of the terms of the agreement that preclude the document from being executed today.

Staff recommended approval of the contract when negotiations are complete and satisfactory with the Airport Director also, recommended to approve the Airport Director to execute the agreement.

Mr. Thomas Forsberg stated in good faith, let's address this now, in an effort we will get resolution around the concession, and table the contract for now.

Mr. Rhodes thought this would be a good call concerning the contract.

Mr. Howell said on behalf of the Columbus Airport Commission, he will get resolution on finalizing the contract. He asked who would execute the contract.

Mr. Forsberg stated he will execute the final contract.

Motion by Mr. Winfield Flanagan to table the Multi-Year Annual Air Show Contract for Thunder in the Valley was made: seconded by Mr. Carl Rhodes and unanimously approved by the Commission. Ayes: 3 / No: 0

CONSIDER APPROVAL FOR THE EXTENSION OF THE RS&H CONSULTING SERVICE CONTRACT

Mr. Howell reported in October 2014 the Commission appointed RS&H, Inc. as our Aviation General Consultant. The contract was executed December 4, 2014. The initial term was for three years and one additional two-year extension was possible dependent on the performance of the Consultant.

The performance of RS&H during the term has been excellent. Their participation in the planning and management of our projects have paved the way for many successful projects. This was evidenced by the Georgia Airports Association recognizing the Columbus Airport Commission's Runway 13/31 rehabilitation project as the 2017 Commercial Service Project of the Year.

Given the level of complexity of upcoming projects such as the Runway 6/24 safety area project and ultimately the Terminal Rehabilitation project in 2020, staff is comfortable in recommending the extension of the RS&H contract for two more years.

Staff recommended approval.

Motion by Mr. Carl Rhodes to approve the extension of the RS&H Consulting Service Contract was made: seconded by Mr. Winfield Flanagan and unanimously approved by the Commission. Ayes: 3 / No: 0

Mr. Howell was happy to announce the Columbus Airport received the 2017 Commercial Project of the Year Award from the Georgia Airports Association. This award was provided for the significant contributions with the 13/31 Runway Project.

DIRECTORS REPORT

Mr. Howell began the departmental monthly reports.

FINANCE

Ms. Lorrie Brewer provided the following update.

The Airport sustained a loss of \$31,267.00 with an adjusted net profit (without depreciation, amortization, grant or PFC revenues) of \$105,344.00 in September. Year over year it amounts to an increase of over 133% in comparison to September of last year in which we had an adjusted net profit of \$45,070.00 (see Summary of Airport Revenues & Expenses).

Landing fees and fuel flowage fees were down slightly compared to this month last year. Hangar and other rents reflected an increase of close to \$40,000.00 primarily caused by the new rental car agency agreements and the new parking lot revenue.

Compared to this month last year, labor expenses were up over \$10,000.00 primarily due payout of bonuses; Utilities and other services expenses were down by over \$3,000.00, insurance costs were up slightly, and administrative expenses showed little change.

Repairs and maintenance expenses were down slightly compared to last year this time.

Enplanements and deplanements were up compared to this month last year. The differences were 564 in enplanements and 422 in deplanements.

Propellers and Flightways will present their own reports.

Tenants Past Due 60 Days or More: None. 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: \$238,376.00.

Cash flow for the operating account was positive for the month. (See the Cash Flow Summary for more information.)

The cash reserves account had a balance of \$1,142,510.00 at the end of September. No withdrawals were made from this account in September.

FLIGHTWAYS COLUMBUS

Ms. Amber Clark introduced and welcomed the following new Flightways Columbus employees.

Walter Dunn, Basil Garcia, Richard Malott, Kelly Peavy, Karlynn Spivey

Ms. Clark provided the following update.

