

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
FRIDAY, JULY 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
Ms. Tana McHale, Treasurer	December 31, 2021
Mr. Donald D. Cook	December 31, 2022

The following Commission members were absent:

Mr. Winfield G. Flanagan, Secretary	December 31, 2018
-------------------------------------	-------------------

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
Ben Kiger, Restaurant Manager
Lorrie Brewer, Chief Accountant
Jody Holland, Public Safety
Melissa Chadwick, Public Safety

Others present:

Brian Thompson, RS&H; Robert Boehnlein, Columbus Aero Service; James Stone, Aflac

BUSINESS OF THE MEETING

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

APPROVAL OF MINUTES

Motion by Mr. Carl Rhodes to approve the minutes for the June 27, 2018 Columbus Airport Commission Meeting; seconded by Mr. Don Cook and unanimously approved by the Commission. Ayes: 4 / No: 0

Motion by Mr. Don Cook to approve the minutes for the July 23, 2018 Special Called Columbus Airport Commission Meeting; seconded by Mr. Carl Rhodes and unanimously approved by the Commission. Ayes: 4 / No: 0

**CONSIDER APPROVAL FOR THE COCA-COLA SPACE SCIENCE CENTER
MEMORADUM OF AGREEMENT**

Mr. Richard Howell stated the CCSSC and Airport Administration have been working together for many months on a proposal for the CCSSC to display artifacts and related items in the terminal. The Commission will recall that CCSSC staff have presented concepts of such displays at two previous meetings.

Both parties agree that moving forward with the project is advantageous to the CCSSC, Commission and the Community. To that end a Memorandum of Understanding has been prepared outlining duties and responsibilities of both parties for the successful execution of this project. The MOU has been reviewed by both parties and legal counsel representing the parties and all have agreed to content.

Staff recommends approval.

Motion by Mr. Carl Rhodes to approve the Coca-Cola Space Science Center Memorandum of Agreement; seconded by Ms. Tana McHale and unanimously approved by the Commission.
Ayes 4 / No: 0

DIRECTORS REPORT

Mr. Howell reported as in the past years, due to the closing of June 2018 and closing of the Fiscal Year of 2018 there will be no Financial reporting this month.

FLIGHTWAYS COLUMBUS

In the absence of Ms. Amber Clark, Mr. Howell provided the following update.

- **Volume Report:**

We pumped a little over 62,600 gallons of fuel this June. Our total volume increased by 38%, year over year. We had a moderate increase in Avgas, Airline, Retail & Contract Jet and Justice uplifts this year, with a slight decrease in Government uplifts. The increase in Avgas uplifts can be attributed to increased flight training, and our continued marketing endeavors. We had a significant increase in Airline uplifts, this continues to be due to the new operator of the airlines vs. Express Jet. The increase in Retail Jet can be attributed to a Citation operating out of our facility within the month. This aircraft is looking to base its operations here in Columbus. The increase in Contract Jet can be attributed to a rise in NetJets and Flightworks charter flights within the month. The decrease in Government uplifts can be attributed to varying types of aircraft year over year which required smaller fuel uplifts.

- **Tenant Socials:**

In late June we had our Independence Day BBQ. We teamed up with the Maintenance Department who grilled the hot dogs and hamburgers for this event. Mr. Isaac Tillotson was the winner of our raffle for a Flightways Swiss army grilling tool.

MAINTENANCE

Mr. Eric Trivett provided the following update.

Tuesday, July, 3rd. Maintenance received a call around 10:30 a.m. saying that the restroomrestrooms serving the landside area were backing up in both the floor drains in the men and women's restrooms. Maintenance attempted to unclog the drains to no avail. At this time Public Safety was asked if someone could take customers to the restroomrestrooms behind the checkpoint, which they did. Considering the unsanitary condition of both restroomrestrooms, they were taped off and an out of order sign was put up. Every available tenant in that area of the building was advised of the situation and where to go to use the restroom. Maintenance placed a call to a plumber around **11:30 a.m.** Lovelace Plumbing responded with a team of four plumbers, and couldn't get it unplugged. They advised that it was possible the cast iron pipe at the elbow could be collapsed. They stated they would return on Thursday July 5th with a camera. They left at 5:30 p.m.

The Airport Director was advised of the situation and recommended calling in some portables. He approved the request, and a call was placed to our vendor. Unfortunately, they had closed for the holiday being it was now after 5:00 p.m. and a holiday the next day. A message was left for two porta potties ASAP. They were delivered, on Friday, July 5th before lunch. In the meantime, Public Safety was allowing people to use the administration restroom and the restrooms beyond the checkpoint.

