

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, NOVEMBER 28, 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. Winfield G. Flanagan, Secretary	December 31, 2018
Mr. Donald D. Cook	December 31, 2022

Staff members present:

Amber Clark, C.M., Airport Director
W. Donald Morgan, Jr., Legal Counsel
Mary Scarbrough, Secretary
Eric Trivett, C.M., Maintenance Manager
Sonya Overton, Marketing Manager
Ben Kiger, Restaurant Manager
Lorrie Brewer, Chief Accountant
Andre' Parker, Chief Public Safety
Michele Renfroe, Flightways Columbus
Jody Holland, Public Safety
Daniel Thomas, Sr., Maintenance
Melissa Chadwick, Public Safety
Garry Parker, Maintenance
Eric Rivers, Maintenance
Marshall Upshaw, Maintenance

Others present:

Brian Thompson, RS&H; Robert Boehnlein, Columbus Aero Service; Carter Woolfolk, Yates, Woolfolk & Turner; Jay Pease, Steven Voynich, Robinson, Grimes & Company, P.C.; Gary Kunday, Marty Flournoy, Paldimar Povat

BUSINESS OF THE MEETING

Mr. Thomas Forsberg called the November 28, 2018 Columbus Airport Commission Meeting to order at 9:30 AM.

Mr. Forsberg announced Ms. Amber Clark has done an outstanding job with her great leadership as the Interim Airport Director and is now the newly appointed Airport Director!

Ms. Clark thanked the Commission for their support in providing her this promotion.

Mr. Forsberg expressed the Columbus Airport Commissions appreciation for the fourteen years of fantastic leadership, guidance, along with a wealth of knowledge that Mr. Winfield Flanagan has provided in serving on the Commission Board. Mr. Forsberg stated that Mr. Flanagan will be greatly missed.

Mr. Flanagan stated he had been on the Columbus Airport Property for a total of sixty-one years! First as a Pilot, and for the last fourteen years on the Commission Board. He acknowledged it has been an honor for him to serve.

APPROVAL OF MINUTES

Motion by Mr. Don Cook to approve the minutes for the September 26, 2018 Columbus Airport Commission Meeting; seconded by Ms. Tana McHale and unanimously approved by the Commission. Ayes: 5 / No: 0

Motion by Mr. Winfield Flanagan to approve the minutes for the November 9, 2018 Columbus Airport Special Called Meeting; seconded by Mr. Don Cook and unanimously approved by the Commission. Ayes: 5 / No: 0

COSIDER ACCEPTANCE OF THE FISCAL YEAR 2017-2018 AUDIT REPORT FROM ROBINSON, GRIMES & COMPANY, P.C.

Ms. Clark reported our auditor, Robinson, Grimes & Company, P.C., has completed the Fiscal Year 2017-2018 audit. The attached document contains 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 summarizes Robinson's responsibilities and conclusions.

Ms. Clark introduced Mr. Jay Pease and Mr. Steven Voynich from Robinson, Grimes & Company, P. E. welcoming them to the meeting.

Mr. Voynich, CPA provided a recap of the of the fiscal year 2017-2018 Audit. The Financial Reports show the cash is strong, restricted cash, cash assets and depreciation of the fixed assets. The five-year summary is a million up due to the total automation of the parking lot. General administration shows net cash flow with five more capital projects in 2017. The Passenger Facility Charges (PFC) expired on June 1, 2018 and there will not be any PFC's received in 2019. The Financial Statements Letter provides adjustment of dependent liability.

Management recommended the acceptance of the fiscal year 2017-2018 Audit.

Motion by Mr. Winfield Flanagan to accept the fiscal year 2017-2018 Audit Report; seconded by Mr. Carl Rhodes and unanimously approved by the Commission. Ayes: 5 / No: 0

CONSIDER APPROVAL OF THE AGREEMENT WITH GEORGIA DRIVING ACADEMY

Ms. Clark stated Mr. Bradley Barber, with the Georgia Driving Academy (GDA), had reached out to her earlier this month regarding renting the vacant portion of the Commission owned parking lot located behind Sons Chevrolet. Currently Stevens Transport is leasing the front portion of the same parking lot. I have provided a map for your reference.

