

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, FEBRUARY 27, 2019 AT 9:30 AM**

The following Commission members were present for the entire meeting.

<u>NAME</u>	<u>EXPIRES</u>
Mr. Carl Rhodes, Jr., Chairman	December 31, 2019
Ms. Tana McHale, Vice Chairwoman	December 31, 2021
Mr. Donald D. Cook, Secretary	December 31, 2022

The following Commission members were absent:

Mr. Thomas G. O. Forsberg, Treasurer	December 31, 2020
Mr. James Barker	December 31, 2023

Staff members present:

Amber Clark, C.M., Airport Director
Mary Scarbrough, Secretary
Sonya Overton, Marketing Manager
Lorrie Brewer, Chief Accountant
Michele Renfroe, Flightways Columbus Manager
Andre' Parker, Chief Public Safety
Ben Kiger, Restaurant Manager
Jody Holland, Public Safety
Garry Parker, Maintenance
Adrian Sellers, Public Safety
Marian Anderson, Public Safety

Others present:

Bill Tudor, Holt Consulting; Brian Thompson, RS&H; Robert Boehnlein, Columbus Aero Service; Tony Chapman, John Burdett, Shay Ingle, B & C Aviation; Philip Cannon, W K Dickson; Julian Martinez, Pond and Company; John Walden, III, JWW Aviation, LLC; Austin Edwards, R D Aircraft, Inc.; Bill DesPortes, Speedbird Aero; Chris Badcock, Clint Perkins, Cham Watkins, Chuck Carlisle, Jeff Hung

BUSINESS OF THE MEETING

Mr. Carl Rhodes, Jr. welcomed all attendees to the Commission Meeting prior to calling the February 27, 2019 Columbus Airport Commission Meeting to order at 9:30 AM.

**CONSIDER APPROVAL OF THE GENERAL AVIATION COMMITTEE OFFICERS
APPOINTS & TOPICS OF DISCUSSION**

Terry Wiggins – Chairman

Richard DesPortes – Vice Chairman

Charlie Sikes – Secretary

Chris Bowick – Assistant Secretary

James Barker – Commissioner

Officers:

Marty Flournoy
John Walden, III

Ms. Clark stated in the current Commission by-laws it states that the General Aviation Committee could not have more than seven members. Since we had such a high volume of interest, we submitted the next two highest voted officers to the Commission for consideration. The Commission will need to amend the current by-laws to reflect the new maximum number of nine officers.

The Non-voting Officers Pending Amendment Approval were as follows:

Jack Wright

Don Neuberg

Motion by Mr. Don Cook to amend and approve the General Aviation Committee Officers Appoints and Topics of Discussion; seconded by Ms. Tana McHale and unanimously approved by the Commission. Ayes: 3 / No: 0

CONSIDER APPROVAL OF B & C AVIATION'S CONSTRUCTION OF COVERED PARKING SPEACES IN THEIR FRONT PARKING LOT FOR PASSENGERS3

Ms. Clark reported Mr. Tony Chapman, the Director of Aviation at B&C Aviation, reached out to her a few months ago regarding constructing covered parking spaces for their passengers in their front parking lot.

In the lease agreement with B&C Aviation it states that the lessee is not to make any improvements to the property without the prior written consent of the Commission, and two complete sets of plans and specs for all future buildings, alterations and improvements need to be submitted 30 days prior to the beginning of construction.

Mr. Chapman has forwarded the plans and specs for Commissions to review, and with written approval B&C Aviation may begin construction of this project.

Ms. Clark recommended approval of the proposed construction.

Motion by Mr. Don Cook to approve B & C Aviation's construction of covered parking spaces in their front parking lot for passengers; seconded by Ms. Tana McHale and unanimously approved by the Commission. Ayes: 3 / No: 0

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 made a profit of \$418,927.00 with an adjusted net profit (without depreciation, amortization, grant or Passenger Facility Charge revenues) of \$128,224.00 in January. Year over year this amounts to an increase of 105% in comparison to January of last year in which the adjusted net profit was \$62,524.00 (see Summary of Airport Revenues & Expenses).

Hangar and other rent revenues increased by over \$5,000.00. Flightways sales increased in the month of January. Propellers sales were down slightly; however, Propellers and Flightways will present their own reports.

Parking lot revenue increased by over \$1,100.00 this month in comparison to revenue received this month last year. This month last year our revenue was \$18,324.00, while this year our revenue was \$19,457.00 from the new parking lot.

Labor expenses were down about \$12,000.00 compared to this month last year mainly due to a decrease in Public Safety salary expenses. Insurance expenses were down due to a worker's compensation insurance refund, utilities and other services were up by over 54% due to inspections expense, and repairs and maintenance expenses were down by almost 64% in comparison to January of last year.

Enplanements and deplanements both showed increases compared to January of last year. The differences were 266 in enplanements and 5476 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: \$416,065.00

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: \$1,360,439.00

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 \$689,492 and the cash reserves account had a balance of \$1,792,674.00 at the end of January.

FLIGHTWAYS COLUMBUS

Ms. Michele Renfroe provided the following update.

• **Volume Report:**

We pumped a little over 58,000 gallons of fuel this past January. Our total volume increased by 17%, year over year. We had a moderate increase in Avgas this year compared to last year. There was a significant increase in Contract Jet fuel and a small decrease in Retail Jet fuel. The Airline uplifts increased moderately.

Revenue & Profit Report:

Our profits for the month were over \$60,000.00. Compared to last year, our revenue increased significantly as well as our profits. Our profit margin was up by 27% for the month. The increase in profitability was due lower expenses over all and the return of our Justice flights as well as better weather for the month.

