

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, NOVEMBER 16, 2022**

The following commission members were present for the entire meeting:

<u>NAME</u>	<u>EXPIRES</u>
Mr. James Barker, Chairman	December 31, 2023
Mr. Art Guin, Vice Chairman	December 31, 2025
Mr. Carl Rhodes, Jr., Secretary	December 31, 2024

Legal Counsel: Alston Lyle

Staff Members Present:

Amber Clark, C.M., Airport Director
Bill Blackford, Interim FBO Manager
Billy Nixon, Interim Chief of Public Safety
Anthony Pugh, Hospitality Supervisor
Brett Farmer, Financial Analyst
Danyell Barboa, HR Manager
Sonya Overton, Director of Marketing and Air Service Development
Daniel Thomas, Sr., Maintenance Manager
Blake Fulford, Operations Technician
Anna Phillips, Marketing Associate
Eric Rivers, Operations Supervisor
Khalfani Walker, Landscaping Technician
Mona Mitchell, Hospitality Team Member
Marshall Upshaw, Jr., Landscaping Supervisor
Shaundra Goodwin, Airport Security Coordinator

Others present:

Philip Thayer; Brian Thompson; Dee Carr

BUSINESS OF THE MEETING

Mr. James Barker called the November 16, 2022, Regular Commission Meeting to order at 9:30 a.m.

**CONSIDER ADOPTION OF THE MINUTES FOR THE REGULARLY
SCHEDULED COMMISSION MEETING ON OCTOBER 26, 2022**

Mr. Barker asked to consider adoption of the minutes for the regularly scheduled commission meeting on October 26, 2022.

Motion by Mr. Guin to approve the minutes, seconded by Mr. Rhodes and unanimously approved by the Commission. Ayes: 3 No: 0

DIRECTOR’S UPDATES

Finance

Mrs. Pam Knight presented the following report:

Financial Report: September FY22

Columbus Airport Numbers:

Revenue Highlights YTD September 2022

- Passenger Facility Fee Revenue used to pay for Airport Improvement Projects is **averaging over \$26,500 per month in FY23** compared to an average of less than \$16,000 per the 1st QTR of FY22. PFC revenue collected in September 2022 exceeded \$29,000. CSG has collected over \$43,000 in PFC revenue from American Airlines in the 1st quarter of FY23. PFC revenues are also dedicated to paying down the \$2,650,000 debt from the Terminal Renovation Project.
- **CSG has collected over \$475,000 in grant revenues earned between FY22-23 as of September 2022.** The collected grant revenues are reimbursements for FAA and GDOT funded projects.
- **CSG has earned over \$545,000 in rental income for the 1st QTR of FY23, as compared to the budgeted rental income of \$485,000.** *CSG Rental Income is \$62,000 better than budgeted for the first QTR of FY23. As of September 2022, YTD- Car Rental agencies’ revenues are over \$55,000 better than budgeted and over \$50,000 better than actual Car Rental agencies’ revenues 1st QTR FY22.*
- Total 12 months of Parking Revenue comparable numbers **FY21: \$156,702 and FY22- \$435,980; FY23 July - September Parking Revenue is \$150,700** compared to \$105,000 budgeted and actual 1st QTR FY22 of \$72,100. **Most Annual Parking Revenue, since system installed in 2017 is \$281,722 (FY19)**
- **Current Projected Parking Revenue for FY23 is an average of \$50,000 compared to FY22- \$36,300**
- **Car Rental Passenger Fees are budgeted to average \$22,000; average as of September 2022 is over \$31,000.**

CSG Financial Summary

REVENUE YTD FY23: SEPTEMBER 2022	YTD ACTUAL	YTD BUDGET
Total CSG LANDING & FUEL FLOWAGE CONTRACTUAL: (Corporate flights BTB)	\$81,000	\$69,700
Total CSG RENTAL INCOME:	\$547,700	\$485,400
TOTAL CSG OTHER OPERATING INCOME	\$153,200	\$112,200
FBO GROSS PROFIT FUEL SALES:	\$309,300	\$349,800
TOTAL OPERATING REVENUE:	\$1,091,200	\$1,017,100

\$74,100 BTB Y-T-D: CFC and Grant Revenues		Does not include PFC,

EXPENSES YTD FY23: SEPTEMBER 2022	YTD ACTUAL	YTD BUDGET
TOTAL LABOR COSTS	\$662,700	\$702,400
GENERAL ADMIN & INS	\$117,800	\$118,000
UTILITIES & COMMUNICATION	\$143,900	\$143,800
TOTAL BUILDING/ EQUIP EXP & CONTRACTUAL SERVICES & SUPLIES	\$165,500	\$210,000
TOTAL PROFESSIONAL FEES	\$97,200	\$88,000
CREDIT CARD/ MERCHANT FEES	\$23,300	\$23,800
TOTAL TRAVEL & EDUCATION	\$34,500	\$27,400
TOTAL OPERATING EXPENSES	\$1,244,900	\$1,313,400

OPERATING EXPENSES ARE \$68,500 BETTER THAN BUDGETED.