- **Volume Report:**

We pumped about 60,000 gallons of fuel this September. This was a 37% increase in total volume from last year. We had a moderate increase in total gallons of avgas pumped. Our Based Tenant fuel uplifts decreased slightly, but our Transient Avgas uplifts increased by 74%. This increase can be attributed to a few aerial photography companies working in the Columbus area, as well as people evacuating from Florida to seek refuge from hurricane Irma. Retail Jet remained about the same. We had a slight increase in Contract Jet and Justice Jet uplifts, and we had a significant increase in our Airline and Government Jet uplifts.

- **Revenue & Profit Report:**

We sustained a gain of over \$31,000 in profit for the month of September. Compared to last year, our revenue increased marginally and our profits increased by 3%. Our profit margin was down by 18% for the month. This decrease in profitability was due to increases in several expense accounts.

- **Introduce New Employees:**

We would like to introduce our newest employees. On the Line we have hired Rick Malott, Basil Garcia, and Walter Dunn and on the Front Desk we have hired Kelly Peavey and Karlynn Spivey. We are excited that they have joined our team!

- **Fall Tenant Social & B-17 Viewing:**

We had a really good turnout for our Fall Tenant Social. Everyone seemed to enjoy the sandwiches, soups, and pies! On October 10th the EAAs staged their B-17 “Aluminum Overcast” at Flightways to provide flights and tours to the public. We held our October Tenant Social on this day to help promote the event. We had many tenants enjoy the great food and the opportunity to experience a piece of Aviation History. Pictures of the event and Tenant Social were uploaded on our Social Media sites.

- **Signage Update:**

On Monday August 18th the green striping around the building and the canopy that houses our equipment was painted a dark blue to match the new awnings. On Friday October 13th River Sign Systems installed two exterior lighted signs, the aluminum self-serve sign, the front awning face, and the lighted sign behind the front desk. After installation several of the signs had significant flaws. I had a discussion with River Signs and they are currently reproducing the flawed signs. They will install the truck decals and the back awning face within the next couple weeks when they come out to reinstall the signage that needed to be fixed.

Comparative Airport List:

October 24th- 30th, 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	4.00	4.85	-
DHN	Dothan Regional Airport	Aero-One Aviation	5.12	5.90	-
MDQ	Huntsville Executive	Executive Flight Center	4.57	4.82	-
HSV	Huntsville International	Signature	5.83	5.49	-
GVL	Lee Gilmer Memorial	Lanier/Champion	4.79	5.28	5.39
CHA	Lovell Field Airport	Wilson Air Center	5.38	6.23	5.29
MCN	Middle Georgia Regional	Lowe Aviation	4.59	4.99	4.84
ECP	NW Florida Beaches Intl	Sheltair	5.50	6.22	-
SAV	Savannah/Hilton Head	Sheltair/Signature	6.03	6.91	-
CSG	Columbus Airport	Flightways Columbus	\$5.06	\$5.47	\$4.69
		Average	4.98	5.51	5.17

MAINTENANCE

Mr. Eric Trivett provided the following update.

The Maintenance department will be conducting an assessment on all our electrical meters and the areas they serve. This will help us in our effort to continue to try and reduce our energy cost and properly track our expenses.

We are proud to announce that the S.W. Bathroom repair was completed and is now open for business.

Weather permitting, we plan to start preparing for our certification inspection by spending more time on the airfield looking for things that could have been overlooked.

Mr. Trivett acknowledged and congratulated Mr. Garry Parker on becoming an ACE (Airport Certified Employee) Credential of Professional Airfield Lighting Certification.

PROPELLERS

Mr. Benjamin Kiger provided the following update.

- Total sales for the months of August and September were just under \$14,000, with a total COGS of 41%, and a margin of 59% on goods sold.
- Food sales were \$6,756, with a COGS of 38% and a margin of 62%. As I mentioned in our last meeting, we would see a drop in food cost going forward due to price changes that took place around the last week of July. My plan is to continue to maintain food cost at the 40% mark or below.
- Alcohol sales were \$2,157. In August alone, we saw a 52% increase in alcohol sale from that of July, with a COGS of only 27%, and a margin of 73%.
- Beverage sales were \$1,247, with a COGS of 44% and a margin of 66%.
- Vending sales were \$3,807, with a COGS of 54% and a margin of 46%. In August alone, we saw a 15% increase from that of July.
- In our last meeting I mentioned how I had placed arcade games in the terminal, both in the Vending Oasis and in Propeller's Restaurant. I'm happy to announce that our first month's revenue paid for the licensing 100%, so going forward we will see 100% profit from the arcade machines the rest of FY '18.
- Also, I would like to announce that I have upgraded the menu boards in Propeller's to a 60" 4K digital screen, which I believe creates a more modern, yet inviting, atmosphere.

