

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
TUESDAY, ARIL 23, 2019 AT 9:30 AM**

The following Commission members were present for the entire meeting.

<u>NAME</u>	<u>EXPIRES</u>
Ms. Tana McHale, Vice Chairwoman	December 31, 2021
Mr. Donald D. Cook, Secretary	December 31, 2022
Mr. Thomas G. O. Forsberg, Treasurer	December 31, 2020

The following Commission members were absent:

Mr. Carl Rhodes, Jr., Chairman	December 31, 2019
Mr. James Barker	December 31, 2023

Staff members present:

Amber Clark, C.M., Airport Director
Mary Scarbrough, Secretary
Sonya Overton, Marketing Manager
Michele Renfroe, Flightways Columbus Manager
Ben Kiger, Restaurant Manager
Lorrie Brewer, Chief Accountant
Daniel M. Thomas, Sr., Maintenance
Cameron A. Hagan, Maintenance

Others present:

Charles Adrogun, Michael Baker International; Brian Thompson, RS&H; Robert Boehnlein, Columbus Aero Service; Paul Holt, Bill Tudor, Holt Consulting Company; Hugh Weaver, Pond & Company, Dan Dawson, River City Aero Club; Richard DesPortes, Launa DesPortes, Austin Edwards, R. D. Aircraft; Terry Wiggins, Bill Buck, Gary Kunday, Clint Perkins

BUSINESS OF THE MEETING

Mr. Thomas Forsberg welcomed the attendees to the Commission Meeting prior to calling the April 23, 2019 Columbus Airport Commission Meeting to order at 9:30 AM.

APPROVAL OF MINUTES

Motion by Mr. Don Cook to approve the minutes for the February 27, 2019 Columbus Airport Commission Meeting; seconded by Ms. Tana McHale and unanimously approved by the Commission. Ayes: 3 / No: 0

Motion by Ms. Tana McHale to approve the minutes for the March 12, 2019 Columbus Airport Special Called Meeting; seconded by Mr. Don Cook and unanimously approved by the Commission. Ayes: 3 / No: 0

CONSIDER APPROVAL OF THE ADDED SUPPLEMENTAL PARKING SPACES FOR AFLAC

Ms. Clark reported a couple weeks ago she spoke to Mr. Jaime Stone and Mr. Reed Hovie at Aflac. Both Mr. Stone and Mr. Hovie informed her that their operations had increased significantly and they are in need of additional parking spaces to accommodate their passenger loads.

On April 5, 2019 Mr. Garry Parker and Ms. Clark surveyed the area that Aflac is requesting to pave and define parking spots. The total area is around 2,700 square feet located adjacent to their

current parking lot along their fence line. This area is not currently defined in their lease; however, Aflac has been maintaining this grassy area to keep it consistent with their current landscaping.

If approved, Aflac understands they will need to provide two copies of the plans 30 days before proposed construction for Commission approval as stated in their lease.

Ms. Clark recommended to amend Aflac's lease to include this 2,700 square foot grassy area at no additional cost due to the small size of the requested area, and on the basis that Aflac will improve the land with a paved parking lot. Upon the conclusion of Aflac's lease, the Commission will retain this property including the improved parking area.

Motion by Mr. Don Cook to approve the added supplemental parking spaces for Aflac; seconded by Ms. Tana McHale. and unanimously approved by the Commission. Ayes: 3 / No: 0

CONSIDER APPROVAL OF THE BID ANALYSIS AND RECOMMENDATION FOR THE OBSTRUCTION MITIGATION PROGRAM

Ms. Clark stated to support safe and continuing aircraft operations on Runways 6-24 and 13-31, we created a program to mitigate obstructions to aircraft navigation adjacent to the airport. On March 08, 2019 we received and opened bids for the Obstruction Mitigation Program. This bid was a re-bid of the program that was unsuccessfully bid in June 2018.

The mitigation includes work on airport property, public property, and on privately owned property. The base bid work includes removal of individual trees, including grinding of stumps and restoration of grassed surfaces; as well as clearing of certain wooded areas. The project also includes electrical work to facilitate the modification and relocation of lighting. The alternate bid work includes trimming, pruning, or "topping" of individual trees in lieu of removal.

