

**MINUTES AT THE SPECIAL CALLED MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD VIA ZOOM
MONDAY, JUNE 8, 2020 AT 3:00 PM**

The following Commission members were present for the entire meeting.

<u>NAME</u>	<u>EXPIRES</u>
Ms. Tana McHale, Chairman	December 31, 2021
Mr. Donald D. Cook, Vice Chairman	December 31, 2022
Mr. Thomas G. O. Forsberg, Treasurer	December 31, 2020

The following Commission members were absent:

Mr. James Barker, Secretary	December 31, 2023
Mr. Carl Rhodes, Jr.	December 31, 2024

Staff members present:

Amber Clark, C.M., Airport Director
Roy Hightower, Finance Director

BUSINESS OF THE MEETING

Ms. Tana McHale called the June 8th, 2020 Columbus Airport Commission Special Called Meeting to order at 3:08 PM to discuss the Columbus Airport Commission FY21 Budget.

COLUMBUS AIRPORT FY21 BUDGET

The proposed Columbus Airport Commission FY21 Budget was provided to all Commissioners for review prior to the special called meeting.

Ms. Amber Clark presented the proposed the Columbus Airport Commission FY21 Budget and discussed the upcoming FY21 goals.

Mr. Roy Hightower discussed the summary page describing the expected revenues and expenses. Each department budget was reviewed.

Motion by Mr. Thomas Forsberg to approve the Columbus Airport Commission FY21 Budget: seconded by Mr. Donald Cook.

Ms. McHale opened the floor for any comments or questions.

Mr. Forsberg lead the discussion with, "in the face of the conditions we are in and the face of the traveling economy we are in right now, we the Commission, have not been as involved in prior years as we have been this year. Most years we have done this in a work session where an Airport Director would present to us and then we would vote. So I would certainly credit all the hard work that has gone into this process by Amber, by Roy and by every single department head in putting this together in light of the absolute changing environment we are in right now. I think they have done a great job. I think this has been a really hard exercise in terms of estimating what revenue would do, a really hard exercise of having to cut expenses as a result of that. Regardless of what we vote, I would recommend that we all be thoughtful and be prepared that we are reviewing this budget and our performance throughout the year compared to the budget and as a backup plan we also be emotionally and intellectually ready that at a certain point in time if adjustments need to be made that we be ready to do a revised budget in light of that environment. Those are my opening comments to the budget that has been done and that hopefully everyone has reviewed."

Mr. Cook stated, "While I personally think they did a lot of good work and certainly I appreciate everyone that did that I have been more informed than I have been in previous years about what we are facing, and I think you are right. I think in the future we need to be prepared to do

whatever adjustments need to be made. Again, kudos to everybody who put this together. I think that even though we did not do it in person I think a lot more went into the craftsmanship of this document.

Ms. McHale agreed with both comments made by Mr. Forsberg and Mr. Cook.

Ms. McHale asked for any further discussion on the budget.

A vote was made, and unanimously approved by the Commission. Ayes: 3 / No: 0

Ms. Tana McHale asked if there was any further business to be discussed today.

There being no further business the meeting was adjourned at 3:20 P.M.

APPROVED:


Mary Scarbrough, Secretary


Tana McHale, Chairman

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, JUNE 24, 2020**

The following Commission members were present for the entire meeting.

<u>NAME</u>	<u>EXPIRES</u>
Ms. Tana McHale, Chairman	December 31, 2021
Mr. Donald D. Cook, Vice Chairman	December 31, 2022
Mr. Thomas G. O. Forsberg, Treasurer	December 31, 2020
Mr. James Barker, Secretary	December 31, 2023
Mr. Carl Rhodes, Jr.	December 31, 2024

The following Commission members were absent: None

Staff members present:

Amber Clark, C.M., Airport Director
W. Donald Morgan, Jr., Legal Counsel
Monica Stone, Human Resources Manager
Sonya Overton, Marketing Manager
Garry Parker, Maintenance Manager
Ben Kiger, Restaurant Manager
Andre' Parker, Public Safety Chief
Daniel Thomas, Sr., Airfield Operations Supervisor
Marion Anderson, Public Safety
Jose Aviles, Maintenance
Adrian Sellers, Project Liaison
Shaundra Goodwin, Public Safety

Others present:

Jacob Redwine, Holt Consulting; Brian Thompson, RS&H; Phillip Thayer, JP Thayer; Austin Edwards, Gary Kunday, Jim Clark

BUSINESS OF THE MEETING

Ms. Tana McHale welcomed everyone to the Columbus Airport Commission Meeting by Zoom on June 24, 2020 at 9:30 AM!

Ms. McHale called the Commission Meeting to order, asking for a motion to adopt the minutes for the May 27, 2020 meeting.

Motion by Mr. Don Cook to approve the minutes for the May 27, 2020 Columbus Airport Meeting; seconded by Mr. James Thomas Forsberg and unanimously approved by the Commission. Ayes: 5 / No: 0

Ms. McHale asked for a motion to adopt the minutes from the special called meeting on June 8, 2020 to approve the budget from July 1, 2020 through June 30, 2021.
Ayes: 5 / No: 0

Motion by Mr. Don Cook to approve the minutes for the special called meeting on June 8, 2020; seconded by Mr. James Barker and unanimously approved by the Commission.
Ayes: 5 / No: 0

DIRECTORS REPORT

Ms. Clark began the with the following monthly updates.

FINANCE

Ms. Clark provided the following updated report for Finance in the absence of Mr. Roy Hightower.

- Year over year revenues decreased as expected in the month of May of almost 2% in comparison to May of last year as some of the expected losses from air travel related to COVID-19.
- Propellers sales were down about 75% in the month of May 2019.
- Parking lot revenue increased by 15% in May and is now down by 75% this month in comparison to revenue received this month last year.
- Corporate Hangars revenue was down 28% for the month and 3% lower than this month last year.
- Rental Car agencies were down 38% for the month but still up 9.8% for the year.
- Labor costs were reduced by 20% as we were running lean for COVID-19 and employee separation.
- Variance in Utilities and other services were negligible despite expected to increase with on-site contractors.
- We have about 8 tenants with past due rents, but otherwise consistent among the remainder.
- Cash Receipts were up by \$33K for the month of May and Payables were down by \$56K.
- The PFC account had a balance of \$639,826.93 and the cash reserves account had a balance of \$2,192,816.76 the end of May.
- Update on Airport Improvement Project 44:
Rehabilitate Passenger Terminal
Spent: \$2,014,929.83 and we are 10% complete

FLIGHTWAYS COLUMBUS

Ms. Clark provided the following updated report for Flightways Columbus in the absence of Ms. Michele Renfro.

• Volume Report:

We pumped a little under 19,000 gallons of Jet A fuel in May. Our total volume decreased moderately 31% year over year. We had a moderate decrease in Avgas of 26%. During this month we have seen about a 20 % increase in traffic since the stay at home order was lifted. There was a slight decrease in Justice Fuel of 2,538 gallons compared to last year. The decrease was due to 2 less flights in May of this year. We had a slight decrease in Contract, government and retail Jet fuel. The Airline uplifts decreased significantly at 79% due to a drop from 4 flights a day to 1 flight a day.

• Self-Serve:

Self-serve had a slight decrease this year compared to last year. Year over year comparison in 2019 was 949 gallons sold and 2020 was 749 gallons sold. For year 2020 home base pumped 602 gallons of the 749 sold. This can be attributed to the FBO closing at 7pm when students are doing their night flight training.

• Flightways Staff:

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

• Hangars:

We received a couple of applications in the month of May for hangar space. A couple of the hangars that were on the maintenance list have been fixed and there are several tenants that will be moving into those hangars this month. Also, we are moving a couple of tenants around that are in hangars that require maintenance.

- **Additional News:**

We are excited to announce that Flightways Columbus had its final walk through with TSA this week and we passed the inspection. Thank you to Ms. Sonya Overton who ordered the signs that we needed for our ramp to be secured area as well as Mr. David White our line technician that put the signs together to be displayed in the cones around the secured aircraft. Ms. Overton and I are getting together to start marketing the FBO to airports and corporations that use the DASSAP program at other locations for direct flights to DCA now that we are 100% ready.

Ms. Clark thanked Ms. Renfroe and the staff for all their hard work that went into the manual with the approval and other work with the inspection. She congratulated all Flightways Columbus employees.

Mr. James Barker expressed his appreciation to Ms. Renfroe for all she the work that went into the manual and inspection, for all that has been done. He wished Ms. Renfroe could have been present to thank her personally. These are good things for everyone in gaining more revenue for the Columbus Airport and General Aviation as a whole!

Ms. Clark stated that Ms. Renfroe was out wing walking on the ramp as we are shorthanded, and busy this morning.

Mr. Barker agreed that is where Ms. Renfroe should be with a shortage on staff, Congratulating her again!

Fuel Price Comparison

June 16th 2020					
Airport ID	Name	FBO	Jet A +	100LL FS	100LL SS
FFC	Atlanta Regional Airport	Falcon Field	\$3.68	\$3.54	-
VPC	Cartersville Airport	Phoenix Air	\$4.50	\$4.95	-
DHN	Dothan Regional Airport	Aero-One Aviation	\$4.45	\$4.61	-
MDQ	Huntsville Executive	Executive Flight Center	\$4.36	\$4.58	-
HSV	Huntsville International	Signature	\$5.31	\$5.33	-
GVL	Lee Gilmer Memorial	Lanier/Champion	\$4.04	\$5.30	\$4.49
CHA	Lovell Field Airport	Wilson Air Center	\$5.36	\$5.62	\$4.83
MCN	Middle Georgia Regional	Lowe Aviation	\$4.20	\$4.07	\$3.92
ECP	NW Florida Beaches Intl	Sheltair	\$5.42	\$6.05	-
CSG	Columbus Airport	Flightways Columbus	\$4.65	\$5.36	\$4.03
		Average	\$4.59	\$4.89	\$4.41
PIM	Pine Mountain		2.99	3.79	3.59
EUF	Eufaula		4.3	~	4.98

Hangar Waiting List

CSG Hangar Waiting List			
Updated 06/16/2020			
CSG Tenant Priority Move			
AJ Jain	5/9/2019	Twin/Single	Bonanza
Greg Auten	7/29/2019	Single	Bonanza
CSG Tenants Hangar to Hangar Requested			
Richard Knapp	10/27/2016	Single	Velocity
Roland Aut	10/14/2017	Twin/Box	Stearman
Skip Williams	4/15/2019	Single	182
Chris Badcock	7/14/2019	Single	Cherokee
Flying Horse/Nelms	12/1/2019	Single	Maule
Ben Marshon	6/15/2020	Single	Bonanza
Single Hangar Requested			
Steve Culpepper	2/27/2019	Single	Cherokee 180
2LT Samuel Evans	8/20/2019	Single	Silvaire 8E
Richard Bailey	10/27/2019	Single	Cherokee 180
Earl Ingram	11/13/2019	Single	Mooney 20R
Mark Liarikos	3/24/2020	Single	185F
Christian Swink	5/10/2020	Single	Cherokee
Twin Hangar Requested			
Willi Foley	10/10/2017		Citrus
Customers Waiting To Purchase Aircraft			
Bill Buck	4/7/2016	Single	
Paul Watson	4/11/2016	Single	
Omar McCants	4/30/2018	Single	
Reed Hovie	11/19/2018	Single	
David Lewis	3/25/2019	Single	
Elijah Figueroa	10/28/2019	Single	
Daniel Holley	1/10/2020	Single	
Glenn Eller	2/11/2020	Single	
Thomas Henegar	2/19/2020	Single	
Michael Knautz	5/20/2020	Single	
John McLeMore	6/16/2020	Single	

HUMAN RESOURCES

Ms. Monica Stone provided the following update.

Vacancies: As of 06/27/2020

- 2- Line Service Technician (Cody Clifford) (Anthony Santiago)
- Airfield Specialist – Posted Internal Only
- Quality Assurance Line Technician – Posted Internal Only
- Custodian (Part- time)

Hired: NONE

06/16/2020 Re-Posted Position on Indeed and Columbus Airport Website

1. Public Safety Officer w/ emphasis on the certification

Human Resources Additional Updates:

- Employee Manual & Acknowledgement Form emailed to all employees. Requested all acknowledgement forms be returned by July 1, 2020.
- Implementation and access for Employee Portal is scheduled for July 15, 2020.

MAINTENANCE

Mr. Garry Parker provided the following update.

- Work orders update: During the months of June, our team has completed 47 work orders both in Facilities and on the Airfield.
- A local pest control company has been contracted to install pigeon mitigation and eradication in several hangars, starting with hangar 11. We are committed to providing a permanent solution to the bird issues in the hangars and we thank our tenants for your patience.
- Hangar work continues with door seal replacement and installation, metal fabrication, and roof repairs.
- We would like to thank our Landscaping staff for their tremendous efforts in improving the appeal and beautification around the landside of the terminal. Mr. Marshall Upshaw and Mr. Khalfani Walker most recent project can be seen in the island approaching the long-term parking lot.
- We would like to recognize Employee of the Month for June 2020: Mr. Eric Rivers. Mr. Rivers has worked consistently on the Airfield diagnosing and repairing lighting and sign work orders; he has been tremendous asset to the Maintenance Department and the Columbus Airport Commission!

MARKETING

Ms. Sonya Overton provided the following update.

- We are approaching the end of the yearlong celebration of the Columbus Airport 75th Anniversary. Due to COVID-19 we were unable to execute all the promotions that were scheduled. We will closely monitor any upcoming local promotional opportunities that are cost efficient and supports our strategic plan.
- The Fort Benning Exhibits have been removed from the terminal by Fort Benning as we continue to renovate the terminal. Fort Benning has agreed to provide new mannequins and exhibit cases upon the return of the exhibits after the remodel. We will meet with the National Infantry Museum Curator and Director in the near future to discuss our partnering in designing the Military themed gate space after construction is complete.
- Due to COVID-19 all the artists who participated in the airport Public Art Program were unable to pick up their artwork. We are scheduling now for everyone to pick up their pieces before the next phase of construction. Plans to possibly pick the program back up will be discussed after the completion of renovation in 2021.
- We have received the GDOT 2020 Georgia Statewide Air Service Study of the Columbus Airports Leakage and Benchmarking. The information was collected in 2019 and will help us target areas for strategic marketing within the community and Air Service Development Strategies.
- End of year surveys will not be administered this year due to impact of COVID-19 and the stay at home orders that were put into place due to the pandemic as well as the construction that is happening in the terminal. Surveys will resume in the next FY.

PROPELLERS

Mr. Ben Kiger provided the following update.

As we iron out the final details of our electric food truck operation, the demolition phase of Propeller's is currently underway. Temporary walls are up, contractors are in the process of clearing the area for future construction, and power has been wired to the first location we will operate during the remodel.

We are happy to announce our menu is complete. The menu consists of a variety of hot panini sandwiches, salads, and a limited breakfast menu, with clever names, such as the Sweet Squealer, Roast Beastly, Garden Party, and Berry Refreshing.

With an expected launch date of early July, we are currently working on licensing and finalizing the branding. As previously mentioned, the final inspection and setup will be completed by Gallery. Once setup and licensing are complete, we will then schedule our inspections with the local authorities.

Please be patient with us as we work hard to get up and running. We look forward to what the future holds and cannot wait to get back to serving the great tenants, staff, and guests of the Columbus Airport.

Ms. Clark thanked Mr. Kiger for his work, expressing we are excited about the eTuk food truck and appreciates his work!

PUBLIC SAFETY

Chief Andre' Parker provided the following update.

Good morning! He is hoping everyone and their families are keeping safe. Chief Parker thanked Commission, Director Clark, for their continued dedication and support of Public Safety and all airport staff! We are operating in un-shouted territories at this point and it is great to know that we have all your support. 2020 has presented us with challenge after challenge. Moving to equipment and facilities we have had a few maintenance issues with us with ARFF vehicles and facility equipment at the ARFF Station. Chief Parker thanked Mr. Jose Aviles for his prompt and efficient response to the issues at Public Safety! Mr. Aviles has done an amazing job in handling the terminal and GA workload while he responded to our issues. Chief Parker also, extended a thank you to Mr. Daniel Thomas for his dedication with airfield safety and operations. Mr. Thomas has stepped up and provided much needed training and guidance providing Public Safety 139 responsibilities. This has been a joint effort and both these men Mr. Aviles and Mr. Thomas have helped make everything more enjoyable and efficient, thanking both of them again for helping Public Safety department and the entire airport. The safety of our traveling public, tenants, partners and staff will always be our top priority! Our public safety officers remain available 24/7 to respond to emergencies or aid as needed. Covid-19 has altered now how we do business in the Law Enforcement is increasingly finding itself under the microscope of public opinion. While we are a small community here at CSG, we are still equally as important. My commitment and our department's commitment to our CSG family is unwavering. We strive to maintain the trust of our traveling public, tenants, stakeholders, and commission. We have an outstanding team of dedicated staff who work tirelessly to provide a safe and friendly environment. At the very least, we owe our officers and staff the training and support to navigate our forever changing world. I have requested our POST certified instructors to schedule a series of training blocks and open discussions for our officers and staff. The training will take place at the ARFF station consisting of discussion forums, the Use of Force, Community Policing, and encounters with the mentally ill.

Upcoming Training

- Use of Force Training & Open Discussion
- Community Policing
- Judgmental Shooting Simulator (Commission and Airport Director will be invited)
- Range Qualifications: Pistol, Patrol Rifle, and Shotgun

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

Ms. Clark stated as Mr. Kiger said in his report, the construction is a little ahead of schedule and they have moved into the restaurant area. Ms. Clark reported the Public Safety office has moved down to the end of the terminal, where the Ft. Benning office was located when they were at the airport. We are making progress where we can in additional areas.

Ms. Clark invited everyone to come to an open floor walk through this afternoon at 4:00 pm. If you are interested to join us please do. They will be showing the progress of the construction.

Ms. Clark reported ninety percent of the flooring is up and the restrooms have been fully gutted out downstairs in the hold room. The ceiling tiles and bridge have been removed. It was between ninety and ninety-five percent demo that was completed. We are working on Phase AI & AII as well as the rental car parking lot, and we are making progress where we can. They are saw cutting into the floor to lay electrical in that area. Phase AI is the hold room area where they are currently working, and Phase AII is the maintenance offices, future TSA offices, which is located back behind the escalator. The dumpster is close in proximity, so we are making sure as it is by the apron where the aircraft park. The ready return lot for the car rental car companies to allow them to all park in one spot. This will take out some landscaping, and will be repaving the lot. Currently they are using our Employee Parking lot at this time as a temporary return car lot. We are excited about the progress and moving forward with this project.

Ms. Clark shared the following email that was received on June 18, 2020 from Radical Firearms to Flightways Columbus in appreciation to Ms. Karlynn Spivey as follows.

I am writing to let you know how much I appreciate the outstanding customer service that Karlynn provided on Tuesday June 16th, 2020. The owner of our company and a few VP's flew in for a special project with the US Military and we had several special requests. Karlynn was so helpful and diligent in getting everything handled and was extremely professional. Because of her efforts everything was smooth and they were able to get in and out in a timely manner. If everyone on your team is like Karlynn then bravo to you! We look forward to working with you guys again in the future. Thanks again!

Ms. Clark congratulated Ms. Spivey, and wanted to pass it along with appreciation!

Mr. James Barker thanked Ms. Clark for providing the thank you email for Ms. Spivey's service provided at the FBO.

Ms. Tana McHale acknowledged her appreciation to Ms. Spivey, stating this is terrific feedback, thank you for the great service.

OTHER MATERS

Mr. Austin Edwards inquired about the status on the refurbishment of the hangars?

Ms. Clark stated that Mr. Garry Parker or Mr. Jose Aviles will be providing an update on the hangar status.

Mr. Aviles stated the plan of action in doing a more thorough inspection, getting work orders done, there is progress, no numbers of hangars have been fully refurbished at this time. He will need to get things formatted to improve the progress better and move forward.

Ms. Clark encouraged Tenants to put in work orders, the form is on the Columbus Airport website. We have had some reorganization in the Maintenance Department. Mr. Aviles and his assistant Mr. Richard Ricardo will be providing a better report on the updates for the hangars. We are behind and we have not been taking one hangar at a time but addressing specific priorities as we go. Ms. Clark said yes, we are behind but, we will go back and assess as we have made many repairs on numerous hangars not just one hangar at a time.

Mr. Edwards asked for confirmation if he put in a work order in, would he get a reply when the work had been completed?

Ms. Clark stated yes, please put your email address in there, and you will be contacted when the work order you submitted is completed. If you do not put your email address in you will not be automatically contacted when the work order has been done.

Mr. Edwards commented that Mr. Carl Rhodes stated last year in a Commission meeting to the Tenants if these repairs were not completed to hold the Commission's feet to the fire. Therefore Mr. Edwards told the Commission its coming upon a year now, he does not see the changes he wants to see. He said recently someone has sold their airplane due to the pigeon problem, and that is another empty hangar. He also, asked if the Commission would put a freeze could be put on any hangar rent increases until the refurbishment of all hangars is complete.

Ms. Clark reported they we will be addressing and working with the problem with the pigeons in the hangars. She stated there would need to be more detail and definition on this matter.

Mr. Edwards said he does not see the repairs that they were told they would be complete. There is not a single hangar that has been refurbished that I have seen or from what has been said today in the meeting. This is not sustainable.

Mr. Edwards stated general aviation is my livelihood and I don't want to see this airport go away.

Ms. Clark said we do not want it to go away either. She appreciates Mr. Edwards giving more detail on these concerns he has shared with them. We will address these matters and we will be getting back to Mr. Edwards.

Mr. James Barker upon work orders for the seals on the hangar doors, leaks in the hangars, and the pigeons and their droppings, be rest assured we are trying to address these issues. Be rest assured on this that Mr. Garry Parker, Mr. Aviles, and the maintenance staff have been working very hard on this every day. We are trying to deal with the bigger problems first.

Ms. Clark, added we have been working with those Tenants who we are aware of that have pigeon issues and Mr. Aviles, and several of the maintenance staff are working to clean the planes until a resolution is completed.

Mr. Edwards said he had received an email yesterday from the FBO about the BPE, Plastic screen, he has not been going down there much, signs have been up since March 2020. This has been going on for a while, he saw no mask available and asked isn't this kind of late in the game on this matter now? He said if he had not taken his own mask, he would not have had one.


Ms. Clark stated mask are and have been in the vestibule area, if there weren't any mask then they need to be refilled, and she will check on it. We have been practicing this along with additional safety measures and have taken this very seriously since March 2020. We will definitely provide mask if they are needed to all that go to the FBO. The safety of everyone is important and since Covid-19 is new to all of us, we are learning more and more about it, putting in new procedures, safety measures, as we do put safety first for everyone!

Ms. McHale thanked Mr. Edwards for his questions and his confidence.

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

There being no further business the meeting was adjourned at 10:03 A. M.

APPROVED:


Mary Scarborough, Secretary


Ms. Tana McHale, Chairman

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, JULY 22, 2020**

The following Commission members were present for the entire meeting.

<u>NAME</u>	<u>EXPIRES</u>
Ms. Tana McHale, Chairman	December 31, 2021
Mr. Donald D. Cook, Vice Chairman	December 31, 2022
Mr. Thomas G. O. Forsberg, Treasurer	December 31, 2020
Mr. James Barker, Secretary	December 31, 2023
Mr. Carl Rhodes, Jr.	December 31, 2024

The following Commission members were absent: None

Staff members present:

Amber Clark, C.M., Airport Director
Alston Lyle, Legal Counsel
Monica Stone, Human Resources Manager
Ben Kiger, Restaurant Manager
Daniel Thomas, Sr., Airfield Operations Supervisor
Roy Hightower, Finance Director
Sonya Overton, Marketing Manager
Garry Parker, Maintenance Manager
Shaundra Goodwin, Public Safety

Others present:

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

BUSINESS OF THE MEETING

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

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

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

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

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

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

Ms. Clark recommended the approval of this airport insurance renewal

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

CONSIDER APPROVAL FOR THE NEW COMMUNICATION POLICY

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

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

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

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

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

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

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

CONSIDER APPROVAL TO AWARD BONUSES

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

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

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

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

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

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

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

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

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

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

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

Ayes: 5 / No: 0

GA COMMITTEE MEETING UPDATE

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

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

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

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

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

DIRECTORS REPORT

Ms. Clark began with the following monthly updates.