The GDA provides CDL training for Georgia residents. Stevens Transport has been partnering with GDA over the last four and half years, providing third party testing for these CDL drivers upon the completion of their training with GDA. I have included a reference letter from Stevens Transport including a map, in regards to their partnership with GDA, for your review which is attached as part of these minutes.

Using our standard lease, with start date of January 1, 2019, providing a term of four years, I recommend approving the proposed agreement with the Georgia Driving Academy.

Ms. Clark introduced Mr. Bradley Barber, who is looking forward to working with Ms. Clark and the Columbus Airport Commission who believes in keeping all business in Columbus and feels the importance of supporting our great city with the operations of the Georgia Driving Academy.

Ms. Clark recommended approval of the Georgia Driving Academy from the Commission.

Motion by Mr. Don Cook to approve the agreement with Georgia Driving Academy; seconded by Mr. Winfield Flanagan and unanimously approved by the Commission. Ayes 5 / No: 0

CONSIDER COMMISSION PURCHASING A RIVER CITY AERO CLUB MEMBERSHIP

Ms. Clark stated the idea of a Commission owned River City Aero Club membership was presented at the August 22, 2018 Commission meeting by one of its members, Mr. Bill Buck. The River City Aero Club (RCAC), confirmed that they would extend a membership to the Commission; however, it would be a pilot membership, and the person who would qualify would have to complete an application and pass a check ride to use the aircraft. If that qualified pilot left the Commission and there was no qualified replacement, RCAC would stop charging dues until such time as a qualified replacement was put forth.

The membership would be instrumental in promoting general aviation use at the Columbus Airport, encourage Airport Department Heads to visit other airports to strengthen relationships and observe their operations, as well as afford a more convenient and accessible way to travel to conferences and training events located within Southeast region.

The Current River City Aero Club rates are: a one-time \$1,000.00 member buy in, \$125.00 monthly dues, and \$50.00 per flight hour (not including the cost of fuel).

Ms. Clark recommended approval of the Commission to purchase a RCAC membership.

Mr. Forsberg expressed how glad he is to have RACA here at the Columbus Airport.

Motion by Mr. Winfield Flanagan to purchase a River City Aero Club membership; seconded by Mr. Carl Rhodes and unanimously approved by the Commission. Ayes 5 / No: 0

CONSIDER ACCEPTANCE OF THE APPOINTMENT OF 2019 COMMISSION BOARD OFFICERS

Mr. Forsberg announced the slate of officers for the Columbus Airport Commission Board for 2019 as follows.

Mr. Carl Rhodes, Jr., Chair

Ms. Tana McHale, Vice Chairwoman

Mr. Don Cook, Secretary

Mr. Thomas G. O. Forsberg, Treasurer

Ms. Amber Clark, C.M., Assistant Secretary and Assistant Treasurer

Ms. Mary Scarbrough, Assistant Secretary

Ms. Lorrie Brewer, Assistant Treasurer

Motion by Mr. Winfield Flanagan to approve the appointment of the slate of officers for the Columbus Airport Commission Board for 2019, with no second required.

DIRECTORS REPORT

Ms. Clark began the monthly update reports with Ms. Lorrie Brewer.

FINANCE

Ms. Brewer provided the following update.

Ms. Brewer reported the Airport sustained a loss of \$71,311.00 with an adjusted net profit (without depreciation, amortization, grant or Passenger Facility Charge revenues) of \$49,700.00 in October. Year over year this amounts to a decrease of close to 49% in comparison to October

of last year in which the adjusted net profit was \$96,918.00 (see Summary of Airport Revenues & Expenses).

Hangar and other rent revenues decreased slightly while Flightways sales decreased significantly in the month of October. Propellers sales were up; however, Propellers and Flightways will present their own reports.

Parking lot revenue increased by over \$1,400.00 this month in comparison to revenue received this month last year. This month last year our revenue from was \$23,740.00, while this year our October revenue was \$25,194.00 from the new parking lot.