DOES NOT INCLUDE COGS FUEL NETTED OUT OF FBO FUEL SALES

DOES NOT INCLUDE DEPRECIATION, AMORTIZATION, AND NON-OPERATING REVENUES

CSG is financially over \$142,600 BTB Y-T-D as of September 2022- as presented from reported operational revenues and expenses.

Mrs. Knight stated that they were hoping that the audit would be done for this meeting, but it is not because of the Thanksgiving holiday making the meeting earlier than normal and them being short staffed. They must have the audit by November 30, 2022. We will have to have a special called meeting to discuss the audit and get it approved by the Commission.

Mrs. Knight stated that she flew on American Airlines, and she was chatting with several people and found out that two people flew yesterday. One girl flew to New York for a job interview and the other was a guy that was a subcontractor for UPS and had to check out a warehouse. They both said that it was so great that they could leave that morning and be back in the evening to be with their family. Several people said that they really enjoy flying this way. It was nice to hear that people are taking advantage of the service and that they are enjoying it.

Ms. Clark asked if there were any questions?

Mr. Guin asked if there were any concerns from Mrs. Knight about where we are headed financially?

Mrs. Knight said that she does not see any concerns and that the only recommendation that she does have would be to maybe have a budget committee that meets before either quarterly with everybody or maybe just two people so that we can discuss things because she takes up a lot of time going over the report. She stated that we have a lot coming up financially on

the table and a lot of things to tackle and it may not be something we need to do at these meetings.

Mr. Guin stated that he liked that suggestion.

Flightways

Ms. Clark gave the following update report:

- **Fuel Volume Report:**

Flightways pumped a total of 100,249 gallons in the month of October 2022. Our total volume decreased slightly from October 2021. However, we have increased by 60% from pre-COVID numbers. Avgas volume decreased by about 14% year over year. Total Jet remained about the same year over year. Airline uplifts decreased by 14%, Justice, contract, and government uplifts were up moderately, however our retail jet uplifts were down moderately.

- **Staffing Issues:**

Flightways is continuing to struggle with short staffing. Our HR Manager and FBO Management are working very hard to fill the open vacancies.

- **Governor Kemp's Visit:**

Monday November the 7th Governor Kemp hosted a press conference in the Flightways lobby. It was an honor to host the Governor and operations proceeded smoothly.

November 8th, 2022					
Comparable Airports					
Airport ID	Name	FBO	Jet A	100LL FS	100LL SS
MCN	Middle Georgia Regional	Lowe Aviation	\$6.50	\$6.95	\$6.45
GVL	Lee Gilmer Memorial	Champion	\$7.20	\$7.19	\$6.19
GVL	Lee Gilmer Memorial	Lanier	-	\$7.19	\$6.19
HSV	Huntsville International	Signature	\$8.11	\$6.87	-
DHN	Dothan Regional Airport	Aero-One Aviation	\$7.38	\$7.28	-
ECP	NW Florida Beaches Intl	Sheltair	\$8.36	\$8.06	-
CHA	Lovell Field Airport	Wilson Air Center	\$7.75	\$7.70	-
MDQ	Huntsville Executive	Executive Flight Center	\$7.15	\$6.71	-
VPC	Cartersville	Phoenix Air	\$5.49	\$6.99	-
FFC	Atlanta Regional Airport	Falcon Field	\$7.46	\$5.34	-
CSG	Columbus Airport	Flightways Columbus	\$7.21	\$7.60	\$6.50
		Average	\$7.27	\$7.03	\$6.28
			-1%	8%	4%

