

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
FRIDAY, JANUARY 24, 2020 AT 9:30 AM**

The following Commission members were present for the entire meeting.

<u>NAME</u>	<u>EXPIRES</u>
Ms. Tana McHale, Chairman	December 31, 2021
Mr. Donald D. Cook, Vice Chairman	December 31, 2022
Mr. Thomas G. O. Forsberg, Treasurer	December 31, 2020
Mr. James Barker, Secretary	December 31, 2023
Mr. Carl Rhodes, Jr., Past Chairman	December 31, 2024

The following Commission members were absent: None

Staff members present:

Amber Clark, C.M., Airport Director
W. Donald Morgan, Jr., Legal Counsel
Sonya Overton, Marketing Manager
Garry Parker, Maintenance Manager
Roy Hightower, Finance Director
Monica Stone, Human Resources Manager
Ben Kiger, Restaurant Manager
Kelvin Mullins, Public Safety

Others present:

Jacob Redwine, Holt Consulting; Robert Boehnlein, Columbus Aero Service; Jonnell Carol Minefee, Solar Tyme USA, LLC

BUSINESS OF THE MEETING

Ms. Tana McHale welcomed everyone to the first Commission Meeting on January 24, 2020, prior to calling the meeting to order. She extended to all attendees that she hoped all had enjoyed their holidays.

Ms. McHale stated that Ms. Mary Scarbrough had distributed a copy of the meeting's minutes for the December meeting and asked for a motion to approve those minutes.

Motion by Mr. Thomas Forsberg to approve the minutes for the December 18, 2019 Columbus Airport Meeting; seconded by Mr. Don Cook and unanimously approved by the Commission. Ayes: 5 / No: 0

**CONSIDER APPROVAL OF THE NEW POSITION FOR ENTRY LEVEL FACILITIES
TECHNICIAN**

Mr. Garry Parker stated the Columbus Airport Commission has committed to address and repair hangars, and to bring the facilities back up to minimum standards and beyond. The Hangar Refurbishment Initiative was introduced in July 2019, and hangar issues have been corrected as quickly as possible with the limited staff in the Maintenance Department.

A full-time Facilities Technician joined the Maintenance staff in November 2019 and has been working energetically to complete work orders. The backlog of work orders continues to grow due years of neglect to facilities and having inadequate staff to handle the increasing volume of work orders in a timely manner. Additionally, the scope of work that was initially assessed during the creation of the Hangar Refurbishment Initiative has changed dramatically as we have uncovered more complex issues during the Hangar inspection process.

In order to address these maintenance issues in a timely manner and to provide our tenants the minimum standards to which we're committed to providing, I request the addition of one dedicated Facilities Technician to the Maintenance Department Staff. This will be an entry level position with potential to grow, learn new skills, and provide improved service for our tenants.

This position will provide a clear path of progression within the Maintenance Department, and we have identified Columbus Airport Commission employees that may meet the criteria. Once approved, we would post the job internally first; if none of the candidates who apply are determined qualified, we will then open the position to the public.

The salary listed above is the annual range with projected benefits included for a full-time employee. The position has been submitted to the HR Manager for review, has been submitted and discussed with the Finance Director for confirmation of adequate funding within our current budget, and Airport Director for approval for recommendation.

Mr. Cook was glad to hear that Mr. Parker had submitted this to both the Human Resources Department and Finance Department for review before submitting this position before the Commission today.

Ms. Clark stated yes this had been covered.

Ms. McHale asked Mr. Parker if this new position will help Mr. Parker meet what we have said we would do with our tenants on hangar repairs, is that right?

Mr. Parker said yes.

Mr. Forsberg just from the budget stand point he knows Mr. Parker closed in referencing budget. Where are we and how does it relate on this role to our current budget or in the budget in the future? So, this new position is in our budget?

