

MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, MARCH 24, 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	December 31, 2025

The following Commission members were absent:

Mr. James Barker, Vice Chairman	December 31, 2023
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Staff members present:

Amber Clark, C.M., Airport Director
Alston Lyle, Legal Counsel
Michele Renfroe, Flightways Columbus Manager
Monica Stone, Human Resources 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
Shaundra Goodwin, Security Specialist Public Safety

Others present:

Bill Tudor, Jacob Redwine, Holt Consulting; Pete Novak, RS&H; Girard Sampson, Benchmark; Ryan Wampler, Sauer, Tony Chapman, Synovus; Gary Kunday

BUSINESS OF THE MEETING

Mr. Don Cook welcomed everyone and called the March 24, 2021 Commission Meeting by Zoom to order at 9:30 A.M.

Mr. Don Cook asked the Commissioner's to review the agenda to see if there were any adjustments to make at this time.

CONSIDER ADOPTION OF THE MINUTES FOR THE SPECIAL CALLED MEETING ON MARCH 3, 2021

Motion by Mr. Art Guin to approve the minutes for the March 3, 2021 Special Called meeting; seconded by Mr. Carl Rhodes, Jr. and unanimously approved by the Commission. Ayes: 4 / No: 0

CONSIDER APPROVAL OF DOCUMENTED AIRPORT SPONSORSHIPS AND CHARITABLE CONTRIBUTIONS POLICY

Ms. Clark the Columbus Airport Commission Sponsorships & Charitable Contributions Policy has always been implemented; however, we do not currently have a policy document for employees to reference.

The purpose of this policy is to ensure that Columbus Airport (CSG) sponsorships, volunteer activities, and in-kind services are within regulation as well as coordinated and aligned with its business goals, maximize opportunity for corporate visibility, foster long-term business relationships, encourage employee wellness and are within CSG budget and resources.

The written policy has been provided to the Commission for review prior to this meeting. This policy does comply with the FAA regulations on uses of Airport Revenue which can be referenced in the FAA Compliance Manual.

Ms. Clark recommended approval of this documented written policy.

Motion by Mr. Art Guin the approval of documented Airport Sponsorships and Charitable Contributions Policy; seconded by Mr. Carl Rhodes, Jr. unanimously approved by the Commission. Ayes: 4 / No: 0

CONSIDER APPROVAL OF DOCUMENTED AIRPORT MARKETING AND ADVERTISING POLICY

Ms. Clark reported the Columbus Airport Marketing & Advertising Policy has always been implemented; however, we do not currently have a policy document for employees to reference.

The purpose of this policy is to define and set forth the Commission's ability to identify, inform the public or promote Airport's facilities, services, or tenants, and/or otherwise market the Airport.

The Commission goals for airport advertising are:

- An opportunity to promote both directly and indirectly, the use of local scheduled air service to and from CSG and contribute to a positive air travel experience.
- A method to protect and enhance the image of the Airport and the region it serves.
- A means to generate revenue.

The written policy has been provided to the Commission for review prior to this meeting. This policy does comply with the FAA regulations on uses of Airport Revenue which can be referenced in the FAA Compliance Manual.

Ms. Clark recommended approval of this documented written policy.

Motion by Mr. Art Guin the approval of documented Airport Marketing and Advertising Policy; seconded by Mr. Carl Rhodes, Jr. unanimously approved by the Commission. Ayes: 4 / No: 0

CONSIDER APPROVAL OF BID AWARD & AGREEMENT FOR AIRPORT VENDING RFP

Ms. Clark in January, the Columbus Airport put out an RFP for a two-year vending agreement to which two bids were received, one from Refreshing Georgia, and one from Love on Your Lips. Some of the significant items that were considered when comparing all bids were: financial viability, experience, supply offerings, machine servicing, and revenues.

