

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT  
COMMISSION HELD AT THE COLUMBUS AIRPORT  
WEDNESDAY, JUNE 22, 2022**

The following commission members were present for the entire meeting:

<b><u>NAME</u></b>	<b><u>EXPIRES</u></b>
Mr. James Barker, Chairman	December 31, 2023
Mr. Art Guin, Vice Chairman	December 31, 2025
Mr. Carl Rhodes, Jr., Secretary	December 31, 2024
Ms. Dannell Marks	December 31, 2026

**Legal Counsel:** Don Morgan

**Staff Members Present:**

Anna Phillips, Administrative Coordinator  
Danyell Barboa, HR Manager  
Pam Knight, Director of Finance  
Eric Rivers, Operations Supervisor  
Andre Parker, Chief of Public Safety  
Anthony Pugh, Hospitality Supervisor  
Karlene Donahue, Flightways CSR  
Demetria Kimbrough, Accounting Specialist  
Troy Pair, Facilities Supervisor  
Mona Mitchell, Hospitality Team Member  
Shaundra Goodwin, Security Specialist  
Blake Fulford, Operations Technician  
Marshall Uphsaw Jr., Landscaping Supervisor  
Khalfani Walker, Landscaping Technician

Others Present: Pete Novak: RS&H; Greg Russell: Pezold Air Charters;  
Courtney Arceneaux: McFarland Johnson; Adam Nicholas: McFarland  
Johnson; Sam Watson: CSG Intern, Auburn University; Matthew Keller

**BUSINESS OF THE MEETING**

Mr. James Barker called the June 22, 2022, Commission Meeting to order at 9:32 a.m.

Mr. Barker stated:  
Thank you for everyone being here and to see more faces, as this whole Covid thing releases us.

**CONSIDER ADOPTION OF THE MINUTES FOR THE SPECIAL CALLED  
COMMISSION MEETING ON MAY 16, 2022 AND THE REGULARLY  
SCHEDULED COMMISSION MEETING ON MAY 25, 2022**

Mr. Barker asked if there were any questions on the minutes? There were none.

Mr. Barker asked to consider adoption of the minutes for the meetings of May 16, 2022 and May 25, 2022.

Motion by Mr. Art Guin to approve the minutes for the May 16, 2022 and May 25, 2022 Columbus Airport Commission Meetings; seconded by Mr. Carl Rhodes and unanimously approved by the Commission. Ayes: 4 / No: 0

**DIRECTOR’S UPDATE**

**Finance Report**

Mrs. Pam Knight presented the following report:

The Columbus Finance Department has created a draft of a conclusive financial policies and procedure manual with some basic SOPs. The draft is provided to the Columbus Airport Commission for review and recommendations. Many of the policies and procedures align with current policies and procedures. The financial manual expands upon current policies and authorization requirements. The manual is in draft form- meaning rewording and the opportunity for improvement is evident throughout the document. Having to create the manual, instead of updating a previously created manual is very labor intense, so the FY23 version is a work in progress. The Columbus Airport Finance Director would like the Columbus Airport Commission to review the draft, email recommendations Pam Knight at [pknight@flycolumbusga.com](mailto:pknight@flycolumbusga.com).

The recommendations will be added to the draft and a revised version sent prior to the next Commission meeting. The Finance Director will request the Airport Commission vote to adopt the revised financial policies and procedures manual at the next meeting. The key components of the manual which requires adoption pertains to authorizations related to banking and purchases.

**Other Financial Reporting:**

**Grant Revenue and Investments**

JUN 13	FAA TREAS 310 MISC PAY RMR*IV*CSG 01C*AI* 1258021.00*1258021 .00*0.00\	\$1,258,021.00	:
2022	581095402690011	\$3,349,518.44	:

- ❖ The first bond loan payment is due June 21, 2022, for \$18,589 of which \$11,250 is applied to the principal.
- ❖ The Synovus credit card limit has officially been increased to \$70,000.
- ❖ The Finance Department is assisting with FBO and Human Resources procedures during the staffing changes.
- ❖ Additional Financial Reports are forthcoming

	April-Actual	Budget as of April	Variance
	YTD FY22	YTD FY22	
Total REVENUE:	6,625,978	6,568,328	57,650
Total EXPENSES:	4,261,826	4,290,097	28,271
NET INCOME FROM OPERATIONS BEFORE DEPRECIATION:	2,364,152	2,278,231	85,921

Grant Revenue FY22 that is not designated for AIP and is applied to cover operating expenses.

