

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, JUNE 27, 2018 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. Carl Rhodes, Jr., Vice Chairman	December 31, 2019
Mr. Winfield G. Flanagan, Secretary	December 31, 2018
Ms. Tana McHale, Treasurer	December 31, 2021
Mr. Donald D. Cook	December 31, 2022

Richard Howell, A.A.E., Airport Director
W. Donald Morgan, Jr., Legal Counsel
Mary Scarbrough, Secretary
Sonya Overton, Marketing Manager
Eric Trivett, C.M., Maintenance Manager
Amber Clark, C.M., Flightways Columbus Manager
Lorrie Brewer, Chief Accountant

Others present:

Carter Woolfolk, Yates, Woolfolk & Turner Insurance; Wanja Ngugi, Shawn Cruzen; Coca Cola Space Science Center; Marvin Brown, FAA; Alston Lyle, Christopher Lyle, Morgan & Lyle, P.C.

BUSINESS OF THE MEETING

Mr. Thomas Forsberg welcomed everyone to the Columbus Airport Commission Meeting, prior to calling the meeting to order.

APPROVAL OF MINUTES

Motion by Ms. Tana McHale to approve the minutes for the March 28, 2018 Columbus Airport Commission Meeting; seconded by Mr. Don Cook and unanimously approved by the Commission. Ayes: 5 / No: 0

Motion by Ms. Tana McHale to approve the minutes for the Special Called Meeting on April 20, 2018; seconded by Mr. Winfield Flanagan and unanimously approved by the Commission. Ayes: 5 / No: 0

COCA COLA SPACE SCIENCE CENTER BRIEFING (CCSSC)

Mr. Richard Howell introduced Dr. Shawn Cruzen, Executive Director, Coca-Cola Space Science Center Professor, Dept of Earth and Space Sciences Columbus State University and Ms. Wanja Ngugi, Assistant Director, CCSSC.

A presentation was given by Dr. Cruzen, who is very excited about the project, and feels it will enhance the airport as well as the CCSSC. The CCSSC is a space themed education and public outreach unit of Columbus State University. He stated last evening, he had received a phone call from a student who grew up in Columbus, Georgia, as a young child went through the CCSSC camps and programs, and recently graduated from college with a Master's degree from University of Tennessee. In working on Martians soils, he now has a job waiting for him at The Marshall Space Flight Center as a flight mission control operator for the payload system of the International Space Station. Dr. Cruzen reported that is what they do and what they are about, they want to give opportunities for students in our area, to access fantastic technical careers, making them aware those type of things is available. Through great conversations with Mr. Howell and some brainstorming, they have come up with his idea to bring some of that energy to

the Columbus Airport, to raise awareness of the CCSSC to make interesting points in the Airport Atrium. He stated this is the second presentation concerning this project. The Exhibit will begin with the Alcove Area and will illustrate designs to go into the alcove, to the left of the main Airport entrance doors, and the panels directly adjacent on the wall. The CCSSC Mission is “To inspire and educate the next generation of scientists, engineers, science educators and communicators; to foster the public’s appreciation for science and technology, and advance scientific literacy throughout our community.” The Baggage Claim Areas illustrates wall art design and layout. The Cyber Spot indicates wall art which is retro NASA produced posters. Banners in the main hallway will hang up from the ceiling truss across the common space. The entrance artifact will complete the full display for the exhibit.

Mr. Forsberg thanked Dr. Cruzen for the presentation! He asked if there was a budget with Columbus State University (CSU)? Dr. Cruzen stated that CSU is helping with the expenses. Mr. Forsberg asked if there are other options and if that includes decisions to take down and use the banners elsewhere when that time comes. Dr. Cruzen said yes, they can be reused and would be.

Motion by Mr. Don Cook to approve the briefing of the partnership to exhibit Space Science Center related items at the Columbus Airport; seconded by Mr. Winfield Flanagan and unanimously approved by the Commission. Ayes 5 / No: 0

CONSIDER APPROVAL OF THE STEVENS DRIVING ACADEMY OF TEXAS AGREEMENT

Mr. Howell reported Stevens Driving Academy operates a CDL training class on 72,000 square feet of the nine-acre Legacy parking lot. Agreement was executed in 2017 with a three-year term with a one three-year extension thereafter.

