

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, JANUARY 25, 2023**

The following commission members were present for the entire meeting:

<u>NAME</u>	<u>EXPIRES</u>
Mr. Art Guin, Chairman	December 31, 2025
Ms. Dannell Marks, Vice Chairman	December 31, 2026
Mr. Carl Rhodes, Jr., Secretary	December 31, 2024
Mr. James Barker, Treasurer	December 31, 2023
Ms. Delois Carr, Commissioner	December 31, 2028

Legal Counsel: Alston Auten

Staff Members Present:

Amber Clark, C.M., Airport Director

Maggie Turnham, Executive Assistant

Daniel Thomas, Sr., Maintenance Manager

Sonya Overton, Director of Marketing and Air Service Development

Anna Phillips, Marketing Associate

Pamela Knight, Finance Director

Danyell Barboa, Human Resources Manager

Brett Farmer, Financial Analyst

Eric Rivers, Operations Supervisor

Marion Anderson, Public Safety Officer

Khalfani Walker, Landscaping Technician

Amanda Vickers, Facilities Supervisor

Wendy Kelly, Receptionist

Anthony Pugh, Hospitality Supervisor

Others present:

Cham Watkins

Jacob Redwine, Holt Consulting

Phillip Thayer, Airport Tenant

Ariel Ortega, ATCT

Fabio Medina, ATCT

BUSINESS OF THE MEETING

Mr. James Barker called the January 25, 2023, Regular Commission Meeting to order at 9:33 a.m.

CONSIDER ADOPTION FOR INSTALLATION OF NEW OFFICERS

Ms. Clark read the slate of new officers:

Mr. Art Guin, Chairman

Mr. Carl Rhodes, Jr., Secretary

Ms. Dannell Marks, Vice Chairman

Mr. James Barker, Treasurer

Ms. Delois Carr, Commissioner

Ms. Amber Clark, Assistant Secretary

Mrs. Pamela Knight and/or Ms. Amber Clark, Assistant Treasurer

Mr. Barker asked to consider adoption of the installation of new officers.

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

Mr. Guin is recognized as the new Chairman.

Mr. Guin recognized Mr. Barker as past Chairman.

Ms. Marks thanks Mr. Barker for his service as Chairman.

Ms. Carr thanks Mr. Barker for his service and helping her get acquainted as the new Commissioner.

Mr. Guin recognizes Don Cook as past Chairman.

Mr. Guin welcomes Delois Carr as the new Commissioner.

CONSIDER ADOPTION OF THE MINUTES FOR THE REGULARLY SCHEDULED COMMISSION MEETING ON NOVEMBER 16, 2022

Mr. Guin asked to consider adoption of the minutes for the regularly scheduled commission meeting on November 16, 2022.

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

CONSIDER ADOPTION OF THE MINUTES FOR THE SPECIAL CALLED COMMISSION MEETING ON NOVEMBER 29, 2022

Mr. Guin asked to consider adoption of the minutes for the special called commission meeting on November 29, 2022.

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

CONSIDER APPROVAL OF THE TSA 20-YEAR TERM LEASE

Mr. Guin asked to approve the TSA 20-year term lease.

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

CONSIDER APPROVAL OF THE FEDEX 5-YEAR TERM LEASE

Mr. Guin asked to approve the FedEx 5-year term lease.

Motion by Mr. Rhodes to approve the lease, seconded by Ms. Carr and unanimously approved by the Commission. Ayes: 3 No: 0

CONSIDER ADOPTION OF THE EMPLOYEE MANUAL UPDATES

Mr. Guin asked to consider adoption of the employee manual updates.

Motion by Ms. Marks to approve the employee manual updates, seconded by Ms. Carr, and unanimously approved by the Commission. Ayes: 3 No: 0

DIRECTOR'S UPDATES

Finance

Mrs. Pam Knight presented the following report:

Mrs. Knight thanks Alston for her work and help on the RFP they have been working on.

