



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

**COLUMBUS IRON WORKS CONVENTION AND
TRADE CENTER AUTHORITY
MONTHLY MEETING**

OCTOBER 30, 2025

12:00 PM

**BOARDROOM
(SECOND LEVEL)**

A G E N D A

- I. CALL TO ORDER – CHAIRMAN JONATHAN PAYNE**
- II. APPROVAL OF MINUTES**
 - A. REGULAR MEETING – SEPTEMBER 25, 2025**
- III. FINANCIAL REPORT – NICHOLE LEWIS**
 - A. SEPTEMBER 2025**
- IV. CATERING UPDATES – HAYLEY TILLERY**
 - A. SEPTEMBER 2025**
- V. SALES REPORT – HAYLEY TILLERY / MORGAN MOORE**
 - A. SEPTEMBER 2025**
- VI. FACILITY UPDATE – HAYLEY TILLERY**
 - A. PARKING GARAGE – UPDATE**
 - B. HVAC ARP PROJECT – UPDATE**
 - C. INTERNET – UPDATE**
 - D. CARPET RENOVATION PROJECT – UPDATE**
- VII. ADJOURNMENT**



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

**COLUMBUS IRON WORKS CONVENTION AND
TRADE CENTER AUTHORITY**

**MINUTES OF THE MONTHLY MEETING
OCTOBER 30, 2025
12:00 PM**

The monthly meeting of the Columbus Iron Works Convention and Trade Center Authority was held Thursday, October 30, 2025, at 12:00 Noon in the Boardroom of the facility.

Authority Members Present: Chairman Jonathan Payne, Vice Chairman Jessica Gray, John Stacy, and Jay Pitts

Authority Members Absent: Brittany Perkins

Administrative Members Present: Executive Director Hayley Tillery, Assistant Director Morgan Moore and Finance Manager R. Nichole Lewis

Administrative Members Absent: Secretary Chasity Deppe

CALL TO ORDER

At 12:00 PM, Chairman Jonathan Payne called the meeting to order and welcomed members and staff.

APPROVAL OF MINUTES

A. REGULAR MEETING – SEPTEMBER 25, 2025

Chairman Jonathan Payne asked the members if they had received and read the minutes from the previous regular meeting dated September 25, 2025. Hearing no additions or corrections to be made, Jonathan made the motion to approve the minutes as presented. John Stacy second the motion, which was carried out unopposed by all members present.

FINANCIAL REPORT – NICHOLE LEWIS

A. SEPTEMBER 2025 – See attached report.

Chairman Jonathan Payne made a motion to approve the September 2025 Financial Report as prepared and presented by Finance Manager R. Nichole Lewis. Jay Pitts second the motion that was carried unopposed by all members present.

Finance Manager R. Nichole Lewis also distributed an updated copy of the June 2025 financial report to each member and the corrections made were briefly explained and discussed. See attached.

CATERING UPDATES / OAK VIEW HOSPITALITY GROUP - HAYLEY TILLERY

A. SEPTEMBER 2025 Average client survey score for catering based on 3 surveys was a 100.

Executive Director Hayley Tillery reported with the current catering contract with Oakview Group Catering due to expire June 30, 2026, she would be starting the request for proposal process for potential catering vendors. Hayley added that she would first notify the city, then draft the RFP that would be presented to the Authority before publishing. Hayley stated that the city required at least three vendors, however she expected to receive four to five. Concluding, she hoped to have the vendor selected by February 2026.

Executive Director Hayley Tillery then stated that she would like to commend catering General Manager Andrew Brailsford and the catering team again for their initiative to increase revenue by providing signature drink options to clients. Hayley stated that the latest Ranger Ball had the highest bar sales of the year in part because of the specialty drink option. Also, Andrew had been working with the Valley Rescue Mission to donate surplus food from events. Hayley stated that 64 lbs. of food had been donated, feeding an estimated 200 people.