CSG Hangar Waiting List			
Updated 9/15/22			
CSG Tenant Priority Move			
Tom Bailey	4/4/2022	Twin	Diamond DA 40
Kevin Boykin	4/12/2022	Twin	Cirrus SR 20
Tony Villegas	4/11/2022	Twin	Cirrus
CSG Tenants Hangar to Hangar Requested			
Richard Knapp	10/27/2016	Single	Mooney
Chris Badcock	7/14/2019	Single	Cherokee
Ben Marshton	6/15/2020	Single	Bonanza
Robert Boehnlein	12/14/2020	Twin	172
Woody Gilliam	9/1/2021	Single	Piper Arrow
Single Hangar Requested			
Richard Bailey	10/27/2019	Single	Cherokee 180
Mark Lugash	9/15/2021	Single	RV 7
Shannon Franklin	11/10/2021	Single	Helicopter
Twin Hangar Requested			
Matthew Keller	8/11/2022	Twin	PA 30 Comanche
Customers Waiting To Purchase Aircraft			
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
Thomas Henegar	2/19/2020		Single
Michael Knautz	5/20/2020		Single
John McLemore	6/16/2020		Single
Caroline Rimes	7/13/2020		Single
Don Jones	9/29/2020		Single
Jay Parker	3/11/2021		Single
Mark Wrigglesworth	6/8/2021		Single
Kenny Fuller	8/19/2021		Single
Suzanne Widenhouse	9/7/2021		Single
Michael Brooks	10/22/2021		Single
Gregory Smith	12/29/2021		Single

Ms. Clark asked if there were any questions? There were none.

Human Resources

Mrs. Danyell Barboa gave the following update report:

Promotion: Anna Phillips – Marketing Associate

New Hires: Vincent Henderson – Police Officer
Cody Davenport – FBO Manager
Maggie Turnham – Executive Assistant
Brett Farmer – Financial Analyst

Terminations/Resignations: Stephon Green – FT Line Service Technician

Kaeleib Patterson – PT Line Service Technician
Shequenta Whitten – FT Customer Service Rep.
Anthony McMillian – PT Customer Service Rep.

Transitioned: NONE

Vacant Positions: 9

Vacancies	Job Title	Department	Status
1	Public Safety Chief	Public Safety	MORMAC Testing Phase
1	Public Safety Officer – Firefighter	Public Safety	Recruiting
1	Public Safety Officer – Dual	Public Safety	Recruiting
1	Line Service Technician - FT	Flightways/FBO	Recruiting
3	Line Service Technician - PT	Flightways/FBO	Interviewing
1	Customer Service Rep	Flightways/FBO	Recruiting

Recruitment

- ❖ Public Safety Deputy Chief – HOLD - until selection of Chief

Compliance

- ❖ Employee Manual – working on final adjustments to include updated laws and regulations.

Employee Engagement (Non-Compensation)

- ❖ CSG Costume Contest
 - Had eight employees to participate in the contest
 - Ea. contestant earned movie tickets
 - Employee with the most votes win 8 hrs. of PERK time.
- ❖ Monthly Airport Team Meeting – Friday, November 18, 2022, from 12:00 – 1:00
 - Will host Thanksgiving Dinner for employees.

Retention

Mrs. Barboa asked if there were any questions?

Mr. Guin asked what costume won?

Mrs. Barboa stated that she dressed up as a Star Wars character and she won.

Ms. Clark stated that people dressed up in a robe and curlers, a box of crayons, Morticia, and a Walkman. She stated that we had a lot of good participants.

Maintenance

Mr. Daniel Thomas gave the following update report:

Good morning, everybody.

- **Hangar 5 roof work began at the beginning of November and was completed or close to being completed by the time this report is read. The skylight panels were removed and replaced with metal sheets, then coated by our roofing contractor. The next step will be to QC the roof work.**
- **We are installing three new bright LED ceiling lights and an additional power receptacle outlet in all hangar five bays. We are starting with hangar five and then moving on to other hangars. Most of the hangar bays were made ready for the roof work, allowing us to work without aircraft being present. I want to say thank you to everyone for working together to help find ways to improve our hangars.**
- **Trinity airfield electrician's contractor came out to finish some airfield project punch list items and repaired some airfield issues.**
- **I want to thank the Columbus Consolidated Government for their hard work and quick response on removing the trees obstructing our runway 24 approach. This will be an ongoing project as we have just learned that more trees will need to be removed. I want to send a special thank you to the Columbus Consolidated Government offices and personnel working on this project.**
 - The City Mayors office personnel
 - The City Mangers office personnel
 - Durale Short, Director of the Public Works Department
 - Michelle Brown-Mngr, Deputy Director Public Works Department
 - Tommy Beauchamp, Rainwater Division Manager
 - Glenn Strickland, Rainwater Supervisor
 - Gerald Fuller, Rainwater Equipment Operator
 - Andrew Lundsford, Rainwater Equipment Operator
 - Brandon Hatcher, Public Works GIS Supervisor
 - Corey Jacobs, Public Works GIS Technician
 - Terry Evans, Forestry Crew Supervisor
 - Matt McLain, Forestry Crew Leader
 - Joe Fitzpatrick, Forestry Tree Trimmer I
 - John Newsome, Forestry Equipment Operator
 - Eric Williams, Forestry Equipment Operator
 - Eric Gansauer, Forestry Administrator

Mr. Thomas asked if there were any questions? There were none.