Financial Report: December FY22

Columbus Airport Numbers:

Revenue Highlights YTD December 2022

- Passenger Facility Fee Revenue used to pay for Airport Improvement Projects is **averaging over \$26,000 per month in FY23** compared to an average \$26,000 2nd QTR of FY22. PFC revenue as of YTD December 2022 exceeds YTD budgeted revenue by over \$35,000. CSG has collected between \$12,000 to \$16,000 each month of PFC revenue from American Airlines the first 6 months of FY23. PFC revenues are also dedicated to paying down the \$2,621,000 debt from the Terminal Renovation Project. The current payments are \$18,000 monthly of which \$11,250 was applied to the loan balance for December 2022. Additional payments towards the loan balance is planned for May or June based upon PFC bank account cash balances.
- **CSG has collected less than \$500,000 in grant revenues earned between FY22-23 as of December 2022.** The collected grant revenues are reimbursements for FAA and GDOT funded projects. Due to smaller AIP projects in process, less grant revenue reimbursements reported.
- **CSG has earned over \$1,094,000 in rental income YTD December 2022 (FY23), as compared to the budgeted rental income of \$971,00.** *CSG Rental Income is \$123,000 better than budgeted as of YTD December 2022 and over \$115,000 greater than Rental Income of \$978,700 for YTD December 2021. As of December 2022, YTD- Car Rental agencies' revenues are over \$100,000 better than budgeted and over \$85,000 better than actual Car Rental agencies' revenues YTD December 2021 (FY22).*
- Total 12 months of Parking Revenue comparable numbers **FY21: \$156,702 and FY22- \$435,980; FY23 July - December Parking Revenue is \$292,000** compared to \$210,000 budgeted and actual YTD December 2021 (FY22) of \$178,200. **Most Annual Parking Revenue, since system installed in 2017 is \$281,722 (FY19)**
- **Current Projected Parking Revenue for FY23 is averaging \$50,000** compared to FY22- \$36,300 actuals.
- **Car Rental Passenger Fees are budgeted to average \$22,000 for FY23; actual average as of December 2022 is over \$31,000.** More discussion of CFC revenues will be a pivotal part of the FY24 budget.
- **Revenue sources, CSG continues to work on are as follows: space rental, concession sales, and advertising. CSG has had success with rentals in FY22 and FY23.**

CSG Financial Summary

REVENUE YTD FY23: December 2022	YTD ACTUAL	YTD BUDGET
Total CSG LANDING & FUEL FLOWAGE CONTRACTUAL: (Corporate flights BTB)	\$171,800	\$139,400
Total CSG RENTAL INCOME:	\$1,094,000	\$970,900
TOTAL CSG OTHER OPERATING INCOME	\$308,000	\$224,000
FBO GROSS PROFIT FUEL SALES: (Fuel Sales +Handling Fees) - Fuel Cost Over \$100,000 less than FY22 gross profit from Fuel Sales as of December 2021; FY23 revenue for Govt Fuel sales over \$130,000 less than budget YTD December 2022.	\$663,000	\$692,410
TOTAL OPERATING REVENUE: (net of COGS/ Fuel)	\$2,512,200	\$2,333,600
\$178,700 BTB Y-T-D: CFC and Grant Revenues		Does not include PFC,

EXPENSES YTD FY23: December 2022	YTD ACTUAL	YTD BUDGET
TOTAL LABOR COSTS	\$1,264,000	1,361,500
GENERAL ADMIN & INS	\$178,600	\$159,000
MARKETING	\$101,400	\$107,500
UTILITIES & COMMUNICATION	\$261,300	\$287,650
TOTAL BUILDING/ EQUIP EXP & CONTRACTUAL SERVICES & SUPLIES	\$386,400	\$411,100
TOTAL PROFESSIONAL FEES (W/O Marketing) (Design/ Engineering, Audit, and Legal BTB)	\$109,500	\$171,000
CREDIT CARD/ MERCHANT FEES	\$45,500	\$40,300
TOTAL TRAVEL & EDUCATION	\$63,800	\$54,800
TOTAL OPERATING EXPENSES	\$2,567,300	\$2,777,000

ACTUAL OPERATING EXPENSES YTD DECEMBER 2022 ARE OVER \$200,000 BETTER (LESS) THAN BUDGETED.

