

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, FEBRUARY 26, 2020**

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.	December 31, 2024

The following Commission members were absent: None

Staff members present:

Amber Clark, C.M., Airport Director
Alston Lyle, Legal Counsel
Sonya Overton, Marketing Manager
Garry Parker, Maintenance Manager
Roy Hightower, Finance Director
Monica Stone, Human Resources Manager
Ben Kiger, Restaurant Manager
Andre' Parker, Public Safety Chief
Adrian Seller, Public Safety
Shaundra Goodwin, Public Safety

Others present:

Jacob Redwine, Holt Consulting; Robert Boehnlein, Columbus Aero Service; Brian Thompson, RS&H; Austin Edwards, R D Aircraft; Greg Russell, Pezold Air Charters, LLC; Gary Kundey, John Walden, III

BUSINESS OF THE MEETING

Ms. Tana McHale welcomed everybody and thanked each one for attending the Commission Meeting on February 26, 2020.

Ms. McHale presented a very important recognition to Mr. Carl Rhodes, Jr for all his hard work and dedication as Chairman of the Commission Board in 2019.

Mr. Rhodes thanked everyone very much, saying he had a great time and will keep the gavel with him always just in case it is needed! He expressed his appreciation to all and is glad to be on the side seat again this year.

Ms. McHale called the Commission Meeting to order, asking for a motion to adopt the minutes for the January 24, 2020 meeting.

Motion by Mr. Thomas Forsberg to approve the minutes for the January 24, 2020 Columbus Airport Meeting; seconded by Mr. Don Cook and unanimously approved by the Commission.
Ayes: 5 / No: 0

CONSIDER APPROVAL FOR THE RFP FOR HANGAR 75'S ROOF SOLUTION

Ms. Clark reported in early January, Maintenance was contacted regarding a severe leak in the roof of Hangar 57. Last year we hired a local contractor to repair the roof leaks in this hangar and have had to call the contractor back several times due to continued issues. Due to the severity of the new leak, Maintenance called upon several local contractor/tenants to assess the issue and give a recommendation on how to address the issue. After determining an overlay was

recommended to be installed and estimating the price to be over \$20,000.00 an RFP was created to solicit bids.

On January 24th, the Columbus Airport solicited proposals from qualified roofing firms to retrofit Hangar 57's roof with an overlay. The RFP was posted on our website, in the Ledger on three different dates, on the Georgia procurement website, e-mailed to our subscribed tenants list, as well as mailed to specific tenants in the construction business who have shown previous interest in completing work on the Airport.

January 31st, was the scheduled site visit for contractors to review the issues of the roof, take any measurements, and/or pictures. The final bid submission date of February 5, 2020.

The Commission received three bid packages. Bids were submitted by Pittman-Waller Roofing Co. (\$95,017.00), Skyline Construction Roofing Contractors (\$140,850.00), and Thayer-Bray Construction (\$50,520.00).

All firms' bids were deemed responsive. Based on the quality of work with for the lowest price I recommend the approval of awarding the contract for repairing Hangar 57's roof to Thayer-Bray Construction.

Ms. Tana McHale asked what the timeline would be, would they be able to work it immediately, how long will it take to get the work done?

Mr. Parker said three weeks to get the contractor on site and then about four more weeks to get the work done.

Motion by Mr. Don Cook to approve the RFP for Hanger 57's roof selection; seconded by Mr. Thomas Forsberg and unanimously approved by the Commission. Ayes: 5 / No: 0

CONSIDER APPROVAL FOR THE RFP FOR THE AIRPORT MARKINGS

Ms. Clark stated they have been working with our FAA Part 139 Inspector and the Southern Region's Runway Safety Program Mangers to get some of our current airfield markings up to standards as well as provide additional markings to promote clarity and increase safety on the airfield.

On January 7th, the Columbus Airport solicited proposals from qualified firms to provide 665 linear feet of markings. The RFP was posted on our website & social media pages, in the Ledger on three different dates, on the Georgia procurement website, and e-mailed to our subscribed tenants list.