FINANCE

Mr. Roy Hightower provided the following Finance update.

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

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

FLIGHTWAYS COLUMBUS

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

- **Volume Report:**

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

- **Self-Serve:**

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

- **Flightways Staff:**

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

- **Hangars:**

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

- **Additional News:**

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

Fuel Price Comparison

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

Hangar Waiting List

CSG Hangar Waiting List			
Upated 07/15/2020			
CSG Tenant Priority Move			
AJ Jain	5/9/2019	Twin/Single	Bonanza
Greg Auten	7/29/2019	Single	Bonanza
CSG Tenants Hangar to Hangar Requested			
Richard Knapp	10/27/2016	Single	Velocity
Roland Aut	10/14/2017	Twin/Box	Stearman
Skip Williams	4/15/2019	Single	182
Chris Badcock	7/14/2019	Single	Cherokee
Flying Horse/Nelms	12/1/2019	Single	Maule
Ben Marston	6/15/2020	Single	Bonanza
Single Hangar Requested			
Steve Culpepper	2/27/2019	Single	Cherokee 180
2LT Samuel Evans	8/20/2019	Single	Silvaire 8E
Richard Bailey	10/27/2019	Single	Cherokee 180
Earl Ingram	11/13/2019	Single	Mooney 20R
Bailey Mills	7/15/2020	Single	310
Twin Hangar Requested			
Will Foley	10/10/2017	Twin	Cirrus
Wes Turton	6/6/2020	Twin	Cirrus
Customers Waiting To Purchase Aircraft			
Bill Buck	4/7/2016	Single	
Paul Watson	4/11/2016	Single	
Omar McCants	4/30/2018	Single	
Reed Hovie	11/19/2018	Single	
David Lewis	3/25/2019	Single	
Elijah Figueroa	10/28/2019	Single	
Daniel Holley	1/10/2020	Single	
Glenn Eller	2/11/2020	Single	
Thomas Henegar	2/19/2020	Single	
Michael Knautz	5/20/2020	Single	
John McEmore	6/16/2020	Single	
Caroline Rimes	7/13/2020	Single	

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

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

Mr. Robert Boehnlein, Columbus Aero Service

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

This letter is adhere and part of these records.

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

MAINTENANCE

Mr. Garry Parker provided the following update.

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

MARKETING

Ms. Sonya Overton provided the following update.

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

PROPELLERS

Mr. Ben Kiger provided the following update.

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

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

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

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

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

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

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

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

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

PUBLIC SAFETY

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

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

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

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

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

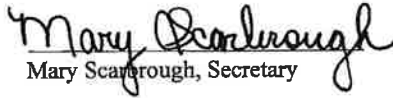
Ms. McHale asked how long will the customers have to take this route?

Ms. Clark said several months.

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

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

APPROVED:


Mary Scarborough, Secretary


Ms. Tana McHale, Chairman

**MINUTES AT THE SPECIAL CALLED MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD VIA ZOOM
MONDAY, AUGUST 10, 2020 AT 10:00 AM**

The following Commission members were present for the entire meeting.

<u>NAME</u>	<u>EXPIRES</u>
Ms. Tana McHale, Chairman	December 31, 2021
Mr. Donald D. Cook, Vice Chairman	December 31, 2022
Mr. Thomas G. O. Forsberg, Treasurer	December 31, 2020
Mr. James Barker, Secretary	December 31, 2023
Mr. Carl Rhodes, Jr.	December 31, 2024

Staff members present:

Amber Clark, C.M., Airport Director

BUSINESS OF THE MEETING

Ms. Tana McHale called the August 10th, 2020 Columbus Airport Commission Special Called Meeting to order at 10:04 AM to discuss acceptance of AIP Grant #46 & approval of change order numbers 002, 015a, 015b, 027, & 032 for Terminal Renovation Project.

ACCEPTANCE OF AIP GRANT #46

Ms. Amber Clark started by explaining, "When the past Director designed the project with the aviation engineering consultant, RS&H, all equipment, systems, and structures were assessed. At the time of inspection RS&H's engineers found the terminal roof to be satisfactory and did not recommend replacement. Several years have passed since that inspection was completed and the roof is in great disrepair. Significant leaks have been identified in several areas of the roof. Within the past year the FAA came to walk through the proposed construction to obtain a better understanding of the project they were funding. When the FAA walked through the building, they were able to see the leaks which prompted them to offer to fund the roof replacement. Both our General Contractor, Sauer Inc., and our Aviation Consultant for this project, RS&H, reexamined the roof and confirmed the roof needed replacing. Sauer obtained quotes for the cost of the roof repair. The FAA did stipulate the roof needed to be replaced in kind, meaning the same type of roof, a load master system, would need to be installed. The lowest quote came in at about \$1.6 million. The FAA was able to provide a grant using the CARES funding of an amount of around \$1.4 million. This put leave the Commission's share at around \$200,000. I recommend Commission approval to accept the AIP grant #46 in the amount of \$1.4 million to repair the terminal roof. Does anyone have any questions?"

Mrs. Tana McHale asked, "what will the life of this new roof be?"

Ms. Clark responded, "the warranty provides a 20 year life for the new roof installation."

Mrs. McHale stated, "with no more questions would someone like to make a motion?"

Motion by Mr. Thomas Forsberg to accept AIP grant #46 for the terminal roof replacement:
seconded by Mr. Donald Cook.

The vote to accept AIP grant #46 for the terminal roof replacement was unanimously approved by the Commission. Ayes: 3 / No: 0

APPROVAL OF CHANGE ORDERS 002, 015a, 015b, 027, & 032

Ms. Clark gave a summary of each change order that required Commission approval:

Change Order # 002 Terminal Roof Replacement (\$1,687,556):

The roof has multiple leaks and needs replacing. The FAA has agreed to participate in funding \$1.4 million of the repair, the only stipulation is the roof must be replaced with an in-kind load master system. The Commission's would be responsible for funding about \$200,000 of the project cost.

Change Order # 015a Service Animal Relief Area (\$71,538):

Airports with over 10,000 annual enplanements are required to provide an indoor service animal relief area. CSG has over 50,000 annual enplanements and is required to comply. The scope of work would include making alterations to the concrete slab for drainage, ADA compliant seating and ventilation, pet relief items, i.e. hydrant, receptacle, dispenser, etc., flooring and turf, plumbing, electrical, HVAC, and insulation, and other ancillary construction cost related to temporary walls etc.

Change Order # 015b Family Restroom Modifications (\$42,250):

A member within our community with a disable child approached me regarding installing adult size changing tables in the family restrooms to accommodate those with disabilities. Wanting to ensure we are properly serving all our community the each (2) family restrooms were redesigned to include an electronic adjustable adult size changing table (which would also accommodate children). The scope would also include alterations to tile, plumbing, electrical, HVAC, and insulation, and other ancillary construction cost.

Change Order # 027 Kitchen Demo: Depressed Slab & Plumbing Demo (\$64,552):

After demolition of our restaurant kitchen a 2,400 square foot depression was discovered under the former counter location. Due to the significant depth a specialized self-leveling material would need to be utilized in addition to concrete to fill the depression. The scope would include extensive plumbing demo and capping, disposal of grout bed, and infill with concrete and self-leveling material.

Change Order # 032 Replace WSHP-19 (\$30,433):

The water source heat pump was found to be non-operational. This unit heats and cools the downstairs gate area. The unit cannot be repaired and will need to be replaced. The scope of this work will be to demo, dispose, and replace in kind the WSHP # 19, temporary air conditioning until the unit can be installed, and other ancillary construction cost.

Ms. Clark asked, "if the Commission had any questions relating to any of the five change orders presented?"

Mrs. McHale inquired about the location of the service animal relief area.

Ms. Clark stated, "it would be located to the west side of the restrooms in the downstairs gate area, directly next to the security exit lane."

Mr. James Barker asked, "what is the long-term maintenance on the adult changing tables."

Ms. Clark replied, "the mechanical portion would need to be maintain, but it did come with a warranty."

Mr. Barker commented, "we need to ensure we are implementing the proper preventative maintenance with the appropriate cleaning agents, lubes, etc."

Ms. Clark agreed.

Mr. Thomas Forsberg inquired, "is there a risk that those with small children or those who are not familiar with the product could cause undue harm by improperly using the changing table?"

Ms. Clark stated, "we will monitor that concern and make any adjustment to ensure security if needed."

Mr. Donald Cook asked, "how would the table be cleaned and will there be disposable sanitary barriers provided?"

Ms. Clark replied, "that the table itself can be sprayed with an approved cleaning product as well as providing the disposable barriers."

Mr. Carl Rhodes inquired about the functionality for the vast majority of users (families with small children), "would this product still work for these families and be easy enough to be used efficiently?"

Ms. Clark responded, "I believe it would work just as well for families with small children and maybe even provide additional space for diaper bags etc. The usage of the electronic height adjustment will be easy to understand. There are toggle switches on the front of the table an arrow for up and an arrow for down."

Mr. Forsberg questioned the pricing of concrete and the usage of the self-leveling product.

Ms. Clark displayed the invoice submitted from the sub-contractors and discussed the price per square foot.

Mr. Barker inquired if the new WSHP-19 would be able to be serviced by local professionals and what brand would it be?

Ms. Clark responded, "the brand of the unit would be a Trane, and it could be serviced by any local HVAC repair company."

Mrs. McHale stated, "with no more questions would someone like to make a motion?"

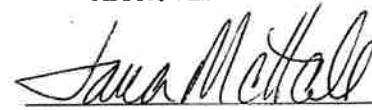
Motion by Mr. Thomas Forsberg to approve change order numbers 002, 015a, 015b, 027, & 032 for Terminal Renovation Project: seconded by Mr. James Barker.

The vote to approve the supplemental bond resolution was unanimously approved by the Commission. Ayes: 3 / No: 0

There being no further business the meeting was adjourned at 10:45 A.M.

APPROVED:


Mary Scarbrough, Secretary


Tana McHale, Chairman

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, AUGUST 26, 2020**

The following Commission members were present for the entire meeting.

<u>NAME</u>	<u>EXPIRES</u>
Ms. Tana McHale, Chairman	December 31, 2021
Mr. Donald D. Cook, Vice Chairman	December 31, 2022
Mr. Thomas G. O. Forsberg, Treasurer	December 31, 2020
Mr. James Barker, Secretary	December 31, 2023
Mr. Carl Rhodes, Jr.	December 31, 2024

The following Commission members were absent: None

Staff members present:

Amber Clark, C.M., Airport Director
W. Donald Morgan, Jr., Legal Counsel
Michele Renfroe, Flightways Columbus Manager
Monica Stone, Human Resources Manager
Roy Hightower, Finance Director
Sonya Overton, Director of Marketing & Air Service Development
Daniel Thomas, Sr., Airfield Operations Supervisor
Jose Aviles, Maintenance
Adrian Sellers, Project Coordinator
Shaundra Goodwin, Public Safety
Andre Parker, Chief of Public Safety
Mary Scarbrough, Officer Manager

Others present:

Ryan Wampler, Sauer, Inc.; Bill Tudor, Jacob Redwine, Holt Consulting; Brian Thompson, Pete Novak, Roddy Bogus, RS&H; Charlie Sikes, GA Committee; Austin Edwards, Patrick Steed, Dan Dawson, Gary Kundey, Joan Dewitt, Lorenan Mata Burton, Anton Flores-Maisonet

BUSINESS OF THE MEETING

Ms. Tana McHale called the Commission Meeting by Zoom to order, asking for a motion to accept the minutes for the July 22, 2020 meeting.

Motion by Mr. James Barker to approve the minutes for the July 22, 2020 Columbus Airport Meeting; seconded by Mr. Don Cook and unanimously approved by the Commission.
Ayes: 5 / No: 0

Motion by Mr. James Barker to approve the minutes for the special called meeting on August 10, 2020 Columbus Airport Meeting; seconded by Mr. Don Cook and unanimously approved by the Commission. Ayes: 5 / No: 0

DIRECTORS REPORT

Ms. Clark began with the following monthly updates.

FINANCE

Mr. Roy Hightower provided the following Finance update.

- We are performing analysis to the general ledger with the expectation of converting our accounting system to Acumatica from Sage by the beginning of the second quarter FY2021

- We have engaged our annual auditor for our FY2020 audit and are in the process of collecting documentation and discovery
- Year over year revenue decreased as expected in the month of July of almost 34% in comparison to July of last year as some of the expected losses from air travel related to COVID-19.
- Parking lot revenue increased by 32% in July over June and is now down by 72% this month in comparison to revenue received this month last year.
- A detailed analysis was performed on the Rental Car agencies Revenues and Rents after a request for abatement of the Minimum Annual Guarantee as outlined in their agreements. The results of the analysis were submitted with a proposed 50% reduction in Percentage of Sales from 10% to 5% of sales collected at the airport. The Rental Car agencies are in the process of reviewing the proposal as we continue to appropriate funds gathered to fund the renovations to their service areas. We will adjust the rates at the beginning of each quarter until we see more favorable results in public health related to COVID-19.
- A similar detailed analysis was performed on the Commercial Air Travel and a similar proposal was made to Delta to reduce their rent by 60% to maintain a positive relationship. We will adjust the rates at the beginning of each quarter until we see more favorable results in public health related to COVID-19.
- Labor costs eased back up as hires were made. We incurred expect higher labor costs, increased hours worked, and additional staff promotions as expected as we will continue to compare salaries and wages to the current market in partnership with HR.
- Cash Receipts were up by \$5K for the month of July and down despite being down 63% year over year.
- Invoices collected since January 20th will be submitted to the FAA with the expectation of reimbursement for operating expenses related to payroll, supplies, and debt expenses incurred during the onset of COVID-19.
- Payables were down by 66% for the year which led to the \$5,115.65 net increase.
- The PFC account had a balance of \$639,848.31 and the cash reserves account had a balance of \$2,192,890.05 the end of July.
- Update on Airport Improvement Project 44:
- Terminal Renovation

Spent: \$3,386,186.29 (with pending pay app due) and we are 27% complete

FLIGHTWAYS COLUMBUS

Ms. Clark provided the following Flightways Columbus report in the absence of Ms. Michele Renfro.

- **Volume Report:**

We pumped a little over 25,000 gallons of Jet A fuel in July. Our total volume increased slightly year over year. We had a slight decrease in Avgas of 18%. There was a decrease in Justice Fuel with a difference of 2278 gallons sold compared to last year. We had a 23% increase in contract, retail and government Jet A fuel. The Airline uplifts increased significantly from June to July.

- **Self-Serve:**

Self-serve had a slight increase this year compared to last year. Year over year comparison in 2019 was 936 gallons sold and 2020 was 1113 gallons sold. For year 2020 home base pumped 483 gallons and transient pumped 629. We saw a 39% increase this year compared to last year in transient traffic.

- **Flightways hours:**

We are still continuing the hours of 5 am to 7 pm 7 days a week. We have noticed a slight increase in traffic during the day but it still slows down later in the afternoon.

- **Hangars:**

We have several tenants that have sold their aircrafts and moved during last month. Leases increased by 2 new tenants moving into vacated hangars and have received a couple of move out notices. The tenants that are moving out are due to selling of their aircraft or are moving. We are also moving several tenants from one hangar to another and then leasing the open hangars.

• **Additional News:**

We received an excellent comment for Andy, Jenny and Lillian from public safety. They stepped up and helped public safety with a customer that flew into the FBO and was having difficulties when they landed. Andy and Lilly helped keep the customer calm during the time public safety had to be called.

Fuel Price Comparison

Fuel Price Comparison					DATE: 08/19/20
Airport Identifier	Name	Jet A +	AvGas	SS100	FBO COMPANY NAME
CSG		\$4.64	\$5.13	\$4.03	Flightways Columbus
MCN (478) 788-3491	Macon	\$4.50	\$4.27	\$3.50	Lowe Aviation
GVL (770) 532-4136	Gainesville	\$4.64	\$5.59	\$4.49	Champion Aviation
GVL (678) 989-2395	Gainesville	~	\$5.49	\$4.49	Lanier Flight Center
HSV (256) 772-9341	Huntsville	\$5.74	\$5.65	~	Signature
DHN (334) 983-4541	Dothan	\$4.60	\$4.66	~	Aero One Aviation
ECP (850) 233-4717	Panama City	\$5.42	\$6.05	~	Sheltair
CHA (423) 855-2299	Chattanooga	\$5.42	\$5.57	\$4.79	Wilson Air Center
MDQ (256) 828-1403	Dwntwn Huntsville	\$4.21	\$4.75	~	Excutive Flight Center
VPC (770) 382-9800	Cartersville	\$3.65	\$5.20	~	Phoenix Air
FFC (770) 487-2225	Falcon Field	\$3.68	\$3.71	~	Atlanta Regional Airport
AVERAGE		\$4.65	\$5.09	\$4.32	
PIM		\$2.99	\$3.79	\$3.59	
EUF		\$4.30	~	\$4.98	

Hangar Waiting List

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Ben Marshston	6/15/2020	Single	Bonanza
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Daniel Holley	1/10/2020	Single	
Glenn Eller	2/11/2020	Single	
Thomas Henegar	2/19/2020	Single	
Michael Knautz	5/20/2020	Single	
John McLemore	6/16/2020	Single	
Caroline Rimes	7/13/2020	Single	

HUMAN RESOURCES

Ms. Monica Stone provided the following updated report.

Terminations (Voluntary)

- Mr. Raymond Keeler - Public Safety Officer
- Ms. Brittany Spruill – Restaurant Worker
- Mr. Richard Rosado – Facilities Maintenance Technician 1

Vacancies:

- Facilities Maintenance Technician 1 - POSTED (Indeed, LinkedIn and flycolumbus)
- Facilities Supervisor – POSTED (Indeed, LinkedIn and flycolumbus)

- Line Service Technician (Full-Time) – Internal Only - POSTED
- Line Service Technicians Part-Time (2) – INTERVIEWING
- Public Safety (2) - POSTED (Indeed, LinkedIn and flycolumbus)
- Restaurant Worker (Part Time < 29 hours) – ON HOLD

Hired:

Custodian

- Ms. Rashondra Frazier DOH 08/24/2020

Promotions:

- Mr. Andrew Jesifers (FBO Line Service Technician) – Promotion to Quality Assurance Line Service Technician
- Mr. Anthony Joseph Pugh – Promotion to Restaurant Worker (Full-Time) 08/01/2020

Human Resources Additional Updates:

- In the final review stage of PayScale
- Received Employee Manual & Cellular Phone policy Acknowledgment forms
- Received Wellness Incentive & Tobacco forms forwarded to CCG
- Employees notified of Physical Health Assessment information. Deadline to schedule PHA appt 10/30/2020. Employees will receive a day off for completing the assessment.

MAINTENANCE

Ms. Clark provided the following update.

- Work orders update: During the month of August, over 30 repairs have been completed, including the new roof for hangar 57, and door rebuild on Hangar 1. Additionally, Southern Wildlife is continuing to work on the alterations for bird mitigation on Hangar 11. We most recently conducted a wet assessment of leaking roofs and wet hangars, and our team is formulating a schedule to address and repair these hangars.
- We have experienced an unseasonal amount of rain that brought several lightning strikes on the airfield; this has kept our Airfield Operations staff busy with electrical repairs while working to maintain the airfield.
- Disinfectant Atomizers are now in use twice daily within the airport terminal and offices. We would like to recognize our hardworking custodial staff for their efforts in providing our passengers and tenants a fresh, clean, and sanitized airport during renovations.
- Finally, we would like to recognize Employee of the Month for August 2020: Mr. Cameron Hagan. Mr. Hagan has now been nominated two months in a row and has been recognized by his Supervisor for outstanding leadership skills.

PROPELLERS

Ms. Clark provided the following update in the absence of Mr. Ben Kiger.

As mentioned in last month's report, during our final inspection with Gallery we ran into a few issues after powering up the eTuk for the first time. One of the main issues was the cold well unit not cooling properly. Gallery contacted the manufacturer, APW Wyott, who informed us the warranty coverage would either repair or replace the unit. Upon inspection, the technician determined the solder joints in a couple of places were not soldered properly at the factory, thereby causing the refrigerant to leak out. Thankfully, he was able to re-solder the joints and the unit is now working as it should.

A change in phasing has allowed us to setup our operation inside of the former cyber spot, rather than placing the food truck along the temporary wood wall as initially planned. This will allow more room at the front door for passengers during the current phase of construction and plenty of space for our food service needs. Contractors ran the special power outlets and water source that were needed to operate, all restaurant equipment and items that were stored in hangar 13 have been moved into our new space and setup in their proper places, the POS (point of sale) system has been programmed and updated with The

Flying Panini's menu items, and our LED backlit menu stand is ready to go with our 11x17 printed menu.

Unfortunately, while waiting for the city's code and inspection department to get back with us, our double door reach-in refrigeration unit stopped working. This unit was one we kept when we closed Propeller's restaurant. Since we cannot go through our inspections until everything is functioning perfectly, we moved to get this problem fixed as soon as possible. The equipment repair would cost anywhere from 50 to 75% as much as purchasing a new unit, so we decided to replace the unit instead of repairing it. We compared local pricing with units available online and decided to order from an online dealer to save roughly 30%. At the time of this report, a new unit has already been ordered. Once this unit arrives, we will then ask for the city to perform their inspections.

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

PUBLIC SAFETY

Chief Andre' Parker provided the following update.

- Good morning! On August 12th we took part in TSA's Unmanned Aircraft Systems Incident Tabletop Exercise. It was a very informative presentation given by TSA Explosive Specialist, Denny Beach. We will take the knowledge gained to update our policies and train Airport staff accordingly.
- On Thursday, August 20, Public Safety conducted Use of Force training, in which Director Clark was in attendance. We will hold an additional Use of Force training session on August 27th at 9:00 AM. Today we will be conducting firearm training and qualifications at the Muscogee Co. Sheriff's Office range. We have the range reserved for the day and officers will attend based on their availability. Additional training dates will be added soon.

Upcoming Training

- Community Policing
- Law Enforcement Encounters with The Mentally Ill
- Judgmental Shooting Simulator (Commission and Director invited)
- Range Qualifications: Pistol, Patrol Rifle, and Shotgun

Ms. Clark provided the following Terminal update.

- We are about four and a half months into our construction project. Sauer is currently finishing up on phase A1, A2, as well as the rental car ready return lot. Work has begun in Phase B1 and parts of C, the exterior of the building and the basement.
- A1 is the downstairs hold room area, all tile, light fixtures, and vanities have been installed. The solid surfaces for the restrooms have been templated and will be installed this week. The restroom partitions have been installed along with all toilets and urinals. The sinks will be installed this week after the hard surfaces are installed. The gate counters are being finished up and will be installed in the next coming weeks along with the carpeting. This space is about 90% complete.
- A2 is the back of house offices for TSA, Maintenance, and the Restaurant. The shower pan and tiles has been installed as well as all the millwork for the maintenance breakroom and parts area. Due to COVID-19 some of the specialized security door hardware has been delayed in production and delivery. It is estimated these items will arrive mid to late September. This space is about 95% complete.
- The rental car ready return lot is coming along. The lot has been striped, all asphalt curbs have been installed, and the canopy structure has been mounted. Landscaping is currently being addressed.
- B1 floors and walls have been demolished bring this space to about 80% demolished. There are still high ductwork to remove. Trenches have been cut, half of the electrical has

been run, and the soffit in the customer waiting has been framed. Next the depression in the restaurant will be filled.