After reviewing both bids we recommend accepting Refreshing Georgia's bid for the vending agreement. Refreshing Georgia has been in business for over 25 years, was deemed financially viable, has the ability to

provide varying drinks, snacks, and deli food items including designated healthy options. Refreshing Georgia also provided the most competitive revenue volumes.

We recommend awarding Refreshing Georgia the bid for the vending agreement at the Columbus Airport and approving the two-year contract to begin April 1st, 2021.

Mr. Don Cook asked if they were local, where are they located?

Ms. Clark stated their headquarters is in Atlanta. They do have a local facility that supplies all their vending items, their stock is here in Columbus. They do have local opponents here in Columbus. This is very fortunate for us because they have quick access to stock our machines here. They do have local components here in Columbus.

Mr. Don Cook asked if they would have employees here on the ground, correct?

Ms. Clark said that is correct.

Motion by Mr. Art Guin the approval of Bid Award and Agreement for Airport Vending RFP; seconded by Ms. Tana McHale. unanimously approved by the Commission. Ayes: 4 / No: 0

CONSIDER APPROVAL OF BID AWARD & AGREEMENT FOR AIRPORT ATM RFP

Mr. Don Cook stated because of the Bid Award & Agreement for Airport ATM RFP is coming up, he will be stepping aside as the Chairman at the time and entertained a motion for Mr. Carl Rhodes, Jr. to become the Chairman at this time.

Motion by Mr. Art Guin the approval for Mr. Carl Rhodes, Jr. to serve as Chairman for the Bid Award and Agreement for Airport ATM RFP; seconded by Ms. Tana McHale unanimously approved by the Commission. Ayes: 4 / No: 0

In January, the Columbus Airport put out an RFP for a two-year ATM agreement to which two bids were received, one from Prinéta LLC, and one from Synovus. Some of the significant items that were considered when comparing all bids were: financial viability, experience, service offerings, machine servicing and placement locations, and revenues.

After reviewing both bids we recommend accepting Prinéta LLC's bid for the ATM agreement. Prinéta LLC has been in business for 12 years, was deemed financially viable, has the ability to provide bilingual capabilities, dispense cash, allow balance inquires, and transfers between accounts. Prinéta LLC also provided the most competitive revenue volumes.

We recommend awarding Prinéta LLC the bid for the ATM agreement at the Columbus Airport and approving the two-year contract to begin April 2021.

Mr. Carl Rhodes, Jr. asked if there was any discussion reference this matter.

Ms. Tana McHale stated she is not familiar with Prinéta LLC, is that just a third-party ATM service so they are not connected to a bank?

Ms. Clark said that is correct, they are not a banking system they do own and operate the ATM's but, anybody connected with a bank account can use their services. They will have access to see their balances, transfer money from their account even though their bank is not connected to Prinéta LLC.

Ms. Tana McHale is thinking about our relationship with Synovus. She assumed all that was considered.

Ms. Clark said yes that was considered. Being a federally funded airport, we must adhere to grant assurances. One of the most important grant assurances is to be as self-sustaining as possible. Prinéta LLC was the bidder that would fulfill this grant assurance. The agreement is short term and in two years if Synovus wants to come back, we will welcome that!

Mr. Don Cook inquired the cost on the fees, if they are competitive, and he does not want people to pay \$4.00 to check their local Synovus account?

Ms. Clark stated yes, they are competitive.

Mr. Don Cook asked how long have they been in business?

Ms. Clark reported for twelve years. They are currently in several other airports, several hotels, especially in the Atlanta area. They have a long list of locations and are well-known brand. If you look up on the Internet, they have a great promotional service, ATM machines can also be customized. They are an established brand.

Mr. Carl Rhodes, Jr. stated with no further discussion he asked for a motion to approve the matter.

Motion by Mr. Don Cook the approval of the Bid Award and Agreement for Airport ATM RFP; seconded by Ms. Tana McHale unanimously approved by the Commission. Ayes: 4 / No: 0

Mr. Carl Rhodes, Jr. stated to reverse the operations here, to remove Mr. Carl Rhodes, Jr. as Chairman and put Mr. Don Cook as Chairman.