SALES REPORT – HAYLEY TILLERY / MORGAN MOORE

A. SEPTEMBER 2025 – See attached report.

Executive Director Hayley Tillery briefly went over the sales reports for the month of September 2025. Hayley stated for the month there were 23 call-in clients, 10 walk-in clients, 42 planning kit requests and 8 requests for proposals with 23 contracts issued. Adding there were 68 event days during the month with over 16K attendees.

Hayley shared the September client survey report, which contained just three surveys for the month with an overall score of 99.6. **See attached report.** Also, several Google Reviews were shared.

Executive Director Hayley Tillery highlighted a few events that took place during the month of September to include the Ranger Ball, Fountain City Tattoo Expo, the Filipino American Association Induction Ball, Sound Choices Gala, 1st Lady of Columbus Charity Lunch, Georgia Business Education Association Conference, Georgia City County Management Association Fall Conference and a signature pop up event Swift and Shop. Hayley added that the city-wide impact for September was just over \$348K.

Conference / Convention Event Leads Report - **See attached report**, prepared, by Assistant Director Morgan Moore.

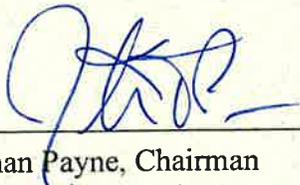
FACILITY UPDATE – HAYLEY TILLERY

- A. PARKING GARAGE UPDATE** Executive Director Hayley Tillery reported that she had been having a lot of one-on-one meetings with stakeholders and had several more planned before scheduling another town hall meeting. Hayley continued that she was still gathering letters from current social event clients, convention/conference clients and individuals within the Historic District supporting the project. Adding, she had also met with the new director of the Development Authority who was also in support. Hayley assured the members she would keep them updated on any progression.
- B. HVAC ARP PROJECT UPDATE** Executive Director Hayley Tillery reported that she had received notice the work on the project was now projected to begin in December with added scope of work not included in the initial quote. Hayley expressed her displeasure, adding that she had a meeting scheduled the next week with the company to discuss and clarify the additions.
- C. INTERNET UPDATE** Executive Director Hayley Tillery reported the project was complete and she had reached out to Lightspeed Data Link to cancel service.
- D. CARPET RENOVATION PROJECT UPDATE** Executive Director Hayley Tillery reported there were still a few common areas remaining to complete the project, adding the carpet installation was still being scheduled around events being held.

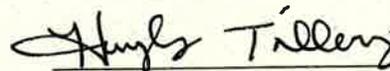
Executive Director Hayley Tillery also shared with the members her Overview of Recent Events, to include current and completed facility projects and employee updates. **Please see the attached report.**

ADJOURNMENT

With no further items of business to discuss, Chairman Jonathan Payne adjourned the meeting at 12:50 PM. The next regular meeting, which is normally held monthly on the fourth Thursday, due to the Thanksgiving holiday will be held Thursday, November 20, 2025.



Jonathan Payne, Chairman
Columbus Iron Works Convention and
Trade Center Authority



Hayley Tillery, Executive Director
Columbus Georgia Convention and
Trade Center



COLUMBUS GEORGIA CONVENTION AND TRADE CENTER FY 25- JUNE 2025 FINANCIAL HIGHLIGHTS

UPDATED 10/01/2025

R. Nichole Lewis

REPORT 2 –JUNE 2025 PROFIT & LOSS STATEMENT

➤ REVENUES

- Operating Revenue
 - Our Miscellaneous account was given \$82 credit from payroll correcting accounts from years past.
- Tax/Other Source Revenue
 - Investment interest was an additional \$24,141 more than originally provided.
 - Hotel/Motel Tax was \$7,392 more than the original EOY amounts.
- Total Revenue of was \$31,646 more at \$203,994 for June 2025.

➤ EXPENSES

- Labor Cost
 - Labor expenses stayed the same at \$318,028 for the month.
- Operating Expenses
 - Contractual services were \$714 more due to late billing from a vendor and Finance able to back date this payment.
 - Administrative services were \$121 more due to the copier account fees being back dated.
 - Natural gas is \$44 more than originally posted due to the billing issues during the year and an accrual not removed till June.
 - Operating expenses is \$96 more due late billing from the city warehouse.
 - Total Operating Expenses were \$81,701, which is \$974 more than originally reported.
- Other Expenses
 - Capital expenses is \$5,790 more due to invoices being back dated by finance to June.
- Total Expenses were \$444,813, which is \$6,765 more than before.

