

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

The following Commission members were absent:

Mr. Carl Rhodes, Jr., Chairman	December 31, 2019
Mr. Donald D. Cook, Secretary	December 31, 2022

Staff members present:

Amber Clark, C.M., Airport Director  
W. Donald Morgan, Jr., Legal Counsel  
Sonya Overton, Marketing Manager  
Michele Renfroe, Flightways Columbus Manager  
Garry Parker, Maintenance Manager  
Andre' Parker, Public Safety Chief  
Monica Stone, Human Resources Manager  
Roy Hightower, Finance Director  
Adrian Sellers, Public Safety  
Lillian Pevitt, Public Safety  
Daniel M. Thomas, Sr., Airfield Operations Supervisor

Others present:

Brian Thompson, RS&H; Phil Cannon, WK Dickson; Paul Holt, Holt Consulting; Sonya Ceballos; Robert Boehnlein, Columbus Aero Service; Salina Dills, Greg Russell, Pezold Air Charters, LLC; Gary Kunday, Marty Flournoy

**BUSINESS OF THE MEETING**

Ms. Tana McHale welcomed everyone to the October 23, 2019 Commission Meeting, prior to calling the meeting to order in the absence of Mr. Carl Rhodes, Jr.

Motion by Mr. Thomas Forsberg to approve the minutes for the September 30, 2019 Columbus Airport Meeting; seconded by Mr. James Barker and unanimously approved by the Commission. Ayes: 3 / No: 0

**CONSIDER APPROVAL OF AFLAC'S SUPPLEMENTAL PARKING LOT PLANS**

Ms. Clark reported in April, Aflac proposed a concept to add supplementary parking spaces to their existing parking lot. The Commission approved the request and agreed to update the lease accordingly. I have received the final plans for the construction of these additional parking spots.

As stated in Aflac's lease, at least two copies of the plans shall be provided to the Commission for approval 30 days before proposed construction. Staff has reviewed the plans and we see no issues with safety, security, and/or operations of the area during construction. We have provided the plans for the Commission's final review.

I recommend to approve the plans as presented and allow Aflac to proceed with their construction of the supplemental parking spaces.

Motion by Mr. Barker to approve Aflac's Supplemental Parking Lot Plans; seconded by Mr. Forsberg and unanimously approved by the Commission. Ayes: 3 / No: 0

### **CONSIDER APPROVAL TO APPLY FOR DASSP PROGRAM AT CSG**

Ms. Michele Renfroe stated that they were introduced to the DASSAP Program through research and feel that our airport has a market for this program. The program would allow the FBO to become a TSA gateway airport facility for any/all aircraft that needed a pre-security screening with TSA to fly into Ronald Reagan Washington International Airport. This program would allow aircraft to pre-schedule a flight time/day directly with TSA who would come over to the FBO and pre-screen passengers, aircraft and luggage. Aircraft operator must comply with the measures of the Ronald Reagan Washington National Airport (DCA) Access Standard Security **Program (DASSP)** to receive authorization to conduct flights into and out of DCA.

The FBO would need a small location for TSA to set up and screen within the existing building. If our application is approved, we would be the 2<sup>nd</sup> location in the state of Georgia to be an approved gateway location. TSA/FAA is more likely to approve our location since we are a commercial airport and have a TSA check point facility.

Participating in this program would drive new traffic to our location from surrounding states. I have been speaking with Pablo Espitia at Signature Flight Support at Ronald Regan-Washington Airport to get information and he advised me that there at least 6 Corporate flight departments that are looking for a gateway facility to be able to go directly into the DCA Airport that is close to our surrounding area in Alabama, Florida and Georgia. I think this would be a positive way to increase our transient traffic and this would allow us to charge a facility fee as well as any standard ramp fees and fuel uplifts that are already in the daily process.

She recommended approval to start the application process.

Motion by Mr. Barker to approve to apply for DASSP Program at the Columbus Airport (CSG); seconded by Mr. Forsberg and unanimously approved by the Commission. Ayes: 3 / No: 0

Ms. McHale inquired if aircraft can fly here to be screened?

Ms. Renfroe stated yes.

Ms. Hale asked how many do we have and do we have adequate staff in place?

Ms. Renfroe said ground services will handle all the scheduling with TSA to take place in a marked room.

Ms. Clark reported she had held a meeting with TSA to look at the process.

Ms. McHale stated so this will be no impact on our personnel right?

Ms. Renfroe stated yes that is right.

Mr. Forsberg asked is this the program that Savannah is using at their airport, how close or far are the next facilities in Alabama?

Ms. Renfroe said she did not have that information.

Mr. Barker stated he thinks it is Birmingham.

### **DIRECTORS REPORT**

Ms. Clark stated there would not be a Finance Report this month due to the financials not being ready, as the Finance staff is currently in training, the reports will be provided in November. Ms. Clark called on Ms. Renfroe for Flightways Columbus updates.