Four bids were received for this project. Based on the qualifications submitted, all four bidders are qualified to perform the Work. However, Gunnison Tree Specialist failed to submit two required documents and submitted an incorrect bid form, among other deficiencies. As such, their bid does not include the full scope of the project and is therefore deemed Non-Responsive. The other three bidders submitted fully responsive bids or bids with minor irregularities correctable at the discretion of the Commission.

The low bidder for the total project is Boutte Tree, Inc. of Atlanta, Georgia. The bid price was \$467,839. The firm performed similar obstruction removal work for the City of Atlanta, Department of Aviation, and documents sufficient equipment, staffing, and experience to complete the work program. Boutte Tree, Inc., is a woman-owned business currently in the process of establishing WBE status with GDOT. However, Boutte Tree has solicited BDE subcontractors to meet the DBE requirements of the project, and is not relying on their in-process application for qualification. Based on the bid package submitted, RS&H recommends to award a contract to Boutte Tree, Inc., of Atlanta, Georgia.

Motion by Mr. Don Cook to approve the bid analysis and recommendation for the obstruction mitigation program; seconded by Ms. Tana McHale. and unanimously approved by the Commission. Ayes: 3 / No: 0

CONSIDER APPROVAL OF THE BID RECOMMENDATION FOR THE RENTAL CAR PARKING LOT IMPROVEMENT PROJECT

Ms. Clark reported the rental car concessionaires have elected to construct upgrades to the existing ready-return lot located east of the Terminal building. These upgrades include consolidation of the two lots currently utilized, increase the overall size of the ready-return lot, expand a canopy into the lot, provide lighting improvements, and provide a temporary lot during construction. RS&H solicited bids from interested parties.

Only One (1) bid was received for the proposed improvements. The bidder was: Carlisle Services, LLC, of Pine Mountain, GA. The amount of the bid, with comparison to the engineer's estimate of probable construction cost was 36.6% higher at a total cost of \$847,257.40. In

addition to the higher cost estimate Carlisle modified the bid forms and failed to submit four of the required forms when submitting their bid.

Based on these factors the bid submission of Carlisle Services, LLC, has be deemed Non-Responsive to the bid solicitation. I recommend to rebid this project as an additive bid item to the Terminal Rehabilitation project to in an effort to increase bidder's interest.

Motion by Ms. Tana McHale to approve the bid recommendation for the rental car parking lot improvement project; seconded by Mr. Don Cook and unanimously approved by the Commission. Ayes: 3 / No: 0

CONSIDER APPROVAL OF THE AMENDMENT 2 TO THE RUNWAY 6 RSA IMPROVEMENT PROJECT

Ms. Clark reported during the final phase of the construction on Runway 6 RSA the subcontractors who were completing the final markings were delayed due to unusually wet weather, followed by a cold period. RS&H's project supervisor was on the field for an extended period of time coordinating, supervising, and inspecting the work of the subcontractors.

The cost of this additional labor is \$28,810.00, with this additional cost we are still under the original budget.

Motion by Mr. Don Cook to approve the amendment 2 to the runway 6 RSA Improvement project; seconded by Ms. Tana McHale and unanimously approved by the Commission. Ayes: 3 / No: 0

CONSIDER ADOPTION OF THE PROPOSED DBE PROGRAM FOR USDOT-ASSISTED CONTRACTS IN FY2019-FY2021

Ms. Clark provided the attached documents, CSG notice to the public and the CSG DBE Program Policy Statement.

Motion by Ms. Tana McHale to adopt the proposed DBE Program for USDOT-assisted contracts prove the amendment 2 to the runway 6 RSA Improvement project; seconded by Mr. Don Cook and unanimously approved by the Commission. Ayes: 3 / No: 0

CONSIDER APPROVAL OF THE FISCAL YEAR 2020 BUDGET

Ms. Clark stated after further consideration she would like to table the approval of the Fiscal Year 2020 budget so that she could give the Commissioners ample time to review the budget and consider approval at a later date.

Motion by Ms. Tana McHale to table the Fiscal Year 2020 Budget at this time; seconded by Mr. Don Cook 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 reported the Airport sustained a loss of \$52,741.00 with an adjusted net profit (without depreciation, amortization, grant or Passenger Facility Charge revenues) of \$130,576.00 in March. Year over year this amounts to an increase of over 262% in comparison to March of last year in which the adjusted net profit was \$36,057.00 (see Summary of Airport Revenues & Expenses).

Hangar and other rent revenues increased almost 9% while Flightways sales increased by over 77% in the month of March. Propellers sales were up by almost 34% and represents one of the highest sales months ever; however, Propellers and Flightways will present their own reports.

