

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, JULY 22, 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
Monica Stone, Human Resources Manager
Ben Kiger, Restaurant Manager
Daniel Thomas, Sr., Airfield Operations Supervisor
Roy Hightower, Finance Director
Sonya Overton, Director of Marketing & Air Service Development
Garry Parker, Maintenance Manager
Shaundra Goodwin, Public Safety

Others present:

Bill Tudor, Jacob Redwine, Holt Consulting; Brian Thompson, RS&H; Gary Kunday

BUSINESS OF THE MEETING

Ms. Tana McHale welcomed everyone to the Columbus Airport Commission Meeting by Zoom on July 22, 2020 at 9:30 AM!

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

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

**CONSIDER APPROVAL FOR THE COLUMBUS AIRPORT INSURANCE
RENEWAL FOR THE FISCAL YEAR 2021**

Ms. Clark stated the Columbus Airport Commission's insurance expires in July 2020. Our insurance agent Yates, Woolfolk and Turner (YWT) went to open market to obtain new policies and no lapse in coverage will occur.

Proposed are coverage for General and Liquor liability, Property, Auto, Crime, Excess Liability, Director's & Officer's Liability, Crime, Equipment, and Workers Compensation. The annual premium for this coverage will be approximately \$152,772.00, paid directly out of our Enterprise Fund; the expenses have been budgeted. The premium increases approximately 16% as compared to last year. The increase was due to some changes within the Aviation Insurance market, increased equipment to insure, and COVID.

Ms. Clark recommended the approval of this airport insurance renewal

Motion by Mr. Don Cook to approve the Columbus Airport Insurance Renewal for the fiscal year 2021 seconded by Mr. Thomas Forsberg and unanimously approved by the Commission. Ayes: 5 / No: 0

CONSIDER APPROVAL FOR THE NEW COMMUNICATION POLICY

Ms. Clark reported It is part of the Columbus Airport Commission's mission to act in a professional and businesslike manner. To set guidelines for our employees to achieve this goal a communication policy was developed by our Director of Marketing and Air Service Development.

The policy provides guidelines for the proper usage of communication tools and etiquette when using Columbus Airport email, phone, and other electronic communication systems to include video conferencing, instant messaging, and texts.

This policy has been submitted for your review, and I recommend approval of the newly developed communication policy.

Mr. Cook asked if all the Columbus Airport employees would sign this policy, or how will we know that every employee has seen it themselves?

Ms. Clark stated yes, each employee will see and sign the Communication Policy.

Motion by Mr. James Barker to approve the new communication policy; seconded by Mr. Don Cook and unanimously approved by the Commission. Ayes: 5 / No: 0

The New Communication Policy is adhered and part of these records.

CONSIDER APPROVAL TO AWARD BONUSES

Ms. Clark reported the Columbus Airport Commission has participated in a bonus program for the last four years. Each year during budget time, all departments establish departmental goals that align with the Commission's Mission, Vision, and Values. Throughout the fiscal year each department works to achieve their departmental goals. At the end of each fiscal year, every Commission employee establishes personal goals for the next fiscal year to further develop their knowledge and skills.

At the end of each fiscal year, the percentage of departmental and personal goals are assessed. The amount awarded to each employee is based on the percentage of their goal completion. We have assessed the FY20 goal completion and determined the total sum of bonuses to be awarded, based on goal completion, amounts to \$24,683.00.

Ms. Clark recommended approval to award employees their allocated bonus amount based on their goal achievement.

Ms. Tana McHale reported that the Commission Board had discussed the award of bonuses last week, asking if there were any other questions?

Motion by Mr. James Barker to approve and award bonuses; seconded by Mr. Don Cook and unanimously approved by the Commission. Ayes: 5 / No: 0

CONSIDER APPROVAL OF ABATING HANGAR RENT INCREASE UNTIL AUGUST 1, 2021

Ms. Clark stated in light of the recent events with COVID 19 we would like to recommend to the Airport Commission to abate the hangar pricing increase scheduled for August 1st, 2020.

During our last GA Committee meeting on July 15th 2020 it was brought forth in discussion by management to abate this year's hangar rent increase and assess the previously approved price increase structure for August 1st 2021, the third tier of increases as originally planned. After discussing this matter with the GA Committee members requested to consider assessing the second tier increase and delay the third tier increase until August 1st, 2022. So, we would be pushing the increases back by one (1) year if approved.

