

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, MARCH 22, 2023**

The following commission members were present for the entire meeting:

<u>NAME</u>	<u>EXPIRES</u>
Mr. Art Guin, Chairman	December 31, 2025
Mrs. Dannell Marks, Vice Chairman	December 31, 2026
Mr. James Barker, Treasurer	December 31, 2023
Ms. Delois Carr, Commissioner	December 31, 2028

Legal Counsel: Alston Auten

Staff Members Present:

Sonya Overton, Director of Marketing & Air Service Development
Maggie Turnham, Executive Assistant
Steve Cato, Public Safety Officer
Jarred Hubbard, Public Safety Officer
Vincent Henderson, Public Safety Officer
Amanda Vickers, Facilities Supervisor
Mona Mitchell, Interim Hospitality Supervisor
Shaundra Goodwin, Security Coordinator
Pamela Knight, Finance Director
Billy Mixon, Interim Chief of Public Safety
Brett Farmer, Financial Analyst

Others Present:

Matthew Keller, Excel Partners LLC
Andrew Rambo, Contractor
Jared Neaves, Airventures

BUSINESS OF THE MEETING

Mr. Art Guin called the March 22, 2023, Regular Commission Meeting to order at 9:31 a.m.

**CONSIDER ADOPTION OF THE MINUTES FOR THE REGULARLY
SCHEDULED COMMISSION MEETING ON February 22, 2023**

Mr. Guin asked to consider adoption of the minutes for the regularly scheduled commission meeting on February 22, 2023.

Motion by Mrs. Marks to approve the minutes, seconded by Ms. Carr and unanimously approved by the Commission. Ayes: 3 No: 0

**SWEARING IN OF NEW PUBLIC SAFETY OFFICER, VINCENT
HENDERSON**

**CONSIDER APPROVAL OF THE AIRFORCE HEATING AND AIR 2-YEAR
TERM HVAC CONTRACT**

Maggie Turnham presented the transmittal.

On Thursday, March 2nd, 2023, an RFQ for an HVAC service agreement was issued. The HVAC RFQ was solicited and at least five bidders confirmed receipt of the solicitation. We received one bid on Tuesday, March 14th, 2023. On Wednesday, March 15th, the selection committee met to discuss the bid. On Wednesday, March 15th the successful bidder, Airforce Heating and Air, was selected.

The committee selected Airforce Heating and Air due to, not only being the only bidder, but their bid providing the best value to the Columbus Airport. Some of the items that were considered was the equipment, capability of their workers, safety, and all-around scope of work being completed efficiently and successfully.

I recommend approval of selecting Airforce Heating and Air as the successful bidder for the Columbus Airport's HVAC services and to enter into a two-year contract with the option of an extension with Airforce Heating and Air to provide these services.

Mrs. Marks asked: Since we only had one bidder, how are we able to do a comparison? Did we look in the market to see what other vendors normally supply to make sure that what we were getting is actually the right value?

Mrs. Overton stated: Maggie, would you like to answer that question because I did not sit on that committee?

Mrs. Turnham answered: Amber and I sent it out to 5 bidders, and we had several of them come and look at the airport but nobody else submitted a bid, so that was the only one. We did not look to see what the market was.

Mrs. Overton added: So, you had 5 people come to the mandatory pre-bid meeting to look at the space, but they decided after the pre-bid meeting to not submit a proposal.

Mrs. Marks asked: What do y'all think? Should we look at the market just to make sure it is fair or just go forward?

Mr. Guin added: Yeah, no I had the same questions as to... there were some comments made that we felt like maybe it was the best to meet the needs. Was there anything additional done to come to that conclusion? I am hesitant because I have no idea if this is a good bid or not. Do we have any idea why the others decided not to bid? You answered some of it by saying some came out here.

Mrs. Turnham added: Yeah, nobody even contacted us after they came and looked. Nobody contacted us saying that they were not going to send in a bid and when the day came, we only got one bid.

Mr. Barker asked: Being that maintenance is heavily partnered with this, Amanda do you know this organization? Do you have any information or feedback?