Ms. Clark stated this was not anticipated and was not planned for, however, it is in our budget due to previous consolidation of positions and positions remaining vacant for periods of time. Now that we have a full staff in the Maintenance Department, we have to make sure that we are addressing the total salary for the Maintenance Department next year during budget.

Mr. Forsberg was glad to hear that.

Mr. Roy Hightower reported there is one situation that we were dishing out overtime and we had an agreement that by reducing the number of outsource contractors that would in fact balance out and adjust the budget verses the actual so we worked that out.

Mr. Forsberg said excellent and thanked all.

Mr. Cook stated he really likes this new process, HR, Finance, and managers that actually gives everyone confidence in what they and doing is right. It has been a lot of years to get it all right, balancing, he appreciates it and it feels good.

Motion by Mr. Don Cook to approval of new position for Entry Level Facilities Technician; seconded by Mr. Thomas Forsberg and unanimously approved by the Commission.

Ayes: 5 / No: 0

CONSIDER APPROVAL FOR HANGAR 19 LEASE

Ms. McHale stated they have received a request to consent to the extension of the existing lease at Hangar 19 from Mr. Richard DesPortes. Do we have a motion to approve that?

Motion by Mr. James Barker to approve the extension of the existing lease of Hangar 19 to Mr. DesPortes; with no second to the motion, it was not approved.

DIRECTORS REPORT

Ms. Clark began the monthly report updates by providing the following report for Flightways Columbus in the absence of Ms. Renfroe.

FLIGHTWAYS COLUMBUS

• **Volume Report:**

We pumped a little over 56,500 gallons of fuel in December. Our total volume increased moderately year over year. We had a moderate increase in Avgas which can be attributed to an increase in transient traffic as well as home-based fueling this year compared to last year. There was a significant increase in Justice fuel of 13,011 gallons compared to last year which was due to increase in flights. We had a decrease in Contract fuel but a moderate increase in government and retail jet fuel. The Airline uplifts increased moderately as well with 17,611 gallons pumped this year.

• **Employee of the Month:**

We are pleased to announce that Stephanie Salter was awarded with the employee of the month award for December. Stephanie has recently come back to work at Flightways and since her return has had great customer comments on a job well done by multiple customers. We are excited to have Stephanie back has part of the airport CSG Jet team.

Hangars:

We have several open hangars on the field. We are in the process of contacting the customers that are on the waiting list. We have had several customers that are not ready to move into the hangars yet so they are staying on the list and will be contacted the next time we have available hangars. Some of the hangars that are open are still open waiting for water issues to be taken care of. Some of them have water coming up from the ground and some are roof leaks. I have been contacted by customers that have opened work orders on their hangars which are being addressed by the maintenance department.

• **Self-Serve:**

Self-serve had a moderate increase this year compared to last year. Year over year comparison in 2018 was 447 gallons sold and 2019 was 684 gallons sold. Home base tenants attributed to 336 gallons of the 684 gallons sold in December.

Update on our self-serve 6-month price reduction. Gallons pumped from July 18 to December 2018 was 1,488 gallons compared to this year from July 19 to December 2019 there was a significant increase to 5,028 gallons sold. Our home base customers contributed to 2,400 gallons of the 5,028 gallons sold within this time frame. With the significant increase we do believe that the decrease in price has driven new customers to our location as well as increased our home base tenants that were flying and fueling elsewhere to purchase their fuel. We have seen a few home base customers go to self-serve to fuel, but the number is very small.

