

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, JANUARY 24, 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. Winfield G. Flanagan, Secretary	December 31, 2018
Mr. Carl Rhodes, Jr., Treasurer	December 31, 2019
Ms. Tana McHale	December 31, 2021
Mr. Donald D. Cook	December 31, 2022

Staff members present:

Richard Howell, A.A.E., Airport Director
W. Donald Morgan, Jr., Legal Counsel
Mary Scarbrough, Secretary
Eric Trivett, C.M., Maintenance Manager
Ben Kiger, Propellers Restaurant Manager
Sonya Overton, Marketing Manager
Amber Clark, C.M., Flightways Columbus Manager
Melissa Chadwick, Public Safety
Lorrie Brewer, Chief Accountant
Jody Holland, Public Safety
Shaundra Goodwin, Public Safety
Marion Carlos Anderson, Public Safety

Others present:

Brian Thompson, RS&H; Kerry Hand, Greg Russell

BUSINESS OF THE MEETING

Mr. Thomas Forsberg welcomed everyone and called the January 24, 2018 Columbus Airport Commission Meeting to order.

Mr. Forsberg presented an award to Mr. Kerry Hand in recognition of his service from September 25, 2007 thru December 31, 2017 as an Airport Commissioner! Mr. Forsberg thanked Mr. Hand for being a real leader with the Commission and in the community! Mr. Forsberg extended his appreciation to Mr. Hand as a mentor and expressed how much Mr. Hand meant to everyone with his dedication through the years.

Mr. Kerry Hand expressed his appreciation to everyone.

APPROVAL OF MINUTES

Motion by Mr. Winfield Flanagan to approve the minutes for the November 1, 2017 Columbus Airport Commission Meeting; seconded by Mr. Don Cook and unanimously approved by the Commission. Ayes: 5 / No: 0

**CONSIDER ACCEPTANCE OF THE APPOINTMENT OF THE COLUMBUS
AIRPORT COMMISSION OFFICERS FOR 2018**

Mr. Forsberg reported the Nominating Committee appointed at the November 2017 Commission meeting submitted the following list of officers to be considered for 2018:

Mr. Thomas G. O. Forsberg, Chair

Mr. Carl Rhodes, Jr., Vice Chair

Mr. Winfield G. Flanagan, Secretary

Ms. Tana McHale, Treasurer

Mr. Richard Howell, A.A.E., Assistant Secretary and Assistant Treasurer

Ms. Mary Scarbrough, Assistant Secretary

Ms. Lorrie Brewer, Assistant Treasurer

Staff recommends acceptance.

Motion by Ms. Tana McHale to approve the appointment of the Columbus Airport Commission Officers for 2018; seconded by Mr. Carl Rhodes and unanimously approved by the Commission. Ayes 5 / No: 0

CONSIDER APPROVAL FOR RIVER CITY AERO CLUB REQUEST FOR VARIANCE TO THE MINIMUM STANDARDS

Mr. Howell reported on May 25, 2016 the Commission approved an agreement with the River City Aero Club (RCAC) to operate a social and flying club. RCAC has been successful in setting up a non-profit club, obtaining an aircraft and growing their membership. They have evolved from sharing office and hangar space to renting hangar 11-3 for their aircraft and meeting space.

Acquisition of 11-3 has been important to RCAC in attracting new members and the club is contemplating the purchase of another aircraft. Amber Clark reported the fuel burn for RCAC's Cessna 172 was \$7,024.00 in 2017.

The Commission's Minimum Standards for Aero Clubs require that for a club to have more than 25 members they have to have a telephone in its office for member use. As the Minimum Standards for this function are several decades old, it was written well before any even imagined the growth of cellular/smart phones. As such, RCAC is requesting a variance of this outdated standard to allow for future unrestrained growth of the group. It is in the Commission's best interest for this operation to grow.

Staff recommends approval.

Motion by Mr. Winfield Flanagan to approve the River City Aero Club request for variance to the minimum standards was made: seconded by Ms. Tana McHale and unanimously approved by the Commission. Ayes: 5 / No: 0

Mr. Tom Swilling, President of the River City Aero Club Board stated they are planning to purchase another plane and add more members to their board.

Mr. Forsberg thanked Mr. Swilling for bringing this matter to their attention, extending his appreciation, stating the Commission will support them.

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

Mr. Howell stated 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 document used in the last two-year cycle. There was some added language specifying the assets the Commission would provide and the sponsor benefits received. The level of compensation of \$4,500.00 remains unchanged. There was added language providing for the Commission to sell or

distribute non-food items in support of the Commission's mission to assist the American Cancer Society.