Ms. Vickers answered: This is who I wanted to choose from the beginning. They were the ones that wanted to meet and see the airport. They wanted to see what they would be dealing with. They were the only ones that had the drive to get this contract and from what I could tell, his knowledge and everything, the scope of work would be taken care of. I put together a spread sheet that would identify everything that they would take care of, and he was on top of it. I like the Airforce, Now, the other ones that came out that I was a part of I didn't care for their lack of knowledge and there

was no drive. This is an entire airport, and it consists of a lot in the scope of work, and I saw that Airforce would be able to do it.

Mr. Guin asked: Okay. Have we used them in the past for anything?

Ms. Vickers answered: Not that I am aware of. No sir.

Mr. Barker asked: Did you have a relationship with them previously or know of their work?

Ms. Vickers answered: I know of their work, yes. I have heard nothing but good things.

Mrs. Turnham added: I was just going to say that I recommended them to come out and look because my brother-in-law works for them. I am not sure if that is a conflict of interest, but I just recommended that they put in a bid.

Ms. Carr added: I would recommend that we at least get feedback from the other organizations who did come but did not send in a bid just so we can know why. There may be some findings or something that they found out or saw and they saw maybe too much of a challenge to take on the work.

Mr. Guin added: That's a good point. What's the urgency of this service that we are asking?

Ms. Vickers answered: It is very much so an urgency. We have the cooling towers that need to be tended to and that is done once to twice a year and that has yet to be done, since I have been here.

Mr. Guin asked: How long has that been?

Ms. Vickers answered: May will be a year.

Mr. Guin answered: Okay.

Ms. Vickers added: We have the air filters, we have the air movers, we have what is on the roof, the DOAS. The DOAS during the Christmas freeze weekend, shut down on us. So, we really do need to get someone in here.

Mr. Barker added: Yeah, with is starting to heat up that might be a critical item. We just do not have the manpower to do it. Is that an accurate statement?

Ms. Vickers answered: Yes.

Mr. Barker added: Okay, so we do not have the manpower to maintain and operate these.

Mrs. Marks added: If the urgency is there and you felt like they have a good crew and what they presented looked good, I was thinking maybe we could get 2 people that they have worked with that we could call for references and if we get good feedback from that and then we can go ahead and give a provisional approval here Art?

Mrs. Turnham added: I think in their bid they put references in there.

Mr. Barker asked: Were those called?

Mrs. Turnham answered: I did not call them. I don't know if Amber did.

Ms. Auten added: We are allowed to terminate if we are not pleased with their work, so we will always have a way out whether it is for poor performance or not following the scope of work or just through our own choice and action.

Mr. Guin asked: So as far as being able to proceed, we do not have to necessarily postpone to the next Commission meeting. Can we give conditional approval?

Ms. Auten asked: What would you condition it upon?

Mr. Guin answered: I think positive feedback from references.

Ms. Auten answered: I think so. I would do a Commission vote now on that conditional approval and then Maggie, once you and/or Amber reach out to the references, send out an email to the Commissioners and get email approval just to paper it all up the right way. Does that sound good?

Mrs. Marks answered: I am good with that.

Mrs. Turnham added: I will also make sure that the prices are the same or similar to the market.

Mrs. Marks added: That would be great.

Mr. Guin asked: Any other questions to bring forth? I think that was great conversation and thanks for your feedback. So, with that said do we have a motion to do a conditional approval?

Motion by Mrs. Marks to conditionally approve the contract, seconded by Mr. Barker and unanimously approved by the Commission. Ayes: 3 No: 0

Mr. Barker asked: Do we need to make that date on when we want that feedback?

Mrs. Marks answered: Two weeks?

Mr. Barker answered: Okay, two weeks to get the references and any feedback.

Mrs. Marks added: If you get it sooner, we will give it sooner, how about that?