Motion by Ms. Tana McHale to remove Mr. Carl Rhodes, Jr. as the Chairman; seconded by Mr. Don Cook unanimously approved by the Commission. Ayes: 4 / No: 0

Mr. Carl Rhodes turn the meeting back to Mr. Don Cook as Chairman.

DIRECTORS REPORT

Ms. Clark began with the following monthly updates. Ms. Clark provided the following Flightways Columbus report in Ms. Renfroe's absence.

FLIGHTWAYS COLUMBUS

- **Volume Report:**

We pumped a little over 51,464 gallons of Jet A fuel in January and February. Our total volume decreased significantly for January and had a moderate decrease for February year over year. We had a slight decrease in Avgas year over year. There was a significant decrease in Classic Air Fuel in January and February which can be attributed to the changes in Administration. They are still bringing in one flight a week. The Airline uplifts had a slight decrease as well and is due to a drop in flights per day. Bad weather days in January and February has driven some of the changes in the fuel gallons pumped as well as an increasing price in fuel within the past couple of months.

- **Hangars:**

Water issues are still being addressed in some of the available hangars. These issues are water coming up from the ground, leaking through the rooves, or gaps where rusted angle iron has occurred on the bottom of the hangars. Work orders have been submitted and are being prioritized by the Maintenance Department. We added several customers to the hangar waiting list that are requesting the single size hangars.

- **Self-Serve:**

Self-serve had an increase January but a decrease for February. Year over year comparison in 2020 was 1518 gallons sold and 2021 was 732 gallons sold.

- **Additional News:**

Flightways Columbus has two new members on staff. Ms. Madison Grapp is a native of Alabama and grew up in Louisiana. She graduated from Auburn University with a degree in International business. She is currently a Certified Flight Instructor with the local flight school Airventures as well as a part time customer service representative for Flightways Columbus.

Mr. Kaeleib Patterson is a native of Texas and is currently enrolled at Columbus State University studying Engineering. He is in the Airforce Reserve and part of the aircraft maintenance squadron located at Maxwell AFB in Alabama. We are excited to have them both as part of our CSG family.

Comparative Airport List:

February 15th 2021					
Airport ID	Name	FBO	Jet A +	100LL FS	100LL SS
MCN	Middle Georgia Regional	Lowe Aviation	\$5.10	\$4.70	\$4.00
GVL	Lee Gilmer Memorial	Lanier/Champion	\$4.97	\$5.74	\$4.69
GVL	Lee Gilmer Memorial	Lanier/Champion	~	\$5.69	\$4.69
HSV	Huntsville International	Signature	\$6.19	\$5.65	-
DHN	Dothan Regional Airport	Aero-One Aviation	\$5.14	\$4.90	-
ECP	NW Florida Beaches Intl	Sheltair	\$5.65	\$6.30	-
CHA	Lovell Field Airport	Wilson Air Center	\$5.76	\$5.87	\$5.05
MDQ	Huntsville Executive	Executive Flight Center	\$4.25	\$4.78	-
VPC	Cartersville Airport	Phoenix Air	\$3.65	\$4.69	-
FFC	Atlanta Regional Airport	Falcon Field	\$3.86	\$4.19	-
CSG	Columbus Airport	Flightways Columbus	\$5.03	\$5.35	\$4.30
		Average	\$4.95	\$5.25	\$4.61
PIM	Pine Mountain		2.99	3.79	3.59

