

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, MAY 27, 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

The following Commission members were absent:

Mr. James Barker, Secretary	December 31, 2023
Mr. Carl Rhodes, Jr.	December 31, 2024

Staff members present:

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

Others present:

Jacob Redwine, Holt Consulting; Brian Thompson, Pete Novak, RS&H; Phillip Thayer, JP Thayer; Austin Edwards, R D Aircraft; Dan Dawson, Gary Kunday, Cham Watkins, Jim Clark

BUSINESS OF THE MEETING

Ms. Tana McHale welcomed everyone to the second Columbus Airport Commission Meeting by Zoom on May 27, 2020 at 9:30 AM!

Ms. McHale called the Commission Meeting to order, asking for a motion to adopt the minutes for the April 22, 2020 meeting.

Motion by Mr. Don Cook to approve the minutes for the April 22, 2020 Columbus Airport Meeting; seconded by Mr. Thomas Forsberg and unanimously approved by the Commission. Ayes: 3 / No: 0

Ms. McHale asked for a motion to adopt the minutes for the special called meeting on May 20, 2020.

Motion by Mr. Don Cook to approve the minutes for the special called Columbus May 20, 2020 Columbus Airport Meeting; seconded by Mr. Thomas Forsberg and unanimously approved by the Commission. Ayes: 3 / No: 0

CONSIDER APPROVAL OF THE COLUMBUS AIRPORT CELL PHONE POLICY

Ms. Clark introduced Ms. Monica Stone and had her provide the following Columbus Airport cell phone policy.

Ms. Stone stated the Columbus Airport Commission issues cellular phones to company representatives who are always required to be in close contact with the company.

Employee Manual

Policy 3:19 pertains to accident and does not mention Hands Free Law

Policy 4:4 relates to telephone/computer usage

There is no policy that outlines the expectations for employees that are issued a cellular phone. Regarding maintaining for business use and the hands-free law.

Human Resources recommended this Cellular phone policy for approval. Upon approval employees that have a commission issued cell phone will sign the new policy and a copy will be placed in the HR personnel file.

Ms. McHale asked how many cell phones are issued to staff?

Ms. Clark said it is typically Executive Management and Supervisors, approximately fifteen phones are issued to staff, mainly the employees on call.

A copy of the signature form is adhered to these records.

Motion by Mr. Don Cook to approve the Columbus Airport cell phone policy; seconded by Mr. Thomas Forsberg and unanimously approved by the Commission. Ayes: 3 / No: 0

CONSIDER APPROVAL OF THE REVISED COLUMBUS AIRPORT EMPLOYEE HANDBOOK

Ms. Monica Stone reported the Columbus Airport Commission Employee Manual has not been revised since May 2017. The original adoption date was August 27, 2014.

The Employee Manual needs to reflect the current best practices for the Columbus Airport Commission employees. This manual is still true to the values of the Columbus Airport Commission. These changes were updated to provide understanding and clarity.

The Employee Manual will be provided to each employee in June. The previous employee manual acknowledgement page only required one signature. The new acknowledgement page will require the employee's signature in three different spaces.

The three signatures will acknowledge: *Receipt of Employee Manual, Understanding of the Drug Free Workplace and Understanding and Acknowledgement of the Sexual Harassment Policy.* This one-page document will be maintained in the HR personnel file.

Ms. Stone acknowledged she greatly appreciated Ms. Alston Lyle working with her to update the Employee Manual.

Based on recommendation she requested approval for the Employee Manual.

A copy of the Employee Manual was provided to each Commissioner to review prior to the Commission Meeting today.

Motion by Mr. Thomas Forsberg to approve the revised Columbus Airport Employee Handbook for the Columbus Airport employees; seconded by Mr. Don Cook and unanimously approved by the Commission. Ayes: 3 / No: 0

Motion to go into closed session at 9:42 AM by Mr. Don Cook was made: seconded by Mr. Thomas Forsberg and unanimously approved by the Commission. Ayes: 3 / No: 0

Motion to return to open session at 10:12 AM Mr. Thomas Forsberg was made: seconded by Mr. Don Cook and unanimously approved by the Commission. Ayes: 3 / No: 0

CONSIDER APPROVAL OF A 1.0% COST OF LIVING RAISE FOR ELIGIBLE COLUMBUS AIRPORT EMPLOYEES

Ms. Clark stated the Columbus Consolidated Government adopted a 1.0% pay increase for all full-time and part-time employees that were hired on or before June 30, 2018 which would become effective 1-1-2020. Columbus Airport Commission employees are entitled to the same benefits as the Columbus Consolidate Government employees, as stated in the 1968 Amendment that created the Commission.