DIRECTOR'S UPDATES

Finance

[Financial Report: February 2023](#)

[Columbus Airport Numbers:](#)

[Revenue Highlights **February 2023**](#)

- Passenger Facility Fee Revenue used to pay for Airport Improvement Projects is **averaging over \$27,500 per month in FY23** compared to an [average of \\$28,600 YTD February 2022](#). [PFC revenue YTD exceeds YTD budgeted PFC revenue by over \\$33,000](#). CSG has collected between \$12,000 to \$16,000 each month of PFC revenue from American Airlines the first 6 months of FY23. PFC revenues are also dedicated to paying down the \$2,621,000 debt from the Terminal Renovation Project. The current payments are \$18,000 monthly of which over \$11,000 is applied

- The grant revenue uncollected is part of the reason for the decrease in the bank balance, as well as adjusting the CFC bank account.
- **Total 12 months of Parking Revenue comparable numbers FY21: \$156,702 and FY22- \$435,980; FY23 July – February 2023 Parking Revenue is \$369,695** compared to \$280,000 budgeted and actual YTD February 2022 (FY22) of \$239,371. **Most Annual Parking Revenue, since system installed in 2017 is \$281,722 (FY19)**
- **Car Rental Passenger Fees are budgeted to average \$25,000 for FY23; actual average as of February 2023 is over \$33,000.**
- **The revenue sources, CSG expects to increase are as follows: space rental, concession sales, and advertising.**

		Actual February 2023	Budget February 2023	Variance		February 2023 YTD	February 2023 Budget YTD	Variance		February 2022 Actual YTD
NET INCOME FROM		\$ 82,497	\$ (39,239)	\$ 121,736		\$ (106,622)	\$(521,835)	\$ 415,213		\$ (15,659)

		YTD
	Notable Financial Items - February 2023	BTB/ (WTB)
8	Corporate Fuel Flow Revenue	\$ 51,741
9	Car Rental Revenue	\$ 115,247
10	Parking Lot Revenue	\$ 89,695
11	Vending Revenue	\$ 5,572
12	Total Labor	\$ 134,339
13	Design & Engineer	\$ 50,064
14	Capital Outlay	\$ (33,325)
15	Total	\$ 413,333

Cash Activity During February 2023

Funds Collected and Funds Paid Out					
Bank Account	Funds In	Funds Out	Net Changes in Cash	Ending Balance Feb-23	Ending Balance Feb-22
Operating Bank Account (February 2023)	\$450,713	\$1,285,685	(\$834,972)	\$632,692	\$1,828,598
Restricted (Renewal/ Extension)				\$2,194,059	\$2,194,550
PFC Account (YTD FY23) As of December 2022	\$37,222	\$18,375	\$18,847	\$197,650	\$325,052
CFC Restricted	\$21,994	\$535,632	(\$513,638)	\$856,285	\$140,000
SYNOVUS- MISC	\$0	\$0	\$0	\$125,442	\$125,442
Grant Revenue Receivable over \$800,000					

Mrs. Knight asked if there were any questions.

Mr. Guin asked: I have a question. It can be somewhat broad, and I know we talked about this a little bit before but when I hear, you know we started out talking about the PFC revenue, which is used to pay down the loans and we talked about the various revenue items, you know parking lot, car rental, things that I look at being driven and potentially affected by the American departure. All of these are very positive, they're above where we've been, they're historically the best or approaching the best, etc. With a major carrier leaving, can we feel okay with where we are headed taking the assumption or the known reality that American will be gone completely soon. At least we hope temporarily that we will be able to bring more in but at least where we stand now, assuming where things stand with American gone, a good feel throughout our financials from decreased revenue, parking has got to go down, rental cars have to go down, all of that. How is the overall perspective from a financial point of view?

Mrs. Knight answered: So, the things that we did to protect ourselves when we sat around the table to do the budget last year, we felt like we needed to be conservative not knowing even at that time where American stood. They could've pulled out before they did, so we anticipated worst case scenario and best-case scenario and fell in the middle there. The thing that is going to protect us on the parking revenue is that we increased considerably, when I say considerably, we were only charging like a dollar, and we went to two dollars. We were at like 1970 prices on our short-term parking, and we did a comparable to look at where we were compared to the market, and of course we would never charge what Atlanta charges, but let's say we were at like 60% or 50% with some of these people paying for parking here versus there. There are going to be people that look what they're parking cost, fuel, cost, etc. that would be a deciding factor on if they fly out of Atlanta, here, or Groome. I don't think there is going to be a significant dip, but we will be able to see better once April gets here and we will be able to see a significant change. There will be some people that used to fly out on American but will go back and fly on Delta. Going back to the PFC's and the enplanements, that is the one that I do think we have seen a little bit of a dip, but looking back we are not at the max where we were with Delta

before the pandemic. We have a lot of opportunity to increase. Hopefully we won't see that PFC drop that much because corporate and business travel is beginning to go back up. With the CFC's, we are working on a new contract with our rental car agencies, and this is a market that stays steady. If people aren't flying, they are renting cars. If people are flying in, they need rental cars. So, whether enplanements are up or down, we haven't seen much of a dip in that.