Comparative Airport List:

January 21st, 2020					
Airport ID	Name	FBO	Jet A +	100LL FS	100LL SS
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	\$4.90	\$5.26	-
MDQ	Huntsville Executive	Executive Flight Center	\$4.79	\$5.19	-
HSV	Huntsville International	Signature	\$6.19	\$6.00	-
GVL	Lee Gilmer Memorial	Lanier/Champion	\$5.54	\$5.97	\$4.99
CHA	Lovell Field Airport	Wilson Air Center	\$6.04	\$6.02	\$5.08
MCN	Middle Georgia Regional	Lowe Aviation	\$4.58	\$5.19	\$5.04
ECP	NW Florida Beaches Intl	Sheltair	\$5.81	\$6.32	-
CSG	Columbus Airport	Flightways Columbus	\$5.21	\$5.64	\$4.30
		Average	\$5.24	\$5.66	\$5.03

PIM	Pine Mountain	3.89	4.29	4.15
EU	Eufaula	4.3	~	4.98

CSG Hangar Waiting List			
Updated 01/15/2020			
CSG Tenant Priority Move			
CSG Tenants Hangar to Hangar Requested			
Richard Knapp	10/27/2016	Single	Velocity
Roland Aut	10/14/2017	Twin/Box	Stearman
Skip Williams	4/15/2019	Single	182
AJ Jain	5/9/2019	Twin/Single	Bonanza
Chris Badcock	7/14/2019	Single	Cherokee
Greg Auten	7/29/2019	Single	Bonanza
Al Picken	11/19/2019	Twin	Bonanza
Flying Horse/Nelms	12/1/2019	Single	Maule
Single Hangar Requested			
Steve Culpepper	2/27/2019	Single	Cherokee 180
2LT Samuel Evans	8/20/2019	Single	Silvaire 8E
Richard Bailey	10/27/2019	Single	Cherokee 180
Earl Ingram	11/13/2019	Single	Mooney 20R
Tyler Freyburgher	11/13/2019	Single	172
Twin Hangar Requested			
Doug Evenson	7/15/2019	Twin/Box	Stinson/Sorrell
Customers Waiting To Purchase Aircraft			
Bill Buck	4/7/2016		Single
Paul Watson	4/11/2016		Single
Will Foley	10/10/2017		Single
Omar McCants	4/30/2018		Single
Reed Hovie	11/19/2018		Single
David Lewis	3/25/2019		Single
Elijah Figueroa	10/28/2019		Single
Daniel Holley	1/10/2020		Single

Mr. Carl Rhodes stated so we have added more non home-based gallons pumped than we had total gallons pumped last year (referring to self-serve)?

Ms. Clark reported that is correct.

MAINTENANCE

Mr. Garry Parker provided the following update.

In recent weeks, we have worked closely to re-assess needs of the current Hangar Refurbishment Initiative. We've found that some modification of the original plan is necessary to complete this project.

The following report details which items can realistically be completed in-house by Airport Staff, with our current resources, time constraints and manpower.

IN HOUSE

- Electrical repairs including switches, receptacles, transformers, and lighting fixture replacements to include LED retrofits and upgrades.
- Minor roof repairs including small leak repairs, skylight and panel sealing, gutter repairs and replacement.
- Minor door repairs including track and roller adjustment, small roller replacement, pavement leveling, minor welding and sheet metal repair.
- Interior waterproofing and sealing where concrete demolition are not required.
- Minor welding including door stop fabrication and repairs, support beams, anchoring structures i.e. angle iron and flat bar supports.
- Bird netting, and mitigation device application and installation.

A key component to ensure this level of service is provided will be the addition of an additional Facilities Technician. This position will be entry level/experienced with a strong mechanical aptitude and proven work ethic.

The following phasing revision to the hangar refurbishment timeline is being implemented:

TIMELINE

Jan-June 2020:

- In-House Roof Repairs
- In-House Door Repairs
- Welding/Sheetmetal Repairs
- Bird Netting /mitigation device installation
- Lighting Repairs and Upgrades.

Jul-Dec 2020:

- Lighting Repairs and upgrades continued
- Major roof repairs and replacement (Contract)
- Major door repairs and replacement (Contract)
- Concrete repairs and resealing

Jan-Dec 2021:

- Hangar siding replacement and repair
- Hangar siding and Door repainting.
- Electrical Circuitry Upgrades (additional power receptacles.)