Labor expenses were up about 8% compared to this month last year mainly due to a large payout. Insurance expenses again remained fairly stable, utilities and other services were down by over 24%, and repairs and maintenance expenses were down by over 27% in comparison to October of last year.

Enplanements and deplanements both showed increases compared to October of last year. The differences were 40 in enplanements and 105 in deplanements.

Tenants Past Due 60 Days or More: See report with financials.

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: \$1,165,942.00

Update on Airport Improvement Project 42:

AIP 42—Grant Total: \$190,774.00; Runway Safety Area Improvements—Localizer, PAPI and MALSR Modification
Grant Balance: \$0

Update on Airport Improvement Project 43:

AIP 41—Grant Total: \$1,764,726.00; Columbus GA Mitigate Runway 6/24 Obstructions—Phase 4; Columbus GA Rehabilitate Passenger Terminal (Design & Bid), Columbus GA Perimeter Security Road (Design)
Grant Balance: \$1,760,496.00

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 \$689,423 and the cash reserves account had a balance of \$1,542,687 at the end of October.

FLIGHTWAYS COLUMBUS

Ms. Michele Renfroe provided the following update.

• **Volume Report:**

We pumped a little under 60,000 gallons of fuel this October. Our total volume decreased by 15%, year over year. We had a moderate increase in Avgas this year compared to last year. The volume increase was a combination of our home base tenant flights (flight training, aerobatics, Rivercity Aero Club and our regular everyday tenant flights). We did not have any Justice Flights which was attributed to the runway construction project starting on August 5th. The slight decrease in Government uplifts can be attributed to less training aircrafts coming in for Fort Benning. The Airline uplifts have continued to increase in volume. The Retail Jet and Alliance contract fuel had a decrease in sales and volume. The decrease was due to the runway project and the weather being bad with low ceilings. We had several aircraft that had to cancel cars and trips into us because they were unable to use the ILS system on the bad weather days.

- **Revenue & Profit Report:**

Our profits for the month were over \$23,000. Compared to last year, our revenue decreased significantly and our profits decreased moderately. Our profit margin was down by 40% for the month. This decrease in profitability was due to not having justice flights and also a decrease in charter flights.

- **Employees of the Month:**

We are pleased to announce that Karlynn Spivey and Anthony Santiago were the October employees of the month. A transient customer raved about the hospitality and willingness to accommodate his needs on arrival and by phone. He wanted management to know that we have an amazing staff and could not believe how great the hospitality is at our FBO and that we are doing a great job!

- **Justice Customer Update:**

Throughout the month we had conversations with the Ice Agents asking when the runway project will be finished. That was a positive thing to hear that as soon as the runway and ILS is complete, they are looking at coming back in to our facility. They have been busing their Columbus flights to Atlanta.

Comparative Airport List:

November 09, 2018					
Airport ID	Name	FBO	Jet A	100LL FS	100LL SS
FFC	Atlanta Regional Airport	Falcon Field	\$4.53	\$5.18	-
VPC	Cartersville Airport	Phoenix Air	\$4.56	\$5.23	-
DHN	Dothan Regional Airport	Aero-One Aviation	\$5.85	\$6.19	-
MDQ	Huntsville Executive	Executive Flight Center	\$4.74	\$5.21	-
HSV	Huntsville International	Signature	\$6.41	\$6.00	-
GVL	Lee Gilmer Memorial	Lanier/Champion	\$5.64	\$5.88	\$5.59
CHA	Lovell Field Airport	Wilson Air Center	\$6.07	\$6.32	\$5.38
MCN	Middle Georgia Regional	Lowe Aviation	\$4.33	\$5.18	\$5.03
ECP	NW Florida Beaches Intl	Sheltair	\$6.20	\$6.41	-
SAV	Savannah/Hilton Head	Sheltair/Signature	\$6.68	\$7.43	-
CSG	Columbus Airport	Flightways Columbus	\$5.29	\$5.83	\$5.18
		Average	\$6.15	\$6.04	\$5.40

MAINTENANCE

Mr. Eric Trivett provided the following update.

Mr. Trivett reported they have installed radiant heaters in the terminal to help supplement our current systems. We have had them installed in strategic places. Four at the check point area, one at each baggage claim, and one across from the delta office. We are hoping that the added heaters will hold us through until spring.

