

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, MAY 27, 2020**

The following Commission members were present for the entire meeting.

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

The following Commission members were absent:

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

Staff members present:

Amber Clark, C.M., Airport Director
Alston Lyle, Legal Counsel
Michele Renfro, Flightways Columbus Manager
Monica Stone, Human Resources Manager
Roy Hightower, Finance Director
Garry Parker, Maintenance Manager
Andre' Parker, Public Safety Chief
Ben Kiger, Restaurant Manager
Sonya Overton, Marketing Manager
Shaundra Goodwin, Public Safety
Marion Anderson, Public Safety

Others present:

Reed Hovie, Aflac; Zach Nelson, McFarland Johnson; Jacob Redwine, Holt Consulting; Brian Thompson, RS&H; May Charles Barnes, Murray Barnes Finister, LLP; Phillip Thayer, JP Thayer; Sonya Cegallas, Alfred Benesch & Company, Mark Riles, Hecht Burdeshaw Architects, Bob Keith, Greg Spence, Fortified Telecom; Clint Perkins, Marty Flournoy

BUSINESS OF THE MEETING

Ms. Tana McHale welcomed everyone to the first ever Columbus Airport Commission Meeting by Zoom on April 22, 2020 at 9:31 AM!

Ms. McHale called the Commission Meeting to order, asking for a motion to adopt the minutes for the February 26, 2020 meeting.

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

CONSIDER APPROVAL FOR THE FINAL PLANS FOR AFLAC'S SUPPLEMENTAL PARKING LOT

Ms. Clark reported last year, Mr. Garry Parker and she had a meeting with Mr. Jaime Stone and Mr. Reed Hovie at Aflac regarding Aflac's need to supplement their current parking area for passengers flying out. Due to Aflac's flight operations increasing significantly, they are in need of additional parking spaces to accommodate their passenger loads.

Hecht Burdeshaw Architects has been contracted to design the project and South Eastern Site Development has been contracted for the construction. This project will essentially create a paved area on the existing grassy area adjacent to the existing 18 parking spots. About 20 additional parking spots will be created, to achieve this a of a portion of Aflac's fence will be pushed back by 28 feet.

Representatives from Aflac, Hecht Burdeshaw Architects, and South Eastern Site Development met with Chief Andre' Parker, Mr. Garry Parker, Mr. Daniel Thomas, and Ms. Clark to discuss the project and review the plans. Our team had no issues with the plans, but did bring up some concerns regarding whether the contractors would be badged, would a temporary fence be established until the permanent fence could be installed to prevent possible VPDs or FOD issues, and would a crane be utilized because a 7460 would need to be applied for through the FAA. Aflac mitigated these concerns, by agreeing that two of the contractors performing the work would be badged, a temporary fence will be installed, and no crane or equipment taller than a backhoe will be utilized.

In the lease agreement with Aflac it states that if the lessee wants to make any improvements to the property two complete sets of plans would need to be submitted 30 days prior to the beginning of construction for approval.

Aflac has forwarded the plans for Commissions to review. Since all concerns have been mitigated and our team supports the plans as designed, I recommend approval and ask for the 30-day period to be waived so the contractors may begin construction of this project immediately.

Motion by Mr. Thomas Forsberg to approve the final plans for Aflac's supplemental parking; seconded by Mr. James Barker and unanimously approved by the Commission. Ayes: 5 / No: 0

CONSIDER APPROVAL FOR VERIZON WIRELESS TO MAKE MODIFICATIONS TO THEIR CURRENT EQUIPMENT ON THE TOWER LOCATED ON THE COLUMBUS AIRPORT COMMISSION PROPERTY

Ms. Clark stated the Columbus Airport Commission owns a tower located at 2892 W. Britt David Road (located next to Home Depot).

Verizon Wireless is proposing to make a few equipment modifications to their current equipment on the tower. As Verizon did for the equipment modifications in 2018, they would like to have

their preferred engineering firm perform the structural analysis on the tower for the new proposed modifications.