January 27th-29th, was the scheduled site visit for contractors to review markings, take any measurements, and/or pictures. The final bid submission date of February 7, 2020.

The Commission received two bid packages. Bids were submitted by: HASCO, Inc. (\$24,697.38), Remac, Inc. (\$39,346.50).

Recent meetings with our FAA Inspector, Runway Safety Program Mangers, and Aviation Consultant have indicated additional areas to be addressed within the scope of this project as well as the possibility of a reimbursement using federal funding.

Due to these factors Ms. Clark believed it was in the Commissions best interest to reject all proposals at this time. We will continue to work with our Aviation Consultant to determine the possibility of federal funding, better define the scope of the project, and rebid the project appropriately once all factors have been determined. These bidders will be notified and re-invited once the project has been fully defined.

Motion by Mr. Thomas Forsberg to reject the RFP Markings at this time; seconded by Mr. Don Cook and unanimously approved by the Commission. Ayes: 5 / No: 0

DIRECTORS REPORT

Ms. Michele Renfroe providing the following update report for Flightways Columbus.

- **Volume Report:**

We pumped a little over 61,400 gallons of fuel in January. Our total volume increased slightly by 6% year over year. We had a moderate increase in Avgas which can be attributed to a 7% decrease in home base and a 36% increase in transient traffic. There was a significant increase in Justice fuel of 24% compared to last year due to 11 additional flights year over year. We had a moderate decrease in Contract and government fuel but a slight increase in retail jet fuel. The Airline uplifts stayed around the same year over year.

Hangars:

With all the recent rain, we've had to keep some of the hangars vacant while the water issues are being addressed. These issues are: water coming up from the ground, leaking through the rooves, or gaps where rusted angle iron has occurred on the bottom of the hangars. Work orders have been submitted and are being prioritized by the Maintenance Department.

- **Self-Serve:**

Self-serve had a 72% increase this year compared to last year. Year over year comparison in 2019 was 366 gallons sold and 2020 was 628 gallons sold. There was a slight increase of transient traffic uplifts that attributed to the increase in volume.

Comparative Airport List:

February 18th, 2020					
Airport ID	Name	FBO	Jet A +	100LL FS	100LL SS
FFC	Atlanta Regional Airport	Falcon Field	\$4.50	\$4.80	-
VPC	Cartersville Airport	Phoenix Air	\$4.25	\$5.75	-
DHN	Dothan Regional Airport	Aero-One Aviation	\$4.75	\$5.15	-
MDQ	Huntsville Executive	Executive Flight Center	\$4.79	\$5.22	-
HSV	Huntsville International	Signature	\$5.88	\$6.00	-
GVL	Lee Gilmer Memorial	Lanier/Champion	\$5.24	\$5.97	\$4.99
CHA	Lovell Field Airport	Wilson Air Center	\$5.71	\$5.83	\$5.05
MCN	Middle Georgia Regional	Lowe Aviation	\$4.58	\$4.99	\$4.84
ECP	NW Florida Beaches Intl	Sheltair	\$5.57	\$6.25	-
CSG	Columbus Airport	Flightways Columbus	\$5.21	\$5.64	\$4.30
		Average	\$5.03	\$5.55	\$4.96

PIM	Pine Mountain	3.89	4.29	4.15
EUF	Eufaula	4.3	~	4.98

CSG Hangar Waiting List			
Upated 02/20/2020			
CSG Tenant Priority Move			
Greg Auten	7/29/2019	Single	Bonanza
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
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
Glenn Eller	2/11/2020		Single
Thomas Henegar	2/19/2020		Single

HUMAN RESOURCES

Ms. Monica Stone provided the following update.

The most valuable asset a company has is its people and I couldn't agree more. Getting high performing people hired and ready to work as quickly as possible is an important contributor to any company's success. HR has the following updates on: Interviewing, Staffing and Hiring

Interviewing:

Conducted interviews on Jan 30th with Public Safety. Those candidates are waiting on results from background checks.

Conducted interviews for temporary CSR- FBO/Flight Ways: REASON: employee on medical leave.