### **FLIGHTWAYS COLUMBUS**

Ms. Michele Renfroe provided the following update.

- **Volume Report:**

We pumped a little over 62,000 gallons of fuel this September. Our total volume increased by 19%, year over year. We had a significant increase in Avgas this year compared to last year. The volume increase was a combination of having 49 aircraft from Aviator College at our facility during the hurricane as well as a significant increase in self-serve and flight training with Airventure and River City Aero Club. We had a slight decrease in Jet fuel sales due to several of our home base Jet Aircrafts being in maintenance over this last month. The Airlines had a 5,000-gallon increase year over year.

- **Self-Serve:**

We are at the quarter mark for the self-serve pump pricing decrease. Over this quarter we have seen increased activity for home base as well as transient aircraft. The fuel gallon increase year over year is 3%. Tracking fuel volume by customers show that transient uplift was 326 gallons compared to last year’s sales of 195 gallons and home base uplifts were 458 of the total 784 gallons pump this month.

Mr. Forsberg stated that we know the Tenants wanted to drop the self-serve price for 6 months He asked Ms. Renfroe if she feels good on how we are doing the first quarter this far?

Ms. Renfroe indicated she feels good on the numbers with gallons sold the first quarter.

Mr. Forsberg asked Ms. Renfroe’s opinion with studying and reviewing the services for the next three months.

Ms. Renfroe agreed and said she will be glad to provide the results after the next quarter.

Mr. Forsberg thanked Ms. Renfroe.

**Comparative Airport List:**

<b>October 15th, 2019</b>					
<b>Airport ID</b>	<b>Name</b>	<b>FBO</b>	<b>Jet A +</b>	<b>100LL FS</b>	<b>100LL SS</b>
FFC	Atlanta Regional Airport	Falcon Field	\$4.82	\$4.92	-
VPC	Cartersville Airport	Phoenix Air	\$4.50	\$5.75	-
DHN	Dothan Regional Airport	Aero-One Aviation	\$5.35	\$5.45	-
MDQ	Huntsville Executive	Executive Flight Center	\$4.81	\$5.28	-
HSV	Huntsville International	Signature	\$6.08	\$6.00	-
GVL	Lee Gilmer Memorial	Lanier/Champion	\$5.15	\$5.85	\$4.99
CHA	Lovell Field Airport	Wilson Air Center	\$6.15	\$6.01	\$5.07
MCN	Middle Georgia Regional	Lowe Aviation	\$4.58	\$5.19	\$5.04
ECP	NW Florida Beaches Intl	Sheltair	\$5.86	\$6.40	-
<b>CSG</b>	<b>Columbus Airport</b>	<b>Flightways Columbus</b>	<b>\$5.29</b>	<b>\$5.59</b>	<b>\$4.35</b>
		<b>Average</b>	<b>\$5.26</b>	<b>\$5.65</b>	<b>\$5.03</b>

<p><b>CSG Hangar Waiting List</b>  <b>Upated 11/14/19</b></p>
<p><b>CSG Tenant Priority Move</b></p>

<b>CSG Tenants Hangar to Hangar Requested</b>			
Richard Knapp	10/27/2016	Single	Velocity
Roland Aut	10/14/2017	Twin	Stearman
Skip Williams	4/15/2019	Single	182
Chris Badcock	7/14/2019	Single	Cherokee
Greg Auten	7/29/2019	Single	Bonanza
<b>Single Hangar Requested</b>			
Steve Culpepper	2/27/2019	Single	Cherokee 180
Hiram Figueroa-Cruz	5/20/2019	Single	Cherokee 150
2LT Samuel Evans	8/20/2019	Single	Silvaire 8E
Frank Arnold	8/29/2019	Single	Airborne Outback
Flying Horse/Nelms	9/16/2019	Single	Maule
Richard Bailey	10/27/2019	Single	Cherokee 180
Earl Ingram	11/13/2019	Single	Mooney 20R
Tyler Freyburgher	11/13/2019	Single	172
<b>Twin Hangar Requested</b>			
Doug Evenson	7/15/2019	Twin	Stinson/Sorrell
<b>Customers Waiting To Purchase Aircraft</b>			
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		
Elijah Figueroa	10/28/2019		

**HUMAN RESOURCES**

Ms. Monica Stone provided the following update.