If approved, Verizon can have the draft lease amendment prepared by their legal team (after the structural analysis has been completed) and the draft amendment will be forwarded to our legal counsel for review and brought to the Commission for approval.

Ms. Clark recommended approval to move forward with the recommended process of modification.

Mr. Forsberg asked if they know who the preferred vendor/engineer is?

Ms. Clark stated no, they did not state who the vendor would be.

Mr. Forsberg said okay, that is not critical, he was just curious.

Ms. McHale stated with no more questions/comments concerning this matter, as long if someone would like to make a motion?

Motion by Mr. Thomas Forsberg to approve for Verizon Wireless to make modifications to their current equipment on the tower located on the Columbus Airport Commission property at this time; seconded by Mr. Don Cook and unanimously approved by the Commission.

Ayes: 5 / No: 0

Ms. McHale resigned her seat as Chairman temporarily for the next two agenda items, including the approval of the Bond Resolution and the approval of appointing Synovus Trust Company, N.A. as Trustee of the Trust presently administered by Trust Bank f/k/a SunTrust Bank.

Mr. Don Morgan suggested someone make a motion to appoint Mr. James Barker as temporary Chairman of the next two agenda items as follows for the Columbus Airport.

Motion was made by Mr. Thomas Forsberg to temporarily remove Chairman McHale from facilitating this meeting for the next two Agenda items and to place Mr. James Barker as Chairman, for the Bond Resolution and to appoint Synovus Trust Company, N. A. as trustee presently administered by Trust Bank f/k/a/SunTrust Bank; seconded by Ms. McHale and unanimously approved by the Commission. Ayes: 5 / No: 0

CONSIDER APPROVAL OF THE BOND RESOLUTION

Mr. Don Morgan stated as everyone is already aware, Synovus has decided that it will not make a conventional loan to the Commission but will require that the transaction be bond financed instead. In that regard, the Commission must adopt a bond resolution in the form presented in your materials. Ms. Mae Charles, Bond Counsel, prepared the final bond resolution on April 21, 2020. The bond resolution, once adopted, must be attached as an exhibit to the minutes of this meeting.

Although the transaction is being restructured as a bond, it is a private placement. As such, there will be a substantial savings in what would normally be cost of issuance since the bond will not be rated by Moody's nor will a prospectus for the bond need to be prepared as would be the case in other circumstances.

A motion to approve the bond resolution is requested with the final form of the bond and all other financing documents being left to the Commission Chair.

Motion by Mr. Don Cook to approve the Bond Resolution for the Columbus Airport Commission property at this time; seconded by Ms. Tana McHale and unanimously approved by the Commission. Ayes: 5 / No: 0

CONSIDER APPROVAL OF APPOINTING SYNOVUS TRUST COMPANY, N. A. AS TRUSTEE OF THE TRUST PRESENTLY ADMINISTERED BY TRUST BANK f/k/a SUNTRUST BANK

Mr. Morgan reported as part of the security for the bond issue, Synovus Bank is requiring that the Commission move the existing trust account from Truist Bank, formerly SunTrust Bank, to Synovus Trust Company, N.A. The terms with the trust, as amended, state that the trustee can be removed and a new trustee appointed with the consent of Columbus Property, LLC. Columbus Property, LLC has been approached through its counsel and orally agreed. A resolution removing the trustee and appointing Synovus Trust Company, N.A. is requested with the final form of documents necessary for this transaction being left to the Commission Chair.

Mr. Forsberg stated this is a small portion of the overall transaction, so this is important for what we are doing with the Terminal Rehab, it is a small part to come to the Commission because of that trust account.

Motion by Ms. Tana McHale to approve of appointing Synovus Trust Company, N.A. as Trustee of the Trust presently administered by Truist Bank f/k/a Sun Trust Bank at the Columbus Airport Commission; seconded by Mr. Don Cook and unanimously approved by the Commission. Ayes: 5 / No: 0

At this time under the suggestion of Mr. Don Morgan, Mr. James Barker resigned as the temporary Chairman, placing Ms. Tana McHale back as position of Chairman of the Columbus Airport Commission.