- Progress has been made on the exterior of the building as well. All old caulk joints have been removed, reinstalled, and tested. All precast has been pressure washed and sealed, most of the EFIS has been repaired, and the first coat of paint is being applied. All the linear metal has been removed from under the metal canopy, the metal canopy has been pressure washed, and the bullnose is being prepped for paint.
- The basement is about 60-70% demolished. In the next two weeks the equipment will be installed.
- We are currently on schedule with an anticipated completion date of September 2021.

Ms. Clark asked if there were any questions? With no questions she stated this concludes all of the reports.

Ms. Tana McHale thanked Ms. Clark for the reports and asked if there were any other matters to discuss and welcomed them at this time.

Chief Parker invited the Commissioners to join via Zoom to join in the meeting tomorrow morning at 9:00 for the use of force training that will give them some insight of the why's and of how officer's use force with reasoning and in dealing with escalating situations. If any of you are interested please email Chief Parker and he will send them a Zoom invite to attend the meeting on August 27, 2020 at 9:00 am.

Mr. Austin Edwards inquired about the plan for the hangar refurbishment project?

Ms. Clark stated our plan is to still continue on. We are still addressing the leaks, doors, pigeon issues. As you have heard we have had some turnover in our maintenance department. We will be filling those openings quickly. In the meantime we have a really great team who will be addressing the plan! Some of our airfield specialist as well as Mr. Daniel Thomas will be assisting Mr. Jose Aviles in working those work orders. We are reassessing the plan and looking at what we still have open in the work orders, making sure we have all the materials needed and addressing them as soon as possible.

Mr. Edwards asked if there has been any thought to building new hangars or is the plan to continue patching up the current hangars?

Ms. Clark said that is a great question. It is part of our plan. We have different phases that we are looking at. In looking at our airport and how we are progressing along Phase II, will be looking to build new hangars and maybe renovating some of our older hangars on the field, since Phase I is our Terminal Rehab, Phase III will be to look at logistics or cargo operations. It is all on the plan for our airport. In the next year we will be conducting our master plan, and that will be a big opportunity for us to look at that and assess what actually needs to be done, see what kind of traffic is coming in and do an aircraft study to see who coming is coming into our airport, so when we do build hangars, that they are appropriate for the fleet mix that is coming into our airport and address our current Tenants needs who are very important to us! When we have more information, we will let you all know. Our Community is really important during that process and we will be having open meetings with our Tenants to gather information to consider prior to building our new hangars. Right now we are just trying to finish our Terminal Rehab project to hold us over until we build new hangars. Does that answer your question, Mr. Edwards?

Mr. Edwards stated yes it just seems a little backwards to me if you look at airnav.com, they have operations statistics here, ninety percent of the traffic here is general aviation, one percent commercial, so it seems strange to him that the Terminal would be the first project on the list. In taking it farther than that eight percent air taxi which you could call general aviation, which would be eighty-eight traffic here using the hangars and the Fixed Based Operations not the Terminal.

Ms. Clark said that is a good way to look at it, and it is also understandable, the terminal is thirty years old and we received funding for this project from the FAA and GDOT. With the funding received we were able to complete this project first.

Mr. Edwards asked if there is any update on opening the restroom on the Foxtrot side of the airfield.

Ms. Clark said yes she knows it has been reopened for handwashing, we are going to try and reopen it for use. However, with the amount of rain we have had, there is a septic system being used, and it does not hold sufficiently, so we are planning on piping it. We have a contractor that was hired to do this and is currently working on another job. Mr. Daniel Thomas, Mr. Jose Aviles, and myself will be addressing this as we understand the importance of this to our Tenants, and we will be moving quickly on this in hiring another contractor for this, and Ms. Sonya Overton will be putting out the information pertaining to this to all the Tenants.

Mr. Edwards thanked Ms. Clark for addressing this matter.

Mr. Thomas Forsberg stated to reinforce and further support Ms. Clark and staff on his concern and all they are doing for general aviation. He appreciates Mr. Edwards view and share volume on flights. The reality is we are a commercial aviation airport and as Ms. Clark well said we are funded by FAA dollars and GDOT dollars which is helping for the Terminal Rehab. General aviation is not funded by the federal government. You are talking about a very large capital project by building new hangars that could only come by cash flow from general aviation and hangar rent. I want to encourage you and general aviation to look to Ms. Clark and the rest of the Leadership and know that we the Commission are looking at long term projects that will include some major projects for general aviation and for new hangars but, it will take some creativity out of the Commission to be able to raise major dollars through various funds that we would not have the federal grants that we received for the Terminal Rehab. Please be patient and know that we the Commission and the Executive Leadership are very focused on how to serve you and the general aviation. It is just going to take time and we have to leverage the Terminal Project first. Does that make any sense?

Mr. Edwards said yes, but airports that are within fifty miles of Columbus that have brand new hangars and we have hangars up to sixty years old.

Mr. Forsberg asked how are those airports are funding those hangars, not being over ten years old?

Mr. Edwards said he did not know that it would need to be checked into.

Mr. Charlie Sikes, Chair of the General Aviation, asked if he could add into what Mr. Edwards has said.

Ms. Clark said yes, and thanked Mr. Sikes for joining them.

Ms. Sikes said that most of those airports went out on a limb to build those hangars. Like they say if they build them, they will come. As Mr. Edwards said it is not impossible and shared some of the sentiment that Mr. Edwards has shared, and with the vacancies it would be a good time to do that. Instead of eating the elephant all at one, take it one bite at a time. It may be the time for the Commission to look at that and consider and do it. One other question with the explanation of the federal grant money to update with the Terminal Project, which he thinks is great! What is the process or how it is going in bringing in new customers or new users in that Terminal, or new airlines, or more charter service, especially with TSA, or make it a point of entry for an international flight, so we have some kind of customs, is that being looked into at this point?

Ms. Clark said yes, those are all really good questions and all really good points? Obviously one point of the Terminal renovation project is to help us to attract new airlines to Columbus. Obviously, we want to have the right infrastructure for those airlines when they come in. With the Terminal being built pre-September 11th it is dated. Having everything efficient and ready for them to use is very attractive to airlines. It is a topic we use when we go to speak to new airlines. As far as TSA again, we are also making strides to make things more efficient for them as well. As far as customs and border control yes, we are looking into that, actually Ms. Renfroe and I are already doing some research at the past airport that I worked at, in Cobb County International, as they had put in a facility when I left. We will be going to speak with the manager up there and see what their process was and we have already reached out to Ft. Benning to get some information to get a connection there. Mr. Robert Bochnlein also visited an airport in Mississippi and gave us some information as far as their operation, so we are going to speak with

them as well. It is something that we are looking into and excited to see if it something that we could produce here in Columbus.

Mr. Sikes apologized to the Commission for not having all the information to them for the July 2020 General Aviation meeting, it went well. He does have minutes from the last meeting that he believes Ms. Clark provided to the Commission and they have received them now? There was a lot of things brought up and if they have any questions please let him know.

It was confirmed by the Commission and Ms. Clark that they did receive a copy of the minutes for the July 2020 General Aviation meeting.

Mr. Sikes thanked Flightways Columbus, the Commission, and the Air Traffic Control Tower, as they have been awarded their acrobatic practice area again, which makes aerobatic proficiency much safer and more convenient for them. On behalf of Mr. Marty Flournoy and himself, he thanked everybody for their continuing support!

Ms. Clark said absolutely and thanked Mr. Sikes for sharing this information.

Mr. James Barker thanked Mr. Sikes, stating it is exciting and fun to see and watch them doing acrobatics into the future out there, as he walks outside and enjoys seeing them. He asked Mr. Sikes to please spread the information around the general aviation for us, that to generate revenue to get new hangars built, or demolished and rebuilt, we have to generate that revenue. Like with raising taxes to improve the roads and so forth the taxes are raised in the city to generate that revenue. What do you think the appetite would be for the General Aviation Committee in order to help raise those funds?

Mr. Sikes said like anything we have to pay for it, and he agrees like anything else this is a business. He thinks to raise the revenue, it comes back to the minimum standards as to what is being provided as a service from the business we are buying from? In this case he is assuming it is Columbus Airport/Flightways Columbus that holds our lease. So in order to get that appetite as you say to people to stomach that, things have to move in the direction where things are repaired. He understands that thirty work orders have been done but, he thinks we are not on track from what the tenants are seeing we are definitely not on track as we were told last year at this time as far as where we would be today. He does understand there have been a lot of things that turned into play on that whether it is not having the personnel, resources, materials, contractors to get the repairs or so forth in getting things done. In order to win over the General Aviation Community to raise those crises, there has to be some good will on the other side of it showing this is happening. The general sentiment showing right now is that it is not. He said that culture has to change, and that is important on the Commission's side to do just that, he thinks when ya'll do that, there will be some movement. Mr. Sikes said it is troubling to him that when Ms. Renfro presented her report, that our Tenants selling their aircraft or more troubling that Tenants are moving their aircraft from their hometown airport. You are always talking about there has to be a reason for that and why is that happening. You are always talking about studies, questions, and with the surveys we occasionally get, questions need to be asked to those Tenants directly. Examples are what are the reasons why are you moving, such as, like have you lost your medical, have you moved out of town, or have you completely lost interest in this airport in general. As far as the fuel cost he realizes you have to pay your employees as a business owner in the past, on the flip side Transient traffic is up thirty-nine percent asking if that is correct?

Ms. Renfro confirmed yes that is Self-Serve Transient fuel.

Mr. Sikes stated so there has to be a reason as to why the self-serve fuel for Transit traffic is up thirty-nine percent, there has got to be a reason why it is up, we have discussed this in the past? He assumes it is up because it is attractive for someone to go out of their way because someone can call into the tower and deal with a larger airport. So, if the aircraft lands in Pine Mountain or in Warm Springs and save \$1.00 per gallon. Those are the things that we need to weigh when we look at raising these prices. He said to Mr. Barker that he certainly does understand what you are asking as to how we can afford these luxuries but, he thinks we have to weigh the balance to see what we are going to give up. We are already giving up with the lower fuel prices and the people leaving, we need to find out first why they are leaving? One other thing, it shows the Commission is certainly willing to work with the Community by pushing back the escalation on the hangar rent for another year. This is a phenomenal job you all are doing for another year, to exempt and show good will, we want to help you, and we are here and interested in general

aviation. He agrees Mr. Edwards is right and has too looked at the numbers, that is why he asked earlier what is going on in the terminal with new business, that is a lot of money to spend, tax payer money to spend, and not have new business to fluff up the terminal? How do we get new business on the general aviation side, that is something to look at?

Mr. Barker said Mr. Sikes has had a variety of good points and thanked Mr. Sikes for his empathy and understanding the challenges we are going through and the delays we are going through due to Covid-19, with labor availability, it has set us back. In looking back at this, he weighs his words, he doesn't like to make excuses. Having lived through this it is a reality as we have had massive setbacks with labor availability to do some of the work orders. We have to protect our people first, families first, our employees first, so that is number one. As far as trust with the Commission, trusting the work will get done, only our people and our time can answer that question for you guys. It is consistently on our fore front thoughts, intentions, and the way we work every day. He talks to Ms. Renfroe and our employees when he has the opportunity to talk with them. Ms. Renfroe is consistently is trying to reinforce that we have the best customer service first, you all are treated with respect, stepping up to the plate when things are not working properly, be it self-serve or some other aspect of our business, so that you all are feeling appreciated/valued, something we work on every day. As far as our work orders not being completed as quickly or efficiently, he has to say sorry about that. We wanted these high standards to be met, it is something we are still grinding away at to try and get those fixed. He will take some ownership over that we are still working on it and we hope that you all will trust us to work on those problems and give us the opportunity to make it right. Then we will hopefully have that appetite to build something that is a little more to your liking? As far as minimum standards is concerned if you go to comparable airports even though our stuff is old and some of it is collaborated, it doesn't need to be renovated does need to be replaced our airport is old, he wishes we do have shiny new stuff. Even though our airport is old, we are well within the minimum standards. We are an old airport and we have had stuff here for a long time, and we are making lemonade out of lemons, please bear with us. Please give us the opportunity to earn your trust as we move forward, we will greatly appreciate it. He thanked Mr. Sikes for his insight and appreciates it. He hopes that ya'll can keep that open communication going?

Mr. Sikes expressed his appreciation.

Ms. Clark reported that Ms. Renfroe does question all Tenants moving out of their hangars? She can speak on the vacancies and people leaving.

Ms. Renfroe stated as Ms. Clark said she does ask those questions to the Tenants because as the airport as a whole we like to know as much as we can about our customers. We have those that have sold their aircrafts because they did not fly them anymore and some have sat there from three to five years. The ones that have relocated have moved to far away places such as Arizona, Texas, they have moved beyond our region. We have had a couple move out in August, and she is waiting for those hangars to be cleaned, and to be re-rented. She has people to move into those two hangars. She has two to three hangars with water issues. She will be working with the maintenance department to get those issues resolved so they can be rented.

Ms. Clark asked Ms. Renfroe how many are on the current waiting list?

Ms. Renfroe said at this moment there are two or three we have bypassed them, they are not quite ready for a hangar yet in the single hangars. She has two twin hangars to become available and they will be leased as well.

Ms. Clark stated that these things too will be put in consideration to refurbishment and prior to building additional hangars too.

Mr. Patrick Steed wanted to add in as far as people moving in and stuff like that, when our rent doubled it went up ninety-nine percent on us, and Mr. Phillip Johnson even though had passed his medical check to fly again but, with that increase he could not justify paying the additional rent so he sold his half of the plane to Mr. Steed. With all these expenses, we are not flying enough, and it costs a lot to fly the airplanes. He knows everyone is working hard and looks forward to some more work to be done.

Mr. Barker asked Mr. Steed if he would consider a smaller hangar?

Mr. Steed no they have been in that hangar for over twenty years, and if the rent goes up another hundred dollars. If everything falls in place as they are planning, they are looking at purchasing another airplane therefore, will need the hangar they now have. Of course, it would depend on the cost of a smaller hangar. But, if things fall into place like they are hoping, they prefer to stay in their hangar but, are concerned about another increase.

Ms. Clark said it is one of our values to be open and be a direct communicator, and they have communicated to all the Tenants. The market study they did a couple years ago where we went to fourteen airports and considered the wear and tear on the hangars here prior to setting the rate for the rate increases.

Mr. Steed stated this is on us but, to move anywhere else, it would not be worth a move for us as we usually don't go further than Panama City, Florida. Our partner had to get out to avoid the additional rent increase. We are considering and I wanted to convey and give the example with our partner and additional cost for rent does make a different, he does not know what other people are thinking, just wanted to add his input. He asked to Commission to consider his and the other remarks made today from the Tenants.

Mr. Barker thanked Mr. Steed for his input.

Ms. McHale stated this has been some good conversation today and appreciated everyone's input. She thanked everyone for dialing up for the meeting.

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

There being no further business the meeting was adjourned at 10.49 A. M.

APPROVED:


Mary Scarbrough, Secretary


Ms. Tana McHale, Chairman

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, SEPTEMBER 23, 2020**

The following Commission members were present for the entire meeting.

<u>NAME</u>	<u>EXPIRES</u>
Ms. Tana McHale, Chairman	December 31, 2021
Mr. Donald D. Cook, Vice Chairman	December 31, 2022
Mr. Thomas G. O. Forsberg, Treasurer	December 31, 2020
Mr. James Barker, Secretary	December 31, 2023
Mr. Carl Rhodes, Jr.	December 31, 2024

The following Commission members were absent: None

Staff members present:

Amber Clark, C.M., Airport Director
W. Donald Morgan, Jr., Legal Counsel
Michele Renfroe, Flightways Columbus Manager
Monica Stone, Human Resources Manager
Roy Hightower, Finance Director
Sonya Overton, Director of Marketing & Air Service Development
Ben Kiger, Restaurant Manager
Daniel Thomas, Sr., Airfield Operations Supervisor
Adrian Sellers, Project Coordinator
Andre Parker, Chief of Public Safety
Mary Scarbrough, Officer Manager
Shaundra Goodwin, Security Specialist
Jose Aviles, Facilities Supervisor

Others present:

Ryan Wampler, Sauer, Inc.; Bill Tudor, Jacob Redwine, Holt Consulting; Brian Thompson, Pete Novak, RS&H; Erik Hartley, Zach Nelson, MacFarland Johnson; Dan Dawson, Gary Kundery, Jim Clark

BUSINESS OF THE MEETING

Ms. Tana McHale called the Commission Meeting by Zoom to order at 9:31 A.M. She informed everyone that she had a meeting at 10:00 A.M. she needed to attend and would need to leave a few minutes before 10:00 A.M. She asked for a motion to allow Mr. Don Cook, the Vice Chairman to preside over the meeting in her absence.

Motion by Mr. James Barker to approve Mr. Don Cook, Vice Chairman to preside over the September 23, 2020 Commission Meeting in the absence of Ms. Tana McHale, Chairman; seconded by Mr. Thomas Forsberg and unanimously approved by the Commission.
Ayes: 5 / No: 0

Ms. Tana McHale asked for a motion to accept the minutes for the August 26, 2020 Commission Meeting.

Motion by Mr. James Barker to approve the minutes for the August 26, 2020 Columbus Airport Commission Meeting; seconded by Mr. Don Cook and unanimously approved by the Commission. Ayes: 5 / No: 0

**CONSIDER APPROVAL OF THE TERMINAL REHABILITATION PROJECT
AMENDMENT NO. 1 WORK ORDER NO. 2**

Ms. Clark provided the following information regarding Amendment No. 1 for Work Order No. 2 of the Terminal Rehabilitation Project. After the design had been completed for the Terminal Rehabilitation Project it was determined that an indoor post security Service Animal Relief Area (SARA) was required per FAA regulations. In addition, further accommodations for disabled persons were desired within the family restrooms.

Amendment 1 to work order 2 reflects the additional design needed to move forward with these additions. The fee based on the scope of work (interior design, furniture, & fixtures, HVAC, plumbing, fire protection, electrical, security, wayfinding, quality control, deliverable, and execution.) was \$24,960.00. I request the Commission approve amendment 1 to work order 2.

Motion by Mr. Don Cook to approve the Terminal Rehabilitation Project Amendment No. 1 Work Order No. 2; seconded by Mr. Thomas Forsberg and unanimously approved by the Commission. Ayes:5/No: 0

DIRECTORS REPORT

Ms. Clark began with the following monthly updates.

FINANCE

Mr. Roy Hightower provided the following Finance update.

- We have completed our discovery and gathered documentation for the for our FY2020 audit and are in the process of verifying the due diligence and checklists
- Year over year revenue decreased as expected in the month of August of almost 21% in comparison to last year as some of the expected losses from air travel related to COVID-19.
- Rental Car agencies and Land rents paid the normal rent despite the offer of abatement or discounts.
- Labor costs have fluctuated substantially over the past several months with promotions in some areas and separation in other areas. However, we only increased our SWB by 4% overall in August.
- Variance in Utilities and other services were negligible despite expected to increase with on-site contractors.
- The PFC account had a balance of \$639,870.00 and the cash reserves account had a balance of \$2,192,964.00 the end of August. Overall, we have \$5,193,827.00 and \$1,109,878.00 outstanding obligations in our terminal renovation bond.
- Update on Airport Improvement Project 44:
Terminal Renovation
Spent: \$12,323,978.79 and we are 27.57% complete

FLIGHTWAYS COLUMBUS

Ms. Michele Renfroe provided the following Flightways Columbus report.

• Volume Report:

We pumped a little over 35,000 gallons of Jet A fuel in August. Our total volume increased moderately year over year. We had a slight decrease in Avgas year over year but an increase month over month. We had a 21% increase in contract, retail and government Jet A fuel. The Airline uplifts decreased significantly year over year but increased month over month.

• Self-Serve:

Self-serve had a slight decrease this year compared to last year. Year over year comparison in 2019 was 747 gallons sold and 2020 was 643 gallons sold. The decrease was due to several bad weather days and local aircraft used for flight instruction being down due to maintenance.

- **Flightways hours:**

We are still continuing the hours of 5 am to 7 pm 7 days a week. There has been an increase of corporate traffic and flight training during the day but tapers off in the late afternoon. We will continue to monitor our traffic over the next coming months to assess if we need to change our hours back to a later closing time.

- **Hangars:**

We had 2 tenants give up their hangars because one tenant sold their aircraft and one tenant moved to another state during last month. Leases increased by 1 new tenant that moved into a hangar that had been vacated by a tenant that moved to the FBO side of the airport. We are working on maintenance in one of the vacated hangars and as soon as it is complete, we have a tenant ready to move in.

- **Additional News:**

I would like to recognize Darryl Graham for his dedication to Flightways and the airport over the last couple of months. In the month of July, August and the start of September we were called to on/off load freight. Darryl is our forklift driver and has handled 17 freights during the day and after hours. Great job and thank you for your personal attention to always providing top level customer service.

Fuel Price Comparison

September 15th 2020					
Airport ID	Name	FBO	Jet A +	100LL FS	100LL SS
MCN	Middle Georgia Regional	Lowe Aviation	\$4.50	\$4.27	\$3.50
GVL	Lee Gilmer Memorial	Lanier/Champion	\$4.59	\$5.59	\$4.54
HSV	Huntsville International	Signature	\$5.64	\$5.65	-
DHN	Dothan Regional Airport	Aero-One Aviation	\$4.52	\$4.86	-
ECP	NW Florida Beaches Intl	Sheltair	\$5.20	\$5.99	-
CHA	Lovell Field Airport	Wilson Air Center	\$5.38	\$5.62	\$4.84
MDQ	Huntsville Executive	Executive Flight Center	\$4.21	\$4.68	-
VPC	Cartersville Airport	Phoenix Air	\$3.65	\$5.20	-
FFC	Atlanta Regional Airport	Falcon Field	\$3.68	\$3.93	-
CSG	Columbus Airport	Flightways Columbus	\$4.64	\$5.13	\$4.03
		Average	\$4.60	\$5.09	\$4.29

PIM Pine Mountain
EUF Eufaula

2.99 3.79 3.59
4.3 ~ 4.98

Hangar Waiting List

CSG Hangar Waiting List			
Upated 09/15/2020			
CSG Tenant Priority Move			
AJ Jain	5/9/2019	Twin/Single	Bonanza
Greg Auten	7/29/2019	Single	Bonanza
CSG Tenants Hangar to Hangar Requested			
Richard Knapp	10/27/2016	Single	Velocity
Roland Aut	10/14/2017	Twin/Box	Stearman
Skip Williams	4/15/2019	Single	182
Chris Badcock	7/14/2019	Single	Cherokee
Flying Horse/Nelms	12/1/2019	Single	Maule
Ben Marshton	6/15/2020	Single	Bonanza
Single Hangar Requested			
Steve Culpepper	2/27/2019	Single	Cherokee 180
2LT Samuel Evans	8/20/2019	Single	Silvalre 8E
Richard Bailey	10/27/2019	Single	Cherokee 180
Earl Ingram	11/13/2019	Single	Mooney 20R
Bailey Mills	7/15/2020	Single	310
Twin Hangar Requested			
Wes Turton	6/6/2020	Twin	Cirrus
Customers Waiting To Purchase Aircraft			
Bill Buck	4/7/2016	Single	
Paul Watson	4/11/2016	Single	
Omar McCants	4/30/2018	Single	
Reed Hovie	11/19/2018	Single	
David Lewis	3/25/2019	Single	
Elijah Figueroa	10/28/2019	Single	
Daniel Holley	1/10/2020	Single	
Glenn Eller	2/11/2020	Single	
Thomas Henegar	2/19/2020	Single	
Michael Knautz	5/20/2020	Single	
John McLemore	6/16/2020	Single	
Caroline Rimes	7/13/2020	Single	

HUMAN RESOURCES

Ms. Monica Stone provided the following updated report.