<b>Welcome to Columbus Airport- First Day!</b>	<b>Personnel file management / reviewing polices and employment handbook / meeting with Executive Team / Establishing relationships within the community</b>	<b>on-going</b>
<b>Vacant Positions</b>	<b>Vacancies: (1) Facilities Maintenance Tech (1) Line Service Technician Facilities (1) Maintenance Technician (3) Public Safety Officers/Fire Fighter (1) Dual Police/Firefighter (5 Total)</b>	<b>on-going</b>
<b>Collaboration</b>	<b>Met with Kenneth Harrison, Director of Public Safety Programs/Fire Science Instructor at CVCC and Chief Parker to discuss current students applying for vacant positions and program. Benefits to Columbus Airport</b>	<b>on-going</b>
<b>Payroll</b>	<b>Training on payroll process for PS/hourly and salaried employees</b>	<b>on-going</b>

**MAINTENANCE**

Mr. Garry Parker provided the following update.

- Hangar Refurbishment update: During the month of October, we have continued to address and repair issues with the hangars, including bird spike installation over the doors to prevent access by pigeons. Additionally, we have repaired doors and sheet metal, and roof leaks. These are the most common maintenance issues that we have identified during our hangar inspections; they are being addressed as we move forward with our hangar refurbishment initiative.
- On October 1-3, 2019 we hosted an Airfield Pavements and marking certification course conducted by Sightline Inc. In attendance for the course was our Airfield Maintenance team along with Operations and Maintenance staff from Montgomery Regional and Savannah-Hilton Head, along with Aviation Engineers from Croy Engineering, and Benesch. The purpose of this training course is to enable and empower our staff to complete smaller pavement marking projects without the need for outside contractors.

During the month of October, we have opened 22 hangar work orders and closed 18.

**MARKETING**

Ms. Sonya Overton provided the following update.

- End of the FY survey reports have not been completed due to our busy community engagement campaigns and will be completed by next month’s commission meeting.

- Our exhibit at the Let's Grow STEAM (Science, Technology, Engineering, Arts and Math) Youth College and Careers Expo on Thursday, October 10th manned by Daniel Thomas, Monica Stone, Garry Parker, Andre Parker, Amber Clark and myself was a huge success as we highlighted different careers in aviation. We spoke with so many kids wanting to know about aviation that we ran out of one sheeters and giveaways as we were overwhelmed with 3000 students on site. Thank you to all who volunteered to spark interest at the event.
- Airport Director Amber Clark sat on this year's discussion panel at STEAM with the topic of "Understanding & Overcoming the Challenges of Diversity and did a great job. Video can be seen on our Facebook page.
- We've met with Captain Colin Root from Fort Benning USARMY who is very interested in helping us with our tribute to our U.S. Armed Forces gate area after the remodel at no cost. His team looked at the gate area and the terminal to gather ideas as to what they could do. They will also connect us to the contacts of the other branches of Armed forces so that they can assist us as well.

### **OTHER MATERS**

Ms. Salina Dills, General Council, Pezold Air Charters provided a copy of the current Lease Agreement between the Columbus Airport Commission and Pezold Air Charters, LLC, Hangar #12, including correspondence going back to August 8, 2019, when we started going back and forth to the Commission. Ms. Dills pointed out in section 20 of the Lease, that gives permission to sublease? She brought this before the Commission for approval as a public matter.

Mr. Forsberg asked Ms. Dills who is the sublessee?

Ms. Dills said they do not have a current sublessee but to find a lessee we need permission. It does not really help them to determine we have a subleased without that. There is nothing in the lease that says we have to have a name/date/financing or anything like that, so we have to be proactive and we are being proactive in doing that.

Mr. Marty Flournoy stated that he had called Mr. Tracy Sayers about the possibility of leasing in Savannah working with the Gulfstream, they need a place to do maintenance for Gulfstream. That is the only hangar to accommodate them, because it had a G-4 in it previously. He spoke to Mr. Tracy Sayers about the possibility of renting that hangar. At that time, he did not know what he would be able to do. There is interest out there from somebody that is in that field, interiors and hot sections on the engines on the G-4, there just isn't any room in Savannah right now.

Ms. Clark stated she is not a lawyer. It states in the lease that we are willing to allow you to sublease. We just want to know potentially who would be subleasing and then we could move forward.

Mr. Morgan said historically what you have asked for is a document to be put on the table, the Commission will review/approve the document. He stated he cannot remember a time when a sublease was denied. The multiple times subleases and assignments have been on the table, such as multiple assignments as Synovus, TSYS, CBH Air, LLC, Mr. Richard DesPortes subleased to Mr. Robert Boehnlein, which all of them put a document on the table for approval. That is how it was handled in the past, the procedures that the Commission has gone through.

Mr. Forsberg stated his preference would be to know who the party is, before they got to vote on approval. In the past we knew who the other party was verses a blank check.

Mr. Morgan said plus the aeronautical services to be offered. At some point, they still have to be checked against the minimum standards. He stated fortunately or unfortunately you have set

Minimum Standards that he thinks goes back to 1973, that whoever is the sublease is going to have to meet the standards based on aeronautical activity.

Ms. Clark stated they are in the process of reviewing the document with the GA Committee. We are trying to get a date scheduled to look at the Minimum Standards to be more modern/relevant.