DIRECTORS REPORT

Ms. Clark stated that each department manager would be providing the following monthly updates.

FINANCE

Mr. Roy Hightower provided the following update.

- The Airport has endured the negative effects of the COVID-19 pandemic and has maintained a positive position in total operations. Transportation Secretary Elaine Chao and FAA officials outlined plans for distributing \$10 billion in CARES Act funding to

airports, that DOT's goal is to execute on the grants by April 21 and that the department intends to be as "flexible as possible.

- Columbus was granted \$1,203,070 on April 15th. This will not affect the ongoing Terminal Renovation and will be built into the operational budget over the next week.
 - Available for any purpose for which airport revenues may lawfully be used Generally available for expenditures allowed by the FAA's Policy and Procedures Concerning the Use of Airport Revenue (Revenue-Use Policy)
 - Additional requirements for new contracts for airport development, (construction or real property acquisition), such as safety and security, DavisBacon Act, Buy American, National Environmental Policy Act (NEPA) and other specific requirements for new airport development under CARES Act
- Year over year revenues increased of almost 20% in comparison to March of last year. However, the expenses were 45% higher in comparison to March of last year. Nonetheless, the adjusted net profit was \$33,844. Based on the reduction of Delta flights, April end of month results will be more reflective of the impact of the pandemic.
- Corporate hangar and other rent revenues were down by almost \$3,500.
- Propellers sales were down about 2.4% in the month of March.
- Parking lot revenue decreased by 50% this month in comparison to revenue received this month last year.
- Labor expenses were up by 1.7% due to the general overtime policy. Many hourly employees are taking comp time instead of actual pay.
- Insurance expenses are being negotiated for next year through our broker.
- Utilities and other services were on par but expected to increase with on-site contractors.
- We have about 8 tenants with past due rents, but otherwise consistent among the remainder.
- Update on Airport Improvement Project 43:
 - Mitigate Runway 6/24 Obstructions
Balance: \$224,286
 - Rehabilitate Passenger Terminal
Balance: \$13.5M
- Cash flow for the operating account was negative for the month due to a transfer into the cash reserves account. (See the Cash Flow Summary for more information.)
- The PFC account had a balance of \$639,816.41 and the cash reserves account had a balance of \$2,192,780.72 the end of March.
- We are currently working with Delta Air Lines and Car Rental agencies on deferrals and abatement concerns.

CASH FLOW SUMMARY

OPERATING ACCOUNT

OPERATING ACCOUNT - AS OF MARCH 1, 2019

DEPOSITS - CASH RECEIPTS POSTINGS \$217,339.26

FBO(NET) CASH FROM SALES \$226,338.00

DEPOSIT-PARKING REVENUE \$14,191.00

DISBURSEMENTS (GENERAL) \$287,350.13

ACH PAYMENTS (SALES TAX, WEX, UTILITIES, BANK CHGS, DENTAL, ETC.)
\$164,749.02

OPERATING ACCOUNT - AS OF APRIL 1, 2020

FLIGHTWAYS COLUMBUS

Ms. Michele Renfroe providing the following update report for Flightways Columbus.

- **Volume Report:**

We pumped a little over 61,500 gallons of Jet A fuel in March. Our total volume decreased significantly 29% year over year. We had a significant decrease in Avgas of 33% which can be attributed to slow traffic due to government stay at home order. There was a slight decrease in Justice Fuel of 900 gallons compared to last year due to a decrease in 5 flights year over year. We had a significant decrease in Contract, government and retail Jet fuel of 46%. The Airline uplifts stayed around the same year over year with a 15% decrease.

- **Self-Serve:**

Self-serve had a significant increase this year compared to last year. Year over year comparison in 2019 was 244 gallons sold and 2020 was 755 gallons sold. There was a significant increase of transient and home base traffic uplifts that attributed to the increase in volume. For year 2020 home base uplift was 332 gallons and transient uplift was 423 gallons.

