

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

Staff members absent:

Mr. Winfield G. Flanagan, Secretary	December 31, 2018
Mr. Carl Rhodes, Jr., Treasurer	December 31, 2019

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

Others present:

Wanja Ngugi; Coca Cola Space Science Center; Brian Thompson, RS&H; Jonnell Minefee, Solar Tyme USA; Gary Kunday

BUSINESS OF THE MEETING

In welcoming everyone to the February 27, 2018 Columbus Airport Commission Meeting, Mr. Thomas Forsberg also, welcomed back Mr. Don Cook as of January 2018 to the Commission Board, prior to calling the meeting to order.

Mr. Cook thanked Mr. Forsberg and the Commission, extending his appreciation to everyone, stating he is proud and honored to be on the Commission Board again.

APPROVAL OF MINUTES

Motion by Ms. Tana McHale to approve the minutes for the January 24, 2018 Columbus Airport Commission Meeting; seconded by Mr. Don Cook and unanimously approved by the Commission. Ayes: 3 / No: 0

PRESENTATION FOR THE COCA-COLA SPACE SCIENCE CENTER (CCSSC)

Mr. Richard Howell introduced the following staff of CCSSC, Ms. Wanja Ngugi, Assistant Director, Mr. Lance Tankersley, Director of Omni Sphere Theater, Mr. Chris Johnson, Director of IT and Graphic Design for the Coca-Cola Space Science Center.

The background of the relationship began with Dr. Shawn Cruzen and staff, arranging housing for the quarter scale space shuttle model. Mr. Howell approached Dr. Cruzen with the idea of possibly exhibiting Space Science Center related items in the airport. The partnership was a natural fit between aviation and space exploration. Today they shared ideas of the spaces for consideration.

The CCSSC Mission is educational in nature. This was a natural match allowing us to inform people about America's space program, both the past and the future, and partner with the Columbus Airport. Relationship between CCSSC and airport became solidified with the hosting of the ¼ Scale Shuttle Prototype model. CSSC has participated in two air shows (2015 & 2016). Another shot of ¼ scale model, educating air show guests on its value and place in the history of the space program.

Space: Cyber Spot

Theme: A Future Space Tourism

Posters designed by NASA's Jet Propulsion Laboratory (JPL), based on actual scientific discoveries.

Idea is to provide a futuristic waiting area feel to the space.

This is a view from one angle.

This is a view from a different angle.

Space: 1st Baggage Claim

Theme: International Space Station

This is an informative panel describing one of America's greatest achievements in space in cooperation with numerous other countries around the world.

Columbus connection- We have had and still have CCSSC student's interns working at Mission Control.

Visuals include written panels that explain the images.

A connection between NASA and CCSSC and Columbus will be provided through the written panels.

Space: 2nd Baggage Claim

Theme: Mars

This panel is a tribute to NASA's Mars Rover, Curiosity.

The panel will provide info on the Rover as well as some of the discoveries made on Mars.

Interestingly enough, one of CSU Alums works on the Opportunity team, the other Functioning Rover on Mars.

Again, images will be explained through written panels and the CCSSC connection made clear.

Space: Alcove and panels next to it.

Theme: Space Science Center "Come Explore with Us" right here in Columbus.

This space will not impede on the door to the left, nor the parking kiosk.

It will include large display images of the Space Science Center, what you can do here and see.

It will include some artifacts that will be sanctioned off to prevent touching.

Space: Atrium hanging from the top.

Theme: Provide airport guests with options of what to do right here in Columbus.

Displayed is a potential banner showcasing the CCSSC? Similar banners would be created for other Columbus attractions.

These and the artwork printing/graphics etc. are all made possible by the generosity of Columbus State University.

We think this as a great opportunity to introduce our Columbus visitors to what our great city has to offer.

We will have a total of 9-11 double-sided banners and can work with the airport on what those are.

With permission of the facilities, some of the potential attractions would include:

The National Infantry Museum

The Columbus Museum

Oxbow Meadows

White Water Rafting

The National Civil War Naval Museum

Spring Opera House

...along with other attractions in the area.

Ms. Ngugi thanked on behalf of the CCSSC staff, the Columbus Airport Commission for their time, stating again what was presented today is a potential concept for each of those spaces. They are delighted to have the opportunity to partner with the airport and look forward to feedback and completion of the project. The CCSSC website can be viewed at www.ccssc.org

Mr. Howell expressed along with Mr. Forsberg their appreciation to Ms. Ngugi, Mr. Lance Tankersley, and Mr. Johnson for their presentation!

Mr. Cook commented that he liked the presentation and is interested in seeing this take place at the airport.

Mr. Forsberg is looking forward to the movement of this project.

Motion by Mr. Don Cook to approve the partnership to exhibit Space Science Center related items at the Columbus Airport; seconded by Ms. Tana McHale and unanimously approved by the Commission. Ayes 3 / No: 0

CONSIDER APPROVAL OF TAXIWAY D CRACK REPAIR CONTRACT TO AXTELL, INC.