Mr. Morgan said the Commission looked at the Minimum Standards a couple of years ago and admittedly it is grossly out of date. He stated the document in terms of basically the business of airports and what is really necessary for those aeronautical services to be provided this day and time verses as to what seemed to be required in 1973.

Ms. Dills directed the Commission back to the letter dated August 8, 2019 addressing some of the concerns because we can't obviously approach people to sublease unless we are able to provide that, very difficult as far as negotiations. There are no provisions in our lease to govern our relationship that require us to give any infinite details of it, and we have already affirmed through the agreement for airport authority, Columbus Airport uses or FAA regulations. The further concern that she has especially, they have no problem providing the name Lessor once we are able to have that, before we bring that to the airport authority permission on the record, with negotiations of pricing and other things, not specifically sure what the information you state you want in advance the airport authority needs, creates problems for us for a negotiation process, and if one lease does not work out then each time we need and respectfully request all those details in advance to confirm, that any sublease can meet the Minimum Standards .

Mr. Forsberg said he thinks he understands that, he says they have a duty to adopt that ourselves, correct? He stated the way we have always done that is we do not have a history of denying subleasing for other people. He liked what Mr. Flournoy suggested and thinks it is fantastic, as one voice on the Commission, he wants us to grow on the airfield, and bring in great institutions that are going to be good stewards out on the airfield. He thinks it is important for the Commission to know who those parties are and that is the way we have done it everywhere else.

Mr. Morgan speaking one point, he does not think pricing is a Commission decision, that would be their doing.

Ms. Clark agreed.

Ms. Dills asked so simply all that is required is the name of the Lessee is to be provided to the Commission Board?

Mr. Forsberg said the name, services, and what the use is.

Mr. Greg Russell stated the lease does not require them to identify who they are, it does not matter what has been done previously. We have been in aviation here for twenty to thirty years, never have we brought somebody in, like a boat overhaul like somebody else. We are just asking you to say yes you can sublease before we do anything. We will come back with another document explaining exactly how it is going to be, asking you to adhere. We have a lease signed by Mr. Don Morgan and another attorney Ms. Sherry Goodrum, ten years ago or more, saying it does not require you to name a person in the lease.

Mr. Forsberg asked, we have a document saying it does not require? He hears Mr. Russell loud and clear; he wants to make sure if it is repairing boats, or luxury/recreational vehicles, or any other services in your hangar, he wants to make sure that the Commission is aware and can approve of who is going to be the sublessee and the services they will be providing.

Mr. Russell said he understands, all Ms. Dills is asking is getting a yes you can, as she would like to move forward with a new document.

Mr. Forsberg asked with what sublessee?

Mr. Russell said the people that we are talking to now. The lease does not require us to identify and I am referring to your document for this request signed by your attorney.

Mr. Forsberg, he does not know if others feel differently, what he would like to see is what the Commission is agreeing to?

Mr. Russell said so you are disagreeing with your own document.

Mr. Morgan said he disagrees with Mr. Russell's reading of the document. The document requires prior written consent of the Columbus Airport Commission before a sublease is entered into. The concept that a sublease would be approved is implicit in a document. But, the sublease itself is required to have the prewritten consent of the Commission. He does not think there is a reason what so ever why you should not be dealing with whoever you want to sublease to and put together your document. It is no different than the situation that I dealt with this week with the Columbus Technical College Foundation on a fairly lengthy purchasing sale agreement for a piece of real estate. Where the total agreement was placed on the table but of course it was subject to the approval of the Board of Directors, just like the situation of this in where you are looking for a document. He doesn't think and is not really hearing the concern. The concept of subleasing is implicit in your document.

Ms. Dills said so Mr. Morgan, if I am hearing you correctly, you are saying you want to see a document. Our legal argument as an attorney myself, the document on its face does not require anything to be in writing, no names to be provided, there are no requirements.

Mr. Morgan stated simply as the prior written consent.

Ms. Dills asked Mr. Morgan so you are adding an additional requirement that legally is not required.

Mr. Morgan said he totally disagreed with Ms. Dills, it is not required, it is optional. Whatever the Commission chooses to require prior to giving the written consent is what it chooses at the time, it is left open.

Ms. Dills nothing governs as to what is required? If a written requirement for knowing who the Lessee is, this is a technical legal matter, it is not required.

Mr. Morgan said it depends if they want prior written consent.

Mr. Forsberg stated if you are asking for consent, we are asking to understand who you are subleasing too, and the services they will perform. As for himself, before he votes, he would like to know, for consent or not for consent. He would like to know.

Ms. McHale asked if there were any other matters for discussion from the floor?

There being no further business the meeting was adjourned at 10.03 A.M.

APPROVED:

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Mary Scarbrough, Secretary

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Ms. Tana McHale, Vice Chairwoman