11/5/2021    CR-001748    FAA/AIP REF:WIRE    1,017,860.00

Current Bank Balances June 22, 2022

☆	Terminal Renovation 01013665201	Available Balance \$141,055.55	Current Balance \$141,055.55	⋮
☆	CFC 01013665227	Available Balance \$183,987.55	Current Balance \$183,987.55	⋮
★	Operating Account-001 00001235923	Available Balance \$3,198,269.27	Current Balance \$3,198,269.27	⋮
★	Restaurant Acct-002 00030098394	Available Balance \$125,442.24	Current Balance \$125,442.24	⋮
★	Construction 01013665235	Available Balance \$9,072.00	Current Balance \$9,072.00	⋮
★	Loan 165162160 Note 10 6216000010	Current Balance \$2,688,767.55	Credit Line Available \$0.00	⋮
★	Renewal andExtension 01013665219	Available Balance \$2,193,731.25	Current Balance \$2,193,731.25	⋮

Synovus Asset Management Account as of March 31, 2022,	\$908,324
Synovus Asset Management Account as of January 01, 2022,	\$958,074

Mrs. Knight stated:

So, what I’ve done, I’ve sent you something rather extensive, but is going to continue to grow. A lot of the components of it doesn’t really involve so much the Commission, but it just gives you an FYI of what we are doing over on the Finance team. We didn’t really have like a standard operating procedure manual. We had a PDF file here and a PDF file there that you have to kind of search for, and what we want to do is kind of combine it, like how we have the employee manual. One document all together. However, I would like, in between this Commission Meeting and the next one, for you to review and maybe look at sending me some of your suggestions, whether it’s rewording. I also passed this on to Ms. Anna Phillips, which she kind of smiled at, because her background is in technical writing. That’s her degree, and I think it would come in handy with this and helping me with some of the wording on it.

The main thing is I want to make sure we are being compliant. One of the other reasons is with the audit coming up and they want to see these kinds of documentations, they will pull some examples to see that we are adhering to it. This is the document that I am referring to. It starts here. These are all of the components that we have put together so far, and the first part is just the history of the airport, what makes up the Commission, and then who is on the finance team. But starting on Policy 5-P1, it says authorizations for bank account payments. We’ve moved a lot more towards doing ACH

payments and positive pay with checks for fraud protection, and it's easy for us to get in the habit of sometimes, like we've gotten the approval for the purchase, but we need a second approval for the payment. I want to make sure that we see those as being two different components, like we've approved the person's purchase, but then when the invoice comes in and we go into the bank, since Ms. Bernadette Zuber does that, she wouldn't set up an ACH without getting approval for that. Normally, there is a signature on the check, but since there's not a signature on that, those are things we want to make sure we are clear on how we want to handle that and the different limits on that, since we are doing that on a more regular basis and moving more towards that.

So, that's some of the things on here and then not to forget because even though it's such an easy process, and we have all of this going into place and making sure it's happening. We don't want to forget that there is a level where we would need the Commission's approval when we hit certain limits.

So, there's some parts of that we already had in place. We are going to include that in this, but there's a few things that we wanted to make sure we extinguished, like whether it was budgeted or unbudgeted. So, if it's over a certain limit, we would need the Commission. If it was budgeted, then there would be a limit. For example, if we decided to buy two trucks that wasn't in the original budget, but we had the money, it just wasn't budgeted. We want you to be thinking along the lines of what you would feel like, as the Commission, needs to be integrated into this. Because right now, if it says we would need to come to you for permission, like if we entered into a contract that is \$100,000 or more, it requires your approval. But that's a contract, and there's a thing about it that if it's one year versus two years, we have that policy. But we don't really have a distinction between if we purchase something of a certain amount, if it was not in the normal budget. It might fall within the limits where we would have to get your approval, if it was not in the budget.

So, those are some things that are in there. I just want you to see what we're working on, as the finance team. Also, policies about opening and closing bank accounts because we've moved into a digital world, where you can just go into the system and do this, but we want to make sure we aren't missing approval levels on that internally, and like closing out credit cards and opening up new credit cards and starting an account with a new vendor. Those kinds of things. So, that's what's in that document, and at the next meeting, we'll move to approve it with whatever changes you've sent between and now and what you recommend at the next meeting. So, we'll have an approved document for when the auditors come in.

Mrs. Knight stated:

The grant revenue that we talked about during the budget process...we have received that \$1,258,021.00. The last of the Covid funds, after our budget meeting, I went in and did the paperwork documentation for that, and the money is in the bank now. So, the other things we are going to be looking at and may need your guidance or suggestions on is we are starting to pay the bond payments that are due in June.