While this revision extends the Hangar Refurbishment Initiative by 12 months, the priority repairs required to meet minimum standards are still projected to be completed within the initial eighteen months. The additional twelve months will be focused on upgrades beyond minimum standards.

EMERGENCY WORK ORDERS

Priorities of work may change and be addressed immediately regardless of phasing schedule. Emergencies include but are not limited to: Severe roof leaks, Hangar door damage, unsafe electrical issues, structural hazards.

A Request for Proposal (RFP) is being processed for major roof repairs. Once executed this RFP will enable us to hire roofing contractors to quickly address major roof repairs. Additionally, Assessments have been received for immediate door repairs by a local company; repairs are expected to begin this month on Hangars 1, 2, 11, 12, 13, and 57.

Ms. McHale asked Mr. Parker if he had reached out to Knox Exterminating?

Mr. Parker said yes and he will be meeting with them tomorrow mid-morning for an assessment. He thanked the Commission very much for the approval of the new position in the Maintenance Department.

Mr. Barker wanted to follow up from back in November after the walk through and around the hangars, some issues were found where work orders that were submitted for a completion on the work orders we found some of those had not been done, we discussed how the work order software has the ability to photo submission for your approval, to see if that work has been completed. He asked Mr. Parker if he has been utilizing that, how has that been working out and has it been helpful for him?

Mr. Parker said it is working out great and now there is an extra step of accountability in the process, so it is fantastic, he thanked Mr. Barker for that.

Mr. Rhodes stated that some of the work orders are for repairs they saw on the walk through, have those specific repairs on submitted work orders, met up to your standards? Some of the places pointed out where they required fixes, have those specific things been fixed?

Mr. Parker said they have.

Mr. Rhodes inquired there was some substantial metal work to be done on Mr. Perry Thomason's hangar. In regard to the metal work, if the materials are ready, have some of those problem's been done. Will we be doing this type work in the future or is it in the process of being or should it have been done?

Mr. Parker said he is having trouble in gaining access to do some substantial work in Mr. Thomason's hangar. He said they have the materials ready but, have not been able to gain access to Mr. Thomason's hangar.

Mr. Rhodes stated if they cannot get access, we can't get access. He asked if other tenants helped out Mr. Thomason.

Mr. Barker said he thinks that Mr. Austin Edwards and Mr. DesPortes helps out Mr. Thomason a little bit.

Mr. Rhodes asked about the water and gutter issues and inquired if there were any quick fixes or updates on any of that with the gutters?

Mr. Parker said yes, some of the portions of the gutters, were rusted out and falling and apparently need repairs. The repairs were made with brackets and installing sections of the gutters.

Mr. Rhodes wanted to know if there was another way the water was falling to allow the water potentially to go back another way?

Ms. Clark asked if that was the down spout part?

Mr. Rhodes stated yes, the down spout part where it comes out?

Mr. Parker said those were addressed the day after the walked through.

Mr. Rhodes told Mr. Parker he has got it.

Ms. Clark said Mr. Parker is on it.

Mr. Cook wanted clarification as to what Mr. Parker means when he said the work order has been repaired. To make sure he has the right picture on it, he asked when Mr. Parker said it has been repaired, is that temporary repaired or is that a final repair?

Mr. Parker asked on which?

Mr. Cook wanted to know on any of Mr. Parker's projects, he wants to make sure he understands when he tells them something is finished. Sometimes you may want to complete something in the Summer, so when you say something is repaired what exactly does that mean? Does that mean a temporarily fixed until a later date to come back, done with patch work, or if it has been completed to standard, because that makes a difference when talking to a tenant.

Mr. Parker said the standard was changed after the walk through that they don't want to do a temporary repair, they want to do it right the first time.

Mr. Rhodes thinks part of it too, you may be doing roof patch work, which may be short term, but when there is a different phase of the work in long term to replace the roof.

Mr. Parker said that is a good example.

Mr. Rhodes thanked Mr. Parker for all the hard work, there's a lot going on.