- **Flightways Staff:**

All Flightways staff has been doing an excellent job with keeping the building clean during the stay at home order. Mr. David White has been doing maintenance on all the equipment during this time to make sure it is running properly, and Mr. Juan Pinto has been doing quality control and helping Mr. Darryl Graham with his paperwork.

- **Hangars:**

We have added several interested parties to the hangar waiting list over the last several months. As soon as we are able, we will start moving them into waiting hangars.

Ms. Renfroe reported she has added several interested parties to the current Hangar Waiting List over the last several months. As soon as they are able, she will begin moving them into

the waited hangars. She will be moving in Hangar 6-A on May 1, 2020. This will be the first move.

Fuel Price Comparison

Fuel Price Comparison						DATE: 04/16/20
Airport Identifier	Name	AvGas	SS100L	Jet A -	Jet A +	FBO COMPANY NAME
CSG		\$5.36	\$4.30	~	\$4.65	Flightways Columbus
MCN (478) 788-3491	Macon	\$4.74	\$4.59	~	\$4.20	Lowe Aviation
GVL (770) 532-4136	Gainesville	\$5.29	\$4.99	\$4.39	\$4.44	Champion Aviation
GVL (678) 989-2395	Gainesville	\$6.99	\$5.99	~	~	Lanier Flight Center
HSV (256) 772-9341	Huntsville	\$6.00	~	\$4.96	\$5.02	Signature
DHN (334) 983-4541	Dothan	\$4.79	~	~	\$4.13	Aero One Aviation
ECP (850) 233-4717	Panama City	\$5.69	~	\$5.29	\$5.36	Sheltair
CHA (423) 855-2299	Chattanooga	\$5.49	\$4.71	\$5.27	\$5.33	Wilson Air Center
MDQ (256) 828-1403	Dwntwn Huntsville	\$4.68	~	~	\$4.23	Excutive Flight Center
VPC (770) 382-9800	Cartersville	\$4.95	~	~	\$3.75	Phoenix Air
FFC (770) 487-2225	Falcon Field	\$4.68	~	~	\$4.07	Atlanta Regional Airport
AVERAGE		\$5.33	\$5.07	\$4.98	\$4.50	
PIM		\$3.79	\$3.59	~	\$2.99	
EUF		~	\$4.98	~	\$4.30	

Hangar Waiting List

CSG Hangar Waiting List			
Upated 04/01/2020			
CSG Tenant Priority Move			
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
AJ Jain	5/9/2019	Twin/Single	Bonanza
Chris Badcock	7/14/2019	Single	Cherokee
Al Picken	11/19/2019	Twin	Bonanza
Flying Horse/Nelms	12/1/2019	Single	Maule
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
Tyler Freyburgher	11/13/2019	Single	172
Mark Liarikos	3/24/2020	Single	185F
Twin Hangar Requested			
Doug Evenson	7/15/2019	Twin/Box	Stinson/Sorrell
Customers Waiting To Purchase Aircraft			
Bill Buck	4/7/2016		Single
Paul Watson	4/11/2016		Single
Will Foley	10/10/2017		Single
Omar McCants	4/30/2018		Single
Reed Hovie	11/19/2018		Single
David Lewis	3/25/2019		Single
Elijah Figueroa	10/28/2019		Single
Daniel Holley	1/10/2020		Single
Glenn Eller	2/11/2020		Single
Thomas Henegar	2/19/2020		Single

HUMAN RESOURCES

Ms. Monica Stone provided the following update.

PAY POLICY PURPOSE/POLICY

The Commission will be paying all those who are working from home their salaries/hourly pay, those deemed non-essential or asked to stay home as to reduce staffing will be paid their salaries/hourly pay, those deemed essential and must remain on the field to work will be paid time and a half for the hours worked. This pay schedule has been approved for up to 30 days.

PANDEMIC PURPOSE/POLICY

Columbus Airport Commission will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of Columbus Airport Commission during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

Columbus Airport Commission is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

PERSONAL PROTECTIVE GEAR PURPOSE/POLICY

To provide guidance on wearing personal protective equipment (PPE) and the information to ensure that it is used and maintained correctly; to include social distancing.