Mrs. Knight stated:

I'm kind of stretched, and my team is stretched out a little bit. I did not get the May report in. We are still trying to get the May numbers in from the FBO because I am having to get access and passwords to some sites to get reports in. But I do have some general April numbers. I focused more of my

time on, at first, on putting together the document we just went over, the standard operating procedures, because I felt like it is very important we have that going into the audit, an updated version of that.

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

**Flightways**

Ms. Phillips provided the following report, on behalf of Ms. Amber Clark, the interim FBO Manager:

- Fuel Volume Report:**

Flightways pumped the most fuel it has all fiscal year with a total of 131,000 gallons in May 2022. Our total volume increased by 127% compared to pre-COVID May 2019 numbers. Avgas increased 32% compared to May 2019 & Contract/Retail Jet increased by 207%, Classic Air Charter fuel uplifts increased by 31%, and airline and government fuel uplift both have increased by over 200% compared to May 2019.

**Comparative Airport List:**

Fuel Price Comparison					DATE: 05/13/2022
Airport Identifier	Name	Jet A +	AvGas	SS100L	FBO COMPANY NAME
CSG		\$7.60	\$7.52	\$6.51	Flightways Columbus
MCN (478) 788-3491	Macon	\$6.99	\$6.88	\$6.38	Lowe Aviation
GVL (770) 532-4136	Gainesville	\$8.04	\$7.79	\$6.64	Champion Aviation
GVL (678) 989-2395	Gainesville	~	\$7.60	\$6.60	Lanier Flight Center
HSV (256) 772-9341	Huntsville	\$8.95	\$7.80	~	Signature
DHN (334) 983-4541	Dothan	\$7.99	\$7.51	~	Aero One Aviation
ECP (850) 233-4717	Panama City	\$8.77	\$8.80	~	Sheltair
CHA (423) 855-2299	Chattanooga	\$8.40	\$7.97	~	Wilson Air Center
MDQ (256) 828-1403	Dwntwn Huntsville	\$7.25	\$6.99	~	Excutive Flight Center
VPC (770) 382-9800	Cartersville	\$5.99	\$6.20	~	Phoenix Air
FFC (770) 487-2225	Falcon Field	\$6.99	\$6.29	~	Atlanta Regional Airport
AVERAGE		\$7.71	\$7.38	\$6.54	
PIM (706) 663-2083	Pine Mountain	\$5.49	\$4.99	\$4.99	
EUJ (334) 687-2051	Eufaula	\$6.73	~	\$6.80	
LGC (706) 884-2121	Lagrange	\$6.06	\$6.11	\$5.81	

# Hangar Waiting List

CSG Hangar Waiting List			
Updated 5/17/22			
CSG Tenant Priority Move			
AJ Jain	5/9/2019	Single	Bonanza
Greg Auten	7/29/2019	Twin	Meridian
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			
ZLT Samuel Evans	8/20/2019	Single	Silvaire 8E
Richard Bailey	10/27/2019	Single	Cherokee 180
Shannon Kay	12/3/2020	Single	Cherokee 160
Mark Lugash	9/15/2021	Single	RV 7
Shannon Franklin	11/10/2021	Single	Helicopter
Randall Terry	12/21/2021	Single	Tiger
Twin Hangar Requested			
Tim Villegas/Shroff	6/22/2020	Twin	Mirage
Nick Meyer	7/21/2021	Twin	Cessna 172
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
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. Phillips asked if there were any questions? There were none.

## Human Resources

Mr. Barker stated:

For those that haven’t met her, this is Mrs. Danyell Barboa. She is our new HR Director, and we are excited to have her. She is highly experienced and

has jumped right into a lot of new and exciting things here at the airport. So, thank you for that.