After hearing from several other members that they were in agreeance of this suggestion we are supportive and recommend to the Commission to approve the abatement for this year's increase and assess the previously approved hangar increases on August 1st of 2021 and 2022.

Ms. Clark recommended approval to push back the hangar rent increases by one (1) year.

Motion by Mr. Don Cook to approve abating hangar rent increase until August 1, 2021; seconded by Mr. Thomas Forsberg and unanimously approved by the Commission.

Ayes: 5 / No: 0

GA COMMITTEE MEETING UPDATE

Ms. Clark stated she had spoken to Mr. Charlie Sikes, he could not be in the meeting today but, she encouraged all of the general aviation to defer to Mr. Sikes for all questions or comments.

Ms. Tana McHale said she too prefers all Tenants contact Mr. Sikes directly.

Mr. James Barker agreed that all Tenants should contact Mr. Sikes.

Ms. McHale asked Ms. Clark to pass on any information that she may receive from Mr. Sikes prior to the next Commission Meeting, to pass it on to the Commission for review.

Ms. Clark agreed to pass on any information from Mr. Sikes concerning general aviation to the Commissioner's.

DIRECTORS REPORT

Ms. Clark began with the following monthly updates.

FINANCE

Mr. Roy Hightower provided the following Finance update.

- All trusteeship and assets from the Trust held at SunTrust were successfully transferred to Synovus
- We successfully engaged in an agreement to convert our accounting system to Acumatica from Sage which will improve our bookkeeping processes and financial reporting
- We have engaged our annual auditor for our FY2020 audit and are in the process of documentation and discovery
- Year over year revenue decreased as expected in the month of June of almost 28% in comparison to June of last year as some of the expected losses from air travel related to COVID-19.
- Parking lot revenue decreased by 2% in May and is now down by 82% this month in comparison to revenue received this month last year.
- Corporate Hangar revenue was back to normal for the month and but still slightly lower than this month last year. There are 8 corporate tenants that have balances past due.
- Rental Car agencies and Land rents were down 50% for the month
- Labor costs eased back up as hires were made. Next month we expect higher labor costs, increased hours worked, and additional staff and promotions
- Variance in Utilities and other services were negligible despite expected to increase with on-site contractors.
- We have about 8 tenants with past due rents, but otherwise consistent among the remainder.
- Cash Receipts were up by \$6K for the month of June and down \$29K Year Over Year.
- Payables were down by 28% for the year but up 21% higher Month Over Month
- The PFC account had a balance of \$639,848.31 and the cash reserves account had a balance of \$2,192,890.05 the end of June.
- Update on Airport Improvement Project 44:
Terminal Renovation
Spent: \$3,340,922.00 (with pending pay app due) and we are 18% complete

Mr. Don Cook thanked Mr. Hightower for the report.

FLIGHTWAYS COLUMBUS

Ms. Clark provided the following Flight ways Columbus report in the absence of Ms. Michele Renfroe.

- **Volume Report:**

We pumped a little over 24,000 gallons of Jet A fuel in June. Our total volume decreased slightly 13% year over year. We had a slight decrease in Avgas of 13%. There was a moderate decrease in Justice Fuel with a difference of 4,514 gallons sold compared to last year. We had a slight decrease in Contract and retail Jet fuel but a 100% increase in Government fuel with 6,713 gals sold. The Airline uplifts decreased significantly at 84% due to a drop in flights.

- **Self-Serve:**

Self-serve had a slight increase this year compared to last year. Year over year comparison in 2019 was 477 gallons sold and 2020 was 592 gallons sold. For year 2020 home base pumped 401 gallons of the 592 sold. This can be attributed to the FBO closing at 7pm when home base is doing their night training.

- **Flightways Staff:**

Due to a slight increase in traffic and nightly towing we have resumed our 2 per shift for the line technicians and the CSR's are now working 8am to 6pm. We are still closing at 7pm due to slower traffic, however we will increase back to 9pm in the month of July if traffic continues to pick up and night training continues.

- **Hangars:**

We received a couple of applications in the month of June for hangar space. We have moved 3 new tenants into hangars and have received a couple of move out notices. The tenants that are moving out are due to selling of their aircraft or are moving.

