

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, SEPTEMBER 28, 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. Don Cook, Treasurer	December 31, 2022
Mr. Carl Rhodes, Jr., Secretary	December 31, 2024
Mrs. Dannell Marks, Commissioner	December 31, 2026

Legal Counsel: Alston Lyle

Staff Members Present:

Amber Clark, C.M., Airport Director
Anna Phillips, Administrative Coordinator
Sonya Overton, Director of Marketing & Air Service Development
Danyell Barboa, Human Resources Manager
Daniel Thomas, Maintenance Manager
Pamela Knight, Finance Director
Amanda Vickers, Facility Tech 1
Eric Rivers, Operations Supervisor
Shaundra Goodwin, Airport Security Coordinator
Mona Mitchell, Hospitality Team Member
Anthony Pugh, Hospitality Supervisor
Randy Sok, Public Safety Officer
Marshall Upshaw, Jr., Landscaping Supervisor

Others Present:

Matthew Keller: Excel 5 LLC; Greg Russell: Pezold; Isaac Tillotson:
Cornerstone Benefits; Philip Thayer: Thayer-Brayer Construction; Steven
Voynich: Robinson, Grimes & Company

BUSINESS OF THE MEETING

Mr. James Barker called the September 28, 2022, Regular Commission Meeting to order at 9:35 a.m.

**CONSIDER ADOPTION OF THE MINUTES FOR THE REGULARLY
SCHEDULED COMMISSION MEETING ON AUGUST 24, 2022**

Mr. Barker asked if there was anything that needed to be changed about the minutes? There wasn't.

Mr. Barker asked to consider the minutes for the regularly scheduled meeting on August 24, 2022.

Motion by Mr. Don Cook to approve the minutes; seconded by Mrs. Dannell Marks and unanimously approved by the Commission. Ayes: 4 / No: 0

**CONSIDER ADOPTION OF THE MINUTES FOR THE SPECIAL CALLED
MEETING ON AUGUST 19, 2022**

Mr. Barker asked if there was anything that needed to be changed about the minutes? There wasn't.

Mr. Barker asked to consider the minutes for the special called meeting on August 19, 2022.

Motion by Mr. Cook to approve the minutes; seconded by Mr. Carl Rhodes and unanimously approved by the Commission. Ayes: 4 / No: 0

CONSIDER APPROVAL FOR GDOT GRANT AP023-9000-39(215)

Ms. Amber Clark presented:

The Georgia Department of Transportation (GDOT) is allocating its FY22 grants. The Columbus airport applied for a State Grant to fund a project to be completed by Holt, our engineering consultant, to rehabilitate Taxiway "F".

This project will address the pavement rehabilitation along Taxiway "F" including connecting taxiways from connecting Taxiway "F1" to connection Taxiway "F" at Runway 13 end. Also associated with this project is the safety corrections to direct connections from aprons to runways; removal of Taxiway "F3"/Taxiway "D4" and relocation of Taxiway "F2"/Taxiway "D3". Per the Georgia Department of Transportation Study, 2018 Columbus Airport Pavement Management Plan, the Pavement Condition Index (PCI) for Taxiway "F" had the following rating of 38, 59, and 57. The project will also include the following miscellaneous items: site demolition, fillet corrections to latest standards, pavement rehabilitation, marking, minor grading improvements as necessary, edge lighting and signage improvements, erosion control, and grassing. The GDOT grant is in the amount of \$11,976.00 to fund the design of the above-described project.

I recommend approval of GDOT Grant.

Mr. Barker asked if there were any questions regarding this grant? There were none.

Mr. Barker asked to consider approval for the GDOT grant.

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

CONSIDER APPROVAL TO AMEND THE COLUMBUS AIRPORT COMMISSION BYLAWS

Mr. Barker asked Ms. Alston Lyle to read through the bylaws.

Ms. Lyle stated:

We will go through them one by one and vote on each one.

Proposed Amendment 1 simply changes the name of the airport from "Columbus Metropolitan Airport" to "Columbus Airport."

Mr. Barker asked to approve the change of the airport's name.