Mrs. Barboa provided the following report:

**Promotion:** Travis Hope, Lead Line Service Technician  
**New Hires:** Danyell Barboa, HR Manager

**Terminations/Resignations:**  
Michele Renfro, FBO Manager, 05/31/2022  
Monica Stone, HR Manager, 06/10/2022  
Karlene Donahue, Customer Service Representative, 06/14/2022  
LaTego Copeland, Line Technician. 06/22/2022

**Vacant Positions: 5**

Vacancies	Job Title	Department	Status
1	Line Service Technician (Full-Time)	Flightways/FBO	Recruiting
1	Hospitality Team Member	Hospitality	Recruiting
1	FBO Manager	Flightways/FBO	Recruiting
1	Customer Service Representative	FWC/FBO	Recruiting
1	Line Technician	Flightways/FBO	Recruiting

**Compensation**

- Awaiting approval for budget by Commission. Will work with CCG HR and Finance Team for increases to reflect 07/08/2022 paycheck

**Compliance**

- Employee Manual
- Employee with company cell phones reviewed and signed cellular phone policy

**Employee Engagement (Non-Compensation)**

- Bowling Night Out 06/08/2022
- Sam Watson, Auburn Intern 06/01/2022 -07/28/2022
- June Employee Meeting scheduled for 06/28/2022

**Recruitment**

- Firefighter – on hold
- Facilities Maintenance Technician 1- waiting on background check
- Aviation Equipment Maintenance & Line Service Technician – waiting on background check
- 1- Line Service Technician ( Full Time) – waiting on background check

**Retention**

- Developing Partnership with Columbus Technical College to develop training programs

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

**Maintenance**

Mr. Eric Rivers provided the following report, on behalf of Mr. Daniel Thomas, Maintenance Manager:

Good morning everyone, and I hope all are doing well.

- The Maintenance Department still has two openings that we are looking to fill. The Facilities Tech-1 position and the Hospitality employee position. We are doing ongoing interviews for the Hospitality positions as we are processing a person to fill the Facilities Tech-1 position.
- Our Facilities Supervisor, Troy, remains on light duty with his hurt left wrist.
- Hangar repairs are still moving forward by using contractors to perform most of the work that needs to be done in our work order system. Hangar 14 and 15 roof work is about to be completed. Hangar 6 and 12 roofs are next on the list. Hangar 12 now has all new inside LED lights and emergency over the exits. We are still waiting on the big hangar ceiling fan to arrive so it can be installed in hangar 12 by our contractor. Hangar 57 is next on the list to have all the inside hangar lights replaced with new LED lights.
- River City Door Co bid was the one selected out of two bids submitted to replace the complete entryway rollup BHS building door because it was damaged and could not be repaired. This is now complete and the rollup door is working great.
- I am working with our new airfield landscaping contractor, Amazing Scapes. They have teamed up with the maintenance department airfield operations division to learn how to cut on the airfield, the locations on the airfield, and radio communication with FAA ATCT. They are still doing their SIDA badging and are being escorted for now.
- The CSG airfield is undergoing a major project that includes a new CSG-owned Papi system for RWY-31, pavement TWY lights with the realignment painting of TWYs in the CSG HOTSPOT-1 area, crack sealing and painting that covers all movement airfield area. I have opened up several FAA NOTAMs for this work to be done. The majority of the work will be done from 11:00 pm to 6:00 am and the airfield is FAA NOTAM Closed between that time. The FAA NOTAMs start on Wednesday, June 15, 2022, and end on June 30, 2022.

Mr. Rivers asked if there were any questions?

Mr. Barker asked how it was going working with the new contractor?

Mr. Rivers replied that he loved it.

Mr. Barker asked if they were easy to work and professional?

Mr. River responded that they were.

## **Marketing**

Ms. Phillips provided the following report, on behalf of Mrs. Sonya Overton, Marketing Director:

- We continue to work towards inspection approval and necessary documentation for the Propeller's Sky Bar. We anticipate the opening by mid to late summer. The Sky Bar will host beer, wine and prepackaged snacks not sold in the vending machines.



- The restaurant concessions RFP has been in circulation with no response. We will extend the RFP and repost in the newspaper and government website. We are working on a plan B to address food in the terminal for passengers. More to follow.
- The press release for the advertising program with Departure Media has been distributed. We will have an open house in the form of a Business After Hours in the upcoming months. Invitation coming soon.
- The Planeteria website contract is under review with legal. Once everything is approved, we will begin the build starting the first week of July.
- As we continue to promote American Airlines service, Stakeholders meetings have been scheduled for the end of the month to discuss major business travel and using CSG as the airport of choice. Our consultant will be in the market to assist in facilitating these meetings.
- Digital marketing for American Airlines will start up again July 1<sup>st</sup>. We will be marketing via Premion OTT (streaming service advertising), website advertising, social media ads, targeted video & display advertising, geo fencing and pre roll commercials to be used when we need them.
- Social media stats continue to grow across our platforms. We continue to increase our followers monthly and as of May 2022 are up by 5.35% over last year on Facebook, 12.42% on Instagram and direct queries on Google Business are up 7.9% and are projected to improve upon completion of the new website.
- We are working together with the welcome center on Williams Road as well as visit Columbus to stock information for passengers in the terminal via the kiosks. Passengers continue to gather information located near baggage claim for Georgia & Alabama maps, visitors guides and Columbus guides.