- **Additional News:**

Mr. Darryl Graham is in the process of writing the FBO's (SMS) Safety Management System manual through the IS-BAH program. This program will allow all personnel to be trained under the same guidelines to help mitigate any risk factors while working daily operations. We recognize the value of operating to a well-recognized international standard. This FBO Operations Manual is being written to incorporate certain specific requirements of local and State regulations and industry best practices. By the end of this year we will have the 1st stage of the manual written and implemented. After the manual is a living working document, we will have an audit to evaluate our daily safety operations. During the daily operations each employee will have the ability to follow through using implemented safety procedures and be able to give feedback where improvement might be needed. A safety line technician will be in charge of making sure all daily safety procedures are being adhered to and correcting where needed.

Fuel Price Comparison

July 15th 2020					
Airport ID	Name	FBO	Jet A +	100LL FS	100LL SS
MCN	Middle Georgia Regional	Lowe Aviation	\$4.50	\$4.17	\$4.02
GVL	Lee Gilmer Memorial	Lanier/Champion	\$4.55	\$5.54	\$4.49
HSV	Huntsville International	Signature	\$5.41	\$5.45	-
DHN	Dothan Regional Airport	Aero-One Aviation	\$4.55	\$4.61	-
ECP	NW Florida Beaches Intl	Sheltair	\$5.52	\$6.13	-
CHA	Lovell Field Airport	Wilson Air Center	\$5.44	\$5.62	\$4.84
MDQ	Huntsville Executive	Executive Flight Center	\$4.19	\$4.66	-
VPC	Cartersville Airport	Phoenix Air	\$3.65	\$5.20	-
FFC	Atlanta Regional Airport	Falcon Field	\$3.64	\$3.56	-
CSG	Columbus Airport	Flightways Columbus	\$4.64	\$5.35	\$4.03
		Average	\$4.61	\$4.99	\$4.45
PIM	Pine Mountain		2.99	3.79	3.59
EUF	Eufaula		4.3	~	4.98

Hangar Waiting List

CSG Hangar Waiting List			
Upated 07/15/2020			
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
Flying Horse/Nelms	12/1/2019	Single	Maule
Ben Marshton	6/15/2020	Single	Bonanza
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
Bailey Mills	7/15/2020	Single	310
Twin Hangar Requested			
Will Foley	10/10/2017	Twin	Cirrus
Wes Turton	6/6/2020	Twin	Cirrus
Customers Waiting To Purchase Aircraft			
Bill Buck	4/7/2016		Single
Paul Watson	4/11/2016		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
Michael Knautz	5/20/2020		Single
John McLemore	6/16/2020		Single
Caroline Rimes	7/13/2020		Single

The following employees/tenants were thanked for the great service they provided on Sunday, June 14, 2020 to Lt. Col. Jesse H. Newberry from Department of The Air Force, Air Force Reserve Command.

Mr. Daniel Thomas, Sr., Columbus Airport Airfield Operations Supervisor

Mr. Robert Boehnlein, Columbus Aero Service

Ms. Michele Renfroe, Mr. Darryl Graham, and the staff at Flightways Columbus

This letter is adhere and part of these records.

Ms. McHale thanked everyone that assisted with the fly in, stating the letter was terrific to receive and hear the great news!

MAINTENANCE

Mr. Garry Parker provided the following update.

- Work orders update: During the month of July, our team has completed 21 work orders both in Facilities and on the Airfield. A large time commitment was dedicated to moving furniture, equipment, and supplies in support of the terminal construction.
- Hangars Update: Hangar 2 door repairs have been completed and Hangar 57 Roof replacement is in process. Southern Wildlife has been contracted to perform pigeon abatement beginning with Hangar 11, and is currently in progress with this contract. We have identified our top priorities for hangars as pigeons, doors, and roofs. We are committed to solving these issues by the 18-month mark of the Hangar Refurbishment Initiative in January 2021.
- Enhanced Sanitizing actions are being implemented as we remain proactive and vigilant regarding the safety and health of our employees, partners, and guests. Disinfectant Atomizers have been ordered and will be used daily to ensure the sanitation of our common areas and offices within the Columbus Airport Passenger Terminal.
- We would like to recognize Employee of the Month for April 2020: Cameron Hagan. Cameron has continuously demonstrated superb customer service and has been a fantastic asset to the Maintenance Department and the Columbus Airport Commission!

MARKETING

Ms. Sonya Overton provided the following update.