Typically, the Commission has adopted these increases, if the budget allows, to follow suit with the benefits provided by CCG. By following suit with CCG, this also keeps our payroll process consistent with CCG's, who manages our payroll.

I recommend approval to follow suit with CCG and provide a 1% increase for all employees currently on the Columbus Airport Payroll and back date their increase to the effective date of 1-1-2020.

Motion by Mr. Thomas Forsberg to approve the 100% cost of living raise for all Columbus Airport employees; seconded by Mr. Don Cook and unanimously approved by the Commission. Ayes: 3 / No: 0

CONSIDER APPROVAL OF FIVE NEW POSITIONS

Ms. Clark reported Human Resources is requesting the following four positions for considerations. Each position is under review by PayScale for a market analysis to ensure salary range is comparable to airline industry.

- Accountant- salary increase.
 - Combining our Chief Accountant & Accounting Assistant position

- Director of Marketing & Air Service Development – No budgetary change as of today
 - Adding Air Service Development aspect, defining duties in PR and Public Policy

- Facilities Supervisor – No budgetary change as of today
 - Have accountability and supervisory oversight of the Facilities Techs
 - Currently have two facilities techs, looking to promote from within to the Supervisor and keep one Facility Tech position

- Office Manager-No budgetary change as of today
 - Transitioning Administrative Assistant position to a more relevant role

- Project Coordinator-Terminal Renovation Project - No budgetary change as of today
 - Temporary position for length of Terminal Project needed to assist Airport Director and create efficiencies

Motion by Mr. Thomas Forsberg to approve five new positions at the Columbus Airport Commission; seconded by Mr. Don Cook and unanimously approved by the Commission. Ayes: 3 / No: 0

DIRECTORS REPORT

Ms. Clark stated that each department manager would be providing the following monthly updates.

FLIGHTWAYS COLUMBUS

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

- **Volume Report:**

We pumped 16,200 gallons of Jet A fuel in April. Our total volume decreased significantly 55% year over year. We had a significant decrease in Avgas of 52% which can be attributed to slow traffic due to government stay at home order. There was a slight decrease in Justice Fuel of 290 gallons compared to last year. We had a significant decrease in Contract, government and retail Jet fuel. The Airline uplifts decreased significantly at 62%.

- **Self-Serve:**

Self-serve had a moderate increase this year compared to last year. Year over year comparison in 2019 was 435 gallons sold and 2020 was 727 gallons sold. For year 2020 home base and transient uplifts were the same at 363 gallons sold to each customer.

- **Flightways Staff:**

Due to a significant decrease in traffic we rescheduled our employee hours to 3-line technicians per day instead of 4 and the customer service reps are working 9 to 5. We are still closing at 7pm due to slow traffic. Over the last couple of weeks, we have seen a slight increase in traffic compared to the last couple of months.

- **Hangars:**

We received a couple of applications in the month of April for hangar spaces. A couple of the hangars that were on the maintenance list have been fixed and we are contacting the customers on the list about the vacancies. A new tenant moving to the area has rented one twin hangar as of May 1st and will be bringing his aircraft to Columbus in the beginning of June.

- **Additional News:**

We are excited to announce that Flightways Columbus was accepted into the DASSAP program as only the second location in Georgia to be an approved gateway for flights into DCA. Over the next couple of weeks, we will be purchasing all the necessary items for ground inspections. We have to meet with TSA inspector William Ashley our local inspector out of Atlanta for our final walk through within 30 days. As soon as the final inspection is done our name will be added to the list to let corporations know that we are a gateway and can start using our facility.

