



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

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

MAY 22, 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 – APRIL 24, 2025**
- III. FINANCIAL REPORT – NICHOLE LEWIS**
 - A. APRIL 2025**
- IV. CATERING UPDATES – HAYLEY TILLERY**
 - A. APRIL 2025**
- V. SALES REPORT – HAYLEY TILLERY / MORGAN MOORE**
 - A. APRIL 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
MAY 22, 2025
12:00 PM**

The monthly meeting of the Columbus Iron Works Convention and Trade Center Authority was held Thursday, May 22, 2025, at 12:00 Noon in the Boardroom of the facility.

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

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

CALL TO ORDER

At 12:05 PM, Chairman Jonathan Payne called the meeting to order and welcomed members and staff.

APPROVAL OF MINUTES

A. REGULAR MEETING – APRIL 24, 2025

Chairman Jonathan Payne asked the members if they had received and read the minutes from the previous regular meeting dated April 24, 2025. With no additions or corrections to be made, Chairman Jonathan Payne made the motion to approve the minutes as presented. Vice Chairman Jessica Gray second the motion, which was carried unopposed by all members present.

Executive Director Hayley Tillery introduced Oakview Group Catering General Manager Andrew Brailsford. The Authority welcomed Andrew. Andrew thanked the members for their warm welcome and shared with them a little about himself and his work experience.

FINANCIAL REPORT – NICHOLE LEWIS

A. APRIL 2025 – See attached report.

Chairman Jonathan Payne made a motion to approve the April 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.

CATERING UPDATES / OAK VIEW HOSPITALITY GROUP - HAYLEY TILLERY

A. APRIL 2025 Executive Director Hayley Tillery reported she was working on getting the new General Manager Andrew Brailsford settled in and organizational restructuring with more details to come.

SALES REPORT – HAYLEY TILLERY / MORGAN MOORE

A. APRIL 2025 – See attached report.

Executive Director Hayley Tillery briefly went over the sales report for the month of April 2025. Hayley stated there were 36 call-in clients, 17 walk-in clients, 46 planning kit requests and 11 requests for proposals with 25 contracts issued. Adding there were 65 event days during the month with 21,930 attendees.

Hayley reported there were no client surveys received for the month of April.

Executive Director Hayley Tillery highlighted a few events that took place during the month of April to include: Cookies with the Easter Bunny, Creative South, Centennial Celebration for the Liberty Theatre, AKA Pink Ice Educational Ball, GA Water Professionals Convention, Columbus Home Show, Gun Shows of the South, United Cheerleading Awards and several Proms. Hayley added the city impact was \$434,200.

Executive Director Hayley Tillery also highlighted PSRW (Public Service Recognition Week), showing pictures of the staff participating in activities held during the week.

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

FACILITY UPDATE – HAYLEY TILLERY

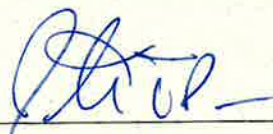
- A. PARKING GARAGE UPDATE** Executive Director Hayley Tillery reported that she continued to work on clearing up any misconceptions with council members and she did not present again at the Council Meeting on May 13, 2025.
- B. HVAC ARP PROJECT UPDATE** Executive Director Hayley Tillery stated that she had a meeting scheduled for the following week but did not have anything new to report at this time.
- C. INTERNET UPDATE** Executive Director Hayley Tillery reported that Net Planner was still working hard and had done a test run during the GA GMIS (Government Management Information Sciences) Conference that was held May 4-8, 2025. Hayley added that they were planning to go live the first week of July but wanted to continue to run Lightspeed Data Link as a backup for a few weeks to see if there were any issues that would need to be resolved.
- D. CARPET RENOVATION PROJECT UPDATE** Executive Director Hayley Tillery reported the carpet was being laid in the Foundry and the project was scheduled to be completed at the end of July.

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.**

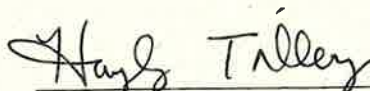
Although not on the agenda, Executive Director Hayley Tillery shared with the Authority her maternity plan for her upcoming 12-week absence. Hayley stated that she had distributed her client load and Assistant Director Morgan Moore would assume all other executive director duties. Hayley reminded the members that the Authority does not typically meet in July but holds a combined July/August meeting and due to this schedule, she was not planning to miss a meeting. The combined meeting will be held on August 28, 2025.

ADJOURNMENT

With no further items of business to discuss, Chairman Jonathan Payne adjourned the meeting at 1:11 PM. The next regular meeting, which is normally held monthly on the fourth Thursday, will be held Friday, June 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- APRIL 2025 FINANCIAL HIGHLIGHTS

R. Nichole Lewis

REPORT 1 – REVENUE SUMMARY

- April 2025, there were 65 event days, 41 events, and 21,930 attendees.
- Church of the Highlands was charged a total of \$108,558 for April 2025.
- Top Events

April 2025		April 2024 (Last Year)	
Event	Total Revenue	Event	Total Revenue
USG Teaching & Learning Conference	\$80,095	AKA Pink Ice Educational Ball 2024	\$51,985
GA Association of Water Professionals 2025	\$79,126	Georgia Association of Women in Public Safety Conference	\$35,594
AKA Pink Ice Educational Ball 2025	\$57,389	One in the Spirit Banquet	\$35,256

- F&B Revenue was \$340,466; Operations Revenue was \$244,882; Total Revenue was \$585,348.
- April 2024, there were 73 event days with 28,706 attendees and a Total Revenue of \$522,002.