March 16th 2021

Airport ID	Name	FBO	Jet A +	100LL FS	100LL SS
MCN	Middle Georgia Regional	Lowe Aviation	\$5.10	\$4.75	\$4.05
GVL	Lee Gilmer Memorial	Champion	\$5.65	\$5.99	\$4.73
GVL	Lee Gilmer Memorial	Lanier/Champion	~	\$5.73	\$4.73
HSV	Huntsville International	Signature	\$6.33	\$6.25	-
DHN	Dothan Regional Airport	Aero-One Aviation	\$5.29	\$5.03	-
ECP	NW Florida Beaches Intl	Sheltair	\$5.80	\$6.69	-
CHA	Lovell Field Airport	Wilson Air Center	\$5.84	\$6.06	\$5.05
MDQ	Huntsville Executive	Executive Flight Center	\$4.44	\$4.98	-
VPC	Cartersville Airport	Phoenix Air	\$3.80	\$4.69	-
FFC	Atlanta Regional Airport	Falcon Field	\$4.34	\$4.53	-
CSG	Columbus Airport	Flightways Columbus	\$5.21	\$5.47	\$4.41
		Average	\$5.18	\$5.47	\$4.64
PIM	Pine Mountain		2.99	3.79	3.59
EUF	Eufaula		4.3	~	4.98

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
Bailey Mills	7/15/2020	Twin	310

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
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 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/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: (2) Joseph “Anthony” Pugh, Custodial Supervisor

Daniel Thomas, Maintenance Manager

New Hire: (1)

Employee Name	DOH	Job Title	Department
Kaeleib Patterson	02/08/2021	Line Service Technician	Flightways

Employee Name	DOH	Job Title	Terminations/Resignations
Jose’ Aviles	11/04/2019	Facilities Supervisor	Voluntarily
Jermaine Morgan	09/23/2019	Public Safety Officer	Voluntarily

Terminations/Resignations: (2)

Current Vacant Positions: (5)

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

Contingent Offers Extended/Pending TSA Background

- Equipment Maintenance & Line Service Technician – Flightways
- Customer Service Representative – Flightways

Additional Human Resources Additional Updates

- March Employee Meeting: Public Safety Emergency Exercise Training Information
- February Employee Meeting: Heart Health/Departmental Updates; Paper Airplane Team Building Activity; Embracing Our Diversity, the diversity of our work family makes us stronger.
- Goodwill Custodial Training Program for Hospitality Team: Started 2/23/2021; Team members will attend a 3-day training between 02/23/2021 – 03/25/2021. Each day consist of classroom instruction with demos of custodial procedures, equipment use and hands-on experience.
- Columbus Technical College partnership meeting end of March

MAINTENANCE

Mr. Daniel Thomas provided the following update report.

Landscaping Division:

The Landscaping Division is maintaining the grounds in front of the airport terminal, cutting, and cleaning our outside lots, and continuing the pruning of the crepe myrtle trees on Armour Rd.

Facilities Maintenance Division:

The Maintenance Department would like to thank our past Facilities Supervisor Mr. Aviles for his service. At this time, we have one employee, Mr. Troy Pair, in our Facilities Maintenance Division. Other Maintenance Department employees have been reassigned to help Troy until the Facilities Supervisor Position is filled. The Facility Maintenance Supervisor Position has been posted, and we encourage anybody that meets the job qualifications to apply.

Bird mitigation, door seals, and hangar roof repairs are still ongoing and remain one of our top priorities. Facilities maintenance has completed hangar 15 seals, is currently working on hangar 14 seals, and will move onto hangar 12 following completion.

We have hired a contractor to assist in the repair hangar rooves. They have started with hangar 2 and 13.

Hangar 57 seals and outside light were replaced. Two new heaters were ordered and installed on Friday, February 19, 2021.

The airport terminal's two elevators and escalators were inspected on February 16th and have received their State of Georgia Certification.

Airfield Operations Division:

The Columbus Airport annually SWPPP water sample collection was done and sent to a lab for testing on Tuesday, February 9, 2021.

The airfield lighting vault touchscreen computer system failed to power up and was replaced by a new up-to-date touchscreen computer system.