Mr. Guin stated: It may be worth seeing how low it can fall from a percentage perspective or a total amount but us still be able to maintain the amount to pay back the loan.

Mrs. Knight stated: I can pull numbers just to let you know where we were at with just Delta because we only had American for about a year. Within that year they were trying to get the word out.

Mr. Guin stated: Yeah, I think that might be a good idea leveraging where Delta was prior to the American arrival to see where those numbers where just to give us a comfort that the ability to pay the loan is not a risk. This is my final question; you had a note that one of the reasons the bank balance was low was due to uncollected grant revenue. Is there a problem with that? Is there something that we need to do?

Mrs. Knight answered: No, we write the check and then Amber must look over something from GDOT and Holt has to do something...

Mr. Guin added: So, we have no concern. It is just working its way through the process.

Mrs. Knight answered: Yes, the FAA works quicker. I requested the \$180,000 yesterday and it has already been approved and should be in the bank this week. The other big part that we are waiting on is we already paid that amount to American for the Air Service Development Grant, that's over \$700,000 that we paid out. That money should have come in already, but the person said that he signed off on everything and we should see that in the next couple of weeks.

Mrs. Marks asked: Pam, is that why under capital contribution on the next to last page on your budgets report that it says grant revenues, instead of having \$1.8 million as expected for February, we have \$122,000?

Mrs. Knight answered: Yes, that would have a lot to do with that because on some of these if I knew exactly what to set up, I could have recorded that to grant revenue receivable but until I get all of the documentation, I do not know what part of that, and this is a lot, but on the FAA part, a lot of these contracts they will only reimburse us 90% of what is eligible. GDOT will reimburse us 75% of what is eligible. So until Holt sends me the information of the payout of what percentage of that is eligible then I can ask for that 75% reimbursement.

Flightways

FLIGHTWAYS COLUMBUS:

Mrs. Maggie Turnham gave the following update report:

- **Fuel Volume Report:**

Flightways sold 88,536 gallons of Jet A in February 2023. Our total Jet A volume increased by almost 5% compared to February 2022. Classic Air had an increase of almost 13% compared to last February. We sold

6,433 gallons of Avgas which was a decrease of 12% compared to February 2022.

• **Equipment:**

I have been getting quotes for new radios for the staff. We intend to place that order soon.

The stair truck that we ordered last year is being painted and should be delivered within the next few weeks.

• **Hangars:**

We are starting to rent out the open hangars that are not currently under repair.

• **Employees:**

We are still trying to bring the FBO staffing level up to where it needs to be.

We have a full-time CSR who is training.

We had two Line Service candidates fail the background check, but I have two more who are in process now.

I’ve included fuel price comparisons for your review.

Fuel Price Comparison				DATE: 03/09/2023	
Airport Identifier	Name	Jet A + Premixed	AvGas	SS100L	FBO COMPANY NAME
CSG		\$7.13	\$7.39	\$6.51	Flightways Columbus
MCN (478) 788-3491	Macon	\$6.00	\$6.00	\$5.50	Lowe Aviation
GVL (770) 532-4136	Gainesville	\$6.80	\$6.95	\$6.50	Champion Aviation
GVL (678) 989-2395	Gainesville	~	\$7.50	\$6.50	Lanier Flight Center
HSV (256) 772-9341	Huntsville	\$7.65	\$6.70	~	Signature
DHN (334) 983-4541	Dothan	\$6.68	\$7.03	~	Aero One Aviation
ECP (850) 233-4717	Panama City	\$8.07	\$7.95	~	Sheltair
CHA (423) 855-2299	Chattanooga	\$7.26	\$7.59	~	Wilson Air Center
MDQ (256) 828-1403	Dwntwn Huntsville	\$6.88	\$5.91	~	Excutive Flight Center
VPC (770) 382-9800	Cartersville	\$5.49	\$6.49	~	Phoenix Air
FFC (770) 487-2225	Falcon Field	\$6.63	\$5.99	~	Atlanta Regional Airport
AVERAGE		\$6.83	\$6.81	\$6.17	
PIM (706) 663-2083	Pine Mountain	\$5.99	\$5.80	\$5.65	
EUF (334) 687-2051	Eufaula	\$5.66	~	\$6.25	
LGC (706) 884-2121	Lagrange	\$5.80	\$5.75	\$5.40	