DOES NOT INCLUDE COGS FUEL NETTED OUT OF FBO FUEL SALES

DOES NOT INCLUDE DEPRECIATION, AMORTIZATION, AND NON-OPERATING REVENUES

CSG is financially over \$378,700 BTB Y-T-D as of October 2022- as presented from reported operational revenues and expenses before depreciation.

Cash Activity During FY23

Funds Collected and Funds Paid Out

Bank Account	Funds In	Funds Out	Net Changes in Cash	Ending Balance December 2022
Operating Bank Account (Dec 2022)	\$459,293	\$947,167	\$487,875	\$2,014,427
Restricted (Renewal/ Extension)	Balance \$2,193,328 beginning of FY22; loss value FY22 if over \$500,000			\$1,658,135
PFC Account (YTD FY23) As of December 2022	\$133,846	\$128,964	\$4,882	\$175,165
CFC Restricted	\$100,015	\$0	\$100,015	\$829,960
SYNOVUS- MISC	\$0	\$0	\$0	\$125,442

*Grants Receivable of over \$800,000

Mrs. Knight asked if there were any questions?

Mr. Guin asked: The American departure is early April, right?

Ms. Clark answered: So, they will depart out of Dallas next month but the last day out of Charlotte will be the third of April.

Mr. Guin asked: So, looking at these financials through our fiscal year end, and I know we have talked about this briefly so I think I know the answer, but we are comfortable with our financials, taking into account the departure of American and what we expect?

Ms. Clark answered: Yes, so it'll only leave 2 months of the fiscal year and we had already budgeted very conservatively because there was no guarantee that American would stay? So, I think we are comfortable this year but we are taking that into consideration for next year.

Mr. Guin answered: Okay.

Mrs. Knight stated: And like Amber just said, when we were doing our budget for this year, and you know we had that gap, I could've put more in there for the parking, because we did not know at that time, and it was iffy so where it would be 100%, budget it for 60-70% on what parking would be, because if American leaves the parking will drop off. Same thing on the PFC's, we budgeted it a little bit less just based off where it was with Delta and then add maybe 25-30% instead of going fully what we were seeing because we didn't know if American would stay and we would rather be conservative. The good thing is that they have stayed this long, when they could have dropped off at the beginning of the year. It will be 7 months of collecting those revenues and also, looking at the trend from before I was here with Delta, there is a lot of opportunities to increase enplanements because it was higher than it is now, just like post COVID. I was talking with Amber yesterday, and there is opportunity for Delta to bring larger planes that have larger seating capacity. So, that could make up some of that gap. For anyone who doesn't know, we were not charging American terminal and landing fees as it was a stipulation in the grant we received to incentivize

American to start service in Columbus. So, we will not lose that revenue and we didn't budget for it during this year. I think we have positioned ourselves well.

Mr. Guin asked: I assume also with your comment on the hiring, we are hiring accordingly?

Ms. Clark answered: Correct.

Mrs. Knight asked if there were any more questions? There were none.

Flightways

Ms. Clark gave the following update report:

FLIGHTWAYS COLUMBUS:

- **Fuel Volume Report:**

Flightways pumped a total of 89,391 gallons in the month of December 2022. Our total volume decreased by 11% from December 2021. Total Jet decreased moderately year over year. Airline uplifts decreased by 13%, ICE uplifts decreased by 46%, and government uplifts decreased by 53%. Contract fuel increased by 19% and Avgas increased slightly by 3% year over year.

- **Staffing:**

I would like to introduce Cody Davenport, our FBO Manger, to our team. He is currently in Nashville representing our FBO, Flightways, at the Schedulers and Dispatchers conference.

Our HR Manager and FBO Manager are working diligently to fill the open vacancies in both the Line and CSR positions. Many interviews have been conducted and several candidates have been selected to be hired.