- Client identified – Waiting on TSA background check

Staffing:

1- Vacancy due to internal promotion Airfield Maintenance Specialist

- Currently posted Internal. If no one applies internally the position will be posted externally on Indeed and Airport website 02/24/2020.

2- Public Safety Officers (Interviewing)

Hiring: The following people were hired/promoted to fill a business gap.

4 positions recruited and filled: from October -February

- D. English – Maintenance (DOH TBD)
- R. Rosado – Maintenance INTERNAL (PROMOTION) 02/17/2020
- P. Hall – Public Safety (DOXFR 02/10/2020)
- D. White – Flight Ways/FBO (DOH 12/9/2019)
- J. Aviles – Maintenance (DOH 11/4/2019)

She is very appreciative to the leaders and staff as we continue to make steady and encouraging progress.

MAINTENANCE

Mr. Garry Parker provided the following update.

- Work orders update: During the month of February, we have made significant progress in LED lighting upgrades for hangars; additionally, our facilities team has been addressing several plumbing issues and emergencies that have arisen.
- On the airfield, our Operations and Maintenance team has recently addressed a drainage issue in C1 Taxiway Safety area. This area is now draining freely, and drying out, mitigating the presence of birds and other wildlife that could potentially pose a danger to aircraft.
- Hangars Update: We have closed the RFP for Hangar 57 roof project and received several qualified bids. The work on Hangar 57 will begin within three weeks of contract approval by the Commission. The project is expected to be complete by April 2020. We currently are working with our aviation consultant, Holt, on an RFP for the Hangar 19 roof overlay project.

We have scheduled Hangar 2 door repairs for early March and will be continuing the work of hangar doors over the next two months.

- In Employee news, we would like to congratulate Mr. Richard Rosado on his promotion to Facilities Maintenance Technician 1. Mr. Rosado applied and interviewed for the position and was offered the position after his interview. Employee of the month for February is Mr. Jose Aviles. Mr. Aviles has been working tirelessly to address and repair hangar issues, while also tackling several emergencies.

Ms. McHale asked what Knox Exterminating has come up concerning the pigeons?

Mr. Parker said they had no definite solution, other than recommending netting. He has done some research and spoke with some people, outside that he has ordered some products that are bird deterrents, we are expecting those to come in, in a week. They have a magnetic base, basically an organic citronella, menthol, and some other product in there. The products will go inside the rafters and doors, he thinks the smell will detour them.

Ms. McHale was hoping there would be something Knox would have some solution.

Ms. Clark said Knox had recommended something that included poison and we cannot poison the pigeon, we have hawks that could eat them and be poisoned, and hawks are an endangered species.

MARKETING

Ms. Sonya Overton provided the following update.

- The indoor “pardon our progress” banners have been completed and are in house. We are currently working on the outdoor wayfinding for the rental car return lot as well as layouts for redirection of traffic. Everything should be in place by the start of construction which will kick off with a groundbreaking ceremony. Date: TBD
- As we prepare for the terminal modernization, we will be reaching out to the CSG Public Art Program participants to come and safely pick up their artwork. We will be scheduling times for pick up in the upcoming weeks and providing them with a small token of our appreciation for allowing us to host their artwork and for supporting our program for the past 7 years.
- We are currently preparing for the NBAA Scheduler’s & Dispatcher’s conference which will be March 9-13 in Charlotte, NC. We have put together coupons and marketing materials to distribute at the conference in order to promote Flightways Columbus and track our ROI.
- Our first Stakeholder’s meeting was held Wednesday, February 12th. The meeting went well and those in attendance included: Mayor Skip Henderson, Muscogee County Chamber and economic development, Harris County Chamber, Russell County Chamber and Fort Benning who all had a chance to meet Mr. Jeremiah Gerald, ASM consultant for Air Service Development. Topics of discussion included: Current airline structure, Limitation of air service, how we as a community position ourselves to the world, the Community’s role in obtaining new routes, how ASD works and its processes, the time it takes to start a new route and future community support. We will now focus on Corporate travel meetings, local speaking engagements concerning ASD and prepare for our next ASD Conference.