Human Resources

Mrs. Maggie Turnham gave the following update report:

Open Requisition Report

Vacant Positions: 12

Vacancies	Job Title	Department	Status
1	Public Safety Chief	Public Safety	Testing
2	Public Safety Officer – Firefighter	Public Safety	Interviewing
1	Public Safety Deputy Chief	Public Safety	HOLD
3	Line Service Technician FT	Flightways/FBO	Interviewing/ Hiring 2
1	Line Service Technician - PT	Flightways/FBO	Interviewing
1	Facilities Technician I	Maintenance	Recruiting
1	Airfield Operations Tech	Maintenance	Recruiting
1	Beverage Cart Attendant - PT	Hospitality	Interviewing
2	Hospitality Team Member	Hospitality	Interviewing

Promotion: Monna Mitchell – Interim Hospitality Supervisor

Transitioned: **NONE**

Terminations/Resignations: Andrew Pugh – Hospitality

- ❖ Columbus Airport has a total of twelve (12) positions vacant.
 - Vacant positions include:
 - Public Safety Chief (finalizing the testing phase?)
 - Applicants will move forward to the interviewing phase. The interview will consist of two-phase interview with two interviewing panels. Once a selection has been made, a background check will be conducted.

Chief

Last Name	First Name	MORMAC	Written Exercise	Oral Interview	Total	Average
Howell	Jacob	91.67	80.88	90.25	262.80	87.60
Turner	Jerome	86.97	69.88	85.94	242.79	80.93
Drew	Rus	87.57	63.25	83.00	233.82	77.94

- Public Safety Firefighter with two (2) positions
- FT Line Service Technician with three (2) positions and 1 PT Line Service Technician
- Facilities Technician I
- Airfield Operations Technician
- Airfield Operations Tech.
- PT Beverage Cart Attendants with two (1) positions
- Hospitality Team Member with two (2) positions

Recruitment

❖ **Pending position to be filled**

- Line Service Technician (FT) – Brandon Davis 3/27/23 and Dominick Consorte progressing through the hiring process.
- Firefighter – Timothy Davis – Awaiting for background reference check and accepting applications for the 2nd FF position.

❖ **Position on hold**

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

❖ **New Hires:**

Beverage Cart Attendant Kesauna Patterson – (PT)
Katrina Virgil – Hospitality Team Member

❖ **Job Fair**

- Columbus Airport will be participating in the Auburn School of Aviation Career Fair
 - On March 22, 2023
 - Attending the job fair are:
Danyell Barboa
Cody Davenport
Eric Rivers
Anna Phillips
- WTVM Career Job Fair
 - On March 23, 2023
 - Attending the job fair are:
Danyell Barboa
Sonya Overton

Compliance

- ❖ Employee Manual – PowerPoint presentation is currently being created to present the employee manual to employees.

Employee Engagement

- ❖ Employee attended the Airport Employee Team Meeting.
- Employees participated in a team building activity by playing Catch Phrase
 - Winners from the game includes:
 - Daniel Thomas
 - Sharon Brown
 - Kelvin Mullins
 - Anna Phillips
 - Shaundra Goodwin
 - Bernadette Zuber
 - Katrina Virgil
 - The winners won 20 points of Reward Bucks

Retention

- ❖ Employee Birthdays Celebrated for the month of March are:

- Jarred Hubbard
- Brett Farmer
- Amber Clark
- Kelvin Mullins
- Danyell Barboa

Mrs. Turnham asked if there were any questions. There were none.