The rent adjusts annually as follows:

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

The State of Georgia required Stevens to create a new entity to do business in the State. Steven submits a new agreement due to this action. All remaining provisions are unchanged.

Staff recommends approval.

Mr. Forsberg asked if this was a new entity for this?

Mr. Howell stated yes.

Motion by Mr. Don Cook to approve the Stevens Driving Academy of Texas agreement was made: seconded by Mr. Winfield Flanagan and unanimously approved by the Commission. Ayes: 5 / No: 0

CONSIDER APPROVAL OF THE RS&H CONTRACT FOR DESIGN BIDDING AND CONSTRUCTION MANAGEMENT-TERMINAL REHABILITATION PROJECT

Mr. Howell reported the Federal Aviation Administration (FAA), under our grants assurances required we put out a Statement of Qualifications (SOQ) proposal for Professional Services for Design, Bidding and Construction Management of the Terminal Rehabilitation Project. This was due to these specific project aspects not being part of the Master Agreement currently in place with RS&H.

The SOQ was put out November 29, 2017 and was opened January 3, 2018. There were two packages submitted, one from Robert and Company of Atlanta, GA and one from RS&H. After review of the submission and an interview process, the selection committee determined that RS&H was the most qualified firm to perform the work. Functionally the contract will be broken down into two work orders but the proposed price that has been validated by an

independent fee estimator is \$2,199,000 for all the work. This work will be funded by AIP grants using the standard 90%/10% split between FAA and the Commission.

Staff recommends approval of the contract and execution of work order #1 associated with the project design and bidding in the amount of \$1,219,000.00.

Mr. Howell added that RS&H won this contract with their proposal that simply outclassed the others. He stated that Brian Thompson and RS&H staff will be here on Friday, June 29, 2018 to kick off this project.

Motion by Mr. Winfield Flanagan to approve the RS&H Contract for Design Bidding and Construction Management – Terminal Rehabilitation Project was made: seconded by Mr. Don Cook and unanimously approved by the Commission. Ayes: 5 / No: 0

CONSIDER APPROVAL OF THE COLUMBUS AIRPORT INSURANCE COVERAGE FOR FY 2019

Mr. Howell reported the Columbus Airport Commission's insurance expires in July. Our insurance agent Yates, Woolfolk and Turner (YWT) went to open market to obtain new policies and no lapse in coverage will occur.

Proposed are coverage for General and Liquor liability, Property, Auto, Crime, Excess Liability, Director's and Officer's Liability, Business Income, and Extra Expense coverage and Workers Compensation. The annual premium for this coverage will be approximately \$118,594.72 paid directly out of our Enterprise Fund; the expenses have been budgeted. The premium decreases approximately \$3,500 as compared to last year. The decrease was due to market changes that the Commission was able to take advantage of. Insurance costs in FY 2019 will also experience the savings of not purchasing air show coverage.

Mr. Howell stated that cyber insurance will be added to the policy, which will be addressed in the October work session.

Mr. Carter Woolfolk thanked the Columbus Airport Commission for their consideration and the business.

Staff recommends approval.

Motion by Mr. Winfield Flanagan to approve the Columbus Airport insurance coverage for the FY 2019 made: seconded by Mr. Carl Rhodes and unanimously approved by the Commission. Ayes: 5 / No: 0

DIRECTORS REPORT

FINANCE

Ms. Lorrie Brewer provided the following update.

The Airport made a profit of \$36,924.00 with an adjusted net profit (without depreciation, amortization, grant or PFC revenues) of \$130,905.00 in May. Year over year this amounts to an increase of over 7% in comparison to May of last year in which the adjustment net profit was \$121,994.00 (see Summary of Airport Revenues & Expenses).

Small increases in airline fees and increases in hangar and other rents of approximately \$8,000.00, increases in Flightways sales of about \$3,000, as well as increases in fuel flowage fees by over \$1,000.00 contributed to the airports revenue stream in May.

Parking lot revenue has again increased by almost \$16,000.00 this month in comparison to revenue received by Republic last year. This month last year our revenue from Republic was \$8,333, which was fixed, while this month our gross revenue was \$24,313.00 from the new parking lot.