Staff recommends approval.

Motion by Mr. Carl Rhodes to approve the two-year contract for Thunder in the Valley Annual Air Show was made: seconded by Ms. Tana McHale and unanimously approved by the Commission. Ayes: 5 / No: 0

CONSIDER APPROVAL OF THE FY2017 ANNUAL REPORT

Mr. Howell stated staff has completed the draft of the FY 2017 annual report which it was provided to the Commission for review. To recap the goals of the report:

- Create an appealing report
- Present operational statistics
- Present financial statistics
- Present goal accomplishments aligned with Commission Strategic Plan
- Create a historical document

Presented today is our third annual report for FY 2017 ending June 30, 2017. The audience for the report would be stakeholders and interested parties to include but not limited to:

- Mayor
- City Council
- Columbus Chamber of Commerce
- Columbus Convention and Visitors Bureau
- Airport tenants
- Posted on Commission's Webpage for public dissemination

It is also our intent to present the report to Council at a meeting within the next two months.

Staff recommends adopting the FY2017 Annual Report.

Motion by Ms. Tana McHale to approve the FY2017 Annual Report was made: seconded by Mr. Carl Rhodes and unanimously approved by the Commission. Ayes: 5 / No: 0

CONSIDER APPROVAL TO PURCHASE THE TUG MA-50 AS REPLACEMENT TO DISABLED TOW TRACTOR

Ms. Amber Clark reported in early November 2017, the transmission failed on one of the Commission's tow tractor tugs. Flightways is currently utilizing our second tow tractor tug to tow smaller to medium aircraft and additional service items such as GPUs, the lav. cart, the water cart, and baggage carts. The FBO really require two tow tractor tugs to operate efficiently and provide the level of service demanded by our customers. The unit is old and has issues other than the failed transmission. After consulting with the Airport Director, it was determined best to purchase a new unit. This item is on the five-year CIP, but we had not planned to replace it until 2019 or 2020.

On November 14, 2017 we solicited bids from vendors of aircraft tow tractors. Two companies submitted bids; one from Eagle for their TT5 model and another from Tug for their MA-50 model.

When comparing the two models we took into consideration the price, how the units met our needs, the availability of maintenance support, the overall design of the unit and the warranty package.

We determined the Tug MA-50 model was the best choice for the following reasons.

- It is the same make and a similar model to our tow tractor tug that we currently have in service; we felt that purchasing this unit would ease the process of training for staff.
- The model possesses front and rear disk brakes vs drums in the rear.
- It has a larger fuel capacity and runs on automobile fuel.
- There are tow hitches on the front and rear of the tractor.
- The maintenance support for Tug is located in Kennesaw, GA whereas Eagle's maintenance support is located in New Bern, NC.
- The MA-50 model was priced \$22,000.00 less than the Eagle TT-5 model.

Staff recommends purchase of the Tug MA-50 tow tractor, the Airport Director agreed.

Motion by Mr. Winfield Flanagan to purchase the Tug MA-050 as replacement to disabled tug tractor was made: seconded by Mr. Don Cook and unanimously approved by the Commission. Ayes: 5 / No: 0

Mr. Forsberg asked Ms. Clark regarding the maintenance is there a basic maintenance that can be handled here or on the Tug or is that part of the of the agreement?

Ms. Clark stated that they will do all the preventive maintenance as with all of their equipment. If something simple happens, they will contact them, they can walk the staff through or send someone down.

CONSIDER APPROVAL OF SMALL COMMUNITY AIR SERVICE DEVELOPMENT GRANT EXTENSION AND RATIFY DIRECTORS SIGNATURE ON EXTENSION DOCUMENTS

Mr. Howell reported that in 2015 the Commission was awarded a Small Community Air Service Development Grant in the amount of \$750,000 from the Federal Department of Transportation (DOT). The grant was to provide funds for risk mitigation of a new carrier entering the market providing service to Charlotte, NC. This grant has been part of the foundation for our discussions with airlines for new service.

The grant period was three years and would have run out on January 12, 2018. Airport Administration applied for a one-year extension in November 2017. On January 9, 2018, staff received notification from the DOT that the extension was approved. However, the DOT needed a signed document returned to them by January 12, 2018.

After consulting with the Commission, the Airport Director was instructed to execute the document and said action would be ratified at the regular January meeting.

Staff recommends ratification of the Director's action to obtain the grant extension.