Parking lot revenue increased by over \$1,022.00 this month in comparison to revenue received this month last year. This month last year our revenue was \$23,609.00, while this year our revenue was \$24,631.00 from the new parking lot.

Labor expenses were down about 3% overall compared to this month last year, primarily due to a decrease in Public Safety and FBO salary expenses. Insurance expenses remained about the same, utilities and other services were up close to 4%, and lastly, repairs and maintenance expenses were up by over 13% in comparison to March of last year, largely due to vehicle and sign repairs.

Enplanements reflected an increase of 683 while deplanements showed increase of 697 compared to March of last year. The total enplanements were 4,744 and total deplanements were 4,468 in March 2019.

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

Update on Airport Improvement Project 41: No change from last month

AIP 41—Grant Total: \$1,619,802.00; Runway 6 Safety Area Improvements, 6-24 Construction Mitigation, & Perimeter Security Road
Grant Balance: \$407,102.00

Update on Airport Improvement Project 42: No changes.

AIP 42—Grant Total: \$190,774; Runway Safety Area Improvements—Localizer, PAPI and MALSR Modification
Grant Balance: \$0

Update on Airport Improvement Project 43: No changes.

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 \$689,545 and the cash reserves account had a balance of \$1,792,670.00 at the end of March.

FLIGHTWAYS COLUMBUS

Ms. Michele Renfroe provided the following update.

- **Volume Report:**

We pumped a little over 87,000 gallons of fuel in March. Our total volume increased by 45% 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 increase in Retail Jet fuel. The Airline uplifts had a moderate decrease.

- **Revenue & Profit Report:**

Our profits for the month were over \$78,000.00. Compared to last year, our revenue increased significantly as well as our profits. Our profit margin was up by over 1,000% for the month. The increase in profitability was due lower expenses and the increase in traffic and fuel uplifts.

- **Employees of the Month:**

Congratulations to Mr. Juan Pinto our employee of the month for March. Juan was recognized in our comment box for being an all-around great and outstanding employee. Flightways staff was also recognized last month on airnav for quick fueling and very fair pricing for hangar and fuel. Staff were friendly and professional.

- **Justice Customer Update:**

We had 19 Justice flights in the month of March. They took a little over 15,000 gals of fuel compared to last year's 7,600 gallons. Classic Air Charter is still averaging 4 to 5 flights per week. Out of the 19 flights that arrived 11 received fuel and all others paid ground handling charges.

- **Hangars:**

Last month we had 6 available hangars. Mr. Garry Parker and I have been working on minor repairs that were done to the available hangars before they were leased. There are several small items that still need to be taken care of in the newly leased hangars that does not affect the aircraft being stored in those hangars. All available hangars have been leased to tenants that were on the prior hangar application waiting list. One customer opted to take the over flow hangar but will be going to a permanent hangar as of May 10, 2019. Also, we have several hangars coming available next month so I will be contacting the tenants on the recently updated hangar waiting list to offer them the option of an open hangar if their aircraft is sized properly for that hangar. The updated hangar list has been broken down into different sections based on priority, single, twin, hangar to hangar or if they just want to be on the hangar list if they do not own an aircraft at this current time. Mr. Parker and I also made a hangar check list for lease in and lease out inspections to go with the deposits that are required to lease a hangar. The checklist will allow us to be better informed if there are any issues with the hangars that we were not aware of during the prior tenant's lease period.

Comparative Airport List:

Fuel Price Comparison					DATE: 04/12/19
Airport Identifier	Name	AvGas	SS100L	Jet A -	FBO COMPANY NAME
CSG		\$5.83	\$5.18	\$5.29	Flightways Columbus
MCN (478) 788-3491	Macon	\$5.24	\$5.09	\$4.49	Lowe Aviation
SAV (912) 965-0095	Savannah	\$7.74	~	\$6.34	Sheltair
SAV (912) 964-1557	Savannah	\$7.57	~	\$6.35	Signature
GVL (770) 532-4136	Gainesville	\$6.19	\$5.59	\$5.62	Champion Aviation
GVL (678) 989-2395	Gainesville	\$6.09	\$5.59	~	Lanier Flight Center
HSV (256) 772-9341	Huntsville	\$6.00	~	\$6.12	Signature
DHN (334) 983-4541	Dothan	\$5.17	~	\$5.42	Aero One Aviation
ECP (850) 233-4717	Panama City	\$6.60	~	\$5.90	Sheltair
CHA (423) 855-2299	Chattanooga	\$6.38	\$5.44	\$6.04	Wilson Air Center
MDQ (256) 828-1403	Dwntwn Huntsville	\$4.99	~	\$4.71	Excutive Flight Center
VPC (770) 382-9800	Cartersville	\$5.50	~	\$4.50	Phoenix Air
FFC (770) 487-2225	Falcon Field	\$4.98	~	\$4.98	Atlanta Regional Airport
AVERAGE		<u>\$6.04</u>	<u>\$5.43</u>	<u>\$5.50</u>	