Labor expenses were down by over \$9,000.00, insurance expenses were up over \$5,000.00 due to a deductible we had to pay for a damaged gate. Utilities and other services were down by almost \$2,500.00, and repairs and maintenance expenses were down by over \$21,000.00 in comparison to May of last year.

Enplanements and deplanements both showed increases compared to May of last year. The differences were 279 in enplanements and 119 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: Portions of the project are complete. AIP 40—Grant Total: \$960,422; Runway 6-24 Project & Terminal Assessment Grant Balance: \$95,473.

Update on Airport Improvement Project 41: AIP 41—Grant Total: \$1,619,802.00; Runway 6 Safety Area Improvements, 6-24 Construction Mitigation, & Perimeter Security Road Grant Balance: \$1,469,782.00.

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

The PFC account had a balance of \$671,326.00 and cash reserves account had a balance of \$1,242,674.00 at the end of May.

FLIGHTWAYS COLUMBUS

Ms. Amber Clark provided the following update.

- **Volume Report:**

We pumped a little over 65,000 gallons of fuel this May. Our total volume increased by about 12%, year over year. We had a moderate decrease in total gallons of avgas pumped this year. Our Based Tenant Avgas uplifts decreased slightly and our Transient Avgas uplifts decreased moderately. This May, we experienced continuous cycles of poor weather which affected our Avgas customers' ability to fly during the month. Contract and Government Jet uplifts decreased moderately. The decrease in Contract uplifts are due having less sports charters this year. These charters are dependent on the performance of the sports teams and will vary from year to year. The decrease in Government uplifts are due to the weather as well as decreased training around our geographical area. Retail Jet, Airline, and Justice uplifts increased significantly. The increase in Retail Jet is due to our increased marketing efforts and the launch of our new website. The increases in Airline uplifts are due to Endeavor operating the Commercial flights vs. Express Jet. Lastly, the increase in Justice uplifts were the result of having more Justice flights this year.

- **Revenue & Profit Report:**

Our profits for the month were over \$44,500.00. Compared to last year, our revenue remained about the same but our profits increased by 21%. Our profit margin was up by 19% for the month. This increase in profitability was due to a significant decrease in repairs & maintenance expense accounts.

- **Tenant Social:**

During last month's tenant social, we teamed up with Propellers to serve our tenants a Mexican style taco bar. We had around 25 attendees, many of which complimented Propellers on the awesome spread. We even had a few of our corporate tenants from Synovus attended for the first time.

MAINTENANCE

Mr. Eric Trivett provided the following update.

In April 2018, 40 work orders were opened and closed by the maintenance department.

In May, maintenance closed 46 out of 52 work orders.

Of the six left opened, four were awaiting parts and two mowers were sent out for repairs and returned.

The month of June has been busy as well, with 30 work orders opened so far.

We are still having problems with our HVAC units trying to maintain a comfortable environment. I am working very closely with the Airport Director by keeping him updated on the status of the units daily.

MARKETING

Ms. Sonya Overton 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 when you have time.
- A fundraiser was held for the American Cancer Society at our tent at TITV Hand raised \$375.86. We raised an additional \$172.00 at Relay for life on May 4th-5th. We will continue our efforts for fundraising throughout the year.
- We are focusing on our Advertising and Marketing with sales calls and proposal pitches to increase nonaeronautical revenue at the airport.
- We are working on end of year surveys and expect to have them circulating July 5-31st.

Mr. Howell stated that Mr. Ben Kiger and Chief Andre' Parker will submit updates at the July 2018 commission meeting.

Mr. Forsberg thanked Mr. Woolfolk, Ms. Alston Lyles, Mr. Chris Lyles and everyone else for attending the meeting.

Mr. Forsberg opened the meeting to the floor, with no further business the meeting was adjourned to closed session to discuss personal matters at 10:07 A.M.

Motion to go into closed session by Mr. Don Cook was made: seconded by Ms. Tana McHale and unanimously approved by the Commission. Ayes: 5 / No: 0

Motion to return to open session by Ms. Tana McHale was made: seconded by Mr. Winfield Flanagan and unanimously approved by the Commission. Ayes: 5 / No: 0

Action was taken by the Commission on the items presented.

There being no further business the meeting adjourned at 10:27 A.M.

APPROVED:

Mary Scarbrough, Secretary

Thomas Forsberg, Chairman