➤ NET PROFIT

- Net Profit for June 2025 was **-\$11,706**. The original net profit was **-\$36,557**

REPORT 3 –JUNE 2025 YEAR TO DATE PROFIT & LOSS STATEMENT

➤ REVENUES

- Operating Revenue
 - Total Operating Revenue of \$3,165,681, \$82 more than previously stated.
- Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$1,711,002.
- End of Fiscal Year 2025 Revenue of \$4,876,683, \$31,646 more than stated before.

➤ EXPENSES

- Labor Cost
 - Total labor expenses were \$1,767,028.
- Operating Expenses
 - Total Operating Expenses were \$951,386.
- Other Expenses
 - Total other expenses were \$507,999.
- Reserve Fund Expenses
 - The Fiber Internet install final payment was made in FY26, correction is made.
 - The Carpet Install project payments were backdated to FY25, this is corrected in all financials.
 - The Total Reserve Fund is \$736,034, \$215,316 more than previously reported.
- End of Fiscal Year 2025 Expenses were \$3,962,446.

➤ NET PROFIT

- Total Net Profit for the End of Fiscal Year 2025 was \$1,650,270, which is \$24,851 more than reported before. With the Reserves Project payments, our year-to-date net profit is \$914,237.

REPORT 4 – FY 2025 YTD FIVE YEAR COMPARISON

➤ Revenue

- Space Rental is 27% higher than the 5-year average.
- Other Revenue is 7% higher than the average.
- Total Revenue YTD is 15% higher than the average.

➤ Expenses

- Labor Costs are 18% higher than the 5-year average.
- Repairs and Maintenance to the Building is 42% lower than the average.
- Utilities are 20% higher than the average.
- Total expenses are 25% higher with the added expenses of the Reserves Projects.

➤ Net Profit

- Net Profit, excluding the Reserves Projects, is 6% higher than the average.



COLUMBUS GEORGIA CONVENTION AND TRADE CENTER FY 26-SEPTEMBER 2025 FINANCIAL HIGHLIGHTS

R. Nichole Lewis

REPORT 1 – REVENUE SUMMARY

- September 2025, there were 68 event days, 41 events, and 16,761 attendees.
- Church of the Highlands was charged a total of \$60,269 for September 2025.
- Top Events

September 2025		September 2024 (Last Year)	
Event	Total Revenue	Event	Total Revenue
Ranger Ball (Cash bar sales was \$13,222)	\$75,899	Georgia ASYD Conference (After School & Youth Development) 2024	\$103,918
Georgia City County Management Association Fall Conference (GCCMA)	\$62,986	Society of Human Resources Management Georgia State Council Annual Conference and Expo	\$77,092
Sound Choice Gala	\$44,570	Church of the Highlands Sunday Services	\$42,812

- F&B Revenue was \$323,404; Operations Revenue was \$158,586; Total Revenue was \$481,990.
- September 2024, there were 58 event days with 17,050 attendees and a Total Revenue of \$540,349.

REPORT 2 – SEPTEMBER 2025 PROFIT & LOSS STATEMENT

➤ REVENUES

- Operating Revenue
 - There was no catering commission for September.
 - Space Rental was \$130,151.
 - The equipment rental was \$17,391.
 - Total Operating Revenue of \$158,585.
- Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$89,748. The amount for the Hotel/Motel Tax is an accrual. This will be updated as soon as the amount is posted.
- Total Revenue of \$248,333 for September 2025.

➤ EXPENSES

- Labor Cost
 - Total labor expenses were \$136,391.
- Operating Expenses
 - Contractual services were \$10,139. The boilers had their yearly inspection, along with the yearly fire extinguisher inspection.
 - Repairs and Maintenance to the building was \$6,080.
 - Utilities were a total of \$61,745 for the month.
 - Total Operating Expenses were \$106,986.
- Other Expenses
 - The total other expenses were \$28,991. This amount includes the quarterly Cost Allocation payment to the city.
 - Total Expenses were \$326,168.