Mr. Barker thanked Mr. Thomas for working diligently on everything.

Marketing

Mrs. Sonya Overton gave the following update report:

- The website creation is in progress. We have completed our current site walkthrough and are now developing the wireframes and look of the pages that will be reviewed this week.
- We continue to promote American Airlines service and the importance of using CSG. A new holiday campaign is running. Billboards are up in the Columbus and Phenix City areas.

- We continue to work on the community share for the SCASD grant and will continue to schedule meetings to meet with community leaders to obtain what is needed.
- The hospitality transition is going well. We are currently focusing on current processes and procedures, inventory, and budget.

Mrs. Overton asked if there were any questions? There were none.

Public Safety

Interim Chief Billy Nixon gave the following update report:

Department Operations

- The Public Safety Department is updating the Department's application process and expects to follow CALEA Standards (Commission on Accreditation for Law Enforcement Agencies). These are the highest standards in the industry.
- I have reviewed current applications for the Chief's position and submitted recommendations to Director Clark.
- A review of names on the Nuisance Wildlife permit is being conducted as a result of requests from AP staff. The main concern is allowing the use of firearms by personnel that have limited or no formal training with firearms; this is under review for specific standards.
- Equipment inventories have been completed and an Equipment Issue Form has been created, noted, and signed by the employee. This includes confirmation of firearms serial numbers. This will be edited as equipment is aged off or newly issued.
- A review of current PS staff indicates that there is no one standard for uniforms to include patch placement. I am leaving it up to the new Chief to decide what he/she wants to do about new uniforms.
- There are multiple old CPUs (computers) stored in various offices and the crash station with no use. An action plan has been initiated to scrub the hard drives of each and cleared for disposal. A-Com will be contacted for completion.
- We are working on the compressor motor for Crash 2. We have one from a maintenance company and our team is in the process of fixing that issue. Crash 1 has had some battery and oil issues that our maintenance team has diligently been working on. A review of the tires for Crash 1 show dry rot and an immediate need for new tires. I am reviewing the possibility of swapping the tires with the inactive, red firetruck. This will incur an immediate cost but will solve the immediate issue until a disposition on the 3rd truck is made.

Training

- Officer Cato has re-enrolled in the Basic Certification Course. Academic performance is subpar-minimal. Academy staff are working with him
- All but one LEOs have completed their 20 hrs. of mandatory annual POST training. The one officer is a part-time officer and should have

his hrs. complete by the end of the year due to his fulltime schedule. Firearms requalification will be completed by Dec. 10.

- Contact has been made with the Columbus Fire Dept. regarding a firefighter checklist to be performed at the start of every shift. Scheduling has been an issue in completing but should be in place by the next Commission meeting.

Staff

- Vincent Henderson has been selected for hire and is currently undergoing the employment process. His start date will be November 27, 2022.
- Shift supervisor structure and chain of command seem to be in good working order. Chain of command:
 - Officer – Shift Supervisor – Chief – Airport Director

Mr. Guin asked how we were going to dispose of or get rid of the hard drives?

Ms. Clark stated that our IT team, ACOM, will handle that.

Mr. Barker asked if the renovating of the firetruck was still on our to do list?

Ms. Clark stated that after further review, it is going to take a lot more to get it operational so she is going to wait until the new chief comes in to verify that and we will find another use for it, whether that is training, or we donate it somewhere else.

Ms. Clark stated that she wanted to recognize a few employees, Darryl Graham, Andy Jesifers, and Officer Mullins. They worked over the weekend to help with three charter flights that came in. They unloaded bags, fueling of the aircraft, and excellent customer service at 3 a.m.

Ms. Clark also wanted to recognize Officer Mullins and Officer Sok for sitting with the passengers during the bad weather and flight cancelations yesterday.

Other Matters

Mr. Barker asked if anyone from the audience or staff would like to bring something to the table?

Mr. Barker introduced Ms. Dee Carr as the new Commissioner that will be sworn in, in January.

Mr. Barker asked for a motion to adjourn the meeting.

Motion by Mr. Guin to adjourn the meeting; seconded by Mr. Rhodes and unanimously approved by the Commission. Ayes: 3 / No: 0

The meeting was adjourned at 10:05 a.m.

APPROVED:

Maggie Turnham, Executive Assistant

James Barker, Chairman