We are currently making practice inspections to be prepared for our upcoming FAA 139 inspection in January 2019. This includes looking for humps-erosions-3” lips, etc.

MARKETING

Ms. Sonya Overton provided the following update.

Ms. Overton reported last month we were an exhibiting sponsor of the Georgia Airports Association in Jekyll Island Georgia. We had an opportunity to show GAA and its participants our Forward with Focus campaign with designs of the upcoming Terminal Modernization project and gave away various promotional items. Pictures can be found on our social media pages.

We have our winners for the passenger survey where our participation increased 4x last FY's year's numbers. The winners have received their prizes and signed release forms allowing the airport to use their images for future promotions.

Coca-Cola Space Science Center is still projecting to do the exhibits in the terminal. Mr. Shawn Cruzen is following up on his funding and expects to move forward late January 2019.

We've had an opportunity to meet with the Columbus Welcome Signage committee concerning signage in the terminal that welcomes passengers to the city via audio/visual. They are working on some examples of what they are proposing and will get back to us to discuss. No further updates at this time.

PROPELLERS

Mr. Ben Kiger provided the following update.

Total sales for the month of October were \$8,280.00, a 9% increase from September.

The total cost of goods sold for the month was 41%, with a 35% food cost.

Compared to October of last year, food sales increased by 24%, vending sales by 12%, non-alcoholic beverage sales by 10%, and alcoholic beverage sales remained about the same as in 2017. In all, we saw a total increase in sales of 12%.

Our net loss for the month was \$2,272.00, compared to \$4,052.00 October of last year.

OTHER MATTERS

Mr. Brian Thompson from RS&H suggested a workshop in December 2018 before Christmas to go over the Terminal design for lead time to stay on track prior to sending out bids possibly in March 2019.

Mr. Forsberg agreed they need to be meeting month, they can accommodate, to meet in December before Christmas.

Mr. Don Morgan announced the city government was offered certain real property that is located in the approach path of Runway 13, the city does not want the property, and has asked if the Columbus Airport Commission would want it and be willing to accept it? The property by Sidney Simons Boulevard, Landings, it is a small gore between I185 ramp and Armour Road with nothing but trees on it. There is also a billboard on that property which does produce annual revenue. He suggested it would be appropriate for the Commission to accept this property subject to the title opinion that shows no exceptions the Commission is unwilling to take subject too. The property is 1.6 acres.

Mr. Thompson stated he believes this parcel of land we would need to purchase to put a navigation easement on to do a lot of tree trimming.

Mr. Morgan said if the Commission accepts the property, they can put the navigation easement on the land to cut trees anytime.

Mr. Forsberg asked Mr. Morgan if he knows who currently owns the parcel of property?

Mr. Morgan stated he does not know.

Motion by Mr. Don Cook to accept the property of 1.6 acres; seconded by Mr. Winfield Flanagan and unanimously approved by the Commission. Ayes 5 / No: 0

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 Ms. 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 Ms. Tana McHale was made: seconded by Mr. Don Cook 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 10:28 A. M.

APPROVED:

Mary Scarbrough, Secretary

Thomas Forsberg, Chairman



Ms. Amber Clark,
Columbus, Airport Director

Dear Ms. Clark,

I am writing in support of Georgia Driving Academy with regards to leasing the property adjacent to Stevens Transport third party test site in Columbus, Georgia. Stevens Transport has partnered with Georgia Driving Academy over the last 4.5 years to provide CDL training for Georgia residents. Through this partnership Georgia Driving Academy has trained 500+ Georgian's that have become Steven's employees.

Here at Stevens Transport a new Class A driver can earn \$45,000 annually and over \$70,000 after 3 years as a professional truck driver with our company. By acquiring this property, Georgia Driving Academy would be able to train more students through the CDL training program, which ultimately adds to the Columbus and Georgia economy. If you need any additional information or have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Angela Horowitz".

Angela Horowitz
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GDA New Range

12' x 16' trailer

Stevens CDL Test Site

GDA Future Classroom

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