- Reserve Funds Expenses
 - Payment was made for the carpet installation; this was \$53,800.
- NET PROFIT
 - Net Profit for September 2025 was **-\$24,035**.

REPORT 3 – SEPTEMBER YEAR TO DATE 2025 PROFIT & LOSS STATEMENT

- REVENUES
 - Operating Revenue
 - Space Rental was \$428,555.
 - The equipment rental was \$47,388.
 - Client Electrical Usage was \$21,105.
 - Total Operating Revenue of \$519,288.
 - Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$350,444.
 - Total Revenue of \$868,782 for September 2025.
- EXPENSES
 - Labor Cost
 - Total labor expenses were \$363,416.
 - Operating Expenses
 - Contractual services were \$246,271.
 - Repairs and Maintenance to the Building is \$11,208.
 - Utilities were \$209,418.
 - Total Operating Expenses were \$299,816.
 - Other Expenses
 - The total other expenses were \$91,087.
 - Reserve Funds Expenses
 - Total Reserve Fund Expenses is \$79,297.
 - Total Expenses were \$832,616.
- NET PROFIT
 - Net Profit excluding Reserve projects for September 2025 was \$115,463.

REPORT 4 – FY 2025 YTD FIVE YEAR COMPARISON

- Revenue
 - Space Rental is 16% higher than the 5-year average.
 - Other Revenue is 15% higher.
 - Total Revenue YTD is 12% higher than the average.
- Expenses
 - Labor Costs are 12% higher than the 5-year average.
 - Contractual Services are 10% higher than the average.
 - Utilities are 13% higher than the average.
 - Total expenses are 5% higher with the added expenses of the Reserves Projects.
- Net Profit
 - Net Profit, excluding the Reserves Projects, 25% lower than the average.



CLIENT SURVEY SCORES AND CUSTOMER COMMENTS

SEPTEMBER 2025

3 SURVEY

	EC	PLANNING	EVENT DAY	F&B	POST EVENT	OVERALL	NUMBER OF ATTENDEES	COMMENTS: Verbal, Survey, or Email
September 17, 2025								
Prime for Life Continuing Education Training	MR	100	98	100	97.5	98.9	90	Special shout out Lucy, Day 1 Banquet Captain, who was just amazing and sliced the memorial cake for us. The banquet teams were fantastic both days!
Filipino American Association Induction Ball	PH	100	100	100	100	100	450	Everybody was very nice and accommodating. The bar lady outside, I forgot her name but she is the best. She was my go to person for all our drinks. Food was excellent to me or most of us, Can't please everybody. Dessert was perfect. Justin Bowles, Payten Hartshorn and the bar girl outside the Ballroom, I wish I remembered her name were exceptional.
September 25, 2025								
Sound Choices Gala	HS	100	100	100	100	100	840	Everything went so smoothly. Haley is a fantastic communicator and I couldn't have been more pleased. Event day was perfect. We were super pleased with everything with catering! Paula was wonderful to work with. Both Haley and Paula were exceptional. Every interaction with service staff was great. Thank you for a wonderful experience!
OVERALL AVERAGE SCORE		100	99.3	100	99.2	99.6		
CLIENT COMMENTS - VERBAL OR EMAIL								
Fountain City Tattoo Expo September 17-21, 2025								(Flowers w/card sent to Executive Director Hayley Tillery) Thank you so much for all to the hard work during the Fountain City Tattoo Expo. We're so grateful for the kindness, professionalism and support. We couldn't have done it without you. - Thomas & Rachel Randall

Olivia's 9th Birthday - Spa Day
September 20, 2025

Good Morning Everyone,

I want to say thank you for hosting my goddaughter birthday party this past weekend. The spa party was a different feel, and I must give KUDOS to Andrew/Paula's leadership and team for the level of care, professionalism, kindness, attentiveness, and most of all the intention of the relationship was great. Morgan thank you for the layout. It was the most appropriate layout for the set up of everything. Andrew & Paula thank you for coming to see the space and see how things were set up. Mrs. De Los Santos was uncertain to trust this kid friendly experience with the Trade Center as this being her very first experience went well, and I want to thank the team overall but especially Oakview team. This event brought a smile to a 9yr old face. This was something that the little girls will never forget this so much. Thank you so much and please know that we are sharing photos to ensure that you all can see. The food was 10/10!!!