Runway 13/31 problem has been diagnosed, and the part has been ordered. FAA NOTAMs have been issued for Runway 13/31 lights and signs. Once this part arrives, is installed, and the system is working correctly I will close out the FAA NOTAMS.

The rotating beacon light and power ballast has come in and was installed. The FAA NOTAM that was open for the rotating beacon light was closed out.

Ms. Clark stated they got a lot done in the last two months in the Maintenance Department.

TERMINAL CONSTRUCTION UPDATE

Ms. Sellers provided the following update report.

- i. A1 (Hold room and New Restrooms)–
 1. Hold room is transitioned to SIDA as of 3/18/2021
 2. Renovation of remaining hold room space scheduled to begin late March
- ii. A2 (TSA, Maintenance Shop and Locker Rooms) –
 1. TSA, Maintenance, Airfield Operations and Restaurant departments moved in
- iii. B1-Waiting Room – On schedule for an April turn-over and move in:
 1. LEO office turned over and operational – in use
 2. Waiting room high tops scheduled to be installed late March
 3. Outbound Baggage Handling System installed and being commissioned/tested/inspected
- iv. B2 – Former TSA Space
 1. RAC moved into temporary space until Phase C is complete
- v. Exterior –
 1. Passenger boarding bridges in fabrication
 2. Foundation installation in progress
 3. Front exterior metal ceilings ongoing – approx. 25% complete
 4. Roof replacement complete – final inspection and turn over set for late March
 5. Exterior painting complete
 6. Canopies scheduled to be installed in mid-April
- vi. 2nd FL Restrooms
 1. Turned over with temporary partitions
 2. Permanent partitions scheduled to be installed last week of March
- vii. Phase C (Baggage Return and Rental Car Counters) -
 1. Demolition complete
 2. Bathroom underground plumbing complete
 3. Bathroom slab on grade installed
 4. High ductwork being installed
 5. Framing and inwall rough-in ongoing
 6. Electrical and Communications rooms being built-out
- viii. Phase D (Central / Main Terminal Corridor)
 1. TSA passenger screening lane relocated 3/17/21
 2. Overhead security door installed
 3. Will continue with demolition and installation of new layout through central corridor

OTHER MATTERS

Ms. Clark read a letter in appreciation to Ms. Michele Renfroe in going above and beyond in providing dependable service as follows.

On Monday March 7th Mr. Joe Nunley was a transient customer of Flightways Columbus. He pumped fuel from our self-serve unit on the ramp after hours. He was concerned because the receipt he had showed more gallons pumped than he had witnessed on the pump. On March 8th Michele Renfroe, our FBO Manager, reached out to Mr. Nunley and confirmed the receipt he had was from the customer before him and his receipt was left at the machine. She forwarded him his actual receipt for his records. Mr. Nunley responded, "Thank you! You have gone above and beyond!"

Thank you, Michele for going above and beyond and exemplifying our values of providing dependable service for all!

Mr. Don Cook welcome Mr. Daniel Thomas, Sr. in his new role! He loves Mr. Thomas, Sr. enthusiasm, he liked him in the interview, he was so fired up and he was hoping Mr. Thomas, Sr. would be selected and get the position based on his experience and talents with his love of the airport, which is important! When people care for an organization, they do more, and certainly when people are enthused, they do very well. Mr. Don Cook welcomed Ms. Sonya Overton back to work, he supports her and all that she does, he appreciates her.

Mr. Don Cook expressed with heartfelt wishes and prayers at this time to Mr. Kelvin Mullins.

Mr. Don Cook said if he missed someone he apologizes. He thinks of all the Airport Staff all the time in the best of ways. He says all are super people that care about the organization as they do for themselves and he appreciates the balance everyone brings to the table.

Mr. Don Cook asked if there was any other discussion under other matters at this time.

Mr. Don Cook 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 Ms. Tana McHale 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 10.05 A. M.

APPROVED:

Mar Scarbrough, Secretary

Mr. Don Cook, Chairman