Terminations

Ms. Rashonda Frazier (Custodian)

Hired

Ms. Michelle Culp – Part Time Custodian

Vacancies

#	Job Title	Department	Status
1	Facilities Maintenance Technician	Maintenance	Offer Extended
2	Line Service Technician (Part-Time)	Flightways /FBO	Screening to schedule interviews
1	Maintenance Manager	Maintenance	On Hold
2	Restaurant Worker (Part Time)	Restaurant	Screening Resumes
1	Restaurant Worker (Full-Time)	Restaurant	Screening Resumes
2	CSR Flight ways	Flightways /FBO	CSR Representative
1	Line Service Technician (Full-Time)	Flightways /FBO	Internal (waiting to extend offer)

Pending TSA Background

- 2- Public Safety Officers
- Custodian (Part- Time)

Human Resources Additional Updates

- Deadline to schedule PHA appt 10/30/2020. Employees will receive a day off for completing the assessment.
- 2021 Open Enrollment Benefits – October
- Communication Policy Acknowledgement form received from employees
- Employees completed the 2020 CENSUS Certification.

MAINTENANCE

Mr. Daniel Thomas provided the following update report.

Work Orders Update:

- There were a total of 42 work orders completed for the month.
 - 24 – work orders were completed for the Airfield Operations part.
 - 18 – Work orders were completed for the Facilities/Hangars part.

Facilities/Hangar Maintenance:

- We have modified our approach to completing hangar work orders. We will be working on one hangar at a time and completing all work orders in our system before moving on to the next hangar. We will repeat this process until all work orders for the hangars have been completed.
- Facilities/Hangar Maintenance has almost completed all the work orders for hangar #21. There is only one work order left to complete, and the hangar door ends will be sealed up to keep the birds out. The plan is after hangar# 21 work orders are completed, and hangar door ends are sealed up. Facilities/Hangar Maintenance will start work on Hangar# 14.

- Aflac had reported that they might have a water leak in the grassy area by their new parking area. When we responded to this possible water leak call, the ground was wet and muddy from some standing water. We dug two holes side by side about two feet deep and used a ground probe to try to identify where the water leak could be coming from. No water leak was found, and it seemed it was due to inadequate drainage to the ground drain. We worked closely with Aflac personal on this issue for several weeks on this matter. When Aflac and Airport Maintenance could not find a leak, we backfilled the two holes in this area and made a trench to the ground drain so the standing water could flow to.
- I want to encourage hangar tenants, if they haven't already done so, to input their work orders on the Columbus Airport work order system on our website. This will help us to identify the issues and per-order supplies and parts that would be required when Facilities starts working on that particular hangar group. This would help speed up the repairing process for these hangars.

Airfield Operations:

- Airfield operations are still performing taxiways and runways FOD Boss or street sweeping three times a week. We are sweeping with the FOD Boss or street sweeper around the hangars, GA ramp, and the commercial ramp twice a month.
- Airfield lights and signs work orders are all caught up and have been completed at this point.
- Grass and weed cutting around the hangars are being completed every two to two and a half weeks.
- All the required FAA part 139 airfield inspections are being completed every day.
- Airfield Operations was informed that there was a City drainage ditch problem, where rainwater was backing up in a citizen's yard off of Yancy St. After talking with the City of Columbus and the citizen, we started digging out and making the ditch wider on the inside of the fence that is located on the airfield. This would allow more water to flow through the ditch on the airport property. There is also a lot near the citizen house that the airport owns. We have dug out this ditch and allowed more rainwater to flow through the airport lot, helping the water flow through the system. I have maintained contact with this citizen and updated her as we make progress on this project. I did inform her that Operations can only work on the property that belongs to the airport to help out with this issue. This is an ongoing project.
- The southside restroom issue now has a plan to move forward. The septic tank and the leach lines to this restroom sit in the low spot in the field. Rainwater builds up and floods the leach lines that overflow the septic tank, which makes this bathroom unusable. Rainwater has nowhere to go and sits until it evaporates. The plan is to remove the rainwater from that area so the septic tank and leach lines can do their job. We will accomplish this by running a French drain across this area and have the water dump into a sump pit. Then the sump pump in the sump pit would pump the rainwater uphill to an in-ground drain. This would keep this area dry, which would allow the restroom to be opened back up and continue to work. I plan for this system to be in place no later than Friday, Oct 2, 2020, or sooner. Once the system is in place and running, It would take two weeks or a week with good weather to dry out this area. We also have a plan to pump out the septic tank to help the issue, but only after we give the area time to dry. If we pump the septic tank before the area dries out. Water would cause backflow into the septic tank and would not help the issue. The restroom should be ready to use around Oct 16, 2020, or sooner depending on weather.

Landscaping:

- Armour Road, the front of the Airport Terminal, Earnie Shelton Dr, Parking lot to hangar# 12, and all airport outside lots were recently cut and cleaned.

Wildlife Mitigation:

- The Maintenance department had a meeting with our wildlife contractor, Southeast Wildlife Company, on Thursday, September 17, 2020, and showed him the new hangar door bird patch plan. He is scheduled to come back to hangar 11 to start to continue with that work.

MARKETING

Ms. Sonya Overton provided the following update report.

- We are currently collecting travel data via online survey concerning our regions travel habits, destinations, and COVID-19 effects on travel. The survey is being distributed through the Muscogee, Russell & Harris Counties weekly newsletters as well as the North Columbus Rotary and the Columbus Rotary groups. The survey link was also sent out to our tenants and to our stakeholders.
- The Airport Director gave a presentation and spoke with the Columbus Rotary Club on Wednesday, September 16th discussing operations during COVID-19 and Air Service Development. 73 people were in attendance and we received a lot of positive feedback from the members. The video will be posted on our social media platforms once the Rotary releases it for playback.
- The Chamber of Commerce InterCity Leadership Conference was cancelled this year. Their survey results from past participants indicated that they would rather wait until the chamber could host a quality trip that they are accustomed to. The chamber will keep us posted on future plans once they have an idea of what next year will look like.
- Weekly Air Service Development virtual meetings continue with Jeremiah Gerald to discuss market trends and where the airline industry continues to go. We are now working on Retention and Recovery plan for the Columbus Airport and are collecting travel data and conducting market research concerning economic development, migration, and census data.
- Our new concept or virtual vacations to increase our Social Media Platform followers for FY 2021 has been going very well. As we have been showcasing different countries and island destinations with their food and culture taking our followers on a staycation every week increasing our platform followers by a total of 6% this FY.
- We had an interview with Chattahoochee Voice speaking on the renovation project, showcasing Columbus, and discussing the airport as a gateway to the city. Military inclusion and advertising, security practices, automated breach control lane, sanitation processes, electric food truck, COVID-19 and service.

PROPELLERS

Mr. Ben Kiger provided the following update report.

In last month's report it was mentioned that a replacement reach-in refrigeration unit was ordered. We requested that the freight company call to setup a four hour delivery window due to our Covid-19 work schedule. Unfortunately, this request was not communicated properly. While off-premise, during a work-from-home day, the delivery driver called to let us know he was, at most, five minutes away.

After informing our staff member, Joseph Pugh, who was on-site performing custodial duties, Mr. Pugh jumped into action and proceeded to look for the pallet jack. It was not in the location he had previously seen it stored. After receiving the news, Airfield Operations Supervisor, Daniel Thomas, was contacted. Mr. Thomas said he would hunt down the pallet jack, don't worry about it, it's under control. Jose Aviles of the Maintenance Department handled directing the truck driver to the proper unloading space.

After five to ten minutes, Mr. Pugh was called for an update. He stated he was already with Mr. Thomas. The pallet jack had been found and was being delivered by Darryl Graham, our FBO's Line Operations Supervisor. Due to the height while on a pallet, the refrigeration unit would need to be removed and unboxed. It was during this time that Eric Rivers of the Maintenance Department assisted Mr. Pugh with this task. They were then able to get the unit inside the building.

It is paramount that we make a point to recognize those who rise up, go above and beyond, and handle issues thrown at them. This situation was a perfect example of this. I would like to recognize those mentioned in this report. Just as our Director, Amber Clark, has already done internally by awarding them with extra airport bucks as a thank you, I want to formally say thank you to those who quickly pulled together to handle this issue.

As we continue to progress toward the opening of The Flying Panini, I was offered the opportunity to also manage the custodial department. After the responsibilities were handed over, the first task requested of us was to get the newly built restrooms functional so that the contractors could close off the old holding area restrooms to continue their work.

Unfortunately, these items were not ordered prior to the department restructure. Due to the dispensers being new models, the paper products for the restrooms are not yet available locally, at least not in a timely manner. These items were researched online and an order was promptly placed. We will also be taking over the custodial duties of the FAA offices starting October 1st. We are excited to see how well the overall restructure does and look forward to what the future holds.

To our tenants, guests, and staff, thank you for your continued patience as we move forward with both the food service operation and custodial restructure of the Columbus Airport.

Terminal Construction Update

Ms. Adrian Sellers provided the following update report.

- We are about five and a half months into our construction project. Sauer has completed phase A1 (Hold room and New Restrooms) and the restrooms are scheduled for public opening on Monday September 21st. Tile and finishes look fantastic. Everyone is excited about the new look.
 1. Gate counters are onsite and being wired
 2. PA speaker system is being installed and calibrated
- A2 is (TSA, Maintenance Shop and Locker Rooms) and TSA space is complete. TSA began relocating into their new space on Monday September 14th. They expect to be fully operational during the week of the 21st. TSA is very excited about their new space.
 1. Maintenance and Locker Rooms scheduled to be complete No later than Monday September 28th. Maintenance shop is preparing to move all of their supplies and equipment into their new maintenance shop.
- B1 Waiting Room- Interior demolition is complete. Exterior demolition and new exterior walls are scheduled for week of the 21st.
 1. Interior wall framing is complete except serpentine walls and Sample studs have been installed, but remainder of framing will begin the week of the 21st.
 2. Soffit and Ceiling framing is 95% complete.
 3. Sheetrock hanging and finishing is scheduled to begin the week of September 28th.
 4. Overhead and in-wall electrical and Mechanical rough in is in progress. High duct has been installed and scheduled to be insulated next week.
 5. Terrazzo flooring will begin within the next 2-3 weeks and the depressed slab will be infilled when terrazzo is being installed.

- TSA Exit lane door was relocated on September 10th. They also relocated a temp wall, storefront door and access controls. TSA inspection passed same day.

- Exterior – Canopy ceilings have been completely demolished. New metal ceilings and lights are being installed.
 1. EIFS/stucco repairs around the building are complete. Front entrance canopy framing and EIFS was badly deteriorated and new framing and EIFS will be installed in the next few weeks.
 2. Exterior pressure washing of the building is nearly complete. The metal roof, bullnose and windows look good.
 3. Exterior painting is continuing around the building. By next month, we expect the front of the terminal to be complete.

- Rental Car Parking lot- All striping, speed bumps, parking bumpers and misc. work is complete.
 1. Rental car companies are working on the parking signage. They look pretty good.
 2. Canopy framing is complete – waiting on final design approval to schedule installation of aluminum canopy system.
 3. Landscaping and irrigation design in progress.

- Basement
 1. Demolition is 100% complete.
 2. Hydronic pumps, heat exchanger, water tanks and equipment pads have been installed.
 3. Temporary pumps and piping installed and working until permanent equipment is installed. Expect to be complete by November 2020.

OTHER MATTERS

Ms. Clark read the letter from Transportation Security Administration thanking Chief Andre' Parker, Ms. Shaundra Goodwin and Ms. Michele Renfro for the great service they provided at CSG. Ms. Clark expressed to each of the employees her appreciation. The letter is attached adhere to these records.

Mr. James Barker thanked all the Columbus Airport Staff for stepping up and wearing various hats! He stated that everybody is doing a great job!

Mr. Don Cook thanked all employees as he loves the teamwork that continues with the employees at the Columbus Airport.

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

There being no further business the meeting was adjourned at 9:59 A. M.

APPROVED:


Mary Scarbrough, Secretary


Ms. Tana McHale, Chairman

MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, APRIL 28, 2021

The following Commission members were present for the entire meeting.

NAME

EXPIRES

Mr. Don D. Cook, Chairman	December 31, 2022
Mr. Carl Rhodes, Jr., Secretary	December 31, 2024
Ms. Tana McHale, Treasurer	December 31, 2021
Mr. Art Guin	December 31, 2025

The following Commission members were absent:

Mr. James Barker, Vice Chairman	December 31, 2023
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Legal Counsel: Alston Lyle

Staff members present:

Amber Clark, C.M., Airport Director
Michele Renfroe, Flightways Columbus Manager
Mary Scarbrough, Office Manager
Daniel Thomas, Sr., Maintenance Manager
Sonya Overton, Director of Marketing & Air Service Development
Andre Parker, Chief of Public Safety
Adrian Sellers, Project Coordinator
Eric Rivers, Operations Technician
Shaundra Goodwin, Security Specialist Public Safety
Troy Pair, Facilities Technician
Marshall Upshaw, Landscape Supervisor
Blake Fulford, Airfield Maintenance Technician

Others present:

Ryan Wampler, Sauer; Pete Novak, Brian Thompson, RS&H; Bill Tudor, Jacob Redwine, Holt Consulting;
Girard Sampson, Benchmark

BUSINESS OF THE MEETING

Mr. Don Cook called the April 28, 2021 Commission Meeting by Zoom to order at 9:30 A.M., and welcomed all attendees to the meeting. Mr. Cook asked if there was a motion to accept the minutes for the March 24, 2021 meeting.

Motion by Ms. Tana McHale to approve the minutes for the March 24, 2021 Columbus Airport Commission Meeting; seconded by Mr. Art Guin and unanimously approved by the Commission. Ayes: 4 / No: 0

CONSIDER APPROVAL OF 13-31 RSA, MARKINGS, AND NAVAIDS PROJECT

Ms. Clark reported the RWY 13-31 RSA, Markings, and Navaids project will address the Runway 31 end safety area by bringing it into compliance through grading/building embankment to the southeast of the runway end, as well as displacing the existing threshold markings. New runway edge lights will be installed from the Runway 31 end to the intersection with Runway 6-24, to comply with FAA spacing standards as a result of the displaced threshold. Additionally, the existing VASI-2 system will be demolished and replaced by a new PAPI-4 system to be owned and maintained by Columbus Airport. Finally, the entire Runway 13-31 will be crack sealed and receive new reflective pavement markings that adhere to the latest FAA guidance. Related work will include demolition, grading, drainage, and erosion control. See Attachment A for additional details.

The total cost of the project was bid at \$904,603.00, GDOT will pay their typical 75% (\$678,452.25) leaving the Commission's share at \$226,150.75.

Ms. Clark recommended the approval of performing the RWY 13-31 RSA, Markings, and Navaids project.

Motion by Mr. Art Guin the approval of 13-31 RSA, Markings, and Navaid's Project; seconded by Ms. Tana McHale unanimously approved by the Commission. Ayes: 4 / No: 0

CONSIDER APPROVAL OF CO #071 ROOF COATING

Ms. Clark stated the standing seems of the two exterior silver metal rooves have serious leaks especially around the domed shaped dormers. After visual inspections and careful analysis, the most economical and effective treatment to repair the rooves by coating them with a silicone product.

Sauer called upon Insulated Roofing Contractors to provide three options, one only coats the dormers (this work could not be warrantied), option two coat only the entire upper roof (was warrantied), or option three coat both the entire upper and lower roof (all warrantied).

Only coating the upper roof would create an extreme noticeable difference in appearance. Also, the age of the lower roof is over thirty years and has shown some evidence of rust. Warranties were offered for five, ten, fifteen, or twenty years. At any time over the warrantied term a leak forms IRC will come and recoat the rooves completely. The difference between 5 years and 20 years was \$15,000.00.

Ms. Clark recommended the approval of option three to coat both lower rooved entirely which would cost a total of \$130,671.00.

Motion by Ms. Tana McHale to approve the CO #071 Roof Coating; seconded by Mr. Art Guin unanimously approved by the Commission. Ayes: 4 / No: 0

CONSIDER APPROVAL OF AMENDMENT TO HANGAR MANAGEMENT POLICY

Ms. Michele Renfroe stated over the last months we have had tenants move out of the twin hangars that has caused us to have several sitting empty with no one on the waiting list for this size hangar. We have been approached several times about renting our twin hangars to single aircraft. In our original policy we were only renting twin hangars to twin size aircraft and single hangars to single size aircraft.

Ms. Renfroe brought this recommendation to the Airport Commission of renting a percentage of twin hangars to single size aircraft to keep our waiting list low as well as bring in the revenue being missed with empty hangars sitting.

We currently have 32 twin size hangars and 78 single size hangars. The total number of twin size hangars sitting open are 7 and the single size hangars sitting open are 3. We currently are working on 1 twin that has roof leaks and needs to be painted. The 3 single hangars are in the process of having maintenance done for water issues, as quick as the water issues are repaired, they will be leased out.

Leasing out the twin hangars to single sized aircraft would give us an increase in monthly revenue of \$1,035.01 and keep the percentage of available hangars down.

Ms. Clark reported this will be a positive move and will not change the budget.

Mr. Art Guin wanted to know if the changes were in the budget, which Ms. Clark had already addressed yes.

Mr. Don Cook stated does that mean they would pay a single hangar rate or the double rates.

Ms. Clark stated it will not be a double increase for the Tenant moving from single to twin hangars.

Mr. Art Guin asked how many of the twin hangars are available.

Ms. Clark answered that very few are open approximately 10% are open.

Mr. Don Cook inquired if someone with a single hangar, and moves to a twin hangar and someone else needs a twin hangar what will be the guidelines on that issue?

Ms. Renfroe said that when someone request a twin hangar for a twin airplane, they will be next in line when the next twin hangar becomes available.

Mr. Art Guin thinks this is a great idea!

Motion by Mr. Art Guin the approval amendment to Hangar Management Policy; seconded by Ms. Tana McHale unanimously approved by the Commission. Ayes: 4 / No: 0

CONSIDER APPROVAL OF FILM/PHOTOGRAPHY POLICY AND FEE SCHEDULE

Ms. Amber Clark reported over the last several years we have been partnering with the Columbus Film Commission to assist in developing the filming industry in Columbus. We are currently listed on the Film Commission's website as a recommended location for filming. We have had at least three different filming events at the Columbus Airport over these last several years.

As we began to receive inquiries, we realized that a policy and fee schedule was needed. A policy had been developed, along with a film/photograph request form, and a basic fee schedule. We would like to formalize our policy along with a robust fee schedule to ensure we provide a safe and organized service to those who wish to film, as well as to our customers/tenants who may be affected by the filming.

The written policy, request form, and fee schedule has been provided to the Commission for review prior to this meeting. Ms. Clark recommended the approval the provided film/photography policy, request form, and fee schedule.

Motion by Mr. Art Guin the approval of Film/Photography Policy and Fee Schedule; seconded by Ms. Tana McHale unanimously approved by the Commission. Ayes: 4 / No: 0

The additional information is attached and adhere to these records.

DIRECTORS REPORT

Ms. Michele provided the following Flightways Columbus report.

FLIGHTWAYS COLUMBUS

- Volume Report:

We pumped a little over 23,408 gallons of Jet A fuel in March. Our total volume decreased significantly year over year. We had a significant increase in Avgas year over year. We are still seeing a decrease in Classic Air Fuel which can be attributed to slower movement of aircraft at all facilities. The current trend right now is one flight a week, but they are talking about a slight increase next month. The Airline uplifts had a slight decrease as well and is due to a drop in flights per day.

Hangars:

Updated during transmittal.

- Self-Serve:

Self-serve had a slight increase for March. Year over year comparison in 2020 was 801 gallons sold and 2021 was 986 gallons sold.

- Additional News:

Auburn Airport runways closed on April 5th and will remain closed through April 26th. We have been housing the Auburn University aircraft during this time as well as handling aircraft and car rentals for customers that have been diverting to our airport.

Comparative Airport List:

April 20th 2021					
Airport ID	Name	FBO	Jet A +	100LL FS	100LL SS
MCN	Middle Georgia Regional	Lowc Aviation	\$5.10	\$4.75	\$4.05
GVL	Lee Gilmer Memorial	Champion	\$5.19	\$6.25	\$4.73
GVL	Lee Gilmer Memorial	Lanier/Champion	~	\$5.73	\$4.73
HSV	Huntsville International	Signature	\$6.35	\$6.25	-
DHN	Dothan Regional Airport	Aero-One Aviation	\$5.24	\$5.05	-
ECP	NW Florida Beaches Intl	Sheltair	\$5.77	\$6.60	-
CHA	Lovell Field Airport	Wilson Air Center	\$5.66	\$6.25	-
MDQ	Huntsville Executive	Executive Flight Center	\$4.51	\$5.08	-
VPC	Cartersville Airport	Phoenix Air	\$3.80	\$4.95	-
FFC	Atlanta Regional Airport	Falcon Field	\$4.12	\$4.55	-
CSG	Columbus Airport	Flightways Columbus	\$5.21	\$5.50	\$4.43
		Average	\$5.08	\$5.55	\$4.50

PIM	Pine Mountain	3.39	4.49	4.19
EUF	Eufaula	4.75	~	4.75

Hangar Waiting List

CSG Hangar Waiting List			
Updated 03/18/21			
CSG Tenant Priority Move			
AJ Jain	5/9/2019	Twin/Single	Bonanza
Greg Auten	7/29/2019	Single	Bonanza
CSG Tenants Hangar to Hangar Requested			
Richard Knapp	10/27/2016	Single	Velocity
Roland Aut	10/14/2017	Twin/Box	Stearman
Skip Williams	4/15/2019	Single	182
Chris Badcock	7/14/2019	Single	Cherokee
Flying Horse/Nelms	12/1/2019	Single	Maule
Ben Marshon	6/15/2020	Single	Bonanza
Single Hangar Requested			
Steve Culpepper	2/27/2019	Single	Cherokee 180
ZLT Samuel Evans	8/20/2019	Single	Silvaire 8E
Richard Bailey	10/27/2019	Single	Cherokee 180
Earl Ingram	11/13/2019	Single	Mooney 20R
Brian Parker	10/23/2020	Single	Grumman
Mark Miller	10/31/2020	Single	Cherokee 140
Shannon Kay	12/3/2020	Single	Cherokee 160
Ronald Newcomb	1/26/2021	Single	Van's
Shane Gandy	1/27/2021	Single	Piper PA-28
RCAC	1/27/2021	Single	Cessna 172G
Twin Hangar Requested			
Customers Waiting To Purchase Aircraft			
Bill Buck	4/7/2016		Single
Paul Watson	4/11/2016		Single
Omar McCants	4/30/2018		Single
Reed Hovle	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
Tim Villegas/Shroff	6/22/2020		Twin
Caroline Rimes	7/13/2020		Single
Don Jones	9/29/2020		Single
Jay Parker	3/11/2021		Single

HUMAN RESOURCES

Ms. Monica Stone provided the following update report.

- Promotions: None
- New Hires: (2)
 - Richard Malott II - Equipment Maintenance & Line Service Technician – Flightways DOH 04/26/2021
 - Katelynne Pease - Customer Service Representative – Flightways – DOH 04/26/2021
- Terminations/Resignations: None
- Current Vacant Positions: (4)

# of vacancies	Job Title	Department	Status
1	Line Service Technician (PT)	Flightways	Screening resumes
1	Facilities Supervisor	Maintenance	Screening resumes
1	Dual Certified Public Safety Officer	Public Safety	Screening resumes
1	Operations Supervisor	Maintenance	On Hold

- Contingent Offers Extended/Pending TSA Background
 - Dual Certified Public Safety Officer
 - Finance Director
- Additional Human Resources Additional Updates
 - April Employee Meeting: UNITY – Team Building exercise and Departmental Updates

MARKETING

Ms. Sonya Overton provided the following update report.