• **Employees of the Month:**

Flightways staff were recognized last month by 704MD a Cessna Caravan which was working in the area for about 4 weeks, said we have an awesome FBO and love the staff and hospitality. Bob was recognized by Cham Watkins for a great job with fueling and using proper aircraft fueling protection equipment. Aadil was recognized for staying late to help with the certification inspectors.

• **Justice Customer Update:**

Our Justice flights doubled to 14 in the month of January compared to last year taking a little under 4,300 gals of fuel. Classic Air Charter is still averaging 3 to 4 flights per week. Out of the 14 flights that arrived 5 received fuel and all others paid ground handling charges.

HUMAN RESOURCES

Ms. Clark provided the Human Resources update due to Mr. Brandy Burkett attendance to a seminar.

- Scheduling one on one meetings with department managers to discuss goals and benchmarks for 2019

- Scheduling dedicated time to work in each department to review their process and procedures and to get acquainted with fellow team members.
- Working with Bernadette and Lorrie on payroll process and procedure. Will be taking over process next payroll. Also scheduling time with Alina to be trained on payroll system.
- Redefining job descriptions for each position to create consistency and insure that they are detailed and contain the proper legal disclaimers.
- Attended a seminar on FLMA and 2019 law changes as it relates to hiring and employee handbook requirements.
- Currently four open positions to process. All are existing positions.

Full Time Maintenance Manager

Full Time Facilities Maintenance Tech

Part Time Custodian

Part Time Landscaper

MAINTENANCE

Mr. Garry Parker provided the following update.

- On February 12, 2019, the passenger boarding swing bridge canopies were severely damaged as a result of direct straight-line wind gusts. The terminal escalator was inoperable for several days while awaiting parts that were delayed due to weather in Iowa. As a result, it was probable that the Delta passengers would be boarding downstairs and utilizing the swing bridge.
Our maintenance team sprang into action, working in the rain, to provide a rapid temporary repair that enabled the passengers to board while remaining safe and dry. We have contacted Ad-Hoc Awning company to replace all awnings, and are awaiting quotes so that we can proceed.
- During the same storm, severe roof damage incurred at the Avis Car Wash Facility. Structure was addressed and repaired by our Maintenance Team less than 24 hours after the damage was reported.
- Also, on February 12, 2019, a pressure relief valve in the basement began leaking severely, causing the basement to flood. We were able to complete the repair that same evening, and eliminate the standing water accumulation in the basement.
- Since the beginning of January, our Operations and Maintenance team have been working vigorously to address issues that ensure our airfield remains safe and in compliance with FAA part 139 regulations.

Please allow me a moment to express my sincere gratitude to the entire maintenance team for such quick response time, pride in their workmanship, and dedication to our Airport.

Ms. Clark thanked Mr. Garry Parker and his staff as she was out of town during that time.

Mr. Rhodes, Jr. and Mr. Cook expressed appreciation on the Good Job Mr. Parker and the Maintenance Staff are doing at the airport!

PROPELLERS

Mr. Ben Kiger provided the following update.

- Propeller's total sales for the month of January were just under \$4,400.00.
- Compared to January of 2018, non-alcoholic beverage sales decreased 24% and alcoholic beverage sales by 5%, however, food sales increased 10% and vending sales increased by 2%. In all, there was a sales difference of only \$13.00.

- The total cost of goods sold for the month was 41%, a 2% increase from January 2018. This was due to an increase in costs of some of our main products' ingredients.
- Propeller's would like to welcome our newest staff member, Joseph Anthony Pugh. The Columbus Airport is Mr. Pugh's first place of employment, and thus far, he is doing a wonderful job at learning his position.

PUBLIC SAFETY

Chief Andre' Parker provided the following update.

Chief Parker gave a brief overview of our Public Safety Department's activities over past few months. Last month we completed our annual FAA Part 139 inspection. Based on a few recommendations we are making some adjustments to how we track and record our recurrent training. We also conducted Active Shooter training during our last employee luncheon. We will build upon what covered in the coming weeks and hold a live exercise in April. On the ARFF side I am pleased to report that Officer Richard Baran has completed Firefighter I & II training with the Columbus Fire & EMS. He has been offered the opportunity to continue his training by entering their EMT program at no cost to us. This skill set will be useful to our airport community and traveling public. He will start the ARFF program after his EMT training.

Last month I reported on our restructuring to cover the terminal more effectively. We have begun our staffing efforts and would like to introduce the newest addition to our team. Ms. Adrian Sellers comes to us from Columbus 911 center. She has 11 years of 911 experience and is expected to enter the police academy in early April. We are excited to have Ms. Sellers on our team and know that she will serve the airport team and public well. Last week we held our annual Wildlife Hazard Management Plan Review with maintenance and operations. We will hold wildlife meetings throughout the year, so look out for future announcements regarding upcoming wildlife meetings.

Mr. Rhodes, Jr. asked Chief Parker if the live shooting in April will be announced and sent out to all airport staff and tenants.

Chief Parker said there will be a news release.

Mr. Rhodes, Jr. told Chief Parker, he knows he and his staff are on top of all safety and wildlife issues.

OTHER MATTERS

Mr. Rhodes, Jr. opened the meeting to the floor, with no further business the meeting was adjourned to closed session to discuss personal matters at 10:11 A.M.

Motion to go into closed session by Ms. Tana McHale was made: seconded by Mr. Don Cook and unanimously approved by the Commission. Ayes: 3 / No: 0

Motion to return to open session Mr. Don Cook was made: seconded by Ms. Tana McHale 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 10:21 A. M.

APPROVED:

Mary Scarbrough, Secretary

Carl Rhodes, Jr., Chairman