Final Draft of Employee Manual was emailed to Ms. Alston Lyle on April 18, 2020.

MAINTENANCE

Mr. Garry Parker provided the following update.

- Work orders update: During the months of April we have addressed numerous facilities and hangar work orders as much as possible even while operating with limited staffing during our minimal staffing response to the COVID-19 pandemic. Work orders are still being opened and addressed in order of priority. Hangars are still a priority and we have two contracts approved and awarded for Hangar 57 roof and all doors on Hangar 2. The contractors are completing the badging process and will be mobilizing shortly after they are badged.
- Enhanced Sanitation Policy in response to COVID-19. In March, I was tasked to create an Enhanced Sanitation Policy for the Columbus Airport; this policy was created in compliance with CDC guidelines and in line with Airport and Airline best practices. Our Custodial team has been working harder than ever to ensure that the facilities remain clean, and sanitized for all passengers, employees, and guests. Key elements of this enhanced sanitation policy include additional hand sanitizer stations throughout the airport passenger terminal and offices, mandatory personal protective equipment for staff, including eye protection, latex gloves, and face masks, increased frequency of door handle, hardware and public shared space sanitizing, social distancing among staff and limited close interaction with tenants and passengers.

- During this time of minimum staffing, our team has continued working hard to ensure that work is completed; special recognition to several members of our team that have volunteered to be re-assigned to temporary custodian duties in the afternoons to supplement a staffing shortage. Mr. Khalfani Walker – Landscaping Specialist, Mr. Cameron Hagan – Airfield Maintenance Specialist, and Mr. Richard Rosado – Facilities Technician have all been re-trained and are filling in during this time.
- Employee of the Month for March was Ms. Suzanne Adams! Suzanne has done a fantastic job keeping the terminal clean and has been recognized for leading the team of Custodians during a staffing shortage.

Ms. Clark stated she agrees with Mr. Parker, Ms. Adams is doing an amazing job, everything looks and smells clean. She appreciates Mr. Parker and his staff the new policy with the Covid-19, with sanitizing and keeping all precautions in keeping the airport clean and it is great!

MARKETING

Ms. Sonya Overton provided the following update.

- The Columbus Airport and Flightways Columbus websites have been updated and now include a work order feature where tenants and employees can go online and submit a work order. No issues have been reported and all tenants have been notified.
- We have been working extensively on our social media presence across Facebook, Twitter & Linked In. Analytics show growth across the board for new followers and likes. One of our posts was retweeted by the U.S. Airports Feed and we now have an Instagram profile. We are currently researching social media platforms that will allow Marketing to post across all platforms at once for little to no cost to include Hootsuite, Buffer and Loomly.
- We are staying on top of Air Service Development and virtually meeting with Jeremiah Gerald to discuss market trends and where the airline industry continues to go. The industry seems to be hopeful and expects to bounce back fairly quickly once the stay at home orders for COVID-19 have been lifted. We will continue to meet weekly to stay up to date on the airlines.
- We have sent out two press releases in the last four weeks concerning our sanitation policies and construction during the pandemic. The first press release was covered by WRBL. The last press release was covered by WTVM, WXTX, WRBL AND WLTZ to discuss construction and the Cares Act. We are working on placing all press releases on the website as they are released as an online resource and meet record keeping compliances.
- We are currently working on Marketing strategies as well as additional avenues of nonaeronautical revenue post pandemic to include advertising, ride share contracts and

working with Delta Air Lines marketing. We are staying connected to other airport Marketing managers and sharing ideas and concepts once the market bounces back.

PROPELLERS

Mr. Ben Kiger provided the following update.

Mr. Kiger reported we are excited to announce we are out of the design phase and well into the fabrication phase of our eTuk electric food truck. Gallery Carts out of Denver, who is handling the buildout and customization of our eTuk, has informed us the vinyl graphics package will be done this week by their local third-party installer. After the vinyl package is complete there will be a few final items to install on the vehicle. Even with staffing issues that arose due to the COVID-19 virus, it is all coming together smoothly and on schedule.