Motion by Mr. Rhodes to approve the change of the airport's name; seconded by Mr. Cook and unanimously approved by the Commission. Ayes: 4 / No: 0

Ms. Lyle stated:

Proposed Amendment 2 regurgitates some of the same language from this section in the past, but there will be five members who shall serve five-year terms beginning January 1 of the calendar year after the appointment. The Commissioners shall be able eligible to succeed themselves.

Commissioners shall be appointed by the Council of Columbus, Georgia upon recommendation by the Commission. In November of each year in which a Commissioner's tenure expires, the Chairman of the Commission shall appoint a nominating committee which shall recommend qualified applicants to the Commission for subsequent recommendation to the Council of Columbus, Georgia.

For the recommendation piece of that, after deliberation and vote, the Commission shall recommend a name to the Council of Columbus, and so, if that person's name is denied, then we keep repeating this process, and it changes it from the question if it should be at least one name to only one name.

Mr. Barker asked if that was in alignment with the city, and Ms. Lyle responded that it was, and all of the changes were in line with the city's constitution.

Mr. Barker asked if there were any questions on Proposed Amendment 2? There were none.

Mr. Barker asked to approve Proposed Amendment 2.

Motion by Mrs. Marks to approve the proposed amendment; seconded by Mr. Cook and unanimously approved by the Commission. Ayes: 4 / No: 0

Ms. Lyle stated:

Proposed Amendment 3 changes the regular meeting's time officially. The Commission will meet on the fourth Wednesday of each month at 9:30 am. Everything else stays the same regarding notice. In the past, I believe our Bylaws stated 9, and we bumped it to 9:30.

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

Mr. Barker asked to approve Proposed Amendment 3.

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

Ms. Lyle stated:

Proposed Amendment 4 addresses meetings by teleconference and how you can participate. This is in line with the Georgia code. So, if there are circumstances that require a meeting to be held by teleconference for an emergency, we can have a Commission meeting by teleconference, as long as we provide certain notices required by Georgia law. As for the Commissioners, they may participate via teleconference, provided there is a quorum in person. However, that is limited to no more than twice in one calendar year, except if there is a doctor's note or other written excuse.

Mr. Barker asked if there were any questions?

Mr. Rhodes asked if 4.07 would kick in if the Commission couldn't meet in person, such as what happened with Covid?

Ms. Lyle answered:

If we have a physical meeting, that is when 4.07 kicks in. If it is a teleconference, then 4.07 does not apply.

Mr. Barker asked to approve Proposed Amendment 4.

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

DIRECTOR'S UPDATES

Finance

Ms. Clark stated:

We will go ahead and begin with our finance report. So, I am going to ask Mr. Steven Voynich. to come up to the podium and give us a little update on our audit and some great information, in regards to our finance. Mr. Voynich is with Robinson and Grimes who is contracted to do our audit.

Mr. Voynich stated:

Thank you, Ms. Clark. We have been doing the audit here for a number of years now. We have a long relationship with the airport, and we really appreciate it. It's probably one of my favorite places to come out and audit because you're not very often provided a view like this. Not very often at all. Ms. Clark and Mrs. Pam Knight have always been hospitable and always promptly provide the documentation that we request, and that is a heavy lift. We go through everything that we can, related to and understanding the internal controls, the IT environment, as well as checking on the basic things in the financial statements, such as cash and investment accounts, the grants, specifically FAA and GDOT, and just making sure that everything you can get reimbursed for is accounted for and that you do get reimbursed.

From there, we go into preparing financial statements. So, there is a lot that goes into the financial statements, like pension and how that is related to the city and all of the disclosures linked with that. So, again, it is a heavy lift, but we do expect to have the timeline completion of this audit, and we don't expect to have any issues, and again, Ms. Clark and Mrs. Knight have been very good at getting us through all of this. So, that is my update. Mr. Voynich asked if there were any questions? There were none.

Ms. Knight stated:

These are the numbers that are being audited, so you can see. This is our trial balance. In yellow, that is the cash balances. That gives a good idea on where we are. Also, you can see the receivable balances, the total current assets. You'll see some things on here about pension. That is what Mr. Voynich was referring to. You'll see the grant receivables in there. I put the numbers in red that you want to look at, but it also gives you the total of what we have so far, and it breaks it down.