- Signage has been created and posted for passengers and visitors to the airport to wear masks upon entry. At this time, we are unable to enforce that all visitors wear a mask upon entry to the airport however, with an appointment we are requiring all visitors who visit Airport Departments in the terminal, FBO and the ARFF station to wear a face covering. If they do not have a face covering, then we will provide a mask courtesy of the FAA. All staff members continue to wear proper PPE at all times.
- We are currently working on a new concept to increase our Social Media Platform followers for FY 2021. During this pandemic and the shutting down of beaches, countries, and businesses, the concept will showcase different countries and island destinations with their food and culture taking our followers on a staycation every week. Plan to launch the first week of August.
- We are in the process of developing new Marketing strategies to promote the Columbus Airport outside of the normal media outlets of TV, Radio and Billboards as well as additional avenues of nonaeronautical revenue during construction and COVID-19. Updates to come.
- Weekly Air Service Development virtual meetings continue with Jeremiah Gerald to discuss market trends and where the airline industry continues to go. We are at the beginning stages of our Retention and Recovery plan for the Columbus Airport and are reaching out to our stakeholders to collect travel data.

PROPELLERS

Mr. Ben Kiger provided the following update.

As mentioned in last month's report, a technician from Gallery would return to handle the final inspection of our electric food truck and carts. This was necessary due to the delivery happening prior to the restaurant demo phase and the point when electrical outlets could be wired. This inspection took place on July 8th, which included thoroughly testing all of the equipment.

Unfortunately, we ran into a few issues once the equipment was powered up. We determined, after many hours of testing, that the cold well unit is not working properly. This is the unit that will keep our ingredients at the correct temperature on the line.

We tried various temperature settings for several hours and even unriveted it from within the eTuk to see if it was possibly an airflow issue. Unfortunately, it was not. After speaking with our project manager, Evan Gaibrois, he informed us Gallery would contact the manufacturer, APW Wyott, to have a warranty visit scheduled. They will either service the unit or replace it if necessary.

This, along with a few smaller issues, has put us a bit behind. Unfortunately, we cannot go into the city inspection phase until everything is 100% functional and ready to operate. Gallery has apologized profusely about the issues and has promised to get this handled as soon as possible.

We are happy to announce the branding is finalized and we could not be more excited! After brainstorming and considering various name options, with the help of our director, Amber Clark, we decided to name our new venture The Flying Panini. After the name was chosen, I went to work on designing the logo, which we believe speaks for itself.

To our tenants, guests, and staff of the Columbus Airport, thank you for continuing to be patient with us as we work hard to get The Flying Panini up and running.

Ms. McHale stated she likes the logo, and asked Mr. Kiger if he provided the artwork too?

Mr. Kiger said yes, he did, it was fun to design and present the artwork.

A copy of The Flying Panini Logo is adhered and part of these records.

PUBLIC SAFETY

Ms. Clark provided the following update as Chief Andre' Parker was in a conference in Savannah, Georgia.

- We have had several deer sightings within our perimeter. Deer pose a substantial risk to our aviation community. Public Safety has increased wildlife patrols and will take the appropriate actions to remove them. They have been observed in areas where it is both difficult and unsafe to use lethal means. We are working with Airport Operations to establish a mitigation plan that will allow us to eliminate the deer in the safest way possible. Please report any wildlife sightings to Public Safety or Operations.

Ms. Clark briefly reported the following on the terminal project, that began on June 8, 2020.

- Phase AI, the downstairs hold room, is making great progress. The walls and drywall are up. The tile will be laid in the next couple weeks. Phase AI is estimated to be completed by mid-August. Phase AII, the back of house, restaurant, and TSA offices are progressing quickly as well, walls, drywall, and paint is completed. flooring and finishing the space is happening in the next couple weeks.
- The former restaurant area has been 100% demolished. Leveling concrete has been laid to create a solid level floor. This area will serve as our future passenger waiting area.
- The ready return lot for the rental car agencies asphalt has been completed. The next steps will be to build the curbs, paint the parking spots, install the rental car agency signage, and build the canopy extending into the lot.
- The Phase A is running a little bit behind, however by starting the waiting area early and aiming to start Phase B in the next couple weeks the total project schedule should remain on track.

Ms. Clark stated the wall in front of the restaurant will go to the front terminal doors.

Ms. McHale asked how long will the customers have to take this route?

Ms. Clark said several months.

Motion to adjourn the meeting by Mr. Don Cook was made: seconded by Mr. Thomas Forsberg unanimously approved by the Commission. Ayes: 5 / No: 0

There being no further business the meeting was adjourned at 9:53 A. M.

APPROVED:

Mary Scarbrough, Secretary

Ms. Tana McHale, Chairman