- We are currently working on an RFP for airport advertising services in order to generate additional non-aeronautical revenue. We plan to have it completed and ready to distribute in May.
- We are currently working on an RFP for Air Service Development consultants. We plan to have it completed and ready to distribute also in May.
- Seat covers have been ordered for the terminal to encourage social distancing practices. They should be delivered and installed within the next two weeks.

TERMINAL CONSTRUCTION UPDATE

Ms. Adrian Sellers provided the following update report.

- A1 (Hold-room and New Restrooms)
 - Demos complete in remaining section of hold room.
 - Slab cut out for floor boxes and millwork.
 - Storefront removed and new door frame installed for PBB#1
- A2 (TSA, Maintenance Shop, and Locker Rooms)
 - No work performed.
- B1 (Waiting Room) On schedule for December turn-over and move in:
 - Waiting room high-tops being installed
 - Outbound Baggage Handling System installed and commissioned/tested/inspected.
- B2 (Former TSA Space)
 - RAC moved into temporary space until Phase C is complete

- Exterior
 - Passenger boarding bridges in fabrication- PBB#3 schedule for delivery early May
 - Foundation installation complete
 - Front exterior metal ceilings ongoing- approx. 75% complete
 - Roof replacement complete-final inspection passed.
 - Exterior painting completed.
 - RAC parking canopies in progress- BHS canopy scheduled to be installed early May.
 - RAC parking landscape and irrigation complete
- 2nd Floor Restroom
 - Turned over and in use.
- Phase C (Baggage Return and Rental Car Counters)
 - Bathroom framing complete.
 - Bathroom plumbing complete.
 - Hanging schedule to begin next week.
 - Tile schedule for mid-May
 - High ductwork complete
 - Framing of serpentine wall ongoing-hanging sheetrock scheduled for next week.
 - Vestibule steel installed.
 - Baggage carousel panel installed.
 - Electrical and Communications room on-going

Ms. Clark provided the following letter of appreciation received.

Ms. Clark stated the afternoon of Sunday, March 7, 2021, Mr. Ernie Kelly had taken a friend flying in N14KM. Mr. Kelly was pulling his jacket out of the backseat when I noticed he had dragged his handheld transceiver out as well. His reflexively tried to catch it (which he did) and managed to drive his righthand ring finger into the side of the aircraft.

He managed to jam two knuckles and split the tip of the finger and the nail. There was blood everywhere.

As they went into the FBO with his clutching his hand, he said to Ms. Stephanie Lee was going to need a Band-Aid or something after he washed his hand and stopped the bleeding.

When Mr. Kelly came back from washing his hand, Ms. Lee had the first-aid kit out and some ointment and was ready to address the situation.

Ms. Lee was gentle, professional, and proficient. Mr. Kelly said this was obviously not the first injury she had dealt with. He was able to put the plane away and get home without bleeding on anything else. Even Mr. Kelly's sweet bride, Ms. Susan Kelly, was impressed with the bandaging.

Mr. Kelly wanted to be sure Ms. Clark knew how grateful he was that the Flightways desk staff does so much more than being sure ornery pilots and passengers have their flight-related requirements met. Ms. Stephanie Lee is a great example of going the extra mile.

Mr. Kelly asked Ms. Clark to please be sure Ms. Lee knows how much he appreciated her help that afternoon.

Ms. Clark too thanked Ms. Lee for her great service to Mr. Kelly.

Ms. Clark also, thanked the Maintenance Department for all their hard work.

OTHER MATTERS

Mr. Don Cook asked if there were any other matters to address?

With no other matters he asked for a motion to adjourn the meeting.

Motion to adjourn the meeting by Ms. Tana McHale was made; seconded by Mr. Art Guin unanimously approved by the Commission. Ayes: 4 / No: 0

There being no further business the meeting was adjourned at 9:48 A. M.

APPROVED:

Mary Scarbrough, Secretary

Don Cook

Mr. Don Cook, Chairman

MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, MAY 26, 2021

The following Commission members were present for the entire meeting.

<u>NAME</u>	<u>EXPIRES</u>
Mr. James Barker, Vice Chairman	December 31, 2023
Mr. Carl Rhodes, Jr., Secretary	December 31, 2024
Ms. Tana McHale, Treasurer	December 31, 2021
Mr. Art Guin	December 31, 2025

The following Commission members were absent:

Mr. Don D. Cook, Chairman	December 31, 2022
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Legal Counsel: Don Morgan

Staff members present:

Amber Clark, C.M., Airport Director
Michele Renfro, Flightways Columbus Manager
Mary Scarbrough, Office Manager
Daniel Thomas, Sr., Maintenance Manager
Sonya Overton, Director of Marketing & Air Service Development
Andre Parker, Chief of Public Safety
Eric Rivers, Operations Technician
Troy Pair, Facilities Technician
Blake Fulford, Airfield Maintenance Technician
Khalfani Walker, Landscaping Technician
Monica Stone, Human Resources Manager
Cameron Hagan, Airfield Maintenance Technician

Others present:

Ryan Wampler, Sauer; Pete Novak, Brian Thompson, RS&H; Bill Tudor, Jacob Redwine, Holt Consulting;
Camaris Luis-Payne, Benchmark; Tony Chapman, B & C Aviation, Gary Kunday

BUSINESS OF THE MEETING

Mr. James Barker called the May 26, 2021, Commission Meeting by Zoom to order at 9:30 A.M., to the meeting. Mr. James Barker asked if there was a motion to accept the minutes for the April 28, 2021, meeting.

Motion by Mr. Art Guin to approve the minutes for the April 28, 2021, Columbus Airport Commission Meeting; seconded by Mr. Carl Rhodes, Jr. and unanimously approved by the Commission. Ayes: 4 / No: 0

CONSIDER APPROVAL OF NEW COLUMBUS AIRPORT LOGO

Mrs. Sonya Overton stated the Marketing Department has come up with a new logo to be used at the Columbus Airport. The quoted price for the design work is \$400. We are requesting the Commission consider changing the current logo and move forward with a new concept as we work toward moving Forward with Focus.

I have coordinated with the Airport Director to develop a new logo concept for the Columbus Airport. We feel the new logo is most advantageous to the Commission for the following reasons:

- The current logo was designed with the concept of two planes flying in two directions with the understanding that one plane was headed north to Atlanta (Delta), and the other plane headed west to Dallas (American). However, once American left the market in 2012 the concept no longer applied as the directions of the planes set limitations on the airport. The new logo would be designed to represent the airport itself and not the directional path of our airline partners.

- The current logo eliminates our identifier leaving only the name of the Columbus Airport. Once the "Metropolitan" was removed in 2011, the new name caused great confusion with the Columbus Airport out of Columbus, Ohio who is also known as the Columbus Airport, Columbus Regional Airport and Columbus International Airport. The new logo would reinstate our CSG identifier which would eliminate all confusion to our counterpart and reinforce our location in the state of Georgia.
- The new logo combines several elements of distinction. First, would be our CSG identifier eliminating any further confusion of the location. Second, are the colors green, sand & blue incorporating the four elements of our region: **Green:** Representing *Harris County* in reference to their trees and nature, **Sand:** Representing *Chattahoochee County (Fort Benning)* in reference to the base, uniforms & artillery and **Blue:** Representing the Chattahoochee River that connects *Muscogee & Russell Counties*. Lastly, the four stars represent the four pillars of our aviation community: Commercial, General Aviation, Corporate & Cargo

The new logo will set us apart from our peers and identify the Columbus Airport easily within our Aviation community, pilots, tenants, visitors, and regional community stakeholders.

Mrs. Overton recommended changing the Columbus Airport logo.



Motion by Mr. Art Guin to approve the new Columbus Airport Logo; seconded by Ms. Tana McHale unanimously approved by the Commission. Ayes: 4 / No: 0

DIRECTORS REPORT

Mrs. Michele Renfroe provided the following Flightways Columbus report.

FLIGHTWAYS COLUMBUS

- **Volume Report:**

We pumped a little over 52,000 gallons of Jet A fuel in April. Our total volume significantly increased year over year. We pumped 9,000 gallons of Avgas which increased our volume year over year significantly. We are seeing an increase in Classic Air Fuel and flights compared to the past couple of months. The current trend right now is three flights a week. The Airline uplifts had a moderate increase due to a higher volume of fuel per each uplift.

Hangars:

We have several tenants that are moving hangars as well as renting the hangars that have been vacated. There are several tenants that have sold their airplanes as well as a couple of tenants that are moving due to job relocation over the next month.

We are also calling customers on the waiting list to let them know we have several available hangars that are for lease. Also, we will be working with Sonya in the marketing department to help market open hangars soon, as we continue to have availabilities.

- **Self-Serve:**

Self-serve had a moderate increase for April. Year over year comparison in 2020 was 726 gallons sold and 2021 was 1132 gallons sold.

- **Additional News:**

Update on Auburn Airport. The runways are still closed while they continue to work on pouring back the runway. They are looking at around the beginning of July to mid-July to reopen to traffic. We are housing both the Auburn University aircraft during this time. We have seen a high traffic volume for fuel as well as handling aircraft and car rentals for customers that are diverting traffic to our airport due to the closure.

We are also excited to have 2 new staff members as part of the Columbus Airport family.

Ms. Katelonne Pease is from Lakeland Florida where she worked at Bartow Aviation before moving to the Columbus area. She is also a single engine pilot who loves aviation.

Mr. Rick Malott is our new Aviation Equipment Maintenance line technician who is from Harris County and worked previously at the Pine Mountain Airport. They have made a great addition to the Flightways Columbus staff and are both knowledgeable in the Aviation industry.

We are also sad to say goodbye to one of our CSR's Ms. Stephanie Lee. She has been with Flightways for 2 years and is moving on to travel.

Comparative Airport List:

May 19th 2021					
Airport ID	Name	FBO	Jet A +	100LL FS	100LL SS
MCN	Middle Georgia Regional	Lowe Aviation	\$5.10	\$4.95	\$4.25
GVL	Lee Gilmer Memorial	Champion	\$5.19	\$6.25	\$4.73
GVL	Lee Gilmer Memorial	Lanier/Champion	~	\$5.73	\$4.73
HSV	Huntsville International	Signature	\$6.38	\$6.25	-
DHN	Dothan Regional Airport	Aero-One Aviation	\$5.45	\$5.12	-
ECP	NW Florida Beaches Intl	Sheltair	\$5.85	\$6.70	-
CHA	Lovell Field Airport	Wilson Air Center	\$5.72	\$6.35	-
MDQ	Huntsville Executive	Executive Flight Center	\$4.51	\$5.08	-
VPC	Cartersville Airport	Phoenix Air	\$3.80	\$4.95	-
FFC	Atlanta Regional Airport	Falcon Field	\$4.27	\$4.69	-
CSG	Columbus Airport	Flightways Columbus	\$5.21	\$5.60	\$4.45
Average			\$5.14	\$5.61	\$4.57

PIM	Pine Mountain	3.39	4.49	4.19
EUF	Eufaula	4.75	~	4.75

HANGAR WAITING LIST

CSG Hangar Waiting List			
Updated 05/19/21			
CSG Tenant Priority Move			
AJ Jain	5/9/2019	Twin/Single	Bonanza
Greg Auten	7/29/2019	Single	Bonanza
CSG Tenants Hangar to Hangar Requested			
Richard Knapp	10/27/2016	Single	Velocity
Skip Williams	4/15/2019	Single	182
Chris Badcock	7/14/2019	Single	Cherokee
Ben Marston	6/15/2020	Single	Bonanza
Robert Boehnlein	12/14/2020	Twin	172
Single Hangar Requested			
Steve Culpepper	2/27/2019	Single	Cherokee 180
2LT Samuel Evans	8/20/2019	Single	Silvaire 8E
Richard Bailey	10/27/2019	Single	Cherokee 180
Earl Ingram	11/13/2019	Single	Mooney 20R
Mark Miller	10/31/2020	Single	Cherokee 140
Shannon Kay	12/3/2020	Single	Cherokee 160
Ronald Newcomb	1/26/2021	Single	Van's
Shane Gandy	1/27/2021	Single	Piper PA-28
RCAC	1/27/2021	Single	Cessna 172G
Twin Hangar Requested			
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
Tim Villegas/Shroft	6/22/2020		Twin
Caroline Rimes	7/13/2020		Single
Don Jones	9/29/2020		Single
Jay Parker	3/11/2021		Single

HUMAN RESOURCES

Ms. Monica Stone provided the following update report.

Promotions: None

New Hires: (2)

DOH	Employee	Job Title	Department
June 8, 2021	Pamela Knight	Finance Director	Administration
June 8, 2021	Corey Brown	Dual Certified Public Safety Officer	Public Safety

Terminations/Resignations: (3)

Time of Service	Employee	Job Title	Department
10/22/2018 - 05/07/2021	Nainiu Chisolm	Line Service Technician	Flightways
04/23/2015 - 05/14/2021	Richard Baran	Dual Certified Public Safety Officer	Public Safety
04/07/2017 - 05/28/2021	Stephanie Lee	Customer Service Representative	Flightways

Current Vacant Positions: (6)

# of vacancies	Job Title	Department	Status
2	Line Service Technician (PT)	Flightways	Screening resumes
1	Facilities Supervisor	Maintenance	Screening resumes
1	Dual Certified Public Safety Officer	Public Safety	Screening resumes
1	Operations Supervisor	Maintenance	On Hold
1	Customer Service Representative	Flightways	Posted

Contingent Offers Extended/Pending TSA Background: None

Additional Human Resources Additional Updates

- May Employee Meeting: Department Heads provided departmental updates
 - Employees were asked to share ideas and suggestions regarding airport bucks
 - New employees Ms. Katelonne Pease and Mr. Richard Malott were introduced to the team members

Mr. James Barker asked how close are we to getting Ms. Pamela Knight to get on board as the new Finance Director?

Ms. Stone said she had checked in with CCG and they had reached out to Ms. Knight as far as screening. She also checked to see if they needed anything else additionally.

Ms. Stone stated that Ms. Knight is scheduled to be on board on June 8, 2021. Ms. Knight had some vacation planned so we pushed the date out to June 8, 2021, to accommodate Ms. Knight.

Mr. James Barker stated he understood. He knows we have had a lot of vacancies, have we reached out to our educational partners, Columbus Technical to post at job fairs since there may be a lot of people looking for employment?

Ms. Stone said yes, she has reached out to Columbus Technical College. She had made a connection to a job fair that was in Harris County. She reached out to LaGrange Technical College as well. She also reached out to a Welding School near Mobile, and she reached out to their recent graduates too.

Mr. James Barker asked Ms. Stone if she had reached out to Jordan High School for their graduates. They have a strong technical program there.

Ms. Stone stated she was not aware about Jordan High School's technical program, and she will reach out to them, she thanked Mr. Barker for bringing Jordan High School up.

Mr. Barker thanked Ms. Stone for the information.

Ms. Amber Clark stated as Ms. Stone mentioned she attended the Harris County job fair put on by Goodwill supported by the Chamber. She wanted to say an extra thanks to Ms. Stone because it was way after her shift, and she drove up there, had her booth, and made some great contacts along with getting some additional information for us to investigate our own job descriptions. Ms. Clark stated she knows it is tough in seeing the hiring signs across the country and commended Ms. Stone for her efforts in finding good applicants.

Ms. Stone said she is always open for suggestions and thanked Ms. Clark.

MAINTENANCE

Mr. Daniel Thomas, Sr. provided the following update report

Good morning everyone, I hope all is well with you.

The Maintenance Department had some big items replaced in May.

- On May 10, 2021, The Cap-Banks that went to 4-different airfield lighting constant current regulators were replaced. These were for
 - Runway 13/31
 - Taxiway Alfa and the Commercial ramp
 - Taxiway Charlie East
 - Taxiway Foxtrot

All the airfield constant current regulators in the airfield lighting vault are working at 100% now—all FAA NOTAMS were closed for these issues.

- On May 14, 2021, an old YORK AC and Heat rooftop unit (RTU) for the FAA 2nd floor office area was replaced by a new 12.5-ton Carrier AC and Heat rooftop unit (RTU). Our FAA tenants are happy and very cold with the new unit. The removal and installation were professionally completed by Brandon and his team at Holbrook Service Co.
- The Maintenance Department has rented a large CASE Backhoe and started the project to dig a ditch to drain the water that accumulated between the stockpile of dirt and other types of material at the Columbus Airport Construction Staging Area and the Aflac Hagar. This area is tough to access and provides a place for wildlife to hide in. After this project is completed, this area will remain dry and will be maintained by the maintenance department.

Mr. James Barker knows there has been a lot of concerns brought publicly. Mr. Daniel Thomas, Sr. and his Team have been really and promptly responsive to those concerns and have alleviated a lot of those issues very quickly and are in the process of dealing with the others that have not been dealt with yet. He thanked Mr. Daniel Thomas, Sr. for that and his continued work.

Mr. Daniel Thomas, Sr. thanked Mr. James Barker.

MARKETING

Ms. Sonya Overton provided the following update report.

- The RFPs for airport advertising services and Air Service Development consultant has been completed and are expected to go out on Friday, May 28th to the public for bid.
- There has been some confusion around the wearing of masks for fully vaccinated people whether masks are required or not required. We will continue to follow CDC guidelines which state that during travel wearing a mask over your nose and mouth is required on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations.
- Seat covers to continue to encourage social distancing practices have been installed and match very well with the new construction.

- Vending & ATM machines have been installed in the terminal both pre security and post security including a coffee machine & fresh food vending options for passengers.
- We are currently working on the marketing campaign for the American Airlines new route service from CSG to Charlotte and Dallas. We are meeting with several different companies and receiving presentations and proposals as we work on strategies and budget for marketing. Campaigns should begin next month with a combination of media platforms.
- We are planning the inaugural flight celebration and are currently working with American Airlines for more information on arrivals of the flights. More information to follow.
- We will be attending our first Air Service Development conference since 2019 next month and are currently scheduled to talk to 7 different airlines about new air service in our market.

Mr. James Barker thanked Ms. Sonya Hollis for this exciting information.

PUBLIC SAFETY

Chief Andre' Parker provided the following update report.

Good morning! Hi, hope that everyone is doing well and are just as excited as I am about the return of American Airlines.

Equipment/Facilities

- I am excited to say that with the help of Georgia Forestry, we have obtained a 3,300 Gallon eight-wheel ARFF truck from the United States Airforce. We have experienced a mechanical problem with the vehicle that is likely a result of the vehicle sitting for seven months before acquiring it. Once resolved it will be a valuable asset to the airport. We will be able to provide ARFF firefighting support for all large frame aircraft that we host here at CSG.

Staff

- We are excited and proud to announce that Public Safety Officers Marion Anderson, Benny Barrios, Steve Cato, and Norman Russ have completed the Airport Firefighters Course.
- Sadly, Officer Richard Baran has moved on and will be relocating to Arizona. He was an invaluable member of our team and will be missed. We wish him much luck in his new endeavors.
- We have filled one vacancy and screening applicants for the remaining vacancy to fill since Officer Baran's departure.

Training

- Earlier this month we conducted our Triennial exercise with our local first responder partners. Our exercise consisted of a simulated aircraft explosion with casualties, a secondary explosive device that was evaluated and mitigated by the bomb squad. Participation of other partners was limited due to President Biden's visit to Ft. Benning which took place on the same day.
- We will hold another exercise with the full participation of our partners this fall.

TERMINAL CONSTRUCTION UPDATE

Ms. Amber Clark provided the following update report on behalf of Ms. Adrian Sellers absence.

A1 (Hold room and New Restrooms)

1. Demo complete in remaining section of hold room
2. In slab floor boxes and electrical complete – concrete poured back
3. Soffit and wall framing complete
4. Electrical and lighting rough-in in progress
5. Scheduled to hang and finish sheetrock walls beginning last week of May

A2 (TSA, Maintenance Shop and Locker Rooms)

1. No work performed

B1-Waiting Room

1. Waiting room high tops installed
2. Final ticket counter installed

B2 –Former TSA Space

1. ATOs

- a. Wall framing, finishing, and painting complete
- b. Doors and hardware installed
- c. ceiling framing complete
- d. Millwork complete

2. Terminal

- a. Serpentine wall complete and painted
- b. Sloped ceiling complete and painted
- c. Cloud ceilings scheduled to complete next week
- d. Terrazzo floors scheduled to begin early June

Former TSA Space

- 1. RAC moved into temporary space until Phase C is complete

Exterior

- 1. PBB#3 installed, tested and staff trained
- 2. PBB#1 scheduled to deliver Mid-June
- 3. Front exterior metal ceilings ongoing – approx. 90% complete
- 4. Roof replacement complete – final inspection passed
- 5. RAC parking canopies complete – lighting scheduled to be installed late May
- 6. Baggage Handling Canopy Complete
- 7. Standing Seam Metal Roof Coating Scheduled to begin early June

2nd FL Restrooms

- 1. Turned over and in use

Phase C (Baggage Return and Rental Car Counters) -

- 1. Bathroom plumbing and walls complete
- 2. Tile ongoing – scheduled to complete by end of May
- 3. Framing of serpentine complete – hanging sheetrock scheduled to finish early June
- 4. Baggage return systems being installed
- 5. Electrical and Communications rooms on-going

Ms. Clark reported on May 11, 2021, the Columbus Airport was awarded the 2020 Air Carrier Airport Safety Award within the FAA Southern Region. The Southern Region consists of eight states including, Kentucky (6), Tennessee (5), North Carolina (11), South Carolina (6), Georgia (8), Alabama (6), Mississippi (8), and Florida (20) with a total of seventy commercial service airports. Thirty airports within the Southern region are considered core airports accommodating some of the busiest air routes in the nation.

In 2019 we recorded one operational incident (OI), five pilot deviations (PD), and five vehicle/ pedestrian deviations (VPD) for a total of eleven runway incursions for the year.

During 2020 our team implemented several initiatives to improve the safety of our airfield for all users. The first initiative was hosting a meeting with our airport staff that drive on the airfield and air traffic control to discuss phraseology, movement boundaries, and develop location quadrants to help set clear expectations and formulate a consistent understanding of the airfield and its boundaries.

The second initiative was to implement a practical driving test after the computerized driver training was completed to ensure the driver could properly execute the training.

The third initiative was designating two intersections on the airfield with histories of runway incursions as hot spots. Displaying these hot spots on our airport diagram has cautioned pilots to take greater care when traveling through these intersections reducing potential incursions.

The final initiative was installing additional directional and location signs on the reverse side of the current airfield signs providing greater taxiway/intersection awareness. After all these initiatives were implemented, our total incursions were reduced to two pilot deviations in 2020.

I would like to sincerely recognize and congratulate everyone involved in this endeavor to make our airport safer! Thank you, Mr. Daniel Thomas, Sr. and the airfield team (who worked with ATC on the airfield quadrants and proper phraseology, installed the new signage, and provide practical driver training and escorts) Chief Andre' Parker, Ms. Shaundra Goodwin, and the Public Safety Officers (who went through the process of executing the hot spots official designation, assisted in developing the practical driver training, and monitors phraseology of radio calls) Ms. Michele Renfroe, Mr. Darryl Graham, and the Line Operations Team (who trained with ATC to get a perspective from the Tower of the visualization of the airfield to reiterate the appropriate movement/non-movement areas as well as correct phraseology and understanding of typical movements). Great work team!

Ms. Amber Clark thanked everyone as it took all of us to work together to get this done. She is super proud of everyone thanking them again for their committed dedication to this airport and their safety.

Mr. Art Guin thanked everyone that Ms. Clark mentioned stating safety must be one of our top priorities! Everyone has done an awesome job, and this is great to hear!