January 17th 2023					
Comparable Airports					
Airport ID	Name	FBO	Jet A	100LL FS	100LL SS
MCN	Middle Georgia Regional	Lowe Aviation	\$6.35	\$6.50	\$6.00
GVL	Lee Gilmer Memorial	Champion	\$7.34	\$7.39	\$6.50
GVL	Lee Gilmer Memorial	Lanier	-	\$7.50	\$6.50
HSV	Huntsville International	Signature	\$8.24	\$6.52	-
DHN	Dothan Regional Airport	Aero-One Aviation	\$7.28	\$7.28	-
ECP	NW Florida Beaches Intl	Sheltair	\$9.02	\$7.81	-
CHA	Lovell Field Airport	Wilson Air Center	\$7.78	\$7.48	-
MDQ	Huntsville Executive	Executive Flight Center	\$6.58	\$6.28	-
VPC	Cartersville	Phoenix Air	\$5.49	\$6.49	-
FFC	Atlanta Regional Airport	Falcon Field	\$6.83	\$5.66	-
CSG	Columbus Airport	Flightways Columbus	\$7.70	\$7.32	\$6.45

CSG Hangar Waiting List			
Updated 9/15/22			
CSG Tenant Priority Move			
Tom Bailey	4/4/2022	Twin	Diamond DA 40
Kevin Boykin	4/12/2022	Twin	Cirrus SR 20
Tony Villegas	4/11/2022	Twin	Cirrus
CSG Tenants Hangar to Hangar Requested			
Richard Knapp	10/27/2016	Single	Mooney
Chris Badcock	7/14/2019	Single	Cherokee
Ben Marshton	6/15/2020	Single	Bonanza
Robert Boehnlein	12/14/2020	Twin	172
Woody Gilliam	9/1/2021	Single	Piper Arrow
Single Hangar Requested			
Richard Bailey	10/27/2019	Single	Cherokee 180
Mark Lugash	9/15/2021	Single	RV 7
Shannon Franklin	11/10/2021	Single	Helicopter
Twin Hangar Requested			
Matthew Keller	8/11/2022	Twin	PA 30 Comanche
Customers Waiting To Purchase Aircraft			
Paul Watson	4/11/2016	Single	
Omar McCants	4/30/2018	Single	
Reed Hovie	11/19/2018	Single	
David Lewis	3/25/2019	Single	
Elijah Figueroa	10/28/2019	Single	
Daniel Holley	1/10/2020	Single	
Thomas Henegar	2/19/2020	Single	
Michael Knautz	5/20/2020	Single	
John McLemore	6/16/2020	Single	
Caroline Rimes	7/13/2020	Single	
Don Jones	9/29/2020	Single	
Jay Parker	3/11/2021	Single	
Mark Wrigglesworth	6/8/2021	Single	
Kenny Fuller	8/19/2021	Single	
Suzanne Widenhouse	9/7/2021	Single	
Michael Brooks	10/22/2021	Single	
Gregory Smith	12/29/2021	Single	

Human Resources

Mrs. Danyell Barboa gave the following update report:

Promotion: Katelynn Pease – CSR Team Lead
Amanda Vickers – Facilities Supervisor

New Hires: Katerina Valenta – Customer Service Rep. (PT)
Jarred Hubbard – Public Safety Officer

Terminations/Resignations: NONE

Transitioned:

NONE

Vacant Positions: 8

Vacancies	Job Title	Department	Status
1	Public Safety Chief	Public Safety	Recruiting
3	Public Safety Officer - Firefighter	Public Safety	Recruiting
2	Line Service Technician - PT	Flightways/FBO	Interviewing
1	Customer Service Rep	Flightways/FBO	Interviewing
1	Facilities Technician	Maintenance	Recruiting

Recruitment

- ❖ Public Safety Deputy Chief – HOLD - until selection of Chief
- ❖ Line Service Technician (FT) – Background check pending.
- ❖ Line Service Technician (PT) – Application submitted, Fingerprinting pending.

Compliance

- ❖ Employee Manual

Employee Engagement (Non-Compensation)

Retention

- ❖ Celebrating employee birthdays with birthday cards and \$10 Starbucks card.

Mrs. Barboa asked if there were any questions?

Ms. Carr asked: Do you have a date for the February speaking?

Mrs. Barboa answered: We have it designated for February 14th.

Ms. Clark added: We always try and do our meetings the second Tuesday of every month but if they cannot accommodate that day then we will make it work.

Ms. Carr stated: Well, it's convenient or it's good because it is Valentine's Day.