Mr. Howell reported on April 27, 2016 the Commission approved a contract for the rehabilitation of Runway 13/31. This work was funded by a 75%/25% contract with Georgia Department of Transportation. The project was very successful and was completed with approximately \$90,000.00 of the grant funds remaining. As a result, GDOT offered the remaining funds for any other qualified project on the airfield. It was decided to perform a crack repair and marking for Taxiway D.

RS&H designed the project and on January 16, 2018 we opened bids for the work. We had three bidders, all from out of state. The successful bidder was Axtell, Inc. of Jermyn, Pennsylvania in a bid amount of \$63,665.00.

The project will be funded with a 75%/25% split between the Georgia DOT and the Commission's CIP fund as annotated above. Project was budgeted as funds had already been identified to be used for the Runway 13/31 work. The remaining grant funding will be spent on RS&H services relating to the project.

Staff recommends approval.

Motion by Mr. Don Cook to approve Taxiway D Crack Repair Contract to Axtell, Inc. was made: seconded by Ms. Tana McHale and unanimously approved by the Commission. Ayes: 3 / No: 0

CONSIDER APPROVAL OF CONTRACT OF RUNWAY 6/24 SAFETY AREA MOTIFICATION TO ROBINSON PAVING COMPANY

Mr. Howell stated that Airport Administration has been working for approximately two years to make modifications to the Runway Safety Area (RSA) at the approach end of Runway 6. A discrepancy was noted in the 2016 Certification inspection that has required a multi-departmental coordination effort at the Federal level. As briefed to the Commission in the past, the project involves modification to the FEMA Floodway and Floodplain. FEMA approval for the project is forthcoming. In our August meeting the Commission accepted a grant from FAA for the Federal share listed of \$911,017.23. In December the Chair signed a contract for the GADOT portion of \$50,612.07.

Anticipating ultimate Federal approval of the work, a Request for Proposals (RFP) was initiated and opened in June 2017. There were three bidders and the successful bidder was determined to be Robinson Paving of Columbus, GA with a bid \$1,012,241.36.

The project will be funded with the standard 90%/5%/5% split between the FAA, GADOT and the Commission's CIP fund as annotated above. Project was budgeted as part of our CIP planning for FY2018 and we anticipate reimbursement from the PFC account with the submission of our next PFC application.

Staff recommends approval.

Motion by Ms. Tana McHale to approve the Contract of Runway 6/24 Safety Area Modification to Robinson Paving Company was made: seconded by Mr. Don Cook and unanimously approved by the Commission. Ayes: 3 / No: 0

DIRECTORS REPORT

FINANCE

Ms. Lorrie Brewer provided the following update.

The Airport sustained a loss of \$118,707.00 with an adjusted net profit (without depreciation, amortization, grant or PFC revenues) of \$62,524.00 in January. Year over year it amounts to an increase of about 4.76% in comparison to January of last year in which we had an adjusted net profit of \$59,684.00 (see Summary of Airport Revenues & Expenses).

Fuel flowage fees remained steady compared to this month last year. Hangar and other rents again reflected an increase of over \$36,000.00 due to the new rental car agency and parking lot revenues.

Parking lot revenue has increased by over \$9,700.00 month over month in comparison to revenue received from Republic last year. This month last year our revenue from Republic was \$8,333.00 and this month our revenue was \$18,065.00 from the new parking lot.

Compared to this month last year, labor expenses were over \$9,000 less, utilities and other services expenses were up by over \$6,000 and insurance costs were up by less than \$2,000. Administrative expenses were down by over \$7,500 and repairs and maintenance expenses increased compared to this time last year by over \$28,000. The breakdown for January was:

Airfield area repairs	22,347.63
Equipment repairs	4,580.35
Heating & A/C repairs	14,033.72
Sign repairs	1,953.41
Vehicle repairs	2,093.69
All other repairs	6,510.05
Total Repairs & Maintenance:	\$ 51,518.85

Enplanements and deplanements both reflected increases compared to this month last year. The differences were 288 in enplanements and 265 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. No activity in January.

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. No activity in January.

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 \$628,631.00 at the end of January. The cash reserves account had a balance of \$1,242,591.00 at the end of January.

FLIGHTWAYS COLUMBUS

Ms. Amber Clark provided the following update.

- **Volume Report:**

We pumped about 50,000 gallons of fuel this January. This was a 7% increase in total volume from last year. We had a slight decrease in total gallons of avgas pumped. Our based tenant avgas uplifts increased slightly and our transient avgas uplifts decreased moderately. The decrease in transient uplifts can be attributed to the average temperatures being significantly colder this year, we even had a few days of snow cover. Transient avgas customers typically avoid areas where they can accumulate ice on the aircraft. Justice and government jet uplifts were down. This decrease is due to a decline in military training in our area this year and Justice canceling several flights within the month. We had a moderate increase in contract and retail jet and a significant increase in airline uplifts. These increases can be attributed to continued marketing and Endeavor operating the airline flights.