CSG Hangar Waiting List			
Updated 04/11/2019			
CSG Tenant Priority Move			
Mercer Clark	4/8/2019	Single	Bonanza
CSG Tenants Hangar to Hangar Requested			
Richard Knapp	10/27/2016	Single	Velocity
Roland Aut	10/14/2017	Twin	Stearman
Single Hangar Requested			
Austin Edwards	2/26/2019	Single	Cessna 172
Steve Culpepper	2/27/2019	Single	Cherokee 180
Wayne Ceynowa	3/8/2019	Single	Super Viking
Twin Hangar Requested			
MGC Roofing & Cons.	3/3/2019	Twin	Cirrus
Customers Waiting To Purchase Aircraft			
Bill Buck	4/7/2016		
Paul Watson	4/11/2016		
Will Foley	10/10/2017		
Omar McCants	4/30/2018		
Reed Hovie	11/19/2018		
David Lewis	3/25/2019		

MAINTENANCE

Ms. Clark provided the following update on behalf of the Maintenance Department.

- As you walked in today, you may have noticed new blue recycling bins placed throughout the airport. This is phase one of our Airport-wide recycling initiative that is designed to ensure we are doing our part to help preserve our environment. In the 2 months since this was implemented, we have recorded a 22% increase in recyclable material disposal, and the new water fountain with bottle filler in the Post-TSA holding area, has recorded over 2000 water bottles saved since the installation in February.
- Our Team of Maintenance, Airfield Operations, and Grounds Maintenance staff have recently completed two certification courses: The ASOS – Airfield Safety and Operations School, course hosted here at the Columbus Airport, and the Airport Wildlife Hazard Management Course held hosted in Macon, GA. These courses are designed to teach best practices and FAA regulations for all personnel that work on and around the airfield.
- Our Maintenance Team welcomes three new staff members: One Building Maintenance Technician, one Landscaper, and one custodian. We are excited to welcome these new

team members as we continue to work on improving and maintaining the Columbus Airport Facilities and Grounds.

- On April 17th, 2019, new roof construction began on the Rental Car Wash Facility; the previous roof was inadequately rated to withstand straight-line winds in excess of 30 mph, resulting in multiple cases of damage incurred during recent storms. The new all-steel roof and beam construction is stronger and more durable, and will be able to withstand normal storms and straight-line winds up to 50 mph.

PUBLIC SAFETY

Ms. Clark prepared and gave a report on the behalf of the Public Safety Department.

- The Public Safety department has also recently completed two certification courses: The ASOS – Airfield Safety and Operations School and the Airport Wildlife Hazard Management Courses.
- Public Safety has been continuing their focus on wildlife management and on April 16th a little before 8AM an officer eradicated a Canadian Goose who was posing a threat to our operations.
- Due to the recent spike in Vehicle/Pedestrian Deviations (VPDs) Public Safety has been taking steps to mitigate and or eliminate any further violations.
 - Reviewing the computer based training system and creating a practical exam to supplement this training
 - Retraining any staff, tenants, or contractors who have been involved in a VPD.
 - Schedule, organize, and co-host a Runway Safety Action Team (RSAT) meeting
- On Wednesday April 10th the fourth VPD had occurred in a span of about a month. Chief was in command while I was out of town. He suspended all non-airport vehicles from driving in the movement area until the RSAT meeting could be conducted. The FBO was available to accommodate any aircraft movement request from our tenants or tenants could access both sides of the Airport via the surrounding roads.
- The RSAT meeting took place on Friday April 19th from 10AM-3PM. We had 37 participants, the stakeholders who attended were a combination of our tenants, employees, ATC, and FAA guests.
 - Serval recommendations were made by the FAA to help mitigate further issues. The associated departments and I will coordinate to complete all of the recommendations in an effort to keep our Airport operating safely.

