

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, MAY 29, 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. Thomas G. O. Forsberg, Treasurer	December 31, 2020
Mr. James Barker	December 31, 2023

The following Commission members were absent:

Mr. Donald D. Cook, Secretary	December 31, 2022
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Staff members present:

Amber Clark, C.M., Airport Director
Mary Scarbrough, Secretary
Chris Lyle, Legal Counsel
Ben Kiger, Restaurant Manager
Lorrie Brewer, Chief Accountant
Sonya Overton, Marketing Manager
Garry Parker, Maintenance Supervisor
Daniel Thomas, Sr.,
Jody Holland, Public Safety
Lillian Pevitt, Public Safety

Others present:

Pete Novak, RS&H; Hugh Weaver, Julian Martinez, Pond & Company, Mike Vanwie, Michael Baker, International; Phil Cannon, WK Dickson; Bill Tudor, Holt Consulting Company; Don Swing, Columbus Aero Service

BUSINESS OF THE MEETING

Mr. Carl Rhodes. called the meeting to order on May 29, 2019 at 9:30 AM. He welcomed everyone to the Commission Meeting.

APPROVAL OF MINUTES

Mr. Rhodes stated the first line of discussion was to consider the approval of the April 23, 2019 Commission Meeting minutes.

Motion by Mr. Thomas Forsberg to approve the minutes for the April 23, 2019 Columbus Airport Commission Meeting; seconded by Ms. Tana McHale and unanimously approved by the Commission. Ayes: 4 / No: 0

DIRECTORS REPORT

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

FINANCE

Ms. Brewer reported the Airport made a profit of \$159,272.00 with an adjusted net profit (without depreciation, amortization, grant or Passenger Facility Charge revenues) of \$138,388.00 in April. Year over year this amounts to an increase of almost 32% in comparison to April of last year in which the adjusted net profit was \$104,978.00 (see Summary of Airport Revenues & Expenses).

Hangar and other rent revenues increased almost 3%; Flightways sales increased by about 5%; and Propellers sales were up by 4% in the month of April. However, Propellers and Flightways will present their own reports.

Parking lot revenue decreased this month in comparison to revenue received this month last year. This month last year our revenue was \$24,760, while this year our revenue was \$23,973.00 from the new parking lot.

Labor expenses were down about 6% overall compared to this month last year, once again primarily due to a decrease in Public Safety and FBO salary expenses. Insurance expenses were down by 27.5% due to no Air Show expense, utilities and other services were up 11%, and lastly, repairs and maintenance expenses were up by almost 155% in comparison to April of last year, largely due to repairs caused by repeated storm damage not reimbursable by insurance.

Enplanements reflected an increase of 396 while deplanements showed increase of 325 compared to April of last year. The total enplanements were 4,580 and total deplanements were 4,472.00 in April 2019.

Tenants Past Due 60 Days or More: None. 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: \$308,876.00

Update on Airport Improvement Project 42: No changes.

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: \$1,347,024.00

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 \$689,582.00 and the cash reserves account had a balance of \$1,992,671.00 at the end of April.

FLIGHTWAYS COLUMBUS

Ms. Clark provided the following update on behalf of Flightways Columbus.

• **Volume Report:**

We pumped a little over 72,500 gallons of fuel in April. Our total volume increased by 1% year over year. We had a moderate decrease in Avgas this year compared to last year. There was a moderate increase in Contract Jet fuel and a small decrease in Retail Jet fuel. The Airline uplifts had a moderate decrease.

• **Revenue & Profit Report:**

Our profits for the month were over \$74,000.00. Compared to last year, our revenue increased moderately as well as our profits. Our profit margin was up by over 54% for the month. The increase in profitability was due lower expenses.

• **Justice Customer Update:**

We had 20 Justice flights in the month of April. They took a little under 12,000 gals of fuel compared to last year's 10,000 gallons. Classic Air Charter is still averaging 4 to 5 flights per week. Out of the 20 flights that arrived 8 received fuel.