Mr. Parker thanked them all and said it is his team out there doing all the hard work it is not him its them and he will pass the information along to his team.

MARKETING

Ms. Sonya Overton told the Commissioners it was great to see all of them here prior to providing the following update.

- On behalf of the Airport Commission and Staff, Christmas Cards were sent out to all our vendors and contractors. 2020 Calendars are in and are being distributed to tenants and guests. Calendars are available at the Admin office and Flightways.
- Fundraising items are on sale in the terminal in support of Relay for Life 2020. Proceeds to benefit ACS and are available at Propeller's.
- In celebration of our 75th Anniversary the Columbus Airport partnered up with CBS to send a winner and a guest to the Grammy Awards in Los Angeles. This was promoted on our website, in the terminal, on our social media pages, WRBL social media pages, website and on air. We had over 1,000 entries and over 5,200 Page Views on our website in the past 30 days per Google Analytics. Next promotion will be the PGA Golf Championship Fly Away which will be in San Francisco, California.
- We are currently in the process of putting together the educational presentation for Air Service Development for speaking engagements throughout our community. We are compiling our stakeholders target list and working with UBM as we wait for the results of the Catchment Analytics Study and the Corporate Catchment Profile Study.
- Designs are in the works for the banners for the Terminal Rehabilitation Project. They will be vinyl and versatile so that they can be moved from one location to the next as walls go up and down during the construction phases.

Mr. Rhodes asked who won the tickets to attend the Grammys?

Ms. Overton said Ms. Janice Thornton won, she was excited, and they were surprised, she said it is an experience of a life time to leave from the Columbus Airport. She asked a lot of questions concerning air service development. She was excited and really engaged.

Mr. Rhodes said he has seen the commercial on WRBL, local station, he watches that channel a lot. It is prime time in related times, great job, good exposure and it is great that someone is getting to go and have a good time.

Mr. Barker wanted to know if she would be caught before she flies out this morning.

Ms. Overton said yes.

Mr. Cook said if she takes any video that you could look at it and post back up with her story and experience. It would be a great story and would be nice for social media.

Ms. Overton stated sure, and she will ask for it immediately after this meeting.

Mr. Barker stated if she texted the photos that would be great.

Mr. Cook said that would be the first step.

Ms. Clark said Ms. Overton's report was awesome.

Mr. Cook added excellent to the Marking update.

PROPELLERS

Mr. Ben Kiger provided the following update reports.

We have been working diligently with Gallery Carts in Denver, Colorado on the design of our eTuk electric food vehicle. Gallery's National Accounts Director, Mr. Jeff Bingham, and I have had ongoing discussions on what would best fit our needs during, and after, the airport's remodel phase.

As you can see on the current drawings in front of you, on pages one and two, our eTuk will be complete with a panini grill, warming drawer, countertop cold storage unit, steam wells, reach-in refrigeration, hot holding cabinet, numerous storage areas, and an onboard hand washing sink (with fresh and waste water tanks, water heater, water pump, paper towel, and soap dispensers).

Although the POS (point of sale) station is shown on page two, after these drawings were completed, we designed a stand-alone cart for the POS station that will have electrical running from the eTuk with a four-plug outlet. You can see the design for this unit on page four. This will free up room in the area (see on page two, item number six). This area will house our napkin holder and other condiment items. By using a stand-alone cart this will provide the customer with more room to stand and collect what they need.

On page three, which shows the rear of the vehicle, you will see what looks like lines running down. These are known as merchandising clips, or chip clips. With these on the rear, it provides a nice display for the customer to easily choose what they'd like.

Also, not shown here in the drawings, and currently in the design phase, is a four-compartment wash sink, which will be used for washing, rinsing, and sanitizing all of the pans, utensils, and other items used to prepare food, and also a sink separated with a divider, which will be used for washing all of our fresh produce.