MARKETING

Ms. Sonya Overton provided the following update.

- On March 21st staff attended Career Day at Jordan High School to educate teens on careers at the airport. This endeavor was coordinated through the Columbus Rotary Club.
- Our fundraising efforts in support of Relay for Life continues. We have raised a total of \$610 to date this year with donations and bake sales.
- As we approach the celebration of the Columbus Airport's 75th Anniversary we are laying the ground work for promotions as discussed in the previous work session and have just completed the temporary 75th Anniversary Logo that will be used during our yearlong celebration.
- In March, we attended AAE-SEC 2019 and presented the Columbus Airport as a host airport for a future AAAE-SEC conference. The presentation went very well, and the airport received many accolades for putting our name in the hat. Although, we were not

chosen due to lack of hotels that would be able to accommodate attendees in the uptown area, the Columbus Airport was the talk of the conference this year and we received several live mentions throughout the conference. The presentation also opened doors of opportunity for us and we will be working with AAAE-SEC to discuss other events for the Columbus Airport to host that uptown will be able to accommodate.

- East Alabama Chamber of Commerce hosted their very first Intercity trip to Tuscaloosa and Northport Alabama. I had a chance to attend and brought back a tremendous amount of information that has changed the course of Columbus Airport's marketing strategies. We are currently working on a Marketing Strategic Plan that includes community involvement, engagement and participation on a company wide scale. We will continue to engage with Muscogee, East Alabama, Harris County Chamber members as well as Fort Benning in order to build our relationships with the businesses and community leaders in our connected urban and rural communities.
- We are on our way to the first domestic Air Service Development conference of 2019. We have meetings with six airlines this week in which two of the airlines requested to meet with us to discuss possible routes from CSG. Updates to come.

PROPELLERS

Mr. Ben Kiger provided the following update.

- Propeller's total sales for the month of March were just over \$11,000.00.
- Compared to March of 2018, non-alcoholic beverage sales decreased by 10%, however, alcoholic beverage sales increased 34%. Food sales increased 27% and vending sales increased 26%. In all, we saw a total sales increase of 25%, or \$2,800.00.
- The total cost of goods sold for the month was 39%, a 2% decrease from March of 2018. We are continuing to work on procedures which will help keep our total COGS under 40%, such as maintaining proper portion control and eliminating as much product waste as possible by upselling slower moving menu items.
- After reading comments and feedback about the Columbus Airport online, we have decided that offering a cashless payment option on the vending machines throughout the terminal would be of great benefit. We are currently in the research phase to determine which vending credit card processor would be best for our needs.
- To give a couple of examples, in a 2017 survey, payment processor TSYS asked over 1,000 consumers which payment form they preferred. 44% chose debit cards, while 33% selected credit cards, and only 12% specified a preference for using cash. Also, according to a survey conducted by Gallup in 2016, most consumers prefer and use cards or mobile payments over carrying cash. 21% of consumers ages 23 to 54 use cash in their day-to-day lives, leaving 79% of all transactions as cashless payments. Given these survey results, it is safe to say that offering a cashless payment option on our vending machines will significantly raise sales, as well as provide a greater experience for our tenants and guests.
- During our most recent Executive Staff luncheon, our Director, Ms. Amber Clark, did an exercise with us in which we rated our strengths and weaknesses in several areas. One of which was whether or not we look for opportunities to contribute outside of our area of responsibility. During our recent Employee Lunch/Meeting, we decided to keep Propeller's open so that those in the restaurant could wait for their flight comfortably, rather than close for an hour. Due to this decision, our employee, Mr. Blake Fulford, was not able to attend the meeting. I would like to formally commend Cameron Hagan of the Maintenance Department for going above and beyond his area of responsibility, and even outside of his department. Since Cameron knew that Blake was not able to assist in setting up for lunch, he offered to help me in any way that he could. As someone with many years of business ownership and management experience under my belt, this really stood out to me. I wanted to take a moment to let you all know, and to praise Mr. Hagan's work ethic and willingness to help, even outside of his department.

OTHER MATTERS

Mr. Forsberg opened the meeting to the floor, there no further business the meeting was adjourned at 10:27 A.M.

APPROVED:

Mary Scarbrough, Secretary

Thomas G. O. Forsberg, Treasurer