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

Maintenance

Mr. Daniel Thomas gave the following update report:

- The Airfield Operations Division is working on handling the issues that were identified in our annual FAA Part 139 Inspection. We have started with training everyone involved in wildlife mitigation. This training began in January and will have refresher training every quarter going forward. Other airfield training will also follow and will be completed every quarter.
- The Facilities Division has secured contractors to help complete some of the hangar work orders dealing with doors, rollers, tracks, seals, and electrical issues. Hangar 12 has the two big fans installed, and

they need to be raised as high as possible to take advantage of all the hangar height to store aircraft. Also, Hanger 12 and 57 rollers and seals have been ordered, and we are just waiting for them to be shipped and delivered.

- During the extremely cold weather, in December, the airport experienced some issues with freezing temperatures in the terminal and hangars. The airport terminal's four central big HVAC units and four smaller HVAC units became overwhelmed and shut down. The sprinkler system located in the front of the terminal started to freeze and began leaking. The hangar water pipes around and, in the hangars, froze, cracked, and leaked several days after they froze. Our maintenance department and contractors have provided temporary fixes in these areas and are currently working on permanent more solutions for these issues. These issues are our top priority and will be completed as soon as possible.
- I want to recognize our Maintenance Department Facilities Division Supervisor, Amanda Vickers, for coming in to handle all these issues with the Airport Terminal and hangars and our Airfield Operations Supervisor, Eric Rivers, for assisting with the problems on the airport terminal HVAC units. With all their hard work, dedication to the team, and providing dependable services to all, I want to say thank you for all the hard work and commitment that both of you do and provide.

Mr. Thomas asked if there were any questions?

Ms. Marks asked: The incidents with the freezing pipes, was there subsequent damage? Did it do anything more to the pipes or have any flooding or any other areas that caused a lot of damage?

Mr. Thomas answered: Being that Amanda and Eric jumped right on to it, a lot of things were kept from being damaged.

Ms. Clark added: We will need to do some work. We need to alter some of the front terminal to get in the areas to replace some of the sprinklers piping. So, we will actually have to take down some of those cloud paneling, the wooden panels swooping ceiling tiles to get in there and we are going to have to rip out some of the sheetrock to do that, but once we get it all prepared, we will have it to where if we need to access it again, it should not be an issue. We also have a plan going forward, this was something that we had not anticipated, we have never had this happen before. Those sprinkler systems were not new, in a sense that we did not run new piping during the renovation. So, this was a little bit unusual. The temperatures were just very cold, we have never experienced temperatures that cold. If you look, there really is not a lot of insulation underneath that area and so it was the pipes could not handle that extreme cold. But going forward, we have a plan of shutting the system down during those types of events so that it would prevent that from happening in the future, but I do see that we are going to incur some costs in order to remedy some of these repairs.

Ms. Marks stated: It sounds like y'all took care of it quickly.

Mrs. Knight added: Wasn't it Christmas Eve?

Mr. Thomas added: And to add in, it was Christmas Eve, Christmas Day, weekends, New Years, so it was on going. It could have been a lot worse if those problems had not been solved.

Ms. Clark stated: I do want to say that Daniel did not mention himself, but he was also here. Which I appreciate you giving credit out to your team but

he was also out here doing the work too. So, we appreciate that! It just seems like Christmas is one of those days that something is going to happen here at the airport. I think the last couple years, Public Safety, Anderson and the other team members over there as well as Operations and Maintenance have had to come out here almost every Christmas for at least the last four years for one reason or another. It just seems like interesting things like to happen on those days, but I just want to say thank you because that is a day that all of us want to be with our families and friends and they consistently come out here completing the emergency work and never complain, so thank you all! And we do recognize that, so thank you.

Mr. Guin stated: Thank you Daniel and thank you to your team. Congrats to Amanda on the promotion!