Our biggest expense being a service industry is labor, and you can see those are highlighted in red on there. After that, we break out in utilities and communications, and those run over \$500,000. You can see we have a big job of producing enough revenue to cover those basic expenditures before something major happens. You can see we've done a good job this year. On the revenue side, you can see some of the things that we've done, as far as the rental income. We've produced over \$2 million in revenue in that category, and the, on the FBO, there was almost \$3 million in revenue. On the FBO income, most of that is fuel, and most of that, except one category, is gross. So, that is before the cost of goods comes out of that.

I'll have a more official report, but at least this gives you an idea of where we're at with us being audited.

Mr. Barker asked Mrs. Knight to send a copy to Mr. Art Guin and follow up with him on any questions he may have.

Ms. Clark thanked Mrs. Knight for her report.

Flightways

Ms. Clark stated:

I would like to introduce somebody. So, this is Mr. Bill Blackford. He is our Interim FBO Manager right now, but I am going to go ahead and read the report for the month, but he is here, and if you haven't met him, please do so. He has a great wealth of knowledge and has been in the industry for a very long time and has been a great asset since he's been on with us.

Mr. Blackford stated that it was a pleasure working with everyone.

Mr. Clark provided the following report:

So, Flightways pumped a total of 95,361 gallons in the month of August 2022. Our total volume remained about the same as August 2021 total gallons pumped. Avgas volume increased about 15% year over year. Total Jet remained about the same year over year. Airline uplifts remained the same, retail and contract uplifts were down slightly, however, our DOD uplift increased slightly to make up the difference.

That is all I have. The pricing and the hangar list was submitted with the report. Are there any questions?

There were no questions.

September 20th- 26th, 2022					
Comparable Airports					
Airport ID	Name	FBO	Jet A	100LL FS	100LL SS
MCN	Middle Georgia Regional	Lowe Aviation	\$6.50	\$7.25	\$6.75
GVL	Lee Gilmer Memorial	Champion	\$7.19	\$7.45	\$6.38
GVL	Lee Gilmer Memorial	Lanier	-	\$7.19	\$6.19
HSV	Huntsville International	Signature	\$8.06	\$6.86	-
DHN	Dothan Regional Airport	Aero-One Aviation	\$7.12	\$7.28	-
ECP	NW Florida Beaches Intl	Sheltair	\$8.23	\$7.69	-
CHA	Lovell Field Airport	Wilson Air Center	\$7.72	\$7.46	-
MDQ	Huntsville Executive	Executive Flight Center	\$7.10	\$6.77	-
VPC	Cartersville	Phoenix Air	\$5.49	\$6.99	-
FFC	Atlanta Regional Airport	Falcon Field	\$6.74	\$5.84	-
CSG	Columbus Airport	Flightways Columbus	\$7.45	\$7.49	\$6.51
Non-Comparable Airports-Local Market					
PIM	Pine Mountain	Harris County	\$5.99	\$6.70	\$6.59
EUF	Eufaula	County	\$4.30	-	\$4.98
LGC	LaGrange	County	\$5.46	\$6.50	\$6.20
CSG	Columbus Airport	Flightways Columbus	\$7.45	\$7.49	\$6.51

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 Marshon	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

Human Resources

Mrs. Danyell Barboa provided the following report:

- Promotion:

Shaundra Goodwin – Airport Security Coordinator
- New Hires:

Anthony McMillian – PT- CSR
Carmina Dubois- FT Line Service Tech./ CSR
- Terminations/Resignations:

Adrian Sellers – Project Coordinator
- Transitioned:

NONE

Vacant Positions: 5

Vacancies	Job Title	Department	Status
1	FBO Manager	Flightways/FBO	Interviewing
2	Line Service Technicians – FT	Flightways/FBO	Interviewing
1	Customer Service Representative – FT	Flightways/FBO	Interviewing
1	Public Safety Officer - Firefighter	Public Safety	Interviewing

Compliance

- ❖ **Employee Manual – adding additional policies**
- ❖ **Grooming, update on beards and tattoos**
- ❖ Employee with company cell phones reviewed and signed cellular phone policy
- ❖ Policy on Investigating Discrimination Complaints
- ❖ Maternity and Paternity Leave
- ❖ Excessive Absentee/ Tardiness
- ❖ PTO/ SICK leave update

Employee Engagement (Non-Compensation)