REPORT 2 – APRIL 2025 PROFIT & LOSS STATEMENT

➤ REVENUES

- Operating Revenue
 - The catering commission for April is approximately \$30,000 due to OVG moving to a new accounting system.
 - Space Rental was \$203,339.
 - The equipment rental was \$24,482.
 - Total Operating Revenue of \$274,882.
- Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$122,398.
- Total Revenue of \$397,279 for April 2025.

➤ EXPENSES

- Labor Cost
 - Total labor expenses were \$111,082.
- Operating Expenses
 - Contractual services were \$30,727. The escalator maintenance and testing was \$19,585.
 - Vehicle expenses were \$5,153 due to obtaining a new transmission for our pickup truck.
 - Natural gas was high, at \$26,359, to do Liberty utilities fixing the under billing they have done in the past few months due to new equipment they installed not communicating correctly.
 - Utilities was a total of \$63,705 for the month.
 - Total Operating Expenses were \$109,255.
- Other Expenses
 - The total other expenses were \$7,364.
- Total Expenses were \$227,702.

➤ NET PROFIT

- Net Profit for April 2025 was \$169,578.

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

➤ REVENUES

- Operating Revenue
 - Equipment Rental was \$201,660.
 - Space Rental was \$1,613,160.
 - Total Operating Revenue of \$2,547,920.
- Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$1,336,592.
- Total Year to Date Revenue of \$3,884,512 as of April 2025.

➤ EXPENSES

- Labor Cost
 - Total labor expenses were \$1,275,060.
- Operating Expenses
 - Contractual services were \$148,280.
 - Repairs and Maintenance to the Building is \$42,471.
 - Utilities were \$486,418.
 - Total Operating Expenses were \$816,586.
- Other Expenses
 - Total other expenses were \$442,571.
- Reserve Fund Expenses
 - Total Reserve Fund is \$520,718.
- Total Year to Date Expenses were \$3,054,934.

➤ NET PROFIT

- Total Year to Date Net Profit as of April 2025 was \$1,643,843. With the Reserves Projects and Bond Payments, our year-to-date net profit is \$829,578.

REPORT 4 – FY 2024 YTD FIVE YEAR COMPARISON

➤ Revenue

- Space Rental is 32% higher than the 5-year average.
- Other Revenue is 7% higher than the average.
- Total Revenue YTD is 16% higher than the average.

➤ Expenses

- Labor Costs are 14% higher than the 5-year average.
- Repairs and Maintenance to the Building is 41% lower than the average.
- Utilities are 29% higher than the average.
- Total expenses are 24% higher with the added expenses.

➤ Net Profit

- Net Profit with bond payment is 6% lower than the average.

APRIL 2025 SALES RECAP



MONTHLY REVENUE

CITY WIDE IMPACT

(Sent from the Columbus Visitor's Bureau)

Trade Center Revenue **\$244,882**

Total Revenue **\$585,348**

\$ 434,200

MONTHLY SALES

Does not include Catering Sales

CONFERENCES

	Event Days	Sales
2025	10	\$48,772
2024	15	\$48,361

CONSUMER/ TRADE SHOWS

	Event Days	Sales
2025	7	\$21,604
2024	8	\$40,510

MEETINGS

	Event Days	Sales
2025	11	\$18,597
2024	11	\$7,036

RELIGIOUS

	Event Days	Sales
2025	16	\$97,158
2024	11	\$55,594

SOCIAL

	Event Days	Sales
2025	16	\$38,134
2024	24	\$48,217

SPORTS/ ENTERTAINMENT

	Event Days	Sales
2025	2	\$17,407
2024	2	\$15,013

WEDDINGS

	Event Days	Sales
2025	2	\$1,438
2024	2	\$3,900



FY25 21,930

vs

FY24 28,706

FY25 April attendee count is down by 6,776 people compared to FY24.

SALES INQUIRIES

INQUIRIES **110**

CALL-INS **36**

WALK-INS **17**

PKR'S **46**

RFP'S **11**

CONTRACTS SENT

25

Conference/Convention Event Leads

Event Leads	FY26	FY27	FY28+
# of Events	17	8	5
Total Attendees	4,925	5,900	2,925
Total Rental Revenue	\$188,015	\$136,115	\$126,300