Mr. James Barker agreed and second those remarks adding this is an amazing accomplishment and kudos to everybody involved. He asked if we were going to make this an additional selling point on our social media and advertising?

Ms. Amber Clark stated she wanted to tell the Commissioner's first and after the meeting today Ms. Sonya Overton will be posting a press release.

Ms. Amber Clark reported that Mr. Steve Brian, our representative from GDOT had contacted her as he was super excited! Obviously, it is a very big deal to win this award out of eight states and for a Georgia Airport like ours to win an award like this. Mr. Brian was going to be briefing the Governor on this matter and Ms. Clark sent him all the information on this award. This award is awesome to receive, Ms. Clark is immensely proud on receiving this award!

Mr. Art Guin said kudos to all on all that is going on with the rehab terminal project. With the building in the terminal, materials, is there any budget overloads, delays, or have a timeline for the project.

Ms. Amber Clark stated these are good questions, we are incredibly lucky we had planned right before covid, and a lot of the contractors had already purchased or negotiated prices of the materials needed for the project. This has prevented significant cost overrun or delays. The few we are running into are more related to minimal change orders.

Mr. Ryan Wampler from Sauer Construction reported the staff is good to work with, and challenges can happen. He stated they could not have done this project as quickly or as smoothly as this has been a very collective team project and he really appreciates everyone jumping in and helping. He thanked the Commission for their team being able to support this project has made everything flow proficiently.

OTHER MATTERS

Mr. James Barker asked if there were any other matters?

With no other matters he asked for a motion to go into closed session.

Mr. James Barker announced with no further business the meeting was adjourned to closed session to discuss personnel matters at 10:00 A.M.

Motion to go into closed session by Mr. Art Guin was made: seconded by Mr. Carl Rhodes, Jr. and unanimously approved by the Commission. Ayes: 4 / No: 0

Motion to return to open session Ms. Tana McHale was made: seconded by Mr. Art Guin and unanimously approved by the Commission. Ayes: 4 / No: 0

Action was taken by the Commission on the items presented.

Motion to adjourn the meeting by Ms. Tana McHale was made; seconded by Mr. Art Guin unanimously approved by the Commission. Ayes: 4 / No: 0

There being no further business the meeting was adjourned at 10.23 A. M.

APPROVED:

Mary Scarbrough, Secretary

Mr. James Barker, Vice Chairman

MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, JULY 28, 2021

The following Commission members were present for the entire meeting.

<u>NAME</u>	<u>EXPIRES</u>
Mr. Don D. Cook, Chairman	December 31, 2022
Mr. Carl Rhodes, Jr., Secretary	December 31, 2024
Ms. Tana McHale, Treasurer	December 31, 2021

The following Commission members were absent:

Mr. James Barker, Vice Chairman	December 31, 2023
Mr. Art Guin	December 31, 2025

Legal Counsel: Don Morgan

Staff members present:

Amber Clark, C.M., Airport Director
Michele Renfro, Flightways Columbus Manager
Mary Scarbrough, Office Manager
Daniel Thomas, Sr., Maintenance Manager
Sonya Overton, Director of Marketing & Air Service Development
Andre Parker, Chief of Public Safety
Eric Rivers, Operations Technician
Troy Pair, Facilities Supervisor
Khalfani Walker, Landscaping Technician
Monica Stone, Human Resources Manager
Cameron Hagan, Airfield Maintenance Technician
Marshall Upshaw, Landscaping Supervisor
Pam Knight, Director of Finance
Adrian Sellers, Project Coordinator
Shaundra Goodwin, Security Specialist

Others present:

Pete Novak, Brian Thompson: RS&H; Philip Thayer, Thayer-Bray Construction; Gary Kudey; Larry Henderson; Adam Nichols; Marty Flournoy

BUSINESS OF THE MEETING

Mr. Don Cook called the July 28, 2021, Commission Meeting by Visual and Zoom to order at 9:33 A.M., to the meeting. Mr. Don Cook asked if he could entertain a motion to approve the minutes for the June 30, 2021, meeting.

Motion by Ms. Tana McHale to approve the minutes for the June 30, 2021, Columbus Airport Commission Meeting; seconded by Mr. Carl Rhodes and unanimously approved by the Commission. Ayes: 2 / No: 0

Mr. Cook asked if there was any discussion concerning the June 30, 2021, minutes? With no discussion the motion was carried.

CONSIDER APPROVAL OF FY21 BONUS AWARDS

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

authorities require that certain assets be held in different institutions and the bank therefore needs to be the lessee as apposed to the holding company. This lease has been assigned several times TSYS was involved in at one time and I believe it came out when Global Payments bought TSYS and again this is basically our same tenant that you have had for 30 years now.

Mr. Carl Rhodes entertained the approval for the assignment from Synovus Financial Corp to Synovus Bank.

Motion by Mr. Don Cook to approve the assignment from Synovus Financial Corp to Synovus Bank; seconded by Mrs. Tana McHale unanimously approved by the Commission. Ayes: 2 / No: 0

Mr. Carl Rhodes entertained a motion to step down as Chairman and select Don Cook to step in as Chairman.

Motion by Mrs. Tana McHale to approve the assignment from Synovus Financial Corp to Synovus Bank; seconded by Mr. Don Cook unanimously approved by the Commission. Ayes: 2 / No: 0

DIRECTORS REPORT

Ms. Michele provided the following Flightways Columbus report.

FLIGHTWAYS COLUMBUS

- **Volume Report:**

We pumped a little over 55,891 gallons of Jet A fuel in June 2021. Our total volume increased significantly compared to 24,217 pumped in June 2020. We pumped 8,250 gallons of Avgas which increased our volume year over year by 31%. There was a 73% increase in Classic Air Fuel uplifts compared to 2020. The Airline uplifts had a significant increase due a higher volume of fuel per each uplift.

- **Self-Serve:**

Flightways saw a 70% increase in self-serve gallons sold in June 2021. Home based customers purchased 238 gallons while transient traffic purchased 800 gallons.

- **Fuel Supplier:**

This month I was able to visit our new fuel supplier Avfuel in Ann Arbor Michigan. While at the corporate location I toured the truck shop and was able to have one on one conversations with all the QA staff about items we felt were important to us for being able to work more efficiently. I met with all the departments for fuel ordering, contract fuel, fuel sales, accounting, and the marketing department.

We feel great about Avfuel being able to work with Flightways on marketing our area and reaching a broader demographic to help our company grow. Our Avgas truck and two Jet fuel trucks are due to be delivered this week and all line technicians will have the opportunity to be trained by Chris who is part of the QA team in the truck shop. We are excited and looking forward to the August 1st start date with Avfuel.

- **Additional News:**

Flightways saw an increase in Military flights in June 2021. We had numerous days where we had multiple Blackhawks serviced as well as Chinooks. Over a two-day time span we had 12 Apache land and stay overnight for several days due to weather. The fuel uplift for June was 10,553.

Hangar Waiting List

CSG Hangar Waiting List			
Updated 07/21/21			
CSG Tenant Priority Move			
AJ Jain	5/9/2019	Twin/Single	Bonanza
Greg Auten	7/29/2019	Single	Bonanza
CSG Tenants Hangar to Hangar Requested			
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Single Hangar Requested			
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Twin Hangar Requested			
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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 McEmore	6/16/2020	Single	
Tim Villegas/Shroff	6/22/2020	Twin	
Caroline Rimes	7/13/2020	Single	
Don Jones	9/29/2020	Single	
Jay Parker	3/11/2021	Single	
Mark Wrigglesworth	6/8/2021	Single	

MAINTENANCE

Mr. Daniel Thomas, Sr. provided the following update report

Good morning everyone, I hope all is well with you.

Mr. Cameron Hagan with the Maintenance Department was promoted from Airfield Maintenance to Facilities Technician. Cameron showed great interest and retained a lot of skill and knowledge from being cross trained this past winter in the Facilities Division. Troy, the Facilities Supervisor, and I felt that Cameron was the best candidate to pick from for this position. The Maintenance Department is thrilled to have Cameron, as are Facilities Tech.

All the Divisions in The Maintenance Dept. has been very busy assisting and escorting the past month for different contractors as projects are coming to an end or starting up, like the upstairs 2nd floor renovations, FAA communication lines being updated by an extensive communication company, and a new fire alarm system being installed for the 2nd floor and FAA areas to just name a few.

Troy with the Facilities Division has temporarily pulled away from the hangar's work to catch up with the much-needed airport terminal, CRASH station, and FBO building maintenance repairs.

MARKETING

Ms. Sonya Overton provided the following update report.

- The marketing campaign for the American Airlines new route service from CSG to Charlotte and Dallas is active. There are three billboards up, two in Columbus on Veterans Parkway by Car Maxx & on 2nd Avenue and one in Phenix City off Summerville Rd. The landing page is active and email distribution as well as direct mail pieces go out this week. The Social media marketing begins August 1st.
- The inaugural flight for American Airlines is scheduled for Tuesday, August 17, 2021, at 2p. Media will be onsite beginning at noon with live broadcasting the day of and there will be giveaways. The airport director is scheduled to do several interviews the week before discussing American Airlines and the importance of using the service.
- The Airport Director gave a presentation to Kiwanis Club Tuesday, July 20th discussing Air Service Development processes, Terminal renovation and American Airlines service beginning in August.
- We are currently working on the marketing strategy and timeline for Flightways Columbus and met with AvFuel Marketing who will assist per their contract. The first-year strategy will be an awareness campaign for Flightways focusing on Customer service, the new fuel service provider, AvFuel credit card & awards program. We will be developing new print ads, digital & social media content, a website audit and are working on the press release for new service.

TERMINAL CONSTRUCTION UPDATE

Ms. Adrian Sellers provided the following update report.

A1 (Hold room and New Restrooms)–

1. Gate #1 area finishes complete minus ceiling tiles and final paint.
2. Rewiring in progress for American Airlines to Gate Counter

A2 (TSA, Maintenance Shop and Locker Rooms) –

1. TSA permanent keys/locks installed / turned over

B2 (ATOs)

1. American Airlines ATO space renovation in progress
2. Demo complete
3. Wall framing Complete
4. Sheetrock complete
5. Flooring Complete
6. Paint and data rough in scheduled for this week.
7. No HVAC work performed – waiting to determine final design

Terminal

1. Ticket counters installed

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, AUGUST 25, 2021**

The following commission members were present for the entire meeting:

<u>NAME</u>	<u>EXPIRES</u>
Mr. Don D. Co, Chairman	December 31, 2022
Mr. Carl Rhodes, Jr., Secretary	December 31, 2024
Ms. Tana McHale, Treasurer	December 31, 2021
Mr. James Barker, Vice Chairman	December 31, 2023
Mr. Art Guin	December 31, 2025

Legal Counsel: Alston Lyle

Staff members present:

Amber Clark, C.M., Airport Director
Michele Renfroe, Flightways Columbus Manager
Mary Scarbrough, Office Manager
Daniel Thomas, Sr., Maintenance Manager
Sonya Overton, Director of Marketing & Air Service Development
Andr  Parker, Chief of Public Safety
Eric Rivers, Operations Technician
Troy Pair, Facilities Supervisor
Khalfani Walker, Landscaping Technician
Monica Stone, Human Resources Manager
Cameron Hagan, Airfield Maintenance Technician
Pam Knight, Director of Finance
Adrian Sellers, Project Coordinator
Suzanna Adams, Hospitality Team Member
Blake Fulford, Airfield Specialist
Mona Mitchell, Hospitality Team Member
Anthony Pugh, Hospitality Team Supervisor
Kevin Mullins, Public Safety

The following staff members were absent:

Marshall Upshaw, Landscaping Supervisor
Shaundra Goodwin, Security Specialist

Others present:

Pete Novak, Brian Thompson: RS&H; Adam Nichols; Jacob Redwine: Holt Consulting

BUSINESS OF THE MEETING

Mr. Don Cook called the August 25, 2021, Commission Meeting by Visual and Zoom to order at 9:35 am. Mr. Don Cook asked to consider adoption of the minutes for the meeting of July 28, 2021.

Motion by Ms. Tana McHale to approve the minutes for the July 28, 2021, Columbus Airport Commission Meeting; seconded by Mr. Jimmy Barker and unanimously approved by the Commission. Ayes: 2 / No: 0

CONSIDER APPROVAL OF AIR SERVICE DEVELOPMENT CONSULTANT

Ms. Sonya Overton provided the following update report:

Mr. Don Cook asked if there was any discussion. Hearing no discussion, Mr. Cook entertained a motion to approve Amendment #3 as presented. Mr. Art Guin motioned to approve Amendment #3; seconded by Mr. James Barker unanimously approved by the Commission. Ayes:2 / No: 0

CONSIDER APPROVAL OF AMENDMENT #4

Ms. Amber Clark provided the following update report:

Upon American Airlines announcement to enter the Columbus market, it became apparent changes were necessary to accommodate the need of the airline in the existing airline ticket offices, ticket counters, and outside apron area.

These changes were to provide a new layout combining the existing airline ticket offices and half of the professional meeting space are to accommodate additional storage and office. Provide additional data requirements for the offices and airline ticket counters. Outlets for the charging of ground service vehicles and the use of an ice machine were designed as well as a potable water hook-up.

RS&H had to reconfigure the design of the offices, electrical lines, data and power, HVAC ductwork and recommend appropriate units the interior of the space and provide drawings to specifications for Sauer to complete the install as well as quality control of the proposed changes.

I recommend approving Amendment #4 presented by RS&H.

Mr. Don Cook asked if there was any discussion. Hearing no discussion, Mr. Cook entertained a motion to approve Amendment #4 as presented. Mr. Art Guin motioned to approve Amendment #3; seconded by Mr. James Barker unanimously approved by the Commission. Ayes:2 / No: 0

Ms. Amber Clark requested to change the agenda to include consideration for approval of RS&H and Benchmark's cost for additional services in July & August.

Mr. Don Cook asked if he could entertain a motion to approve amending the agenda as stated by Amber Clark. Mr. James Barker motioned to approve; seconded by Tana McHale unanimously approved to change the agenda. Ayes: 2 / No: 0

CONSIDER APPROVAL OF RS&H AND BENCHMARK'S COST FOR ADDITIONAL SERVICES IN JULY & AUGUST

Ms. Amber Clark provided the following update report:

Due to the delay of materials to include mainly terrazzo flooring the completion of the Terminal project has been extended to September 1st. The delay in terrazzo was due to the winter storm in Texas which completely shut down the factory producing the terrazzo for our project. Other aspects of construction were delayed like installation of millwork and supporting functions like electrical and power because it was necessary for the millwork to sit on top of the completed terrazzo flooring.

• Hangars:

We have several tenants on the waiting list that are moving hangars the 1st of September. These tenants have been on the list to move from hangar to hangar as availability opens up. We have had a few tenants move away due to jobs as well as selling of their aircraft due to medical reasons.

Ms. Amber Clark asked if there were any questions. No questions were presented.

HUMAN RESOURCES

Ms. Monica Stone provided the following update report:

Promotion: None

New Hires: 2

- Shenna Zavala - Hospitality
- Tyrell Jones - Line Service Technician

Terminations/Resignations: None

# of vacancies	Job Title	Department	Status
1	Line Service Technician (Part-Time)	Flightways	Interviewing
1	Airfield Maintenance Technician	Maintenance	Posted
1	Operations Supervisor	Maintenance	On Hold
2	Firefighters	Public Safety	Posted
3	Police Officers	Public Safety	Posted

Current Vacant Positions: (8)

*Public Safety has implemented a realignment

Human Resources Area Updates

Compensation

- Developing a Compensation Model for Public Safety Department
- Dr. Bryant completed reclassification and evaluations Phase 1
- CSG employees received 2% COLA increase

Compliance

- Developing a Succession Plan for Columbus Airport Commission
- Reviewing Employee Manual for possible revisions

Employee Engagement

- August Employee Meeting: Departmental updates

Recruitment

- CSR position offer extended- waiting on TSA Background

Retention

- Creating a culture of recognition and feedback

airlines that service CSG and the importance of using your Hometown Airport.

- We have several upcoming speaking engagements to continue to spread the word and educate our community on air service and the using CSG. The Airport Director will be speaking to the East Alabama Chamber of Commerce on Wednesday, September 8th and planning to speak to the Greater Columbus Chamber Board of Directors per calendar confirmation.
 - Rebranding is happening across the airport with the new logo. We are in the process of changing out all old logos with the new logo from the main entrance sign, parking signs and more. Main entrance sign scheduled to change within the next 3 weeks.
 - Flightways Marketing plan continues with its first-year strategy to create awareness. Tenant letters have gone out and a press release as well as a social media feature was posted through AvFuel, Flightways and Columbus Airport Facebook pages. We are now focusing on the website and digital listing audits and developing a new print ad.
 - We are currently working on an RFP for website development services in order to update our current website which is outdated quickly due to widgets and plugins that are no longer working or outdated. We plan to have it completed and ready to distribute next month.
- Ms. Sonya Overton as if there were any question. No questions were presented.

PUBLIC SAFETY

Mr. André D Parker provided the following update report:

Good morning. I hope everyone is doing well and keeping safe.

Wildlife - I'm pleased to report that Officer Anderson (A Squad) has eradicated two coyote and one deer over the past few weeks. Wildlife sightings have gone down but we remain vigilant in watching for wildlife activities. Canada Goose migration has begun. We ask that our aviation community keep a watchful eye and fly with caution. Public Safety and Operations will use every mitigation tool available to keep our airspace safe.

Staffing - As previously reported by Director Clark and HR Manager Stone, Public Safety will be restructuring our staffing to increase our presence within and around the terminal.

New Equipment - The new automated breach control exit lane has been approved by TSA and is now in service. It has already proven to be a huge asset by eliminating the need for a Public Safety Officer to open doors for exiting passengers.

Mr. Andre Parker asked if there were any questions. No questions were presented.

TERMINAL UPDATE

Ms. Adrian Sellers provided the following update report:

A1 (Hold room & TSA checkpoint)-

mark down (especially for a lot of young people) when you look back and drive by the Airport to remember that you are a part of the development.
With no other matter Mr. Cook motion to adjourn meeting.



Amber Clark, Airport Director/Assistant Secretary



Mr. Don Cook, Chairman

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, SEPTEMBER 22, 2021**

The following commission members were present for the entire meeting:

<u>NAME</u>	<u>EXPIRES</u>
Mr. Don D. Cook, Chairman	December 31, 2022
Mr. Carl Rhodes, Jr., Secretary	December 31, 2024
Ms. Tana McHale, Treasurer	December 31, 2021
Mr. Art Guin, Commissioner	December 31, 2025

Legal Counsel: Don Morgan
Keith Pridgen

Staff members present:

Amber Clark, C.M., Airport Director
Michele Renfroe, Flightways Columbus Manager
Daniel Thomas, Sr., Maintenance Manager
Sonya Overton, Director of Marketing & Air Service Development
Andr  Parker, Chief of Public Safety
Eric Rivers, Operations Technician
Troy Pair, Facilities Supervisor
Khalfani Walker, Landscaping Technician
Pam Knight, Director of Finance
Adrian Sellers, Project Coordinator
Suzanna Adams, Hospitality Team Member
Blake Fulford, Airfield Specialist
Mona Mitchell, Hospitality Team Member
Kimberly Baldwin, Interim Office Manager
Marshall Upshaw, Landscaping Supervisor
Shaundra Goodwin, Security Specialist
Shenna Zavala, Hospitality Team Member

The following staff members were absent:

Monica Stone, Human Resources Manager
Cameron Hagan, Airfield Maintenance Technician
Anthony Pugh, Hospitality Team Supervisor
Kevin Mullins, Public Safety
Mary Scarbrough, Office Manager

Others present:

Jacob Redwine: Holt Consulting

BUSINESS OF THE MEETING

Mr. Don Cook called the September 22, 2021, Commission Meeting by Visual and Zoom to order at 9:36 am. Mr. Don Cook asked to consider adoption of the minutes for the meeting of August 25, 2021 and if there was any discussion. No discussion.

Motion by Ms. Tana McHale to approve the minutes for the August 25, 2021, Columbus Airport Commission Meeting; seconded by Mr. Art Guin and unanimously approved by the Commission. Ayes: 4 / No: 0

CONSIDER APPROVAL OF HOLT'S WORK AUTHORIZATION FOR PROJECT:

- A. Airport Concessions Disadvantaged Business Enterprise (ACDBE) Plan Update for TY2020-FY2022
- B. 3 Year DBE Plan Update for FY2022-2024
- C. Runway 31 Safety Area Improvements, NAVAIDs, and Marking Project (Schedule A)
- D. Airfield Marking Updated Project (Schedule B)
- E. Airport Master Plan/Airport Layout Plan (ALP) Update (Phase 1)

Ms. Amber Clark provided the following update report:

Airport Concessions Disadvantaged Business Enterprise (ACDBE) Plan Update for FY2020

- FY2022 (Design Services)

This agreement will provide Design Services for the 3 Year ACDBE Plan Update Plan for FY2020 -

FY2022 at the Columbus Airport. This project generally consists of providing professional ACDBE Services for the purpose of performing the FAA-required update of the

Airport's ACDBE Plan in order to be eligible to accept FAA Grant Funds. Cost \$14,160.00

3 Year DBE Plan Update for FY2022 - FY2024 (Design Services)

This agreement will provide Design Services for the 3 Year DBE Plan Update Plan for FY2022 -

FY2024 at the Columbus Airport. This project generally consists of providing professional DBE

Services for the purpose of performing the FAA-required update of the Airport's DBE Plan in order

to be eligible to accept FAA Grant Funds. Cost: \$12,210.00

Runway 31 Safety Area Improvements, NAVAIDs, and Marking Project (Construction

Phase Services for Schedule A)

This agreement will provide Construction Phase Services for the Runway 31 Safety Area

Improvements, NAVAIDs, and Marking Project at the Columbus Airport. Cost: \$164,230.00

Airfield Marking Updates Project (Construction Phase Services for Schedule B)

This agreement will provide Construction Phase Services for the Airfield Marking Updates

Project at the Columbus Airport. Cost: \$49,840.00

• Hangars:

We have signed several leases for new tenants as well as moved a couple of tenants to new hangar locations. We are also in the process of leasing several hangars to customers that have purchased new aircraft over the next couple of weeks. These tenants have been on the list to move from hangar to hangar as availability has opened up.

We are also working with a couple of contractors that have visited our site to assess the hangars so we can begin some of the repairs we have spoken about recently. We have one local contractor that has started some work in hangar 13 and 11 as well as a contractor from Georgia that visited this past week. We will keep you updated on the hangar assessment and repairs.

Comparative Airport List:

September 15th 2021					
Airport ID	Name	FBO	Jet A +	100LL FS	100LL SS
MCN	Middle Georgia Regional	Lowe Aviation	\$5.30	\$5.15	\$4.45
GVL	Lee Gilmer Memorial	Champion	\$5.59	\$6.45	\$5.29
GVL	Lee Gilmer Memorial	Lanier/Champion	~	\$6.23	\$5.23
HSV	Huntsville International	Signature	\$6.56	\$6.46	-
DHN	Dothan Regional Airport	Aero-One Aviation	\$5.75	\$5.73	-
ECP	NW Florida Beaches Int'l	Sheltair	\$5.98	\$6.82	-
CHA	Lovell Field Airport	Wilson Air Center	\$5.91	\$6.56	-
MDQ	Huntsville Executive	Executive Flight Center	\$4.54	\$5.38	-
VPC	Cartersville Airport	Phoenix Air	\$3.96	\$4.96	-
FFC	Atlanta Regional Airport	Falcon Field	\$4.59	\$4.99	-
CSG	Columbus Airport	Flightways Columbus	\$5.40	\$5.87	\$4.68
		Average	\$5.35	\$5.87	\$4.99
PIM	Pine Mountain		3.39	4.79	4.49
EUF	Eufaula		4.98	~	5.00
LGC	Lagrange-Callaway		3.95	4.95	4.65

Terminations/Resignations: None

Current Vacant Positions: (9)

# of vacancies	Job Title	Department	Status
2	Line Service Technician (Part-Time)	Flightways	Re-posted
1	Airfield Maintenance Technician	Maintenance	On Hold
1	Operations Supervisor	Maintenance	Posted Internally
2	Firefighters	Public Safety	Posted
3	Police Officers	Public Safety	Posted

*Public Safety has implemented a realignment

Human Resources Area Updates



☐ **Compensation**

- o Developing a Compensation Model for Public Safety Department
- o 5% Retention Increase for Public Safety effective 09/04/2021
- o Dr. Bryant completed Phase 1 working on Phase 2

☐ **Compliance**

- o SHRM Georgia Annual Conference September 22nd -24th
- o Developing a Succession Plan for Columbus Airport
- o Reviewing Employee Manual for possible revisions

☒ **Employee Engagement**

- o August Employee Meeting: Departmental updates

☐ **Recruitment**

- o Actively recruiting for vacant positions

☐ **Retention**

- o Creating a culture of recognition and feedback
- o Developing employees. We want employees to know they have a future with Columbus Airport.
- o Recognize and appreciate employee contributions and volunteerism.