Maintenance

Ms. Amanda Vickers gave the following update report:

- Hangar 10-Alpha has had the Rewiring update completed. Having installed; 3 new 21,000 Lumen LED lights, 2 new power outlets, an updated power outlet, and a light switch that was moved to the Entry point and left side of the hg giving the tenant convenience upon entry.
- Hangar 10 Alpha has had the back wall bottom wall Steel Anchor Plate replaced with ½" Steel angle Iron which was welded into place and anchored into the concrete. Maintenance had also Sealed this area before attaching it to the siding section deterring it from water intrusion that had ailed this Hangar for many years. Hangar 10 Alpha had a few minor roof leaks which were repaired and a bolt that had come out of a top joist was replaced and secured.
- Hangar 10 Golf Office is now under Construction And will update at the next commission set meeting.
- Hangar 12 Women's and men's Bathrooms have been renovated where water damage from a leak occurred. This rotted away a good amount of structure and piping that had to be replaced. As well as updating to new cabinetry, faucets, and sinks by our contractor, Millers Home Innovation LLC. Lighting above the toilets and the floor in the men's room is all that is left in this project by the Facility Maintenance Division as the contractor has completed their part. The hangar also received ¾" steel flat bars welded down the entire length of the entry doors on the Airside of the Hangar. The airside Hg doors had been lifted and casters replaced. Brushes and Door seals have been added to the Air Side Doors as well by our contractor, Macon Mobil Welding.
- Lastly on Hg 12 the Hg floor and the adjoined offices will be made to a rent-ready status; having updated any ac/heater units, lights, and wiring. The ceiling tiles will be replaced, and a fresh coat of paint will be applied. During Christmas weekend hg 12 was flooded from copper pipes busting from the freeze in several places on the Low Boy Water Closet. Damaging the wooden base that it sits on as well.
- Hangar 57 Landside has had the hg doors casters replaced, doors lifted, and lubricated as well as removed off of an exterior gas line it had been rubbing against and would have become a hazard if not remedied. Brushes and door seals were also added to Hg doors. Airside Hangar doors will be next as the parts and materials have been ordered and will be completed by Macon Welding upon receiving materials.
- Hg 3 Charlie has had hg door adjustments yet needed guide casters replaced as the original casters had deteriorated away. These parts were ordered and are awaiting arrival. An update will be given at the next set Commission meeting.
- Hangar 4 Charlie Is awaiting its received parts to be replaced. And is in line for this. Doorstops have been Replaced and the Rewiring update has been completed in this Hangar as well.

- With QC being all that needs to be accomplished to make sure water is not coming into the hangar. Hangar 5 Delta has had Siding and floor Sealing to remedy the water intrusion ailing the Hg. The rewiring update was completed, and the Rent Ready update was completed; with added safety yellow guide step down the center of the hangar and two safety red markings added to the side columns at 42" – 75" in length. Assisting the pilot to safely park their Aircraft. The floors had been sprayed with Steel gray color Behr concrete paint. This took 8 gallons with a few hours of cure time in between coats.
- Other work orders are being done at the same time for the Airport terminal and buildings/grounds.
- Airfield Operations is escorting airfield contractors for an up-and-coming project and doing other repairs to the airfield.

Ms. Vickers asked if there were any questions. There were none.

Marketing

Mrs. Sonya Overton gave the following update report:

- Airport Director, Amber Clark will be featured in The Columbus CEO newsletter addressing Air Service at Columbus Airport and the departure of American Airlines. Columbus CEO is a digital newsletter that is emailed. To sign up visit www.thecolumbusceo.com
- American Airlines service to Charlotte, North Carolina will end Monday, April 3rd, 2023. All flights after this date have been rescheduled per American Airlines. We will continue communications with the airline and continue focusing on our mission committed to meeting the air transportation needs of our community, customers, and partners.
- We have received the local license and have completed the paperwork for the state license for final approval to open the Propeller's Sky Bar. We have met with Atlanta Beverage Company and are working on the menu items for the cart. The new cash register system that will also track inventory has been ordered and will take up to two weeks to be delivered, installed, programed, and trained.
- We have hired a PT Beverage Cart Attendant, Kesauna Patterson who is currently training in the concessions area. She is cleaning the cart, stocking ice and cleaning out the supply room. As a part of the Hospitality team, she will also keep the area clean and is currently training on the mop machine, burnisher and the proper cleaning chemicals to properly clean the windows and wipe down tables and chairs. She will also keep an eye on the vending machines, be onsite to troubleshoot any issues in the vending and keep the vending counter stocked.
- We are in the finalized stages of the airport website working on functionality and performance. The website should be up and running by the end of the week. Next phase is the Employee Portal.