Mr. Howell stated Mr. Kiger has a lot of good ideas, and that the Columbus Airport is lucky to have him as an employee and the Manager of Propellers.

PUBLIC SAFETY

Chief Andre' Parker provided the following Public Safety update.

Chief Parker reported over the course of the last few months we have very few calls in regards to birds and Canada geese sightings. We haven't had any sightings of coyote within the airport perimeter. Deer season is once again upon us and we are already taking precautions. Public Safety personnel have redeployed wildlife cameras and will monitor for any and all activity.

There will be a Wildlife Committee meeting in December. The date is yet to be determined, details will be sent out once the date and time has been scheduled.

We will continue to monitor for wildlife and conduct sweeps of the airfield to assure the safety of the airport.

Mr. Howell reported ExpressJet has been dismissed by Delta Airlines from their contract. ExpressJet was tankering and taking very little fuel. Endeavor, one of Delta's subsidiaries is our new provider and appears to take fuel every time they come in to the airport.

Mr. Howell reported that he and Mr. Brian Thompson, RS&H, attended a meeting with the FAA last week to talk about the capital improvement program. Specifically to discuss the Terminal rehab. The meeting went very well and they were well received from the Airports District Office

(ADO. The ADO Manager, Mr. Larry Clark, came in to chat with us, he spoke highly of the project! Looks like we will be getting some support, as far as the discretionary money we are looking for, for the project. To get all the money when we will need it, we may have to get the Congressional Delegation involved. Mr. Howell said they will know more in late spring or early summer in moving forward.

Mr. Howell provided an update on the automated parking lot. The revenue numbers are looking good and a bit higher than expected. The system issues are down and the revenues are way up. After all said and done we are going to be very pleased we went in the direction we did, he is very pleased with the parking revenues.

Mr. Howell stated the Runway 6/24 awarded project went to Robinson Paving Company in the summer, the successful bidder for the FAA grant project. He is awaiting final FEMA approval to the map. Mr. Brian Thompson and Mr. Howell will resubmit it this week prior to moving forward with the project, awaiting the environmental approval, expecting final answers by year end. As a part of that the GDOT Contract, they will give the 5% portion of the cost for the project.

The signage on the landside is almost complete, has one more modification to the inbound lots to complete the project. Mr. Howell is very pleased with the new signage and the LED lighting that Georgia Power put in on the airport property. Encouraging everyone to drive by at dark to see the LED lights, which really increase the looks of the Columbus Airport. The difference the lights have made has provided big flexibility, and is incredible for the airport.

In taking over the parking lot, we found the electricity for the parking lot serves off the building meter, and there is no parking lot meter, but we were receiving a bill for the parking lot! Mr. Trivett is researching all the meters on the property. This will provide information and we will know for sure if we can begin attributing utility services to the Tenants, and have them pay their own utility cost.

Mr. Howell congratulated Ms. Sonya Hollis who was absent, due to her recent marriage!

Mr. Forsberg thanked Mr. Howell and All Senior Staff for their good reports. Mr. Forsberg personally thanked all Columbus Airport Employees for their continued hard work and support! He stated there may not be another Commission Meeting held this year; wished everyone a very happy holiday season!

Mr. Forsberg opened the meeting to the floor, with no further business the meeting was adjourned to closed session to discuss personal matters at 10:08 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 10:23 A.M.

APPROVED:

Mary Scarbrough, Secretary

Thomas Forsberg, Chairman