Thursday July 5th. Lovlace Plumbing Company returned with a camera. They determined it was a collapsed cast iron line and recommended the line to be replaced. We were advised the owner, who was out of town, would have to give a bid on Monday, July 9th when he returned.

Monday, July 9th, The owner of Lovlace Plumbing came out with his lead teach and surveyed the job and agreed that it could be a collapsed line. and said it cost around \$40,000.00 to repair. he was asked to send a work scope and a formal quote. Later that day we received a quote for \$40,300.00 to tear out all stalls, toilets, and sinks, and to cut out the concrete and replaced the old line which would take about a month to complete. The quote was sent to the Airport Director and he requested that we try to get two more bids for comparison.

Tue-Wed July 10th and 11th. Every plumber in and around town was contacted and none of the showed up or returned our calls.

Thursday July 12th - 8:00 AM. Staff took out a section of wall in the men's room and found the cleanout plug. Upon inspection we found the cast iron vent pipe was not broken but packed solid with rust. We cleaned out the line and ran our camera where the plumber said there might be a hole and could not find one. The line worked fine, and we were able to open both restrooms before lunch on Friday, July 13th.

Work Orders:

For the month of June, 39 work orders were opened and Maintenance closed 32. The remaining 7 were for sign panels on order for the AARF trucks.

Mr. Howell reported Mr. Trivett and Mr. Parker initiated it was a cast iron pipe in the vent, the drain pipe itself in the foundation in the drain was PVC. Apparently while the plumber was scoping the pipe with the camera, when he went down and hit the rust he thought he was under the foundation and he had not even gotten to the foundation then. Back in that era cast iron pipes were used. After about thirty years, approximately three feet of rust had formed in the pipe.

Mr. Forsberg stated as I understand the cause of the problem, there was no ventilation going up to the roof, so there would be suction to push the water down, right? Three feet of rust going from the vent down into the sewage drain, is that where the rust was coming from?

Mr. Trivett stated the rust is coming from the pipe itself.

Mr. Trivett said this has happened over the time since this airport was built, that rust has been in the pipe for a long time.

Mr. Howell stated Mr. Trivett had mentioned that there had been issues with the pipe draining properly. If you don't have ventilation water will flow upwards.

Mr. Forsberg thanked Mr. Trivett for the good results and thanked him for the thoroughness in the report, it was very helpful. He encouraged him to keep monitoring the matter.

Ms. McHale asked if the air conditioning system situations have been resolved?

Mr. Trivett stated the air conditioning systems are working, there is a problem with the reversing valve, it is working right now, there is something else going on with it. The reversing valve has been getting stuck.

Mr. Forsberg asked who installed the air conditioning systems?

Mr. Trivett said Holbrook Service Company, Inc., and they have not been returning any of his phone calls.

Mr. Forsberg encouraged Mr. Trivett to start documenting, keeping a paper trail on all attempts to call Holbrook Service Company, Inc.

Both Ms. McHale and Mr. Forsberg offered their help to open the communication and call Mr. Holbrook, as he is super nice.

Mr. Forsberg stated let's not do anything financially damaging just because we are having a problem with communication to Holbrook Service Company, Inc.

Mr. Cook has been approached as to why the doors downstairs at the end of the terminal are closed? Provide some background as to when the doors will be opened.

Mr. Trivett said the doors need to stay closed right now because, of the efficiency of the units servicing the entire lobby area. When those doors are opened, it sucks out all the conditioned air. Of the four air handlers one and one half of them are working. Usually two units service each side. The units are not repairable and wait for replacement under the terminal rehab program. To keep the temperature comfortable we have to have those doors closed. The doors are opened in Fall and Spring.

Mr. Cook back to my original question, when will the doors be opened again?

Mr. Trivett said probably in the Fall 2018.

Mr. Cook stated the legitimate question is the car rental employees have expressed concern that if there is a fire, the people won't be able to get out with the doors locked.

Mr. Howell said yes they can, they are still fire doors and can be pushed out to open with no problem. The doors are designed where you push them open and they will swing out. Mr. Trivett has turned off the mechanism for the electronic portion of the door.

Mr. Cook confirmed the locked doors can be pushed opened, does the door meet the fire code requirements? He required a visual note be attached to the door so everyone will know to push open the door in case of emergency.

Mr. Forsberg thanked Mr. Trivett for the good and thorough report in providing the detail. He also, asked Mr. Trivett to keep the Commissioner's informed.

PROPELLERS

Mr. Ben Kiger provided the following update.

- Sales for the month of June were just over \$7,200.00 compared to \$6,957.00 in 2017.
- The total cost of goods sold in June was 40%, with a 38% food cost.
- Compared to June of last year, alcohol sales decreased by 8% and vending by 5%, however food sales increased by 2% and beverages by 26%.
- Propellers' loss for the month was \$2,643.00, compared to \$6,725.00 last year.
- For the FY 2018 total, we have a loss of \$42,146.00, a nearly \$18,000.00 improvement from FY 2017's loss of \$61,000.00.