Motion by Mr. Carl Rhodes to approve the Small Community Air Service Development Grant Extension and ratify the directors signature on extension documents was made: seconded by Mr. Don Cook and unanimously approved by the Commission. Ayes: 5 / No: 0

DIRECTORS REPORT

FINANCE

Ms. Lorrie Brewer provided the following update.

The Airport sustained a loss of \$61,530.00 with an adjusted net profit (without depreciation, amortization, grant or PFC revenues) of \$65,184.00 in December. Year over year it amounts to an increase of about 1,969.87% in comparison to December of last year in which we had an adjusted net profit of \$3,149.00 (see Summary of Airport Revenues & Expenses).

Fuel flowage fees were up by almost \$2,000.00 compared to this month last year. Hangar and other rents again reflected an increase of over \$28,000.00 primarily due to the new rental car agency agreements.

Compared to this month last year, labor expenses were over \$34,000.00 less as last December which had 3 pay periods. Utilities and other services expenses remained steady and insurance costs reflected little change. Administrative expenses were up by over \$7,500.00 due to promotions and sponsorships. Repairs and maintenance expenses were up compared to this time last year by over \$20,000.00. The breakdown for December was:

Security access repairs	\$ 12,806
Hangar roof repairs	\$ 7,107
Electrical repairs	\$ 3,015
Heating & A/C repairs	\$ 2,083
Sign repairs	\$ 2,373
Vehicle repairs	\$ 2,578
All other repairs	\$ 3,085
Total Repairs & Maintenance:	\$ 33,046

Enplanements and deplanements both reflected increases compared to this month last year. The differences were 103 in enplanements and 197 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: \$960,422.00; Runway 6-24 Project & Terminal Assessment
Grant Balance: \$150,815.00.

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: \$1,571,497.00

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 \$621,240 at the end of December. The cash reserves account had a balance of \$1,242,569.00 at the end of December.

FLIGHTWAYS COLUMBUS

Ms. Amber Clark provided the following update.

- **Volume Report:**

We pumped about 55,000 gallons of fuel this December. This was a 41% increase in total volume from last year. We had a slight increase in total gallons of avgas pumped. Both our Based Tenant and our Transient Avgas uplifts increased slightly. This increase can be attributed to a growth in flight training, the addition of the flying club, and continued marketing to our General Aviation market. Justice uplifts remained about the same year over year. We had a moderate increase in Contract Jet, Government, and Airline uplifts. These increases can be attributed to continued marketing and Endeavor operating the Airline flights.

- **Revenue & Profit Report:**

We sustained a gain of over \$32,600 in profit for the month of December. Compared to last year, our revenue increased by 32% and our profits increased by over 450%. Our profit margin was up by 325% for the month. This increase in profitability was due to growth in sales, specifically fuel and various fees and declines in several expense accounts.

- **Employees of the Month:**

We are pleased to announce that we have awarded both Karlynn Spivey and Kelly Peavey with the employees of the month award for December. Karlynn and Kelly received comments praising them for their welcoming smiles and great customer service.

- **Signage Update:**

All the signage displaying the new logo has been installed. The lighted signs, decals on the trucks and awnings, and floor mats look great! We are now in the process of creating a stand-alone website for Flightways to complete our rebranding process.

MAINTENANCE

Mr. Eric Trivett provided the following update.

Terminal Heat

During the Christmas holidays the airport terminal had a total failure of all four HVAC units serving the terminal.

As of now only one unit out of the four is currently working,

Parts are currently on order. There has been a delay caused by the holidays and the freezing temperatures preventing the service company in getting to us in a timely manner.

We have been in constant contact with the Service Company, tenants, and airport guests.

DGS, and TSA have worked together to get the passengers upstairs to the holding area earlier where it is much warmer.

We have also placed portable small heat pumps throughout the terminal.

I will be putting together a contingency plan to submit to Mr. Howell to address future problems with these units.

Mr. Rhodes asked Mr. Trivett if the 25% meant one unit up and running or part of the unit up and running?

Mr. Trivett said that meant one unit up and running.

Hangar Roofs

Material has been purchased for roof maintenance of the hangars and is scheduled to begin once temperatures start to maintain above 55 degrees which is required by the products manufacturer specs.

We anticipate to start sometime in April.

We will start with the worst roofs first and work our way through. Tenants will be given ample time and dates prior to us starting on their hangar.

Mr. Rhodes inquired about the hangar roof repairs and how and when they would be handled?

Mr. Trivett said the hangar roof repairs are in the work order system and will be handled as they are entered into the system by the oldest to newest work orders.