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

### **Project Coordinator**

Ms. Phillips provided the following report, on behalf of Ms. Adrian Sellers, Project Coordinator:

### **RWY 13/31**

- Trinity will be operating north of 6/24 working towards completion of Schedule A electrical work to the lighting vault and beginning operations in the Schedule B portion within the intersection of Alpha, Charlie, and Delta.
- Robinson Paving will continue placing fill to grade next week
- Trinity Electrical tied up some loose ends at the PAPI's prior to running cables from south of 6/24 to the vault.
- The contractor Axtell submitted a plan of action to Engineer and CSG for consideration of closures to enable operations north of 6/24.

### **Master Plan & Disadvantaged Business Enterprise Program (DBE)**

- Worked with our team on the Master Plan to complete the #1 working paper review and submitted our findings.
- There will be an open discussion on the Master Plan held here with McFarland Johnson in the conference room on July 13th from 11 am to 1 pm to discuss with the tenant's the design issues and facility requirements.
- First DBE Consultation Meeting is open to the public and will be held on July 14th, 6 pm-7:30 pm in Layfield Conference Room.

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

### **Public Safety**

Mr. Andre Parker provided the following report:

#### **Department Operations**

- Public Safety supported the production crew for the John Travolta film Cash Out. Staff members provided security and standby fire support during the filming of special effects scenes using pyrotechnics.

#### **Training**

- Firefighter Norman Russ will graduate from the Police Academy on June 24<sup>th</sup>. We are extremely proud to add him to the list of dual certified officers.
- We will hold our next downed aircraft exercise with Columbus Fire on June 23<sup>rd</sup> here at CSG.

#### **Staff**

- Firefighter Benny Barrios has submitted his resignation and will be making a career change into the medical field. He will be truly missed, and we wish him the best in his new endeavor.
- We hope to have the vacancy filled as quickly as possible. There are a few qualified candidates for us to review.

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

### **OTHER MATTERS**

Mr. Barker stated:

We have one another matter to add that wasn't on the agenda. We discussed this during the last budget meeting, but we didn't vote on this particular portion of it specifically. We need to vote to approve raises on all of the budgeted raises for moving forward.

Mr. Barker asked if anyone had any conversation involving the raises, or was the meeting sufficient?

Mr. Art Guin responded that the budget meeting was sufficient for him.

Mr. Barker asked Mrs. Dannell Marks if she has anything she wanted to add? She didn't.

Mr. Barker asked to approve the budgeted raises, as discussed in the budget meeting.

Motion by Mr. Guin to approve the budgeted raises; seconded by Mrs. Marks and unanimously approved by the Commission. Ayes: 4 / No: 0

Mr. Barker asked if anyone from the audience or the Commission side had anything to bring in other matters?

Mr. Greg Russell asked:

If you don't mind, I want to ask Mr. Rivers. Over a week ago, when we knew Aflac was going to do the filming, we kept our hangar to store the airplane there, if they needed it. So, we stopped all the roof work. Do you know when they are going to go back to doing the skylights?

Mr. Rivers responded:

No, sir. I do not. I will get with the contractor to figure that out, and from there, I can get with you to let you know when exactly that would be.

Mr. Russell stated:

I still have an airplane to get out, but I can get it out, but the lights we are going to have to talk with Edwards. They are not doing exactly what he though they would do. It's not the end of the world, but if you take the skylights out, it might get worse.

Mr. Russell thanked Mr. Rivers.

Mr. Barker asked what lights he was having issues with?

Mr. Russell stated the new ones.

Mr. Barker asked to move to a closed session.

Motion by Mrs. Marks to move to a closed session; seconded by Mr. Guin and unanimously approved by the Commission. Ayes: 4 / No: 0

Mr. Barker asked to move to an open session.

Motion by Mr. Guin to move to an open session; seconded by Mr. Rhodes and unanimously approved by the Commission. Ayes: 4 / No: 0

Mr. Barker asked to move to end the meeting.

Motion by Mr. Rhodes to end the meeting; seconded by Mrs. Marks and unanimously approved by the Commission. Ayes: 4 / No: 0

The meeting adjourned at 11:03 a.m.

APPROVED:

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Anna Phillips, Secretary

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Mr. James Barker, Chairman