Mr. Howell added with the recent Health Inspection, Propellers received a score of 100%.

Mr. Thomas Forsberg stated it is very exciting!

Mr. Howell reported looking back in history at reports this is the lowest loss in history of the restaurants function at the Airport! He stated Mr. Kiger is doing a great job as the restaurant manager of Propellers.

Mr. Forsberg stated he would echo that, it is important that we have a restaurant, it is incredible challenging for us to have a profitable restaurant. We recognize that, you are doing a great job, know how we feel which is very positive.

Mr. Howell reported Runway 6, Safety Area Project begins July 30. The threshold will be displaced one thousand feet for that project, weather will be the determining factor, hopefully the project will be completed by the end of October. We have been communicating with the Tenants, Delta, making sure everyone is aware of what is going on.

Mr. Howell stated there will be a mandatory class Storm Water Permit Training session. We were issued a permit from the state of Georgia for industrial storm water run off and are applying for a renewal. We are required to do certain things including testing to make sure our runoff is clean. All of our tenants, unless they have a permit of their own, are subject to the provisions of our permit because we are responsible of the water coming off the airport. We would like to have all our tenants to be aware of and be trained in the best management practices, as they are

washing their airplanes, and using water at other times. This will be a two hour training session in hopes of taking care of our corporate and commercial operators at the airport. The powerpoint presentation will be on the Columbus Airport website, and will be accessible by other tenants at their leisure to review. Mr. Thompson and myself are finalizing the permit, to be in total compliance.

Mr. Cook inquired about the status on the fire trucks and how long have the trucks been down?

Officer Holland reported Crash 2 was out of service about thirty days.

Mr. Howell reported we have two fire vehicles. Each one of the vehicles standing alone meet our requirements under FAA part 139 for our response to our index which is the CRJ200. If we were to have a charter like a 737 or 757 that would be the time we would need both vehicles available at anytime. To clarify at no time did we not meet our firefighting commitments at the Airport because the truck was out of service.

Mr. Cook you would not be able to assist the city because you have to have one truck on site. I just want to make sure we make the connection and coordination with the city.

Mr. Don Morgan said he thought one of the fire trucks is about twenty-five years old?

Mr. Howell stated the twenty-five year old truck almost never breaks down or needs any repairs.

Mr. Forsberg appreciated the information on the Storm Water Permit.

Mr. Forsberg asked Mr Thompson that given the active month we have had in the last month with plumbing, HVAC, speaker system, etc. from an independent stand point is there some type of review or audit around that you provide of the facilities now ?

Mr. Thompson stated yes we are in design phase of the terminal renovation. Recently, we (RS&H) had a group here, went over all the systems included HVAC, plumbing, and evaluated all items in and around the terminal, concurrent with the issues we are having. Also, we discussed with the Airport Director do we need correct some of those needs now or can it wait until the renovation begins.

Mr. Forsberg told Mr. Thompson that he is ahead of his question and is glad they are working on it now, his follow up request would be if there is a way they could provide a report of the state of what potential threats we now have and with the terminal design.

Mr. Howell reported on one of the days during the time the restrooms were down, the FAA was here visiting to talk about funding for the terminal project. So they are aware first hand of some of our facility challenges..

Mr. Robert Boehnlein stated he is interested in the water training for himself and his employees, confirming the training would be available on the website.

Mr. Howell asked Mr. Boehnlein to provide him a letter stating his employees listed by name had completed the Storm Water Permit Training.

Mr. Thompson stated the training must be completed annually so he added that Mr. Boehnlein should put the specific dates his employees completed the training to Mr. Howell.

Mr. Forsberg extended his appreciation to Mr. Lee Pierson, Command Systems for attending the meeting.

Mr. Pierson thanked the Commission for their business through the years.

Mr. Forsberg expressed his appreciation to all attendees.

Mr. Forsberg opened the meeting to the floor, with no further business the meeting was adjourned to closed session to discuss personal matters at 10:00 A.M.

Motion to go into closed session by Mr. Carl Rhodes was made: seconded by Ms. Tana McHale and unanimously approved by the Commission. Ayes: 4 / No: 0

Motion to return to open session by Ms. Tana McHale was made: seconded by Mr. Don Cook and unanimously approved by the Commission. Ayes: 4 / No: 0

Action was taken by the Commission on the items presented.

There being no further business the meeting adjourned at 11.38 A.M.

APPROVED:

Mary Scarbrough, Secretary

Thomas Forsberg, Chairman