Leads Converted to Business			
Event Month	Calendar Year	Fiscal Year	Attendees
January	2026	FY26	250
August	2025	FY26	900
July	2025	FY26	400
Fiscal Year 2025 (July 2024-June 2025)			
Event Month	Calendar Year	Fiscal Year	Attendees
Fiscal Year 2026 (July 2025-June 2026)			
Event Month	Calendar Year	Fiscal Year	Attendees
August	2025	FY26	325
August	2025	FY26	35
September	2025	FY26	35
September	2025	FY26	40
October	2025	FY26	150
November	2025	FY26	1500
February	2026	FY26	200
March	2026	FY26	
March	2026	FY26	350
March	2026	FY26	300
March	2026	FY26	200
April	2026	FY26	250
April	2026	FY26	200
May	2026	FY26	40
Event Name	Rental Revenue	Attendees	Rental Revenue
TIEGA CONFERENCE	\$3,700	250	\$3,700
Phenix City Schools Institute Conference	\$4,600	900	\$4,600
Georgia Alabama Partnership for Sustainability	\$13,000	400	\$13,000
Event Name	Rental Revenue	Attendees	Rental Revenue
Event Name	Rental Revenue	Attendees	Rental Revenue
Sysco All In and DSM Retreat	\$4,100	325	\$4,100
Safety, Security, and Wellness Workshop	\$600	35	\$600
Political Advocacy Workshop	\$600	35	\$600
Superintendent Professional Development Program (SPDP)	\$600	40	\$600
2025 Bike-Walk-Live Summit	\$5,000	150	\$5,000
SkillsUSA Georgia Fall Leadership Conference	\$29,415	1500	\$29,415
Georgia Hospice and Palliative Care Annual Conference	\$21,700	200	\$21,700
Child Support Attorneys Training Conference	\$6,600		\$6,600
Georgia Athletic Directors Association State Conference 2026	\$26,000	350	\$26,000
Georgia Cheer Coaches Association Conference 2026	\$12,700	300	\$12,700
National Association of Negro Business and Professional Women's Clubs 2026 Southeast Conference	\$7,800	200	\$7,800
2026 GACCP Spring Meeting	\$9,400	250	\$9,400
GA PRIMA Conference	\$4,900	200	\$4,900
Superintendent Professional Development Program (SPDP)	\$600	40	\$600

May	2026	FY26	300	\$10,000	LPCA 35st Annual Convention and Regional Conference
June	2026	FY26	400	\$23,000	2026 GASN Annual Statewide Conference
June	2026	FY26	600	\$25,000	GS3 Annual School Safety Summit Conference
Fiscal Year 2027(July 2026-June 2027)					
Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
November	2026	FY27	1500	\$29,415	SkillsUSA Georgia Fall Leadership Conference
November	2026	FY27	1800	\$20,000	Georgia HOSA FLC 2026
December	2026	FY27	900	\$3,900	ERA Real Estate Foster & Bond Conference
January	2027	FY27	100	\$9,200	Georgia Council of Supervisors of Mathematics Conference 2027
March	2027	FY27	750	\$22,000	Christian Product Expo (CPE)
March	2027	FY27	350	\$26,000	Georgia Athletic Directors Association State Conference 2027
March	2027	FY27	200	\$12,000	2027 Georgia Emergency Communications Conference
May	2027	FY27	300	\$13,600	Georgia Economic Developers Association SPRING WORKSHOP 2027
Fiscal Year 2028+ (July 2027+)					
Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
August	2027	FY28+	650	\$24,700	11th Armored Cavalry's Veterans of Vietnam and Cambodia Reunion
October	2027	FY28+	500	\$13,600	GRPA 2027 State Conference
October	2027	FY28+	425	\$35,000	National Onsite Wastewater 2027 Conference
November	2027	FY28+	1000	\$27,000	Georgia School Counselors Association GSCA 2027
March	2028	FY28+	350	\$26,000	Georgia Athletic Directors Association State Conference 2028



COLUMBUS GEORGIA CONVENTION & TRADE CENTER

Overview of Recent Events

Date: May 22, 2025

Current Projects

- American Rescue Plan / SPLOST
 - Trade Center 2.6 million – HVAC System
 - Internet Fiber Upgrade (Currently being installed)
- RFP for Trade Center parking garage.
- Trade Center carpet renovation – installation is currently taking place

Completed Projects/Updates

Facilities:

- Completed yearly inspection of boilers by Travelers.
- Replaced leaking hot water expansion joint, in house-cost savings of \$690 (parts cost of \$149.00)
- Replaced leaking hot water pump on boiler, in house-cost savings of \$11,646 (parts cost was \$147.30)
- Started on replacing 25 old air vents in the kitchen with newer models that distribute air better and a646re plastic, so they will not rust
- Repaired a number of carts using the in-house welder
- Installed correct lock outs on all boilers according to state inspector.
- Fixed leak in plumbing line in Sycamore Hall backside, in-house, parts totaling \$54.13
- Cleared large drain clog in kitchen drains

Employee Updates

Active Job Postings - TOTAL: (3) Positions Open

Operations:

- One (1) Event Attendant Crew Leader – Advertised
- One (1) full-time Events Attendant – Advertised with candidates available for interview
- One (1) part-time Events Attendant – Advertised with candidates available for interview

New Hires and Promotions:

- Brenton Morelli, Events Attendant I – FT (Operations)
- Angel Tolen, Events Attendant I – FT (Operations)

Authority Meeting Agenda

- June 20th
- July – No meeting – FY will be processing and reported in August