- ❖ SFL-TAP – Creating Intern positions for transitioning soldiers. i.e Airport Ambassador
- ❖ Employees volunteering at:
 - East AL. Chamber of Commerce Golf Tournament – Sept. 30, 2022
 - CSG golf team includes:
 - Corey Brown
 - Kelvin Mullins
 - Randy Sok
 - Blake Fulford
 - Annual Cookout at the CAS Hanger – Oct. 7, 2022
 - RushSouth Kayak World Cup – Oct. 7-8, 2022

Recruitment

- ❖ Bill Williams – Public Safety Deputy Chief - PAUSED
- ❖ Police Officer – Vincent Henderson
- ❖ Line Service Technician, PT – Jordan Creech
- ❖ Custodian, FT – Darlene Philips

Retention

- ❖ Planning Employee Recognition Ceremony for Employee
- ❖ Open Enrollment for employees begins October 3, 2022

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

Maintenance

Mr. Daniel Thomas provided the following report:

Good morning, everyone.

Hanger 6, 12, 14, and 15 QC Roof Check was completed with one hangar tenant showing up to be present for their hangar (Mr. Greg Russell), CSG personal, and Matthew with one of his employees with Base Line Roof Coatings Co. We had CSG Public Safety use CRASH 2 to spray water above each hangar to simulate rainfall. All of the hangar roofs passed except for one small leak in the hangar 12, which was repaired that day and then passed. I want to say thank you to Matthew, our roof contractor, for his professional roof work on these hangars and hope to keep doing business going forward. We'd also like to thank all the hangar tenants that had their roofs coated for their patience throughout this process, and to CSG Public Safety for their help with using the CRASH 2 truck during the QC inspection check.

Hangar-12 new LED lights QC check inspection has been installed. Big fans will be installed next within the hangar. I want to say that you to Mr. Greg Russell for his patience and help with these installations.

Hangar-13 had a welder contractor replace much need parts of the door tracks and door stops on sides of the hangar. This work is now completed and this hangar tenant and CSG FBO Line Techs can open and close these doors more easily.

Hangar-7-A doors are next to be worked on by the welder contractor as they are in need of repair.

The airfield construction project daytime and nighttime QC inspection was completed, and some issues were identified and passed along to the contractors to make corrections. We will try to schedule this work at night to help mitigate the day-to-day aircraft operations. NOTAMs and emails will be created and sent out as needed.

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

Marketing

Mrs. Sonya Overton provided the following report:

Good morning, everyone.

We hosted our very first Business After Hours post pandemic on Thursday, September 15th. The event was well attended with over 100 attendees, not including staff, who was also in attendance. The Chamber stated that this was the largest Business Afterhours event that he had seen in a really long time. Thank you to staff who volunteered and attended this event.

The website creation is in progress. We have completed the task of our current site walkthrough and are now developing the site map that will be reviewed this week.

We continue to promote American Airlines service and the importance of using CSG. A new holiday campaign is in the works and shall begin October 1st.

The Chamber Annual Inter-city trip departed from CSG on Wednesday, September 21st. There were 96 persons in attendance. Everything went well with the morning departure and afternoon arrival. Attendees made several comments:

- I was greeted with smiling faces and helping hands.
- Best airport experience I have ever had.
- Great experience! Everyone was very helpful.
- The TSA officers were friendly.

Mr. Barker stated:

I just wanted to thank you guys. We now have an American flight to DFW, which is what the Army was asking for, and I know a lot of colleagues have been wanting an afternoon departure to Dallas. So, I just want to notate that change, and say thank you for doing that hard work to open up American Airline's ears to the community. So, great job.

Public Safety

Ms. Clark provided the following report:

Interim Chief of Public Safety, Billy Mixon, started on Monday September 26th, 2022 and will be assisting our Public Safety Department until the Georgia Association of Chiefs of Police recommends a candidate for the Chief of Public Safety position.

The Amberbox live fire gunshot detection system live demo was executed on September 8th, 2022. This detection system will detect a firearm being discharged in airport facilities and notify 911 to send units out for support of the Public Safety Department. The demo was completed successfully. Other airports in attendance during this demo were Atlanta Hartsfield and Savannah Airport. The Columbus Airport is the first airport in the state of Georgia to be equipped with this technology.