Ms. McHale asked Ms. Overton as they had talked about, if they were going to have another meeting with other businesses and leaders in the community?

Ms. Overton said we are, right now Mr. Jerimiah Gerald is putting together a corporate catchment study for our corporate businesses within a forty-mile radius. Once he gives us back that information, we will start to make phone calls and reach out to some community leaders to see if they can help us in making those connections with travel departments and go and meet with them individually on a one on one to have that conversation about their role. Ms. McHale stated so this will be a one on one meeting not group meeting where we bring everyone together?

Ms. Clark said no what the catchment analysis is going to do, is it will tell us our local businesses, who their suppliers are, their parent companies, any related travel so we will have that data, we will know where the people will be going and what businesses. So, we can go to that business, knowing they are traveling to those locations, the information will be very specific to each company.

Ms. Overton said that is the information they will need to take to the airline when we start discussing possible route development. They are going to want to know how much traffic is going to the route that we are recommending.

Ms. Clark stated who is it and why is it so they will understand why it will be successful.

Ms. McHale said okay and asked if the Chamber of Commerce will be able to help us make those connections?

Ms. Clark said yes.

Ms. McHale is it like before, some of the businesses were not as open to meeting with us?

Ms. Clark that was one of the action items we gave the attendees at the Stakeholder Meeting, they asked what can we do to help arrange those introductions?

Ms. McHale to get us to the right person.

Ms. Clark agreed.

PROPELLERS

Mr. Ben Kiger provided the following update.

Mr. Kiger stated he was excited to announce they have reached the end of the design phase of our eTuk electric food truck. Gallery Carts out of Denver, Colorado will have their formal internal release this Thursday. At that point, Gallery will set the engineering schedule and finalize the allocation of the project to a project manager. After the internal release meeting, any questions that are impacting engineering, the delivery and setup process, and so on, will be addressed. According to Dan Gallery, President of Gallery Carts, our vehicle will be ready for pickup from eTuk USA on the 28th of this month. Once in Gallery's hands, the customization and build-out will begin with a completion date estimate of early April.

On the page in front of you, and on the screen behind you, so that those present can see, is a rendering of what our eTuk electric food truck will look like. After many hours of research, brain-storming, and graphic design work, we decided to go with an orange and green color scheme, which is brought together with a retro-vibe pattern that wraps around the bottom section. It may be difficult to tell in the images, but in this pattern, there are two shades of orange, one which is dark like the fruit, and the other a golden-yellow. There are also two shades of green, one that resembles lime and the other resembles that of an avocado.

You may think, why orange and green? Orange and green are very popular food truck colors for many reasons, the main reason being that they catch the attention of those passing by very quickly. When paired together, it is bright, fresh, and welcoming. Orange combines the energy of red and the happiness of yellow. It is considered a youthful color, which evokes a feeling of excitement and fun, is associated with joy and sunshine, and represents enthusiasm, attraction, success, and stimulation. Green is associated with health, tranquility, nature, and freshness. It is often used in stores to relax customers, while stimulating harmony, and encourages a balance leading to decisiveness.

For these reasons, it was quite clear what color scheme we had to use on our eTuk electric food truck, as we believe the future for not only our food service operations, but the Columbus Airport as a whole, while challenging now, will be very bright and exciting going forward.

A copy of the eTuk electric food truck, as was presented to the Commissioners is hereto attached to these records.

Ms. McHale asked once the renovation is complete, will we change the wrap on the truck if we are going to use it in the community because it does not say Columbus Airport anywhere on it?

Ms. Clark stated we will be rebranding the truck.

Mr. Kiger said as it is right now there will not be a logo or name on it, we can change the wrap completely or put a logo on it, change it completely as to what is decided. We can use a local vinyl wrapper.

Ms. McHale said yes because we have local companies that can do that for us.

Mr. Kiger stated he has the templet for it, so all he will have to do is provide the dimensions and information and illustrator file.

Ms. McHale stated so the truck will be here in April and using it right away?

Mr. Kiger confirmed yes, the truck will be here in April, when we begin to use it will be determined what phase we will be into with the renovation. The restaurant demolition will be in the second phase.