Gallery reviewed their shop capacity and informed us they can hold our eTuk and carts in their warehouse until May 15th at no additional cost. This will help as it gives us some time to get further into the terminal remodel before delivery. If we need them to handle storage after mid-May, at that point they would require a monthly storage fee, although that should not be necessary as we can safely store it on airport property.

Due to the airport remodel phasing, they have also agreed to accommodate us by handling the delivery and setup separately, with a discounted fee to send someone back out for a day to handle the final inspection and setup. This will be necessary due to the delivery happening prior to the restaurant demo phase and the point we can have the electrical outlets wired.

Ms. Clark thanked Mr. Kiger for his awesome update.

PUBLIC SAFETY

Chief Andre' Parker provided the following update.

Good morning! I hope everyone is doing well and taking the proper precautions to keep yourselves and family safe. I want to first thank the Commission and Director Clark for your continued dedication and support of Public Safety and all airport staff. We are operating in uncharted territories and it's great knowing that we have your support.

Equipment/Facilities

- We have had a few maintenance issues with our ARFF vehicles and facility equipment. I am pleased to report that the issues have been quickly resolved due to efforts by our staff and service technicians.
- I would like to take a moment to recognize and thank Mr. Jose Aviles for his prompt and effective response to our service calls at the ARFF station. Mr. Aviles has been doing an amazing job handling his terminal and GA workload while responding to our issues at the ARFF station.

- I would also like to thank Mr. Daniel Thomas for his dedication to our airfield safety and operations. Mr. Thomas has stepped in to provide much needed training and guidance regarding public safety's Part 139 responsibilities. This is indeed a team effort that Mr. Aviles and Mr. Thomas have helped make more enjoyable and efficient.

Staff

- The safety of our traveling public, tenants, partners, and staff will always be our top priority. No matter the situation here at CSG, Public Safety officers remain available 24/7 to respond to emergencies or aid when needed. COVID-19 has altered how we all do business in the first responder community. We are taking every precaution for our officer safety and those we serve. Officer presence in critical but limited personal contact with the public is key. Our officers will be visible but will make contact with the public as needed.

Training

- Training at our local academy and the Public Safety Training Center have been suspended. The state has authorized secondary options on a temporary basis. Officers are taking part in webinars and online training modules in order to maintain annual training requirements. We will be holding our annual Emergency Plan Review and soon at restrictions are lifted and our local partners have open schedules.

Ms. Clark provided an update on the Terminal stating that the project began on April 8, 2020. Since that date ninety percent of the flooring is up, the restrooms are fully gutted in the hold room downstairs. The ceiling tiles and bridge have been removed. Between ninety and ninety-five percent demo has been completed. Now they are saw cutting into the floor to lay electrical into that area. They have the dumpsters out, where they are putting all of the disposal of all the demolished items, which are in close proximity, making sure we are not producing any FOD obviously as it is right by the apron where the commercial aircraft park. They have taken phase one and divided it into two sections called A1 and A2. A1 consists of the hold room area, where they are currently working and A2 is the future Maintenance, Restaurant, and TSA offices right behind the escalator. Phase A will include our rental ready return parking lot, where we have taken out some landscaping and paved it, so that all the rental car companies can utilize the space and allow all of them to park in one lot. They are using our employee parking lot as a temporary rental car return lot. We have notified all the tenants that currently park in our employee parking lot and these tenants will be parking in our Short/Long Term parking lots during this construction. We will be providing them parking passes or validation stickers for their parking in the paid lots. The contractors should begin on the parking lot later this week or early next week. We are excited about the progress and moving forward.

Ms. Clark asked if there were any questions or comments concerning these complete reports.

OTHER MATERS

Ms. McHale expressed how much she appreciated the great job the Columbus Airport employees are doing and have done in such a difficult time, with their hard work and dedication.

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

There being no further business the meeting was adjourned at 10:07 A. M.

APPROVED:

Mary Scarbrough, Secretary

Ms. Tana McHale, Chairman