Firearms training is being scheduled to occur within the next month. Training for Police and Firefighting certification standards are ongoing. We currently have one firefighter in the police academy and one officer that will be going into the firefighter academy.

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

Director

Ms. Clark stated:

I am going to give a quick update on a couple of things, including our projects due to our Project Coordinator moving on to better things. So, for the RWY 13/31 project, the final punch list walkthrough was conducted on August 30, 2022. The items on the punch list are to be corrected by no later than October 10th, 2022.

For Master Plan Phase I & II, McFarland Johnson and Holt Consulting are wrapping up the first phase of the Master Plan. We anticipate the second phase to begin within the next several months once the grant funding becomes available.

For our Disadvantaged Business Enterprise Program (DBE), we conducted our Airport Concessions Disadvantaged Business Enterprises (ACDBE) Stakeholder meeting to discuss the Airports FY23-FY25 ACDBE goals on Monday September 19th, 2022.

For the Taxiway F Design, we anticipate the Taxiway F design to begin in the next several months after funding becomes available. A rehab design for portions of Runway 6/24 will be included in the Taxiway F design to address longitudinal cracking causing potential FOD on the runway. So, we have been having some issues with some cracking in 6/24. It is progressively getting a little bit worse here and there. It is nothing to be worried about at this point, but we are being proactive. So, in the sections where there are longitudinal cracking, we will be repaving those sections. Within the next year, we will be designing an entire rehabilitation for the runway, and then we will go back and construct those other pieces. So, we won't redo what we've already done, but we will reconstruct in between all of those pieces. So, we will be adding those in, and that was a conversation between our FAA inspector and the ADO who provides the funding. So, that was a great conversation. We were all out on the runway looking at, and that is a determination that we came up with and will be moving forward with.

Are there any questions on any of that?

Mr. Barker inquired about the tree work for runway 24?

Ms. Clark responded:

So, Mr. Thomas did a great job. He went out and documented all of the trees. We've discovered that quite a few are city trees, so we will be contacting the city. Some of them are on properties that we don't necessarily have easements with, so we will be working with our legal team to figure out what we need to do there, whether to just get permission from them or if we need to get an easement. Hopefully, we'll just get permission from the homeowners like we have in the past. So, once we get that, we will have the tree company to come in and take out those trees. It's about seven of them, and I say seven, but it's seven groups. So, one might be a tree, and one might be a small clump of trees, but it is about seven different locations.

We had just cleared the obstacles, and we were about to put everything back in place, before the minimums were reduced, but during our Master Plan, we had a study go and inventory all of the obstacles around the airport for our Master Plan, and so once that was done, it initiated additional obstacles that weren't previously identified. So, now we're resolving those issues, and we'll work on that very quickly.

Mr. Barker asked on the ETA of when it would be executed?

Ms. Clark answered:

It is going to depend on whether we will need to get an easement or not. If we don't, it should be relatively quick because we just get permission and get the tree company out to take care of it, but it depends on how reasonable the property owners are.

Ms. Clark stated:

The only other announcement that I wanted to make was that last month a few of us went to the National Women's Leadership Conference in Colorado, for the American Business Women's Association, and I was selected as the American Business Woman of the Year nationally at the conference. So, I just wanted to say that I am honored to represent our community and ABWA in that fashion. So, go Columbus! We'll have a billboard locally to support

that, so we are real excited about that. That is all we have for our reports today.

OTHER MATTERS

Mr. Barker asked if anyone in the audience or on Zoom had any questions or other matters to address?

Mr. Matt Keller asked:

I will ask a question. For the Master Plan Phase 2, that is the GA side correct?

Ms. Clark responded:

So, when I say Phase 2, the Phase 1 is more inventory. It is kind of seeing what we have here. Phase 2 is more forecasting. So, it is going to be more determining what we want to do in the next twenty years with what we have. We are looking at what our city needs and our community, as well as our GA community. So, we will have stakeholder meetings and take all of that information to build what that forecasting will be.

Mr. Barker asked if there were any more questions? There were none.

Mr. Barker asked to adjourn the meeting.

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

Meeting adjourned at 10:04 a.m.

APPROVED:

Anna Phillips, Secretary

James Barker, Chairman