Mr. Forsberg thanked Mr. Trivett for his report and updates.

MARKETING

Ms. Sonya Overton provided the following update.

- As part of the Vision 2020 Campaign we are currently installing our final piece of directional wayfinding for Flightways Columbus and Flight School. Although all of the signage is up we have found that travelers tend to pass the Flightways entrance regularly. This final piece should be installed by the first week of February after markings have been identified for digging.
- We are now selling Souvenir Stadium cups, golf balls and Portable Cell Phone Fans in support of the American Cancer Society Fundraising Campaign for Relay for Life 2018. Items can now be purchased at Propellers and Flightways. Proceeds to benefit ACS.
- We have now started making sales calls for advertising at the airport. I've had a chance to talk to a few businesses concerning advertising and the interest is there. Due to the weather sales calls have been limited but should pick back up as the fiscal year progresses.
- We will be celebrating the commission's 50th Anniversary in April 2018. We are working on strategies on how we plan to celebrate this commemorative point in our community history. I am working on a marketing plan and will have it submitted before next month's commission meeting.
- We are in the planning process for Flightways Columbus 2nd Annual Eggstravaganza Easter Egg Hunt which will be held on Friday, March 23rd, 2018. This is a joint promotion between Propeller's and Flightways. The monthly tenant socials have been doing well since it's return.
- Please mark your calendar for the following upcoming events:
 - Gusto- Saturday, February 3rd at 6:30 p.m.
 - Mayors State of the city, Friday February 16th at 11 a.m.

PROPELLERS

Mr. Benjamin Kiger provided the following update.

- Total sales for the month of December were just under \$3,500.00 compared to \$4,964.00 in 2016.
- COGS in December was 42%, an 8% decrease from last December.
- While food sales were down compared to last year, we saw a 114% increase in vending sales – \$1,200.00 this year.
- Propellers actual loss for the month matched the budget of approximately \$4,400.00.
- Year-to-date, we have a net income loss of \$21,805.00, which is an \$11,000.00 improvement from last year.

PUBLIC SAFETY

Officer Jody Holland provided the following Public Safety update during the absence of Chief Andre' Parker.

Happy New Year! Since our last meeting we have had no calls in regards to Canada Goose sightings. Small birds are still being spotted around the airfield in smaller numbers since the completion of the 13/31 project. We have had only two coyote sightings within the airport perimeter. Both of which were between Charlie Taxiway and Moon Road. Deer season has come to a close but we must still stay on close watch on our perimeter. We still have the occasional window shopping deer wishing to gain access. Public Safety will keep wildlife cameras in the field year-round.

We are planning to hold a Wildlife Committee meeting at the ARFF station on February 6, 2018 at 10:00 am.

Mr. Howell there have been less of the small birds due to not having as much space to attract them with 13/31.

Mr. Howell reported due to the weather the runway was closed for five hours. The sweeper is not made for snow and ice however, it did help. Currently we are working on a plan for future snow and ice on the runways.

Mr. Howell stated RS&H competed on the bid for the terminal rehabilitation and it looks like the project will be awarded to them.

Mr. Howell said that Mr. Trivett has put forth a plan of action and he has done a good job! He has resolved several issues, one being the brutality cold air down stairs.

Mr. Forsberg asked how old are the current systems?

Mr. Howell stated the systems were installed in 1991.

Mr. Howell said that Ms. Mary Scarbrough had received a call from the Tax Accessors Office regarding to view some of the hangars due to upcoming overdue plane taxes. Information has been requested as far as specific hangars they need to see.

Mr. Greg Russell asked the Commission when the roof will be repaired in Hangar 12 because he cannot use the lights when it rains.

Mr. Howell reported the temperature must be fifty degrees or higher as per the manufacturer spec to use the product to work on the roofs.

Mr. Russell asked about the possibility to reconsider charging the Thunder in the Valley Air Show only fifty cents above the actual cost on the fuel they purchase.

Mr. Forsberg stated the contract was approved as negotiated. He also thanked Mr. Russell for bringing forth these matters.

Officer Holland introduced Officer Marion Anderson, new employee in Public Safety.

Mr. Forsberg opened the meeting to the floor, with no further business the meeting was adjourned to closed session to discuss personal matters at 10:09 A.M.

Motion to go into closed session by Mr. Carl Rhodes was made: seconded by Mr. Winfield Flanagan 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 10:46 A.M.

APPROVED:

Mary Scarbrough, Secretary

Thomas Forsberg, Chairman