Marketing

Mrs. Sonya Overton gave the following update report:

- We are in the finalized stages of the website build. We are adding photos, building the cost calculator, and working on functionality and performance. The anticipated launch is expected at the end of February, early March. Once this is completed, we will begin the Employee Portal phase behind the scenes.
- We continue to work on non-aeronautical revenue with airport rental space. We've had one rental at the beginning of this year and have received three other requests. We are currently working on a campaign to promote rental space here at CSG.
- Our efforts to collect the community share for the SCASD grant continue as we work to schedule meetings with community leaders to obtain the required funding. We have received a payment from a local shareholder and a press release will be sent out for the presentation of funds.
- Hospitality is in the process of reviewing contracts for our tenants and creating checklists for cleaning to make sure that we are honoring our portion of the agreements when it comes to hospitality services and inspections. Other items we are working on are as follows:
 - Updating the current uniform
 - Hospitality training (Goodwill and Sanitation)
 - Reviewing required equipment for the floors such as burnishers and steam mops
 - Reviewing chemicals used in the terminal that will not damage new material.
 - Developing inventory list and processes
- The airport commission will celebrate its 55th Anniversary on April 9, 2023. We are planning an event to celebrate this occasion. More details to follow.

Public Safety

Ms. Clark gave the following update report:

Department Operations

- Applications have been received for the 2nd open period for the Chief's position and are currently being reviewed.
- Wildlife management has been turned over to Operations with Public Safety as backup. This is in alignment with industry standards.
- Uniform patches, etc. will be changed to reflect the name changes of "Crash" trucks, stations, officers to ARFF. This will go into effect once

resident partners finish their approval process (FAA, ATC, TSA, etc.). New patches will reflect this change.

- The hard drives of the older computers have been pulled. Older CPUs will be disposed of. Older monitors will be offered for surplus sale.
- ARFF 1 is operational, ARFF 2 requires further maintenance to be fully operational. Ten-8 has been contacted and will be onsite the week of the 23rd.
- The leak in ARFF 1 has been repaired.
- ARFF 2 compressor has been repaired and installed. Further maintenance on the foam distribution unit required. Manufacturer has been contacted to provide onsite training and repair of the truck/cart.

Training

- Officer Cato has graduated Basic Law Enforcement and was sworn in by the Commission Chair in December.
- All officers completed their mandatory POST training with the exception of one part-time officer who has not completed his firearms recertification.
- Six officers completed Improvised Explosive Device (IED) Recognition training January 13, 2023.

Staff

- A new hire, Jarrod Hubbard, has been made who is law enforcement certified and is currently in the fire academy through the Ga. Public Safety Training Center. He is expected to complete his training in March 2023.
- Officer Corey Brown has been enrolled in the basic firefighter training with the Columbus Fire Department which begins in March 2023. He is expected to complete his training in May 2023.
- Vincent Henderson has started employment in November. POST application for Fla certification recognition is underway.

Directors Report

Ms. Clark gave the following update report:

- On December 13th, the Columbus Airport hosted an afterhours training event for Ft. Benning.
- On December 14th I received an email from MAJ Andrew Hammack, Battalion Liaison Officer
- RSTB, 75th Ranger Regiment, stating:
- "Just wanted to follow up and say thanks for a phenomenal training event. Our team could not be more appreciative of the event and experience. Thanks once again!"
- I wanted to thank All who were involved in this process: Daniel Thomas, Eric Rivers, Marshal Upshaw, Amanda Vickers, Sonya Overton, and Shaundra Goodwin. Some of this team stayed into the wee hours of the night to ensure this operation was successful. Thank you to our awesome team!
- On December 15th I received an email from James Kaffenberger, an Air and Marine Agent with the U.S. Customs and Border Protection, stating:
- "I wanted to express our sincere appreciation for the help that Mr. Thomas provided us during our operations to support DHS Homeland Security Investigations, Muscogee County Sheriff's Office, and Georgia DCS lead operation. His ability to be flexible was extremely important

for us to provide situational awareness and officer safety to our partners during this operation. Please extend our gratitude to Mr. Thomas for his devotion to duty.”

- Daniel coordinated with the FBO to ensure the helicopters flying this mission were properly serviced and provided assistance to ensure the crew could gain access to the airfield at necessary times.
- Lastly, we have received notice that American Airlines is pulling out of the Columbus market. Their last day of service will be April 3rd, 2023. The pilot shortage as well as the routes here in Columbus not meeting the load factors necessary to remain profitable for the airline were the contributing factor. This is a devastating loss to our community and airport. However, we will continue to develop our air service here in Columbus and look hopeful to the future developments.