Mrs. Marks asked: Sonya, one of the questions that I think people are curious about and I don't know if there is any editing to do to put this in here, but it is reliability. Yeah, you're saving money but how often are the flights arriving on time, leaving on time, you know those kinds of things. I know years ago that was a frustration point.

Mrs. Overton answered: We are working on a piece, and we can add a piece to this and find a place in here to put it. With the departure of American Airlines, we recognize that there are a lot of things that people just do not know about the Columbus Airport. We are not just a commercial airport. There are so many services that we provide, and we have less than 1%. I just had an internal stakeholder meeting with TSA, and they said that we have a .6% of delayed departures and on time arrivals. We are working to put together an educational piece, a booklet that we can not only speak to it but have more speaking engagements so that we have that information, and we can add it to the website.

Mr. Barker added: On that same note, I know you and I have talked about with billboards that they do with emergency rooms where they say "wait time" this many minutes. Would there be a functionality option to do an on-time reliability widget on the website, as well as a TSA wait time reliability widget? That would be two things that would really hit our customers in the face in a good way to jar them into realizing that they're saving time by flying out of Columbus and killing that assumption that we have delays and cancellations out of Columbus, historically in the last 5 years, which is not the case.

Mrs. Overton answered: Absolutely. So, we are still working with Planataria. The site is live but we are going in and making updates and changes so we are still in that 30-day phase where we can make additions. We are not finalized yet. I will reach out to them and talk with TSA and ask them about a possible widget that they may have.

Mr. Barker added: I think on TSA's website, you can find what the delays are. I think they even have an app that tells you the delays. Ours is never more than 10 minutes, so it would be an easy thing to add on there. Something based on averages that we can put on there.

Mrs. Overton answered: Absolutely. I will check into that, and I will give you all a response as to what I find out.

Mr. Guin asked: What do changes look like post this 30-day window?

Mrs. Overton answered: Just updating. So, we have RFPs out, we have the HR report, we need to add some positions and put in what those job descriptions are. We have some press releases that we need to add.

Mr. Guin added: I was thinking more of like in three months...

Mrs. Marks added: Each time you want to make a change.

Mrs. Overton answered: I make the change. So, I have had training on the website, so I am the one who makes the changes. For something like adding a widget, it is something that I will have Planataria go in and do. That is so we do not mess up the coding. But making additions, pictures, adding verbiage, PDFs, that comes from in house.

Mrs. Marks asked: For the things that Planataria does, how long is their average turnaround time for basic changes?

Mrs. Overton answered: They're doing changes pretty quickly now. They have a huge team. When our team puts in a ticket, they usually turn it around in a matter of minutes.

- Hospitality has had some internal changes and restructuring. We have updated the schedules to fall in line with the flight schedule and have identified three shifts. We have a new employee, Katrina Virgil who

has joined us for Shift A which is (5a-2p). Mr. Pugh is no longer with the company and Mona Mitchell is acting Interim Hospitality Supervisor.

- We are interviewing hospitality team members and have filled Shift C (2p-11p). We are still interviewing for shift B (10a-7p) and plan to have this shift filled soon. Inspections and checklists for cleaning are active but still being adjusted to ensure proper coverage and cleaning of the terminal. Other items we are working on include:
 - New uniforms currently in production
 - Hospitality training for new employees & interim supervisor
 - Acquiring the required equipment to properly clean the terminal.
 - Cleaning out the supply closets and stocking them with the proper inventory
 - Updating chemicals used in the terminal that will not damage new material.
 - Developing inventory list and processes
 - OSHA training for all hospitality employees

Public Safety

Mr. Steve Cato gave the following update report:

Department Operations

- Fire/ARFF Gear was shipped from Bennett Fire Products Inc. (Pants, suspenders, gloves, Nomex, extra soles, and boots) were given to each ARFF/ FIRE and in training employees. We did not receive Jackets or helmet.
- An estimate on repairing the known problems with ARFF 1 was reported as \$52,000 (rounded up). This does not include parts that MAY be identified as being needed once repairs are underway. This also does not take into consideration that the parts may not even be available due to the age of the truck (30 years). Consideration should also be given to the age of the truck and potential breakdowns of current working parts that may stop working once disturbed for the new repair and/or evaluation. It also does not include the \$4,000.00 transportation fee to haul the ARFF truck to the repair facility.