In short, everything we need to operate within the health code will be right in arms reach, mobile, and easily moved during the different remodel phases of the terminal.

The eTuk drawings are attached hereto and made a part of these records, as was presented to the Commissioner's.

Mr. Forsberg said he was traveling with his family in Jacksonville, stumbled over an eTuk sales team that was there so he got to see first-hand, it was awesome. We believe in the vision and now we see it first hand, this is going to be cool!

Mr. Kiger said he would be serving six to eight panini's, hot sandwiches, wraps, sandwiches, we do not want to sell pre wrapped sandwiches, which would be boring. You can go to a gas station and buy pre wrapped sandwiches, we want better foods and service than that type option. We can cook chicken and hold it and keep it hot for four hours, that will work out nice.

PUBLIC SAFETY

Officer Kelvin Mullins provided the following update reports for Public Safety in the absence of Chief Parker.

Fort Benning/Training

- Last month Public Safety officers took part in a three-day ARFF course provided by Ft. Benning's Fire Department. In addition to the classroom training, Public Safety officers traveled to Ft. Benning and took part in a live fire exercise utilizing Crash 2. Our new partnership with Ft. Benning has quickly proven to be an invaluable asset in training and building upon our ARFF readiness.

Training

- January 1st is the beginning of our 2020 training cycle, and we are looking forward to what the new year brings. Public Safety Staff had a total of 1,560 training hours for 2019. We are extremely proud of the work and efforts of our Public Safety officers and staff.

- We are working on holding a full-scale exercise here at CSG in coordination with Ft. Benning. We hope to utilize some of mobile aircraft training aids that Ft. Benning has in their toolbox.

Mr. Cook said he saw a clip on the local news that mentioned the Columbus Airport participated in the ARFF course held at Ft. Benning, and ask Ms. Overton to get a copy and post it on social media for the Columbus Airport website

OTHER MATERS

Ms. McHale stated she had driven by the airport and saw them working on the fence that was damaged on December 25, 2020, has it been completed.

Ms. Clark said yes it was.

Mr. Garry Parker reported the fence has been installed and the barbed wire has been added, the fence is completely repaired now.

Ms. McHale asked for confirmation that from now on there will be extra fencing on the property, should it be needed in the future for fence repairs.

Ms. Clark stated yes, and that she will be contacting Mr. Isaiah Hugley and Ms. Pam Hodge about getting some guard rails installed further down the street. On this particular case with the damaged fence, the car was airborne, so guard rail may not have helped. In the future when going around the curve the guard will serve as a safety measure.

Mr. Barker said with all points the roads go by say may be fifty yards, especially with the turns.

Ms. Clark sated she will get as much as possible on the guard rails.

Ms. McHale reported it has been discussed recently that we should establish a minimal change order approval of process and level. Her suggestion is to set a \$25,000.00 approval level for Ms. Clark with a \$200,000.00 cap. Any discussion on this matter?

Mr. Forsberg asked if this is specific to the terminal rehab project?

Ms. McHale agreed it is for the terminal rehab project.

Ms. McHale asked Ms. Clark is okay with this approval process and level she said it sounds good.

Mr. Forsberg stated this is a big project, things are going to happen, we want to move things around, he said okay.

Motion to approve the minimal change order approval process to set at \$25,000.00 with a \$200,000.00 cap by Mr. Don Cook was made: seconded by Mr. Thomas Forsberg and unanimously approved by the Commission. Ayes: 5 / No: 0

Ms. McHale announced with no further business the meeting was adjourned to closed session to discuss personal matters at 10.14 A.M.

Motion to go into closed session by Ms. Tana McHale was made: seconded by Mr. James Barker and unanimously approved by the Commission. Ayes: 5 / No: 0

Motion to return to open session Ms. Tana McHale was made: seconded by Mr. James Barker 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 was adjourned at 10:33 A. M.

APPROVED:

Mary Scarbrough, Secretary

Ms. Tana McHale, Chairman