Ms. McHale asked would we ever use the truck in conjunction with the restaurant still open.

Ms. Clark stated we could.

Mr. Kiger said yes, he basically wants to have two offerings, one a deli style on the food truck and a pizza restaurant. To possibly move to the back area so we would have food available in the front and back of the terminal.

Ms. McHale asked so we can use this as part of the groundbreaking/ribbon cutting ceremony?

Mr. Kiger said yes, he is very excited about the food truck and the options for customers.

PUBLIC SAFETY

Chief Andre' Parker provided the following update.

Fort Benning/Training

- We have begun the discussion phase in planning our next full-scale exercise with Ft. Benning and Columbus EMS. Ft. Benning has a mobile helicopter training airframe that will allow controlled burns in several locations within the frame. Our plan is to create a scenario and conduct the exercise in mid to late April.

Equipment

- Our new SCBA (Self Contained Breathing Apparatus) have arrive and placed into service. Staff received new equipment training on January 30th from the vendor.

Staff

- During our monthly staff luncheon, several Public Safety members were recognized for their years of public and military service. We thank the following officers for their dedication and service.

Officer Marion Anderson: Army Service Award

Officer Richard Baran: Navy Service Award

Officer Melissa Chadwick: 27 Years of Service (20 Year Service Award)

Officer Ray Keeler: Army Service Award

Officer Kelvin Mullins: 14 Years of Service (10 Year Service Award)

Chief Parker also, recognized Mr. Don Cook for his years of service in the U.S. Army.

Chief Parker stated the helicopter training will be sometime in April. He will let everyone know in advance for the exercise. Everyone will be welcome to attend. There will also, be a press release issued.

Mr. James Barker asked Chief Parker regarding all your service, if he could keep the training tempo high?

Chief Parker stated they are working on some things to ensure they have what they need however, there is always room for improvement. We are where we need to be as far as training. We only have one way to go and that is up! He thanked the Commissioners for all the support they have given through the years.

Ms. Clark reported that was almost all the monthly reporting. As far as the terminal project, we have finished up on a few additional items. Some building permits are ready, and they have separated the land development for the consolidated rental car parking. We got with TSA to make sure the phasing plan was good. We are planning to begin construction in March.

OTHER MATERS

Mr. Greg Russell said that it rained almost every day in February 2020, everyday it rained he could not use his hangar. He said Ms. Renfroe has seen the water through the floor, coming through the floor, through the door, and even from the ceiling. He is asking for a credit for the month February 2020 and ask for their payments to be suspended until the hangar is fixed. He asked Ms. Renfroe how bad it was when she saw the hangar.

Ms. Renfroe stated there is a gap at the top of the hangar and there was a little water on the floor.

Mr. Russell said he had sent photos to Ms. Clark showing the mirrors in the bathrooms is covered in moisture. He said they do not have hot water so no one can take a shower. He stated they need to do an update on the airplane, the water is bad, and it needs to be fixed. With water like that they cannot do the work that needs to be done, even leaving the hangar open.

With Greg working with the old FBO operator, have the Commission considered a second Avgas truck? Before we never had two new ones, we had a new one and an old, so he would like the consideration because when you are on the taxi to go all the way down to self-serve it would be good to have another truck.

Ms. Clark said so that everybody is updated, she has been speaking to Mr. Russell about the issues and they are currently talking to a contractor who can come out and take a look at the hangar, for an assessment of the hangar including structural, pipes leaking, and so forth. As soon as get the assessment we will determine what our next actions will be. We have our aviation Consultant, Holt to help us. She stated as soon as a contractor has been hired, she will let everyone know.

Ms. McHale announced 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 Mr. Thomas Forsberg was made: seconded by Mr. James Barker and unanimously approved by the Commission. Ayes: 5 / No: 0

Motion to return to open session Mr. Don Cook was made: seconded by Mr. Thomas Forsberg 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 10:29 A. M.

APPROVED:

Mary Scarbrough, Secretary

Ms. Tana McHale, Chairman