• **Hangars:**

We have several hangars coming available where tenants have sold their aircraft, but those hangars are being rented to owners on the hangar waiting list. We started measuring all the hangars on the field to have better knowledge of what size aircrafts belong in what hangars. This will allow us to follow the new guidelines set forth with the new hangar waiting list. I was able to talk with tenants and get pictures of what needs to be addressed and put into the work order system to start fixing leaks, door issues with seals and rollers which make it hard to open.

MAINTENANCE

Mr. Garry Parker provided the following update.

- This month, our Maintenance Team welcomed three new staff members in the month of May: Mr. Khalfani Walker, Landscaper, and two custodians Ms. Kimberly Williams and Ms. Katrina Virgil. We are pleased to report that our Custodial Team is now fully staffed.
- We are excited to share that we are now in the final stages of another project that will provide even more personalized service to our passengers; we are currently constructing a Brand-New Pet/Service Animal Relief Area in front of the terminal between Short Term parking lot and baggage claim. This outdoor Relief area will be an inviting oasis complete with fencing, an all-weather seating area and locally sourced hardscape and greenspace materials. This project has an expected completion date of June 30th, 2019.
- Over the past month, we have opened 28 work orders and closed 26, giving us 93% work order closure rate.
- New 15- and 25-ton HVAC units have been installed and are now operational; this project was completed in less than 48 hours with minimal interruption in passenger comfort. The replacement of the old HVAC units addresses reliability issues that have plagued our passenger terminal for several years.

PUBLIC SAFETY

Chief Parker provided the following update.

Last month Public Safety officers joined our Operations staff in attending Wildlife Hazard Management training conducted at Middle Georgia Regional Airport in Macon. This satisfies our annual FAA Part 139 compliance requirements for the year. We also conducted Airport Emergency Plan review on April 30, 2019 and have set the date of our next live exercise for July 12th. We will conduct the exercise during the early morning hours promptly after our 0600 departure. We will be hosting the Chattahoochee Valley Law Enforcement Coalition luncheon here at 12:00 noon on June 19, 2019. We have the pleasure of hosting our local law enforcement partners once a year. I am pleased to report that Officer Richard Baran has the highest GPA in his EMT class. He will return to full duty in June 1, 2019 and his Firefighter Rookie Class graduation is June 6, 2019, 1000 at the Columbus Iron Works. He will start the ARFF program after his return. Officer Anderson is on track to graduate the Police Academy on June 21, 2019 and we're looking forward his return. Our very own Ms. Lillian Pevitt was recently named the Work-Based Learning Student of the Year and is officially a high school graduate. She graduated from Harris County High School on May 18, 2019. Officer Jody Holland and Chief Parker attended. Ms. Pevitt has decided that she will begin her career by attending the Fire Academy in September 2019. We are extremely proud of our staff and looking forward to what our future holds. It's a pleasure to serve our community and traveling public.

PROPELLERS

Mr. Ben Kiger provided the following update.

- Propeller's total sales for the month of April were just under \$8,900, a \$400 increase from April of last year.
- The total cost of goods sold for the month was 40%, a 5% increase from March of 2018. However, as noted previously, due to product cost increases we are continuing to work on procedures which will help keep our total COGS at 40% or lower.
- I am happy to announce that we have partnered with the Columbus Water Works to handle all of our restaurant oil recycling. They provide a grease recycling program for

the community, and are currently providing this service at numerous apartment complexes and businesses throughout the city. They use the cooking oil as an alternative energy source by converting it into fuel that they use to generate supplemental power at the Wastewater Treatment Plant. The Columbus Water Works provides this service at no cost to those who have partnered with them.

The Commissioners extended their appreciation for the updates, that included the continued hard work by all employees.

OTHER MATERS

Mr. Rhodes opened the meeting to the floor.

Mr. Daniel Thomas, Sr., expressed and acknowledged Ms. Amber Clark, the Airport Director stating she has a lot of compacity, and has laid the ground work for the employees, giving support to all, he is extremely grateful to work under her leadership. He is proud to be employed at the airport and be a part of the Team! In addressing Ms. Clark and her expertise Mr. Thomas had no gifts other than his words on how he respects and appreciates her as the Airport Director.

There being no further business the meeting was adjourned at 9:43 A.M.

APPROVED:

Mary Scarbrough, Secretary

Mr. Carl Rhodes, Jr., Chairman