Fuel Price Comparison						DATE: 05/19/20
Airport Identifier	Name	AvGas	SS100L	Jet A -	Jet A +	FBO COMPANY NAME
CSG		\$5.29	\$4.03	~	\$4.44	Flightways Columbus
MCN (478) 788-3491	Macon	\$4.74	\$4.59	~	\$4.20	Lowe Aviation
GVL (770) 532-4136	Gainesville	\$5.29	\$4.99	\$4.10	\$4.15	Champion Aviation
GVL (678) 989-2395	Gainesville	\$5.49	\$4.49	~	~	Lanier Flight Center
HSV (256) 772-9341	Huntsville	\$5.33	~	\$4.91	\$4.96	Signature
DHN (334) 983-4541	Dothan	\$4.51	~	~	\$4.15	Aero One Aviation
ECP (850) 233-4717	Panama City	\$5.85	~	\$5.09	\$5.14	Sheltair
CHA (423) 855-2299	Chattanooga	\$5.49	\$4.71	\$4.97	\$5.02	Wilson Air Center
MDQ (256) 828-1403	Dwntwn Huntsville	\$4.58	~	~	\$4.13	Excutive Flight Center
VPC (770) 382-9800	Cartersville	\$4.95	~	~	\$3.25	Phoenix Air
FFC (770) 487-2225	Falcon Field	\$3.43	~	~	\$3.68	Atlanta Regional Airport
AVERAGE		<u>\$4.97</u>	<u>\$4.70</u>	<u>\$4.77</u>	<u>\$4.30</u>	
PIM		\$3.79	\$3.59	~	\$2.99	
EUF		~	\$4.00	~	\$4.30	

CSG Hangar Waiting List			
Upated 05/19/2020			
CSG Tenant Priority Move			
AJ Jain	5/9/2019	Twin/Single	Bonanza
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
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
Mark Liarikos	3/24/2020	Single	185F
Christian Swink	5/10/2020	Single	Cherokee
Twin Hangar Requested			
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
Bud Allen	5/10/2020		Twin

HUMAN RESOURCES

Ms. Monica Stone provided the following update.

Vacancies: As of 05/27/2020

- Custodian – Part Time (Katrina Virgil)
- Line Service Technician (Cody Clifford)
- Line Service Technician (Anthony Santiago)

Hires: 04/27/2020 – 05/27/2020

- No recent hires

Posted Positions on Indeed and Columbus Airport Website

- Custodian – Part Time 05/14/2020 -05/27/2020

- Line Service Technician – Part Time 05/14/2020 -05/27/2020

Positions on Hold:

- Airfield Specialist

Ms. Clark asked Ms. Stone to go over the Employee Portal.

Ms. Stone stated there will be an Employee Portal that will be implementing for Columbus Airport employees only, that will be password protected, and they can link it from the portal login on the Columbus Airport website. Employees will be able to find policies, processes, employee manual, pictures of each employee with job titles, location, and fund facts, along with employee engagement pictures on functions throughout the airport. There will be links as well for the employees.

Ms. Clark said the Employee Portal, was a great idea that Ms. Stone suggested. This is a supplementary way for us to get information to the staff quickly, keep them up with what is going on, and it is a fun way of communication. This is a way for the employees to get to know each other better. Ms. Clark will send the link to the Commissioners. Ms. Clark stated Ms. Stone did a really good job on the Employee Portal.

FINANCE

Mr. Roy Hightower provided the following update.

- The Airport has endured the negative effects of the COVID-19 pandemic and has maintained a positive position in total operations and as of 5/21/2020 secured and closed a Bond agreement with Synovus Bank to act as revolving credit facility for the Rehabilitation project for the passenger terminal.
- The amount of the Bond exceeds \$8 million and will be used for construction purposes and will be repaid through Government funds already awarded through the FAA and GDOT grants.
- Year over year revenues increased of almost 2% in comparison to April of last year with adjusted net profit of \$3,097.00.
- Corporate hangar and other rent revenues were average with very few Accounts Receivable.
- Propellers sales were down about 2.4% in the month of March.
- Parking lot revenue decreased by 90% this month in comparison to revenue received this month last year.
- Labor costs were reduced as we were running lean as possible.
- Utilities and other services were on par but expected to increase with on-site contractors.
- We have about 8 tenants with past due rents, but otherwise consistent among the remainder.
- Update on Airport Improvement Project 43:
Mitigate Runway 6/24 Obstructions
Balance: \$224,286.00
Rehabilitate Passenger Terminal
Balance: \$13.5 Million
- Cash Flow was consistent with recent trends, down by
- The PFC account had a balance of \$639,826.93 and the cash reserves account had a balance of \$2,192,816.76 the end of April.

MAINTENANCE

Mr. Garry Parker provided the following update.