Ms. Amber Clark asked were there any questions or comments. No questions or comments were presented.

MARKETING

Ms. Sonya Overton provided the following update report:

- The safety of our customers and staff remains a priority for the Columbus Airport

Commission, therefore we partnered with the Columbus Health Department on

Tuesday, September 14th to provide free COVID-19 vaccines in the main terminal

Overall items

1. PA System Commissioning 9/29/21
2. Door Hardware Install in airport overall 9/21/21
3. Signage to be completed Oct 4th-8th
4. Touch up paint ongoing
5. Air Curtain install
6. Access Control Completion 9/22/21

Ms. Sellers asked if there were any questions. No questions presented.

DIRECTOR'S UPDATE

Ms. Amber Clark provided the following update report:

- In the month of October we will begin a project on runway 13-31. This project will address the Runway 31 end safety area by bringing it into compliance through grading/building embankment to the southeast of the runway end, as well as displacing the existing threshold markings. New runway edge lights will be installed from the Runway 31 end to the intersection with Runway 6-24, to comply with FAA spacing standards as a result of the displaced threshold. Additionally, the existing VASI-2 system will be demolished and replaced by a new PAPI-4 system to be owned and maintained by Columbus Airport. Finally, the entire Runway 13-31 will be crack sealed and receive new reflective pavement markings that adhere to the latest FAA guidance.

- We have been informed that there are seven obstacles off the end of 24 that are affecting vertical guidance of the designated approach. I am working with the FAA, we have identified these obstacles, and have confirmed they are still present and are at a height that affects the approach minimums. We will be working with Holt Consulting to get the proper easements and clear the obstacles as necessary.

Ms. Amber Clark asked if there were any questions. No questions.

Mr. Clark acknowledge the great job from all the department. Also Mr. Art Guin acknowledge the great job everyone is doing.

With no other matter Mr. Cook motion to adjourn meeting.



Amber Clark, Airport Director/Assistant Secretary



Mr. Don Cook, Chairman

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, September 27, 2023**

The following commission members were present for the entire meeting:

<u>NAME</u>	<u>EXPIRES</u>
Mrs. Dannell Marks, Vice Chairwoman	December 31, 2026
Mr. James Barker, Treasurer	December 31, 2023
Mr. Carl Rhodes, Jr., Secretary	December 31, 2025
Mrs. Delois Marsh, Commissioner	December 31, 2028

Legal Counsel: Alston Auten

Staff Members Present:

Maggie Turnham, Executive Assistant
Daniel Thomas, Maintenance Manager
Amanda Vickers, Facilities Technician Supervisor
Omar Jacobs, Operations Technician
Cody Davenport, FBO Manager
Timothy Strickland, Finance Director
Sonya Overton, Director of Marketing & Air Service Development

Others Present:

Phillip Thayer, Airport Tenant
Jacob Redwine, Holt Consulting
Justin Vest, Mainscapes
Ben Crockett, Mainscapes

BUSINESS OF THE MEETING

Mrs. Dannell Marks called the September 27, 2023, Regular Commission Meeting to order at 9:32 a.m.

**CONSIDER ADOPTION OF THE MINUTES FOR THE REGULARLY
SCHEDULED COMMISSION MEETING ON AUGUST 23, 2023**

Mrs. Marks asked to consider adoption of the minutes for the regularly scheduled commission meeting on August 23, 2023.

Motion by Mr. Barker to approve the minutes, seconded by Mrs. Marsh and unanimously approved by the Commission. Ayes: 4 No: 0

**CONSIDER APPROVAL OF THE UPDATED TRAVEL REIMBURSEMENT
POLICY**

Mrs. Marks asked to consider the approval of the updated travel reimbursement policy.

Motion by Mr. Barker to approve the policy, seconded by Mrs. Marsh and unanimously approved by the Commission. Ayes: 4 No: 0

**CONSIDER APPROVAL TO REMOVE PAMELA KNIGHT AND
BERNADETTE ZUBER FROM OUR BANK ACCOUNTS AND ADD**

TIMOTHY STRICKLAND, AS WELL AS MAKE SOME CHANGES TO THE CREDIT CARD ACCOUNTS.

Mrs. Marks asked to consider the approval of the changes to the bank account.

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

DIRECTOR'S UPDATES

Finance

Mr. Timothy Strickland gave the finance report, wherein he talked about the audit process and updates on the closing of the months.

Flightways

Mr. Cody Davenport gave the Flightways report, wherein he discussed hangar repairs, new hangar tenants and leases, employee updates, fuel price comparisons, and fuel sales.

Fuel Price Comparison					DATE: 09/18/2023
Airport Identifier	Name	Jet A + Premixed	AvGas	SS100L	FBO COMPANY NAME
CSG		\$7.11	\$7.26	\$6.38	Flightways Columbus
MCN (478) 788-3491	Macon	N/A	N/A	N/A	Lowe Aviation
GVL (878) 989-2395	Gainesville	~	\$8.05	\$7.05	Lanier Flight Center
HSV (256) 772-9341	Huntsville	\$7.76	\$6.58	~	Signature
DHN (334) 983-4541	Dothan	\$7.00	\$7.11	~	Aero One Aviation
ECP (850) 233-4717	Panama City	\$8.24	\$7.99	~	Sheltair
CHA (423) 855-2299	Chattanooga	\$7.26	\$7.51	~	Wilson Air Center
MDQ (256) 828-1403	Dwntwn Huntsville	\$8.49	\$6.24	~	Excutive Flight Center
VPC (770) 382-9800	Cartersville	\$6.95	\$6.49	~	Phoenix Air
FFC (770) 487-2225	Falcon Field	\$6.39	\$6.10	~	Atlanta Regional Airport
AVERAGE		\$7.01	\$7.01	\$7.05	
PIM (706) 663-2083	Pine Mountain	\$5.99	\$5.30	\$5.15	
EUF (334) 687-2051	Eufaula	\$5.84	~	\$6.08	
LGC (706) 884-2121	Lagrange	\$5.25	\$5.75	\$5.40	

Human Resources

Mrs. Maggie Turnham gave the human resources report, wherein she discussed vacant positions and employee resignations/terminations. The Open Requisition Report is attached hereto.

Open Requisition Report

JOB TITLE	Pay Range	DEPT	JOB #	DATE POSTED	DATE CLOSED	# DAYS OPEN	COMMENTS
Swinging Cart Attendant (2 of 2 positions)	\$9.00 - \$13.00	Hospitality	23-01	10/19/2022 2/4/2023	1/22/2023 3/5/2023	55-days	Pending - Interviewing
Hospitality Team Member (2 of 3 positions)	\$10.50 - \$14.50	Hospitality	23-02	2/21/2023	3/2/2023	75-days	Pending - Interviewing
Customer Service Rep	\$14.42 - \$20.19	FOOD/BEV	23-12	6/12/2023	6/18/2023	6-days	Pending - Interviewing
Facilities Technician I	\$16.55 - \$23.55	Maintenance	23-03	2/1/2023	3/3/2023	75-days	Pending - Interviewing
Field Operations Tech (1 of 2 positions)	\$16.35 - \$23.55	Maintenance	23-05	8/19/2023	3/23/2023	55-days	Pending - Interviewing
Human Resources Manager	\$55,000 - \$62,000	Human Resources	73-17	8/25/2023	Unfilled	1-day	Job Posted
Field Operations Supervisor		Maintenance	23-16			0-days	Status - Position placed on hold.
Accountant		Finance	23-15			0-days	Status - Position placed on hold. Backfilling.
Finance Analyst		Finance	23-14			0-days	Status - Position placed on hold. Backfilling.

Total Active Employees: 38 as of September 15, 2023
Total Job Vacancies: 11
Total Positions: 49

Total Temporary/Contingent

8 (as of September 15, 2023)

*Does not include employees in leave positions, retiree, or incumbents whose positions are currently vacant, include employees whose positions are in processing, start date.
*Number of days positions are open starts the day a job is posted to the Manager and continues until the position has been filled.
*These positions are not included in the total job vacancy numbers for the current fiscal year.

White - Pending
Yellow - Backfilling/Not for hire needed
Blue - Position has been filled
Pink - Temporary/Contingent position
Green - Hold

Maintenance

Mrs. Maggie Turnham gave the maintenance report, wherein she discussed maintenance items repaired or in the process of being repaired, landscaping updates, staffing updates, hangar repair updates, and yearly hangar inspections.

Marketing

Mrs. Sonya Overton gave the marketing report, wherein she discussed the new feedback surveys, Fort Moore's Newcomer's Orientation, the Tri-City Latino Festival, the Career Exploration Tour with Lighthouse Brigade Army JROTC, and the new Just Baked vending machines in the terminal.

Public Safety

Mrs. Maggie Turnham gave the public safety report, wherein she discussed updates on the department's operations, employee training updates and status, and staffing updates.

Other Matters

Mrs. Marks asked if there were any other matters. There were none.

Mrs. Marks asked for a motion to adjourn the meeting.

Motion by Mr. Barker to adjourn, seconded by Mrs. Marsh and unanimously approved by the Commission. Ayes: 4 / No: 0

The meeting was adjourned at 9:48 a.m.

APPROVED:

Maggie Turnham

Art Guin

Maggie Turnham, Executive Assistant

Art Guin, Chairman

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, JANUARY 22, 2025**

The following commission members were present for the entire meeting:

<u>NAME</u>	<u>EXPIRES</u>
Mr. James Barker, Chairman	December 31, 2028
Mrs. Dee Marsh, Vice Chairwoman	December 31, 2027
Mrs. Dannell Marks, Secretary	December 31, 2026
Mr. Art Guin, Treasurer	December 31, 2025
Mr. Philip Badcock, Commissioner	December 31, 2029

Legal Counsel: Alston Auten

Staff Members Present:

Amber Clark, Airport Director
Maggie Turnham, Executive Assistant
Carolyn Mills, HR Manager
Shaundra Goodwin, Security Coordinator
Timothy Strickland, Finance Director
Sonya Overton, Director of Marketing & Air Service Development
Joshua Patton, Airfield & Facilities Manager
Darryl Graham, HR Manager
Jarred Hubbard, Interim Chief of Public Safety
Mona Mitchell, Hospitality Supervisor

Others Present:

Jacob Redwine, Holt
Charlie Sikes, Tenant
Cham Watkins, Tenant
Philip Thayer, Tenant

BUSINESS OF THE MEETING

Mrs. Dannell Marks called the January 22, 2025, Regular Commission Meeting to order at 9:32 a.m.

CONSIDER APPROVAL OF THE NEW SLATE OF OFFICERS FOR 2025

Mrs. Marks asked to consider approval of the new slate of officers for 2025.

James Barker – Chairman
DeLois Dee Marsh – Vice Chairwoman
Dannell Mastrean – Secretary
Art Guin – Treasurer
Philip Badcock – Commissioner
Amber Clark – Assistant Secretary and Assistant Treasurer
Timothy Strickland – Assistant Secretary and Assistant Treasurer

Motion by Mr. Guin to approve the new slate of officers for 2025, seconded by Mrs. Marsh and unanimously approved by the Commission. Ayes: 5 No: 0

**CONSIDER ADOPTION OF THE MINUTES FOR THE SPECIAL CALLED
COMMISSION MEETING ON OCTOBER 30, 2024**

Mr. Barker asked to consider adoption of the minutes for the special called commission meeting on October 30, 2024.

Motion by Mrs. Marks to approve the minutes, seconded by Mr. Guin and unanimously approved by the Commission. Ayes: 5 No: 0

**CONSIDER ADOPTION OF THE MINUTES FOR THE SPECIAL CALLED
COMMISSION MEETING ON DECEMBER 4, 2024**

Mr. Barker asked to consider adoption of the minutes for the special called commission meeting on December 4, 2024.

Motion by Mr. Guin to approve the minutes, seconded by Mrs. Marks and unanimously approved by the Commission. Ayes: 5 No: 0

**CONSIDER APPROVAL OF THE MAINTENANCE AND PUBLIC SAFETY
VEHICLE PURCHASES**

Mr. Barker asked to consider approval of the maintenance and public safety vehicle purchases.

Motion by Mr. Badcock to approve the maintenance and public safety vehicle purchases, seconded by Mrs. Marks and unanimously approved by the Commission. Ayes: 5 No: 0

DIRECTOR'S UPDATES

Finance

Mr. Timothy Strickland gave the finance report, wherein he talked about the end of the month reports for November and December.

Flightways

Mr. Darryl Graham gave the Flightways report, wherein he discussed the fuel volume report, vacant hangars, tenant socials, equipment updates, and employee updates. The fuel comparison report is attached hereto.

Human Resources

Ms. Carolyn Mills gave the human resources report, wherein she discussed vacant positions, new hires, employee engagement, and employee retention.

Maintenance

Mr. Joshua Patton gave the maintenance report, wherein he gave updates on airfield operations, facilities maintenance, and work orders.

Marketing

Mrs. Sonya Overton gave the marketing report, wherein she gave updates on upcoming speaking engagements, the marketing for the runway 6-24 project, passenger engagement activities for 2025, the cost calculator

sweepstakes, the social media calendar for 2025, just baked, propellers sky bar sales, and Flightways marketing.

Public Safety

Mr. Jarred Hubbard gave the public safety report, wherein he discussed updates on the department's operations and employee training updates.

Other Matters

Mr. Barker asked if there were any other matters. There were none.

Mr. Barker asked for a motion to adjourn the meeting.
Motion by Mrs. Marks to adjourn, seconded by Mrs. Marsh and unanimously approved by the Commission. Ayes: 5 / No: 0

The meeting was adjourned at 10:18 a.m.

APPROVED:



Maggie Turnham, Executive Assistant



James Barker, Chairman

**MINUTES AT THE MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, JUNE 25, 2025**

The following commission members were present for the entire meeting:

<u>NAME</u>	<u>EXPIRES</u>
Mr. James Barker, Chairman	December 31, 2027
Mrs. Delois Marsh, Vice Chairwoman	December 31, 2028
Mr. Art Guin, Treasurer	December 31, 2025
Mr. Philip Badcock, Commissioner	December 31, 2029

Legal Counsel: Alston Auten

Staff Members Present:

Amber Clark, Airport Director
Maggie Turnham, Executive Assistant
Carolyn Mills, HR Manager
Timothy Strickland, Finance Director
Joshua Patton, Airfield & Facilities Manager
Wendy Kelly, Receptionist
Shaundra Goodwin, Security Coordinator
Darryl Graham, FBO Manager
Amanda Vickers, Facilities Technician Supervisor
Mona Mitchell, Hospitality Supervisor
Sonya Overton, Director of Marketing & Air Service Development
Trinity Watkins, Staff Accountant
Katelynne Pease, CSR Supervisor
Monica Smith, Marketing Intern

Others Present:

Jacob Redwine, Holt Consulting
Nick Thomas, FAA

BUSINESS OF THE MEETING

Mr. Barker called the June 25, 2025, Commission Meeting to order at 9:30 a.m.

**CONSIDER ADOPTION OF THE MINUTES FOR THE COMMISSION
MEETING ON MAY 28, 2025**

Mr. Barker asked to consider adoption of the minutes for the commission meeting on May 28, 2025.

Motion by Mrs. Marsh to approve the minutes, seconded by Mr. Guin and unanimously approved by the Commission. Ayes: 4 No: 0

**CONSIDER APPROVAL OF THE SUCCESSFUL PLANNING RFQ
PROPOSAL**

Mr. Barker asked to consider approval of Holt Consulting Company as the successful planning RFQ proposer.

Motion by Mr. Badcock to approve Holt Consulting Company, seconded by Mrs. Marsh and unanimously approved by the Commission. Ayes: 4 No: 0

CONSIDER APPROVAL OF THE AIRPORT STEP COMPENSATION PLAN

Mr. Barker asked to consider approval of the Airport Step Compensation Plan.

Motion by Mrs. Marsh to approve the Airport Step Compensation Plan, seconded by Mr. Guin and unanimously approved by the Commission. Ayes: 4 No: 0

DIRECTOR'S UPDATES

Finance

Mr. Timothy Strickland gave the finance report, wherein he discussed March and April financials.

Flightways

Mr. Darryl Graham gave the Flightways report, wherein he discussed the fuel volume report, vacant hangars, tenant socials, equipment updates, and employee updates. The fuel comparison report is attached hereto.

Fuel Price Comparison					DATE: 06/10/2025
Airport Identifier	Name	Jet A + Premixed	AvGas	SS100LL	FBO COMPANY NAME
SG	updated on 04/15/2025	\$6.70	\$6.80	\$5.80	Flightways Columbus
MCN (478) 310-4689	Macon	\$5.59	\$5.18	\$4.68	Highnote Aviation
GVL (678) 989-2395	Gainesville	~	\$7.49	\$6.49	Lanier Flight Center
HSV (256) 772-9341	Huntsville	\$6.72	\$6.48	~	Signature
DHN (334) 983-4541	Dothan	\$6.36	\$6.79	~	Aero One Aviation
ECP (850) 233-4717	Panama City	\$7.40	\$7.51	~	Sheltair
CHA (423) 855-2299	Chattanooga	\$6.70	\$7.23	~	Wilson Air Center
MDQ (256) 828-1403	Dwntwn Huntsville	\$6.20	\$5.80	~	Executive Flight Center
VPC (770) 382-9800	Cartersville	\$5.54	\$5.90	~	Phoenix Air
FFC (770) 487-2225	Falcon Field	\$4.98	\$5.40	~	Atlanta Regional Airport
AVERAGE		\$6.19	\$6.42	\$5.59	
PIM (706) 663-2083	Pine Mountain	\$5.99	\$5.40	\$5.25	
EUF (334) 687-2051	Eufaula	\$4.97	~	\$5.66	
C (706) 884-2121	Lagrange	\$5.15	\$5.05	\$4.75	

Human Resources

Ms. Carolyn Mills gave the human resources report, wherein she discussed workforce, recruiting/onboarding, training and development, policy and compliance, employee engagement, and strategic planning.

Maintenance

Mr. Joshua Patton gave the maintenance report, wherein he gave updates on airfield operations, facilities maintenance, and work orders.

Marketing

Mrs. Sonya Overton gave the marketing report, wherein she gave updates on the runway 6-24 project, the Annual Greater Columbus Georgia Chamber of Commerce Golf Event, efforts to grow non-aeronautical revenue, a media luncheon hosted by the marketing department, and introducing the new marketing intern.

Public Safety

Ms. Amber Clark gave the public safety report, wherein she discussed updates on the department's operations, runway closure preparation, professional development, and law enforcement training.

Other Matters

Mr. Barker asked if there were any other matters. There were none.

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

Motion by Mrs. Marsh to adjourn the meeting, seconded by Mr. Guin and unanimously approved by the Commission. Ayes: 4 / No: 0

The meeting was adjourned at 10:34 a.m.

APPROVED:


Maggie Turnham, Executive Assistant


James Barker, Chairman

Zeck Lundy signing in place of

**MINUTES AT THE MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, July 23, 2025**

The following commission members were present for the entire meeting:

<u>NAME</u>	<u>EXPIRES</u>
Mrs. Delois Marsh, Vice Chairwoman	December 31, 2028
Mr. Art Guin, Treasurer	December 31, 2025
Mrs. Dannell Marks, Secretary	December 31, 2026
Mr. Philip Badcock, Commissioner	December 31, 2029

Legal Counsel: Alston Auten

Staff Members Present:

Amber Clark, Airport Director
Maggie Turnham, Executive Assistant
Carolyn Mills, HR Manager
Timothy Strickland, Finance Director
Joshua Patton, Airfield & Facilities Manager
Wendy Kelly, Receptionist
Shaundra Goodwin, Security Coordinator
Darryl Graham, FBO Manager
Amanda Vickers, Facilities Technician Supervisor
Mona Mitchell, Hospitality Supervisor
Sonya Overton, Director of Marketing & Air Service Development
Trinity Watkins, Staff Accountant
Katelynne Pease, CSR Supervisor
Eric Rivers, Airport Operations Supervisor
Cody Boyd, Public Safety Officer
Vincent Henderson, Public Safety Officer
Sophie Thompson, Columbus Airport Intern

Others Present:

Jacob Redwine, Holt Consulting

BUSINESS OF THE MEETING

Mrs. Marsh called the July 23, 2025, Commission Meeting to order at 9:34 a.m.

**CONSIDER ADOPTION OF THE MINUTES FOR THE COMMISSION
MEETING ON JUNE 25, 2025**

Mrs. Marsh asked to consider adoption of the minutes for the commission meeting on June 25, 2025.

Motion by Mr. Badcock to approve the minutes, seconded by Mrs. Marks and unanimously approved by the Commission. Ayes: 4 No: 0

SWEARING IN OF NEW POLICE OFFICER, CODY BOYD

**CONSIDER APPROVAL OF RATIFYING THE INSURANCE RENEWAL
FOR FY26**

Mrs. Marsh asked to consider approval of ratifying the insurance renewal for FY26.

Motion by Mrs. Marks to approve the minutes, seconded by Mr. Badcock and unanimously approved by the Commission. Ayes: 4 No: 0

DIRECTOR'S UPDATES

Finance

Mr. Timothy Strickland gave the finance report, wherein he discussed May financials.

Flightways

Mr. Darryl Graham gave the Flightways report, wherein he discussed the fuel volume report, vacant hangars, tenant socials, equipment updates, and employee updates. The fuel comparison report is attached hereto.

Fuel Price Comparison					DATE: 07/15/2025
Airport Identifier	Name	Jet A +	AvGas	SS100LL	FBO COMPANY NAME
		Premixed			
CSG	updated on 04/15/2025	\$6.70	\$6.80	\$5.80	Flightways Columbus
M I (478) 310-4689	Macon	\$5.46	\$5.69	\$5.19	Highnote Aviation
G (678) 989-2395	Gainesville	~	\$7.59	\$6.59	Lanier Flight Center
HSV (256) 772-9341	Huntsville	\$6.87	\$6.48	~	Signature
DHN (334) 983-4541	Dothan	\$6.60	\$6.79	~	Aero One Aviation
ECP (850) 233-4717	Panama City	\$7.58	\$7.44	~	Sheltair
CHA (423) 855-2299	Chattanooga	\$6.95	\$7.30	~	Wilson Air Center
MDQ (256) 828-1403	Dwntwn Huntsville	\$6.20	\$5.80	~	Excutive Flight Center
VPC (770) 382-9800	Cartersville	\$5.54	\$5.90	~	Phoenix Air
FFC (770) 487-2225	Falcon Field	\$5.98	\$6.17	~	Atlanta Regional Airport
<u>AVERAGE</u>		<u>\$6.40</u>	<u>\$6.57</u>	<u>\$5.89</u>	
PIM (706) 663-2083	Pine Mountain	\$5.99	\$5.40	\$5.25	
EUF (334) 687-2051	Eufaula	\$4.90	~	\$5.66	
LGC (706) 884-2121	Lagrange	\$5.15	\$5.05	\$4.60	

Human Resources

Ms. Carolyn Mills gave the human resources report, wherein she discussed workforce, recruiting/onboarding, training and development, policy and compliance, employee engagement, and strategic planning.