Now I know we did not land on finding the brand-new diffuser. This was purchased by Mrs. De Los Santos, I think we landed that she was seen bringing the item, so we never found it. Please know the decorator Ms. April did not see it and she checked again to ensure that nothing was picked up accidentally and she has not seen anything either. Mrs. De Los Santos has shared she is welcomed to answer any questions if anyone would be like to reach out to her directly via email.

Again, thank you for this special moment and hope you all have a great day!!!

Lauren A. Chambers, CEO
The Mill District Inc.
3707 2nd Ave Suite 113
Columbus, Georgia 31904

SEPTEMBER 2025 SALES RECAP



MONTHLY REVENUE

CITY WIDE IMPACT

(Sent from the Columbus Visitor's Bureau)

Trade Center Revenue **\$158,586**

Total Revenue **\$481,990**

\$348,068

MONTHLY SALES

Does not include Catering Sales

CONFERENCES

	Event Days	Sales
2025	11	\$25,858
2024	23	\$104,380

CONSUMER/ TRADE SHOWS

	Event Days	Sales
2025	9	\$24,711
2024	8	\$21,721

MEETINGS

	Event Days	Sales
2025	24	\$17,577
2024	9	\$3,795

RELIGIOUS

	Event Days	Sales
2025	8	\$58,236
2024	10	\$67,670

SOCIAL

	Event Days	Sales
2025	12	\$22,149
2024	7	\$11,015

SPORTS/ ENTERTAINMENT

	Event Days	Sales
2025	0	\$0
2024	1	\$8,265

WEDDINGS

	Event Days	Sales
2025	4	\$7,913
2024	0	\$0



FY26 16,761

vs

FY25 17,050

FY26 September attendee count is down by 289 people compared to FY25.

SALES INQUIRIES

INQUIRIES **83**

CALL-INS **23**

WALK-INS **10**

PKR'S **42**

RFP'S **8**

CONTRACTS SENT

23

OVERALL SURVEY SCORE

99.6%

Based on 3 surveys

Conference/Convention Event Leads

Event Leads	FY26	FY27	FY28+
# of Events	5	12	5
Total Attendees	1,280	11,380	1,625
Total Rental Revenue	\$65,500	\$280,315	\$90,500

Leads Converted to Business			
Event Month	Calendar Year	Fiscal Year	Attendees
March	2026	FY26	200
October	2025	FY26	300
February	2026	FY26	175
June	2026	FY26	600
Fiscal Year 2026 (July 2025-June 2026)			
Event Month	Calendar Year	Fiscal Year	Attendees
January	2026	FY26	200
February	2026	FY26	80
April	2026	FY26	500
April	2026	FY26	200
June	2026	FY26	300

Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
January	2026	FY26	200	\$6,700	GASROE Executive Seminar
February	2026	FY26	80	\$4,800	Pratt & Whitney Conference
April	2026	FY26	500	\$10,000	Cyber Inspire: Empower Girls
April	2026	FY26	200	\$25,000	Georgia Chapter of Government Management Information Sciences (GA GMIS) Spring Conference 2026
June	2026	FY26	300	\$19,000	GACS Convenience Store and Petroleum Show

Fiscal Year 2027 (July 2026-June 2027)			
Event Month	Calendar Year	Fiscal Year	Attendees
August	2026	FY27	500
October	2026	FY27	200
October	2026	FY27	4000
November	2026	FY27	1500
December	2026	FY27	1000
January	2027	FY27	100
February	2027	FY27	200
March	2027	FY27	750
March	2027	FY27	130
March	2027	FY27	200

Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
August	2026	FY27	500	\$20,000	NSDAR Fall Forum
October	2026	FY27	200	\$9,600	AFLAC Triple Crown
October	2026	FY27	4000	\$8,000	GARBA Festival
November	2026	FY27	1500	\$29,415	SkillsUSA Georgia Fall Leadership Conference
December	2026	FY27	1000	\$83,000	2026 USATF Annual Meeting
January	2027	FY27	100	\$9,200	Georgia Council of Supervisors of Mathematics Conference 2027
February	2027	FY27	200	\$16,000	2027 GHPCO Annual Conference (Georgia Hospice and Palliative Care Organization)
March	2027	FY27	750	\$22,000	Christian Product Expo (CPE)
March	2027	FY27	130	\$7,500	Georgia Association of Floodplain Management Conference
March	2027	FY27	200	\$12,000	2027 Georgia Emergency Communications Conference

April	2027	FY27	300	\$13,600	Georgia Economic Developers Association SPRING WORKSHOP 2027
June	2027	FY27	2500	\$50,000	GA Republican Party State Convention 2027

Fiscal Year 2028+ (July 2027+)

Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
September	2027	FY28+	150	\$13,900	Georgia Geospatial Association 2027 Conference
September	2027	FY28+	150	\$12,000	The Old Guard Association 2027 Reunion
October	2027	FY28+	400	\$16,000	Omega Psi Phi Fraternity, Inc. Georgia State Meeting 2027
October	2027	FY28+	500	\$13,600	GRPA 2027 State Conference
October	2027	FY28+	425	\$35,000	National Onsite Wastewater 2027 Conference



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER
Overview of Recent Events**

Date: October 30, 2025

Current Projects

- American Rescue Plan / SPLOST
 - Trade Center 2.6 million – HVAC System
- Trade Center carpet renovation

Completed Projects/Updates

Facilities and Operations:

- Continuing to replace interior & exterior lights while changing them over to LEDs – Currently have replaced upwards of 250 lights.
- Replacing exterior stairwell wooden handrails; Quoted pricing of \$3,600+ from local lumber companies – Parts & materials for in house replacement cost us \$400.
- In the process of upgrading our elevator emergency system with help from IT & King III Communications to finish installing wireless cell signal in all elevators to ensure we have the necessary communication in each elevator in case of an emergency.

Employee Updates

Active Job Postings - TOTAL: (4) Positions Open

Operations:

- One (1) Event Attendant Crew Leader – Advertised
- Two (3) part-time Events Attendant – Advertised

Facilities:

- One (1) part-time – Advertised

Authority Meeting Agenda

- November 20th – (Nov. 27th – Thanksgiving) Covering month of October



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

**COLUMBUS IRON WORKS CONVENTION AND TRADE CENTER AUTHORITY
OCTOBER 30, 2025**

The Columbus Iron Works Convention and Trade Center Authority entered into executive session at 12:51 PM on October 30, 2025, following the regular monthly meeting to discuss a personnel matter.

Authority Members Present: Chairman, Jonathan Payne, Vice Chairman Jessica Gray, John Stacy and Jay Pitts

Authority Member Absent: Brittany Perkins

During this executive session the Authority members discussed the recently completed performance evaluation of Executive Director Hayley Tillery, covering fiscal year 2025. All members confirmed they had received and reviewed the previously distributed performance evaluation. There was an in-depth discussion, where each Authority member provided their supporting thoughts and comments. After which, Authority chair Jonathan Payne made a motion to approve a merit increase of 15% for Executive Director Hayley Tillery, to be implemented during the first pay period of December 2025. Jay Pitts second the motion, and it passed with unanimous approval.

Members exited the executive session at 1:05 PM

A handwritten signature in blue ink, appearing to read "Jonathan Payne".

Jonathan Payne, Chairman
Trade Center Authority
Center

A handwritten signature in blue ink, appearing to read "Hayley Tillery".

Hayley Tillery, Executive Director
Columbus, GA Convention and Trade
Center

A handwritten signature in blue ink, appearing to read "Chasity Hall Deppe".

Chasity Hall Deppe, Secretary
Columbus GA Convention and Trade Center
Trade Center Authority