- Work orders update: During the months of May, our team has completed in excess of 50 work orders both in Facilities and on the Airfield, including several emergency plumbing work orders, and installation of social distancing floor signage in the terminal concourse. We have received delivery of rubber seal materials for hangar doors and our Facilities team will be addressing those hangars with open work orders.

- Hangar work has begun on the Hangar 2 doors; when the contractor is finished with Hangar 2, their team will be moving on the Hangar 57 to begin the new roof installation. We understand that our tenants have been waiting longer than expected for some repairs, and we appreciate your patience and understanding as we work to address and complete the hangar repairs now that our team is back to working a full schedule after the state mandated shutdown related to the COVID-19 virus.
- We would like to remind all tenants that you are able to submit a work request directly into the Prodigy-Q work order system. Please enter your email address so that you will be able to receive instant notifications to track your work order status from assignment to completion.
- With the temporary closure of Propellers Restaurant during our terminal renovation, three Propellers employees volunteered to be temporarily re-assigned to the Maintenance Department for the duration of the temporary closure. The Propellers staff has been excelling in both Custodial Services and Grounds projects on the Airfield and in Landscaping. We would like to thank Blake, Brittney, and Anthony for your outstanding work ethic and eagerness to jump in and learn new skills.
- We would like to recognize Employee of the Month for April 2020: Mr. Daniel Thomas, Sr. Mr. Thomas remained on the Airfield and in the terminal during the initial phase of Minimum Staffing for the Columbus Airport. While fulfilling his duties completing daily Airfield Operations inspections, Mr. Thomas also worked closely with Sauer Construction team members providing support when needed. Daniel has been a tremendous asset to the Maintenance Department and the Columbus Airport Commission!

MARKETING

Ms. Sonya Overton provided the following update.

- A Better CSG in Progress billboards have been placed at the Airport Thruway entrance and at the entrances of West Britt David Road to alert passersby that a new airport is coming to the community as well as an alert to construction that is happening on site.
- Social distancing seat spacing signs and 6 ft spacing floor decals have been installed in the terminal and provide a uniformed look throughout the terminal. The floor decals will be removed during construction and then reinstalled once the new flooring is in place. Ms. Overton thanked Mr. Richard Rosado in Maintenance for placing the signs in the terminal, he did a very good job and they look great!
- The Columbus Airport Commission paid tribute to those who paid the ultimate sacrifice and their families who live with their loss this past Memorial Day with an ad on WTVM that ran the weeks of May 11-25th.
- Weekly Air Service Development virtual meetings continue with Mr. Jeremiah Gerald to discuss market trends and where the airline industry continues to go. Discussions are being had on October ASD meetings and if airlines will be ready to discuss new routes. We will continue to meet weekly to stay up to date on the industry.
- Marketing strategies continue to be developed as well as additional avenues of nonaeronautical revenue post pandemic as we continue to stay connected to other airports and sharing ideas. Updates to come.

PROPELLERS

Mr. Ben Kiger provided the following update.

We are excited to announce we are out of the fabrication phase of our eTuk electric food truck. It, along with the custom four-compartment sink and point-of-sale cart, are now complete. Gallery Carts out of Denver, who handled the buildout, informed us on May 20, 2020 our shipment will arrive on Tuesday, May 26, 2020.

Due to the airport remodel phasing, Gallery will be handling the initial delivery and final setup separately, with a discounted fee to do so. As mentioned previously, this will be necessary due to the delivery happening prior to the restaurant demo phase and the point when we can have temporary electrical outlets wired.

The closing of Propeller's went quite smoothly with the help of maintenance department staff who did a lot of heavy lifting. I would like to formally thank them for helping, including Ms. Michele Renfroe, our FBO manager, who provided hangar storage space for the equipment and other restaurant items we kept for future use.

During the in-between time, foodservice staff have been temporarily working within the maintenance department on projects such as clearing the fence line and helping with custodial duties in the terminal. Thank you to our maintenance manager, Mr. Garry Parker, and HR manager, Ms. Monica Stone, who provided these positions for them. It is greatly appreciated.

Although we were unable to hold a public auction due to the COVID-19 virus, we were able to sell off quite a bit of restaurant equipment via Facebook marketplace, such as prep counters, three-compartment sink, convection oven, all of the chairs, and several shelving units, totaling \$2,500.00. This is wonderful, as the only other option was to dispose of it all.