Maintenance

Mr. Joshua Patton gave the maintenance report, wherein he gave updates on airfield operations, facilities maintenance, and work orders.

Marketing

Mrs. Sonya Overton gave the marketing report, wherein she discussed phase one of the runway 6-24 awareness campaign, surveys sent to the tenants, passenger engagement campaigns, the Unity with Pam 5th Business Showcase event, Flightways Fuel Rewards Program, and social media statistics.

Public Safety

Mr. Cody Boyd gave the public safety report, wherein she discussed updates on the department's operations, runway closure preparation, professional development, and law enforcement training.

Other Matters

Ms. Amber Clark gave the interns report, wherein she discussed what the intern learned this summer and any takeaways and suggestions she had.


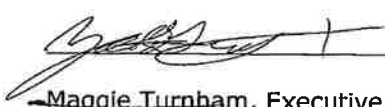
Mrs. Marsh asked if there were any other matters. There were none.

Mrs. Marsh asked for a motion to adjourn the meeting.

Motion by Mr. Badcock to adjourn the meeting, seconded by Mr. Guin and unanimously approved by the Commission. Ayes: 4 / No: 0

The meeting was adjourned at 10:15 a.m.

APPROVED:


Maggie Turnham, Executive Assistant Delois Marsh, Vice Chairwoman
Zack Lundy as Replacement

**MINUTES AT THE MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WENDSDAY, October 29, 2025**

The following commission members were present for the entire meeting:

<u>NAME</u>	<u>EXPIRES</u>
Mr. James Barker, Chairman	December 31, 2028
Mrs. Delois Marsh, Vice Chairwoman	December 31, 2027
Mr. Art Guin, Treasurer	December 31, 2025
Ms. Dannel Marks, Secretary	December 31, 2026

Legal Counsel: Alston Auten

Staff Members Present:

Amber Clark, Airport Director
Carolyn Mills, HR Manager
Timothy Strickland, Finance Director
Darryl Graham, FBO Manager
Sonya Overton, Director of Marketing & Air Service Development
Jarred Hubbard, Chief Public Safety Officer
Lela Faircloth, Marketing Associate
Zack Lundy, Administrative Coordinator

BUSINESS OF THE MEETING

Mr. Barker called the October 29, 2025, Commission Meeting to order at 9:33 a.m.

**CONSIDER ADOPTION OF THE MINUTES FOR THE COMMISSION
MEETING ON SEPTEMBER 2, 2025**

Mr. Barker asked to consider adoption of the minutes for the commission meeting on September 2, 2025.

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

**CONSIDER ADOPTION OF THE MINUTES FOR THE COMMISSION
MEETING ON SEPTEMBER 2, 2025**

Mr. Barker asked to consider adoption of the minutes from the special called meeting on September 15, 2025.

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

APPROVED MAINSCAPES CONTRACT EXTENSION

Ms. Clark stated that Mainscapes is the Columbus Airport's provider for landscaping services and that their current contract can be extended on the same terms and conditions. Ms. Clark recommended approval of the one year extension based on the firm's performance and partnership.

Mr. Barker asked for a motion to approve the one year extension. Motion by Mr. Guin to approve the one year extension, seconded by Mrs. Marsh and unanimously approved by the Commission. Ayes: 3 No:0

APPROVED SOUTHSIDE AVIATION SUBLEASE

Ms. Clark stated that Columbus Aero Service closed in September and Bud Allen would like to sublease Allen Development's hangar to SouthSide Aviation as an aircraft maintenance facility. Ms. Clark requested the Commission to approve the sublease on the condition that all necessary documentation for the required minimum standards is provided.

Mr. Barker asked for a motion to approve the sublease on condition that all required documents are provided. Motion by Ms. Marks to approve SouthSide Aviation sublease seconded by Mr. Guin and unanimously approved by the Commission. Ayes: 3 No: 0

APPROVED COMMISSION COMMUNICATION POLICY

Ms. Clark stated that the communication policy was created back during COVID times and has been modernized. Mr. Guin asks if we have a protocol to review policies by annually. Ms. Clark mentioned that we do not, however, we are reviewing all policies and plans to make a review policy.

Mr. Barker asked for a motion to approve commission communication policy. Mr. Guin motioned to approve commission communication policy seconded by Ms. Marks and unanimously approved by the Commission. Ayes: 3 No:0

APPROVED 3% COLA RAISE

Ms. Clark stated that in past we have had a best practice, where the Columbus Airport Commission has followed CCG in providing cost of living adjustments (COLA). Ms. Clark stated that the 3% is within budget and takes place in January 2026. Mr. Strickland provided more financial information. Mr. Barker asked for a motion to approve the 3% COLA. Motion by Mr. Guin to approve the 3% COLA raise seconded by Mrs. Marsh and unanimously approved by the Commission. Ayes: 3 No: 0

DIRECTOR'S UPDATES

Finance

Mr. Timothy Strickland gave the finance report, wherein he discussed August financials.

Flightways

Mr. Darryl Graham gave the Flightways report, wherein he discussed the fuel volume report, vacant hangars, tenant socials, equipment updates, and employee updates. The fuel comparison report is attached hereto.

Fuel Price Comparison					DATE: 09/16/2025
Airport Identifier	Name	Jet A +	AvGas	SS100LL	FBO COMPANY NAME
		Premixed			
CSG	updated on 04/15/2025	\$6.70	\$6.80	\$5.80	Flightways Columbus
MCN (478) 310-4689	Macon	\$5.21	\$5.19	\$4.69	Highnote Aviation
GVL (678) 989-2395	Gainesville	~	\$7.59	\$6.59	Lanier Flight Center
H (256) 772-9341	Huntsville	\$6.88	\$6.48	~	Signature
D (334) 983-4541	Dothan	\$6.40	\$6.79	~	Aero One Aviation
ECP (850) 233-4717	Panama City	\$7.52	\$7.34	~	Sheltair
CHA (423) 855-2299	Chattanooga	\$6.88	\$7.30	~	Wilson Air Center
MDQ (256) 828-1403	Dwntwn Huntsville	\$6.20	\$5.80	~	Executive Flight Center
VPC (770) 382-9800	Cartersville	\$5.54	\$5.90	~	Phoenix Air
FFC (770) 487-2225	Falcon Field	\$6.05	\$6.20	~	Atlanta Regional Airport
AVERAGE		\$6.34	\$6.51	\$5.64	
PIM (706) 663-2083	Pine Mountain	\$5.99	\$5.00	\$4.59	
EUF (334) 687-2051	Eufaula	\$5.15	~	\$5.64	
LGC (706) 884-2121	Lagrange	\$5.25	\$5.05	\$4.60	

Human Resources

Ms. Carolyn Mills gave the human resources report, wherein she discussed workforce, recruiting/onboarding, training and development, policy and compliance, employee engagement, and strategic planning.

Maintenance

Ms. Amber Clark C.M. gave the maintenance report, wherein she gave updates on airfield operations, facilities maintenance, and work orders.

Marketing

Mrs. Sonya Overton gave the marketing report, wherein she discussed the 6-24 runway project, as well as other updates to the 6-24 project, and social media statistics.

Public Safety

Chief Hubbard gave the public safety report, wherein he discussed updates on the department's operations, runway closure preparation, professional development, and law enforcement training.

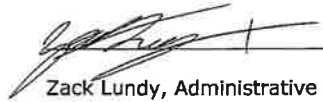
Other Matters

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

Motion by Ms. Marks to adjourn the meeting, seconded by Mr. Guin and unanimously approved by the Commission. Ayes: 3 No: 0

The meeting was adjourned at 10:11 a.m.

APPROVED:

A handwritten signature in black ink, appearing to read 'Zack Lundy', written over a horizontal line.

Zack Lundy, Administrative Coordinator

A handwritten signature in black ink, appearing to read 'James Barker', written over a horizontal line.

James Barker, Chairman

**MINUTES AT THE MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, NOVEMBER 19, 2025**

The following commission members were present for the entire meeting:

<u>NAME</u>	<u>EXPIRES</u>
Mr. James Barker, Chairman	December 31, 2028
Mrs. Delois Marsh, Vice Chairwoman	December 31, 2027
Mr. Art Guin, Treasurer	December 31, 2025
Ms. Dannel Marks, Secretary	December 31, 2026
Mr. Philip Badcock, Commissioner	December 31, 2029

Staff Members Present:

Amber Clark, Airport Director
Carolyn Mills, HR Manager
Timothy Strickland, Finance Director
Darryl Graham, FBO Manager
Sonya Overton, Director of Marketing & Air Service Development
Jarred Hubbard, Chief Public Safety Officer
Lela Faircloth, Marketing Associate

BUSINESS OF THE MEETING

Mr. Barker called the November 19, 2025, Special Called Commission Meeting to order at 10:31 a.m.

**CONSIDER ADOPTION OF THE MINUTES FOR THE COMMISSION
MEETING ON OCTOBER 29, 2025**

Mr. Barker asked to consider adoption of the minutes for the commission meeting on October 29, 2025.

Motion by Mr. Guin to approve the minutes, seconded by Mrs. Marsh and unanimously approved by the Commission. Ayes: 5 No: 0

APPROVED THE FY25 AUDITED FINANCIALS

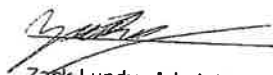
Steven Voynich with Robinson, Grimes & Partners provided a summary of the financials.

Mr. Barker asked to consider approval for the audited FY25 financials.

Motion by Mr. Guin to approve the minutes, seconded by Mr. Badcock and unanimously approved by the Commission. Ayes: 5 No: 0

The meeting was adjourned at 10:51 a.m.

APPROVED:


Zack Lundy, Administrative Coordinator


James Barker, Chairman

**MINUTES AT THE MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, DECEMBER 17th, 2025**

The following commission members were present for the entire meeting:

<u>NAME</u>	<u>EXPIRES</u>
Mr. James Barker, Chairman	December 31, 2028
Mrs. Delois Marsh, Vice Chairwoman	December 31, 2027
Ms. Dannel Marks, Secretary	December 31, 2026
Mr. Philip Badcock, Commissioner	December 31, 2029

Staff Members Present:

Amber Clark, Airport Director
Carolyn Mills, HR Manager
Timothy Strickland, Finance Director
Darryl Graham, FBO Manager
Sonya Overton, Director of Marketing & Air Service Development
Jarred Hubbard, Chief Public Safety Officer
Lela Faircloth, Marketing Associate

BUSINESS OF THE MEETING

Mr. Barker called the December 17th, 2025, Commission Meeting to order at 9:34 a.m.

**CONSIDER ADOPTION OF THE MINUTES FOR THE COMMISSION
MEETING ON NOVEMBER 19th, 2025**

Mr. Barker asked to consider adoption of the minutes for the commission meeting on November 19th, 2025.

Motion by Mr. Badcock to approve the minutes, seconded by Mrs. Marsh and unanimously approved by the Commission. Ayes: 4 No: 0

DIRECTOR'S UPDATES

Public Safety

Chief Hubbard gave the public safety report, wherein he discussed updates on the department's operations, professional development, and law enforcement training.

Finance

Mr. Timothy Strickland gave the finance report, wherein he discussed June and July financials.

Flightways

Mr. Darryl Graham gave the Flightways report, wherein he discussed the fuel volume report, vacant hangars, tenant socials, equipment updates, and employee updates. The fuel comparison report is attached hereto.

Fuel Price Comparison					DATE: 12/09/2025
Airport Identifier	Name	Jet A + Premixed	AvGas	SS100LL	FBO COMPANY NAME
CSG	updated on 10/20/2025	\$6.60	\$6.70	\$5.70	Flightways Columbus
MCN (478) 310-4689	Macon	\$5.24	\$4.97	\$4.47	Highnote Aviation
GVL (678) 989-2395	Gainesville	~	\$7.59	\$6.59	Lanier Flight Center
HSV (256) 772-9341	Huntsville	\$7.94	\$6.48	~	Signature
DIIN (334) 983-4541	Dothan	\$6.60	\$6.79	~	Aero One Aviation
ECP (850) 233-4717	Panama City	\$7.16	\$6.95	~	Sheltair
CHA (423) 855-2299	Chattanooga	\$6.92	\$7.25	~	Wilson Air Center
MDQ (256) 828-1403	Dwntwn Huntsville	\$6.20	\$5.80	~	Excutive Flight Center
VPC (770) 382-9800	Cartersville	\$5.54	\$5.90	~	Phoenix Air
FFC (770) 487-2225	Falcon Field	\$5.90	\$5.68	~	Atlanta Regional Airport
AVERAGE		\$6.44	\$6.38	\$5.53	
PIM (706) 663-2083	Pine Mountain	\$5.99	\$5.00	\$4.59	
EUF (334) 687-2051	Eufaula	\$5.20	~	\$5.64	
LGC (706) 884-2121	Lagrange	\$5.35	\$5.05	\$4.60	

Human Resources

Ms. Carolyn Mills gave the human resources report, wherein she discussed workforce, recruiting/onboarding, training and development, policy and compliance, employee engagement, and strategic planning.

Maintenance

Mr. Joshua Patton gave the maintenance report, wherein he gave updates on airfield operations, facilities maintenance, and work orders.

Marketing

Mrs. Sonya Overton gave the marketing report, wherein she gave updates on the runway 6-24 project, air service development, and social media statistics

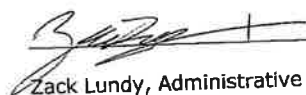

Other Matters

Tarona Guy from Unifi brought forward concerns about commercial service scheduling and requested to be apart of monthly meetings. Ms. Clark addressed those concerns by informing of a frequent stakeholder meeting that Unifi has an invitation to.

Executive Session

The Commission meeting moved to executive session at 10:20am.

APPROVED:

 
Zack Lundy, Administrative Coordinator James Barker, Chairman

**MINUTES AT THE MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
THURSDAY, JANUARY 8th 2026**

The following commission members were present for the entire meeting:

NAME

Mr. James Barker, Chairman
Mrs. Delois Marsh, Vice Chairwoman
Ms. Dannel Marks, Secretary
Mr. Philip Badcock, Commissioner

EXPIRES

December 31, 2028
December 31, 2027
December 31, 2026
December 31, 2029

Staff Members Present:

Amber Clark, Airport Director
Zack Lundy, Administrative Coordinator

BUSINESS OF THE MEETING

Mr. Barker called the January 8th, 2026, Commission Meeting to order at 6:03pm

CONSIDER APPROVAL OF THE SINGLE AUDIT

Mr. Barker asked to consider the approval of the single audit.

Motion by Ms. Marks to approve the single audit, seconded by Mrs. Marsh and unanimously approved by the Commission. Ayes: 4 No: 0

VOTE TO NAME NEW COMMISSIONER

Mr. Barker asked to name Philip Thayer as the new commissioner. Ms. Marks nominates Philip Thayer as the new commissioner, Mrs. Marsh seconds and unanimously approved by the Commission. Ayes: 4 No: 0

EXECUTIVE SESSION


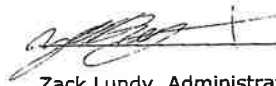
The Commission meeting moved to executive session. Ms. Marks motioned to move out of executive session, seconded by Mrs. Marsh and unanimously approved by the Commission. Ayes: 4 No: 0

OTHER MATTERS

Ms. Marks motioned to close the meeting, seconded by Mr. Badcock and unanimously approved by the Commission. Ayes: 4 No: 0

The meeting was adjourned at 6:42pm

APPROVED:


Zack Lundy, Administrative Coordinator James Barker, Chairman

**MINUTES AT THE MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WENDSDAY, October 29, 2025**

The following commission members were present for the entire meeting:

<u>NAME</u>	<u>EXPIRES</u>
Mr. James Barker, Chairman	December 31, 2028
Mrs. Delois Marsh, Vice Chairwoman	December 31, 2027
Mr. Art Guin, Treasurer	December 31, 2025
Ms. Dannel Marks, Secretary	December 31, 2026

Legal Counsel: Alston Auten

Staff Members Present:

Amber Clark, Airport Director
Carolyn Mills, HR Manager
Timothy Strickland, Finance Director
Darryl Graham, FBO Manager
Sonya Overton, Director of Marketing & Air Service Development
Jarred Hubbard, Chief Public Safety Officer
Lela Faircloth, Marketing Associate
Zack Lundy, Administrative Coordinator

BUSINESS OF THE MEETING

Mr. Barker called the October 29, 2025, Commission Meeting to order at 9:33 a.m.

**CONSIDER ADOPTION OF THE MINUTES FOR THE COMMISSION
MEETING ON SEPTEMBER 2, 2025**

Mr. Barker asked to consider adoption of the minutes for the commission meeting on September 2, 2025.

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

**CONSIDER ADOPTION OF THE MINUTES FOR THE COMMISSION
MEETING ON SEPTEMBER 2, 2025**

Mr. Barker asked to consider adoption of the minutes from the special called meeting on September 15, 2025.

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

APPROVED MAINSCAPES CONTRACT EXTENSION

Ms. Clark stated that Mainscapes is the Columbus Airport's provider for landscaping services and that their current contract can be extended on the same terms and conditions. Ms. Clark recommended approval of the one year extension based on the firm's performance and partnership.

Mr. Barker asked for a motion to approve the one year extension. Motion by Mr. Guin to approve the one year extension, seconded by Mrs. Marsh and unanimously approved by the Commission. Ayes: 3 No:0

APPROVED SOUTHSIDE AVIATION SUBLEASE

Ms. Clark stated that Columbus Aero Service closed in September and Bud Allen would like to sublease Allen Development's hangar to SouthSide Aviation as an aircraft maintenance facility. Ms. Clark requested the Commission to approve the sublease on the condition that all necessary documentation for the required minimum standards is provided.

Mr. Barker asked for a motion to approve the sublease on condition that all required documents are provided. Motion by Ms. Marks to approve SouthSide Aviation sublease seconded by Mr. Guin and unanimously approved by the Commission. Ayes: 3 No: 0

APPROVED COMMISSION COMMUNICATION POLICY

Ms. Clark stated that the communication policy was created back during COVID times and has been modernized. Mr. Guin asks if we have a protocol to review policies by annually. Ms. Clark mentioned that we do not, however, we are reviewing all policies and plans to make a review policy.

Mr. Barker asked for a motion to approve commission communication policy. Mr. Guin motioned to approve commission communication policy seconded by Ms. Marks and unanimously approved by the Commission. Ayes: 3 No:0

APPROVED 3% COLA RAISE

Ms. Clark stated that in past we have had a best practice, where the Columbus Airport Commission has followed CCG in providing cost of living adjustments (COLA). Ms. Clark stated that the 3% is within budget and takes place in January 2026. Mr. Strickland provided more financial information. Mr. Barker asked for a motion to approve the 3% COLA. Motion by Mr. Guin to approve the 3% COLA raise seconded by Mrs. Marsh and unanimously approved by the Commission. Ayes: 3 No: 0

DIRECTOR'S UPDATES

Finance

Mr. Timothy Strickland gave the finance report, wherein he discussed August financials.

Flightways

Mr. Darryl Graham gave the Flightways report, wherein he discussed the fuel volume report, vacant hangars, tenant socials, equipment updates, and employee updates. The fuel comparison report is attached hereto.

Fuel Price Comparison					DATE: 09/16/2025
Airport Identifier	Name	Jet A +	AvGas	SS100LL	FBO COMPANY NAME
		Premixed			
CSG	updated on 04/15/2025	\$6.70	\$6.80	\$5.80	Flightways Columbus
MCN (478) 310-4689	Macon	\$5.21	\$5.19	\$4.69	Highnote Aviation
GVL (678) 989-2395	Gainesville	~	\$7.59	\$6.59	Lanier Flight Center
H (256) 772-9341	Huntsville	\$6.88	\$6.48	~	Signature
D (334) 983-4541	Dothan	\$6.40	\$6.79	~	Aero One Aviation
ECP (850) 233-4717	Panama City	\$7.52	\$7.34	~	Sheltair
CHA (423) 855-2299	Chattanooga	\$6.88	\$7.30	~	Wilson Air Center
MDQ (256) 828-1403	Dwntwn Huntsville	\$6.20	\$5.80	~	Excutive Flight Center
VPC (770) 382-9800	Cartersville	\$5.54	\$5.90	~	Phoenix Air
FFC (770) 487-2225	Falcon Field	\$6.05	\$6.20	~	Atlanta Regional Airport
AVERAGE		\$6.34	\$6.51	\$5.64	
PIM (706) 663-2083	Pine Mountain	\$5.99	\$5.00	\$4.59	
EUF (334) 687-2051	Eufaula	\$5.15	~	\$5.64	
LGC (706) 884-2121	Lagrange	\$5.25	\$5.05	\$4.60	

Human Resources

Ms. Carolyn Mills gave the human resources report, wherein she discussed workforce, recruiting/onboarding, training and development, policy and compliance, employee engagement, and strategic planning.

Maintenance

Ms. Amber Clark C.M. gave the maintenance report, wherein she gave updates on airfield operations, facilities maintenance, and work orders.

Marketing

Mrs. Sonya Overton gave the marketing report, wherein she discussed the 6-24 runway project, as well as other updates to the 6-24 project, and social media statistics.

Public Safety

Chief Hubbard gave the public safety report, wherein he discussed updates on the department's operations, runway closure preparation, professional development, and law enforcement training.



Other Matters

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

Motion by Ms. Marks to adjourn the meeting, seconded by Mr. Guin and unanimously approved by the Commission. Ayes: 3 No: 0

The meeting was adjourned at 10:11 a.m.

APPROVED:

Zack Lundy, Administrative Coordinator James Barker, Chairman

**MINUTES AT THE MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, NOVEMBER 19, 2025**

The following commission members were present for the entire meeting:

<u>NAME</u>	<u>EXPIRES</u>
Mr. James Barker, Chairman	December 31, 2028
Mrs. Delois Marsh, Vice Chairwoman	December 31, 2027
Mr. Art Guin, Treasurer	December 31, 2025
Ms. Dannel Marks, Secretary	December 31, 2026
Mr. Philip Badcock, Commissioner	December 31, 2029

Staff Members Present:

Amber Clark, Airport Director
Carolyn Mills, HR Manager
Timothy Strickland, Finance Director
Darryl Graham, FBO Manager
Sonya Overton, Director of Marketing & Air Service Development
Jarred Hubbard, Chief Public Safety Officer
Lela Faircloth, Marketing Associate

BUSINESS OF THE MEETING

Mr. Barker called the November 19, 2025, Special Called Commission Meeting to order at 10:31 a.m.

**CONSIDER ADOPTION OF THE MINUTES FOR THE COMMISSION
MEETING ON OCTOBER 29, 2025**

Mr. Barker asked to consider adoption of the minutes for the commission meeting on October 29, 2025.

Motion by Mr. Guin to approve the minutes, seconded by Mrs. Marsh and unanimously approved by the Commission. Ayes: 5 No: 0

APPROVED THE FY25 AUDITED FINANCIALS


Steven Voynich with Robinson, Grimes & Partners provided a summary of the financials.


Mr. Barker asked to consider approval for the audited FY25 financials.

Motion by Mr. Guin to approve the minutes, seconded by Mr. Badcock and unanimously approved by the Commission. Ayes: 5 No: 0

The meeting was adjourned at 10:51 a.m.

APPROVED:


Zack Lundy, Administrative Coordinator


James Barker, Chairman