Training

- Officers Anderson and Mullins completed Amber Alert training at the Columbus Civic Center. This is a multi-agency training seminar hosted by the Columbus Police Department and taught by the
- New hires Hubbard & Henderson have qualified at the firing range by Interim Chief Mixon on 02-15-2023.
- Foam cart training was completed 02-16-2023.
- Shift supervisor Brown will begin basic firefighter training on February 27 with the Columbus Fire Department. There will be no costs associated with this attendance at the Columbus Fire Department other than equipment that can be used at the ARFF station.

Staff

- Officer candidate Henderson has completed his EOT training successfully and was awarded his Ga. Peace Officer Certification 03-08-2023.

- One certified (out of state) firefighter has been hired and we are working on transferring his FF credentials to Georgia. The 2nd out-of-state FF withdrew his application due to pay.
- With Supervisor Brown attending the FF basic training beginning Feb. 27, his title will change to FF and Officer Cato will be the Shift Supervisor for C Shift.
- Shift supervisor structure and chain of command seem to be in good working order. Chain of command.
 - Officer – Shift Supervisor – Chief – Airport Director

Directors Report

Mrs. Maggie Turnham gave the following update report:

On Monday March 20th around 5pm a Cessna 337 landed gear up on runway 6-24 our primary runway. The pilots landing gear indicator lights showed the gear down. However, the gear had not extended. The pilot landed on the runway skid down some length and came to a stop on the runway and the edge of the grass.

Our team initiated emergency procedures. Our ARFF team arrived on the scene immediately. The pilot was uninjured, and the aircraft was mostly intact, no fire was present.

The runway was closed while the recovery procedures were completed. The NTSB National Transportation Safety Board required pictures of the aircraft before the aircraft could be moved. A crane and a flatbed were used to lift and remove aircraft.

A runway inspection was completed, FOD Foreign Object Debris, was collected, and after the runway was deemed safe out was reopened around 9:30pm.

The Delta 5pm departure was unable to take off the passengers were rescheduled. The American arrival around 5pm was diverted to Montgomery Airport and shuttled on a coach back to CSG. The latest Delta arrival was able to come in and operate at around 9:45pm

I'd like to say a huge thank you to our team who jumped to action quickly and worked together to ensure the safety of our customers. Thank you, Officer Anderson, Officer Henderson, Daniel Thomas, Eric Rivers, Amanda Vickers, Darryl Graham, and Andy Jessifers.

I'd also like to thank Unifi who assisted all the passengers who were affected by this incident as well as Columbus Aero Services for assisting in removal of the aircraft.

Great job because of the efforts of this team the pilot and awaiting passengers of the commercial aircraft are safe. There was little to no damage to the airfield, and we had the airport back up and operating in a timely manner!

Mrs. Turnham asked if there were any questions.

Mr. Guin added: Amber gave us an update, but it sounds like the team did a fabulous job and did it quick and got things back up and operating pretty quick. It's impressive.

Mrs. Marks asked: Is there anybody here that was apart of that? I heard Amanda's name. Anybody else that was apart of it? Thank you and thank you everybody else. It was handled really well it seems. Fortunately, we do not have a lot of those issues around here so sometimes you forget what the

procedures are when you are not doing them all the time, so I thought that was really great how quickly everyone reacted, got it fixed, and we were able to get back into operation.

Mr. Barker added: Thanks to everybody that showed up and worked hard.

Mr. Guin asked if there were any other matters? There were none.

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

Motion by Ms. Marks to adjourn the meeting; seconded by Ms. Carr and unanimously approved by the Commission. Ayes: 3 / No: 0

The meeting was adjourned at 10:37 a.m.

APPROVED:

_____	_____
Maggie Turnham, Executive Assistant	Art Guin, Chairman