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

Other Matters

Mr. Guin asked if there were any other matters from the audience or staff that would like to be brought to the table?

Mr. Watkins asked the status of the minimums and approaches?

Ms. Clark answered: Good question. So, we currently are working with our legal counsel. We have gotten a lot of permission from some of those residents. We do not have easements off the end of that runway, unfortunately. So, we have been working with the property owners to get their permissions to remove the trees. We are in contact with our tree contractor, so we are getting that scheduled for them to come out here and cut those trees. Once those trees are removed, we will be able to go ahead and get that taken care of. We are hoping to do that in the next couple of months, it is just coordinating all of that together. I have got Maggie here, so she is going to be on it. I am training her on that so that is going to be her strong focus, so we are going to get that done as soon as possible.

Mr. Thayer asked: How many are we short?

Ms. Clark asked: How many trees?

Mr. Thayer asked: Or how many permissions are we short?

Ms. Auten answered: Three to four

Mr. Thayer asked: So, are they not signing or what is that due to?

Ms. Auten answered: One was due to multiple property transfers within the past year and the online records were not updated quickly enough. So, one property, we have had to send 4 notice letters, so we are finally getting back to the last one. One is an out of state corporation, so getting in touch with them is obviously much harder. So, that will probably be our biggest nut to crack, but we will get there.

Ms. Clark added: So, we are looking to maybe just move forward, if we cut some of the trees the minimums will not be restored because I have to have all of the trees cut, but maybe we can just start getting some of the work completed, so that by the time we maybe get notification of approval from the property owner, we can have it all done and be able to move on.

Ms. Auten added: Overall, people have been very willing.

Ms. Clark stated: And we are planning ahead, we have our aviation consultant here with us, Holt, Jacob Redwine, but we are going to be

programming some projects going forward to remedy the trees on the FAA's dime, so that we do not have to wait until something comes up, we can just go ahead and proactively take them all down. That is also going to have to be a conversation with the city, you know they're concerned about buffering noise, so that is just going to have to be an educational conversation. We understand residents' concerns and we are going to figure out a way to mitigate that but the trees have to be removed, period.

Mr. Thayer asked: We are not reducing what's there today, just as it grows up taller?

Ms. Clark answered: So, how it works is, if we want assistance through grants, they will only cut it once, so we typically remove it all the way down because we do not want to have to come back and cut it then it would be on our own dime. We will have to remove it completely but we looked at maybe planting something lower that won't grow too tall where we will ever have to worry about that. So, it just finding that happy medium and compromising. The intent is that it never gets back up to that point.

Mr. Barker added: I just wanted to add, runway 6 is what is taking us the most time. Runway 24, and correct me if I am wrong Amber, but after speaking to the FAA rep, I think our LPV minimums, which are precision minimums will be back I think around the 23rd of February, which is when the issuance of the chart starts and they have just taken so much time because they have to distribute all of that new navigational data to all of the GPS providers. We should have our minimums back on 24 all the way down to as low as we previously had them. It is just our glide slope to our ILS is being delayed due to all the easements.

Ms. Clark added: That is correct. That is how I understand it as well.

Mr. Guin asked if there were any other matters?

Ms. Clark stated: I do want to make an announcement, there is a runway safety action team meeting here following this meeting, if you do want to stay and learn about runway safety if you do fly or work on the airfield, you are more than welcome to stay.

Mr. Guin asked if there were any other matters? There were none.

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

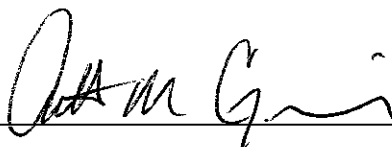
Motion by Ms. Marks to adjourn the meeting; seconded by Ms. Carr and unanimously approved by the Commission. Ayes: 3 / No: 0

The meeting was adjourned at 10:38 a.m.

APPROVED:



Maggie Turnham, Executive Assistant



Art Guin, Chairman