This a trying time because of the effects of COVID-19, however, we remain hopeful and look forward to what the future holds at the Columbus Airport. Our team, this airport family, can get through any challenge.

Mr. Kiger provided detail information in pointing out different the numerous areas on the eTuk which is in the terminal on the first floor, and arrived yesterday when it was expected to arrive. He began his demonstration at the front end, cab, all the controls, hand washing sink on board, cold storage, hot holding cabinet, condiment holder, stainless steel shelf, cooking equipment inside, and on the back is the merchandising clips for chips, and a 4 compartment sink with a drying rack on the side, pos for the register.

Ms. Clark thanked Mr. Kiger said the eTuk looks so amazing, and she will be going to see it after the meeting.

Mr. Kiger invited others to come by and see it, and stated the eTuk is very amazing!

PUBLIC SAFETY

Chief Andre' Parker provided the following update.

Chief Parker reported they are approaching the midpoint of 2020 and it's been a year of unknowns and surprises. We have made it thus far and we will continue to strive to meet and exceed expectations.

Equipment/Facilities

- Our equipment and facilities are all in serviceable conditions and remain ready.

Public Safety Actions

- On the morning of May 3rd, Officers Mullins and Baran responded to an incident at the Screening Checkpoint. A 49-year-old female entered the terminal, opened the unlocked checkpoint doors, and assaulted a TSA officer. She was arrested and transported to the Muscogee County jail where she is being held without bond. She is charged with simple assault attempt to commit violent injury; reckless conduct causing harm/endangering safety; terroristic threats. Officers Mullins and Baran did an outstanding job in their response to the incident. No injuries were reported by TSA or our officers. TSA Headquarters has advised that the female will be receiving a Letter of Investigation and may face Federal Civil Penalties. This incident along with many other that have taken place across the country are why we are here and continue to serve our travelling public and tenants.

Training

- Training at our local academy and the Public Safety Training Center in Forsyth have resumed with limitations. We will resume our training schedule while taking all health and safety precautions. The safety and welfare of staff is our priority. We must ensure the safety of those who provide it to us and our traveling public.
- This summer TSA will be conducting an Unmanned Aerial Vehicle incident response tabletop with other Georgia airports. We will be an active participant we are looking forward to obtaining knowledge and experience. More information will be provided once additional details are releases.

Ms. Clark provided the following update on the Terminal Project.

- We are seven weeks into our terminal construction project. Sauer is currently working on phase A1, A2, as well as the rental car ready return lot. Demolition in A1 & A2 is 99% complete.
- A1 is the downstairs hold room area, the electrical and plumbing have been run in the concrete slab, Sauer is currently working on the indoor pet relief area and will begin working on the restroom area as well.
- A2 is the back of house offices for TSA, Maintenance, and the Restaurant. The roll up bay doors have been removed and reframed with solid walls, Sauer is currently working on the restroom areas and offices.
- The rental car ready return lot has been demolished and new asphalt has been installed. The footings for the extended canopy have been installed as well.

We are currently on schedule with an anticipated completion date of June 2021.

Motion to adjourn the meeting by Mr. Thomas Forsberg was made: seconded by Mr. Don Cook and unanimously approved by the Commission. Ayes: 3 / No: 0

There being no further business the meeting was adjourned at 10:58 A. M.

APPROVED:

Mary Scarbrough, Secretary

Ms. Tana McHale, Chairman

Columbus Airport Commission issues cellular phones to company representatives who are required to be in close contact with the company at all times. While cell phones are a necessary convenience of the business world, we require that our employees follow the guidelines listed below for their own and others safety.

POLICY:

All employees are required to be professional and conscientious at all times when using company phones.

It is Columbus Airport Commission policy that representatives of our organization who are issued a cellular phone understand the phones are issued for business use. Employees are expected to make every effort to not exceed the current contracted allowed minutes.

Cellular phone bills are reviewed when they arrive, any employee who exceeds their contracted allowed minutes is subject to additional usage review.

Columbus Airport Commission has a zero-tolerance policy regarding using a cell phone while driving. For the safety of our employees and others it is imperative that you pull over and stop at a safe location to dial, receive or converse on the cell phone in any way.

Columbus Airport Commission reserves the right to amend or alter the terms of this policy.

Employee acknowledgment:

I, _____, have received, read and understand the Columbus Airport Commission Cell Phone Usage Policy.

Employee Name _____
Date

Cellular Phone Number