- **Revenue & Profit Report:**

Our profits were over \$21,000 for the month of January. Compared to last year, our revenue decreased by 7% and our profits decreased by 45%. Our profit margin was down by 41% for the month. This decrease in profitability was due the decline in revenue, with an increase in several expense accounts, such as salaries, equipment maintenance, and equipment rental. The increase in these expense accounts can be attributed to operating on limited staffed this time last year, having several pieces of equipment that needed repairs, and this time last year we were within our first year of free fuel truck rentals. The reason our revenues decreased with an increase in fuel volume, is due to the airline uplifts significantly counting for the increase in fuel volume. When fuel is uplifted by the airline they are charged a small into-plane fee per gallon.

- **Employees of the Month:**

We are pleased to announce that we have awarded Rick Malott with the employee of the month award for January. Rick consistently ensures our equipment is running efficiently, always promotes safety, and goes above and beyond our expectations!

- **Tenant Socials:**

Both January and February's Tenant Socials were big hits. In January we served mini Jimmy John sandwiches, soup, chips, and cookies. Last week we served chicken and dumplings, collards, rolls, banana pudding, and peach cobbler with ice cream all catered from Netta's Southern Flava. All the tenants enjoyed the food and fellowship. We are currently preparing for 2nd annual Easter Eggstravaganza which will take place on March 23rd at noon.

MAINTENANCE

Mr. Eric Trivett provided the following update.

- At this time all the HVAC units that serve the terminal are up and running.
- Twice a year we place dumpsters out for tenants, in the spring, and in the fall. We are pleased to offer this service to our hangar tenants in order to give them the opportunity to clean out their hangar. Dumpsters for the hangars are scheduled to be delivered on March 01, 2018 and will remain out until March 31st 2018. We encourage all hangar tenants to utilize them.

- Repairs have started on the hangar roofs. We have completed repairs on 7-G and hangar 12 is expected to be completed sometime this week. We will then move on to the next one on the list.

Mr. Forsberg asked Mr. Trivett of his opinion of how the new product is working on repairing the roofs on the hangars?

Mr. Trivett said he had checked some leaks that had with patched with the new product and it seems to be holding well.

MARKETING

Ms. Sonya Overton provided the following update.

- We are currently working on our Air Show Survival Kit in support of the American Cancer Society Fundraising Campaign for Relay for Life 2018. The kit will contain a t-shirt, souvenir stadium cup and hand sanitizer all placed in a souvenir backpack available for purchase for \$15.00. Proceeds to benefit American Cancer Society (ACS).
- The Commission celebrates 50 years on April 9th 2018 as we spend the entire month of April celebrating Commissioners past and present through promotions, restaurant specials and other opportunities to celebrate our Commissioners. Details to come.
- We are preparing for the Thunder in the Valley Airshow which will be held on Saturday and Sunday April 7th & 8th. We have ordered a new tent and will be playing games to win small prizes as well as selling our ACS survival kit & promoting our 50th Commission Anniversary.
- We are preparing for a very eventful fiscal year 2019. There will be the celebration of the 75th Anniversary of the Columbus Airport as well as the 10-year anniversary for the FBO. We are developing ideas and concepts to make sure that this will be a celebration that identifies with our strategic goals as well as our Vision 2020 brand.
- Please mark your calendar for the following upcoming events:
 - Eggstravaganza Easter Egg Hunt- Friday, March 23rd at noon

PROPELLERS

Mr. Benjamin Kiger provided the following update.

- Total sales for the month of January were just over \$4,400, compared to \$3,900 in 2017.
- Total COGS in January was 39%, which is a 38% decrease in costs from last December.
- While food sales were down \$340 compared to last year, we saw a 77% increase in vending sales - \$255 last year to \$1,088 this year.
- Propellers net loss for the month was \$3,100, which is a 44% decrease from last year's loss of \$5,525.
- Year-to-date, we have a net income loss of \$24,905, which is a \$14,800 improvement from last year.

PUBLIC SAFETY

Officer Kelvin Mullins provided the following Public Safety update during the absence of Chief Andre' Parker who was at a training class.

Public Safety held a Wildlife Committee meeting on February 6th. Public Safety and Maintenance staff were in attendance. We've recently had sightings of coyote, seagull and geese. The coyotes were spotted near the fence line. Seagull and geese were in the Charlie 4 & 5 area. Deer have been spotted window shopping behind the movie theater. Please keep your eyes open and report all sightings to Public Safety.

Mr. Howell reported the parking lot has grossed \$163,000.00, which is a close to our initial projections for this activity.

Mr. Howell reported with two bids received for a contractor to perform the terminal rehabilitation design, bid and construction, RS&H came in above the other company. A contract will be presented at the March 27, 2018 Commission Meeting.

Mr. Howell stated concerning the Wildlife policy, animals are only taken for safety reasons. He requires all staff in Public Safety to receive his approval in advance before animals are taken as there is a policy in place concerning the wildlife.

Mr. Forsberg expressed to all for their good reports.

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: 3 / 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: 3 / 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

Carl Rhodes, Jr., Vice Chairman