

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT  
COMMISSION HELD AT THE COLUMBUS AIRPORT  
WEDNESDAY, NOVEMBER 17, 2021**

The following commission members were present for the entire meeting:

<b><u>NAME</u></b>	<b><u>EXPIRES</u></b>
Mr. Don D. Cook, Chairman	December 31, 2022
Mr. James Barker, Vice Chairman	December 31, 2023
Mr. Carl Rhodes, Jr., Secretary	December 31, 2024
Ms. Tana McHale, Treasurer	December 31, 2021
Mr. Art Guin, Commissioner	December 31, 2025

**Legal Counsel:** Alston Lyle

**Staff members present:**

Amber Clark, C.M., Airport Director  
Michele Renfro, Flightways Columbus Manager  
Daniel Thomas, Sr., Maintenance Manager  
Sonya Overton, Director of Marketing & Air Service Development  
Eric Rivers, Operations Technician  
Troy Pair, Facilities Supervisor  
Khalfani Walker, Landscaping Technician  
Pam Knight, Director of Finance  
Adrian Sellers, Project Coordinator  
Blake Fulford, Airfield Specialist  
Mona Mitchell, Hospitality Team Member  
Kimberly Baldwin, Interim Office Manager  
Shaundra Goodwin, Security Specialist  
Monica Stone, Human Resources Manager  
Anthony Pugh, Hospitality Team Supervisor  
Cameron Hagan, Airfield Maintenance Technician

The following staff members were absent:

Andrè Parker, Chief of Public Safety

Others present:

Brian Thompson and Pete Novak: RS&H; Steven Voynich: Robinson, Grimes & Company; Dorinda Morpeth

**BUSINESS OF THE MEETING**

Mr. Don Cook called the November 17, 2021, Commission Meeting by Visual and Zoom to order at 9:35 am. Mr. Don Cook asked to consider adoption of the minutes for the meeting of September 22, 2021 and if there was any discussion. No discussion.

Motion by Mr. Art Guin to approve the minutes for the September 22, 2021, Columbus Airport Commission Meeting; seconded by Ms. Tana McHale and unanimously approved by the Commission. Ayes: 4 / No: 0

## **CONSIDER APPROVAL OF FY2021 AUDITED FINANCIALS**

Mr. Don Cook asked to consider approval of FY2021 audited financials. Mr. Don Cook opened the floor for Ms. Amber Clark to give an update on the audited financials.

Ms. Amber Clark provided the following update:

Our auditor, Robinson & Grimes, has completed the FY 2021 audit. The attached document contains the audited financial statements for the Columbus Airport Commission. The representation letter, which is contained in the attached document, explains that the airport has complied with the generally accepted accounting principles of the United States, that we have supplied the auditors with all information to the best of our knowledge and summarizes Robinson's responsibilities and conclusions.

Ms. Clark asked Mr. Steven S. Voynich, Jr CPA if he would like to present a summary of the completed audit and to answer any questions.

Mr. Voynich mentioned the major construction that is going on at the Airport and as of June 30<sup>th</sup> is all good news and that there is still about 4.6 million dollars of grant revenue to receive. We are waiting on the FAA and Georgia DOT to reimburse money used. The fund balance has continued to increase which is the net equity of the Airport. Mr. Voynich mentioned that having ninety percent grant funding for the project from the FAA and the majority of the projects makes a huge difference in what the Airport is able to accomplish. The net income and net loss for the year has improved from the prior year. The operating loss for the Airport was about 1.9 million dollars, however 2.3 of that is depreciation. Which depreciation accounts for wear and tear on the asset of the airport but again these are largely fund by FAA and Georgia DOT grants so all in all a good year. Mr. Voynich stated this is a much-improved year and the account is in good hands with Amber and Pam. Mr. Voynich mentioned that Amber and Pam have done a lot of work to get the financial together.

Mr. Art Guin asked Mr. Voynich if we are heading in the right direction this year. Mr. Voynich responded that there is a better handle on things this year and we are heading in the right direction.

Mr. Don Cook asked if there were any other questions on the audit and asked Ms. Amber Clark when the audit will go to the city. Amber responded that the audit would go to the city once Robinson Grimes finish the final draft which is anticipated for Friday, November 19, 2021.

Mr. Don Cook entertained a motion to approve the audited financials.

Motion by Mr. Art Guin to approve the audited financials; seconded by Ms. Tana McHale and unanimously approved by the Commission. Ayes: 4 / No: 0

## **DIRECTOR'S UPDATE**

Mrs. Pamela Knight provided the following Finance report:

### **Finance Director Report**

I would like to thank Amber and the entire team at Columbus Airport for assisting me throughout the transition process. My two primary goals from starting June 2021 have been to deliver a clean audit and improve cashflow. The finance team, consisting of Bernadette, Demetria and I have worked diligently updating accounting data from July 2020 to June 2021 to deliver a clean audit by the deadline. Also, managing cashflow through maximizing grant revenue draws and terminal project payment request was equally



important. We have achieved these goals. The key accomplishments that enabled us to achieve these goals are as follows:

PFC, CFC, CARES Grant and Process Improvement:

- PFC reporting through June 30, 2021, updated and in compliance
- Scheduled PFC and CFC funds to move from restricted to unrestricted cash for year-end FY21- \$1.2 million which frees up cash.
- Approved and scheduled for depositing- CARES funds of \$1,203,070
- Onsite automated depositing of checks setup in October

For AIP Projects:

- Over \$3.2 million requested and reimbursed in FAA funds from June 2021 to September 2021
- Over \$13.4 Million requested and reimbursed in FAA funds from June 2020 to September 2021
- GDOT reimbursements for Terminal Project from June 2020 to September 2021 exceeds \$620,000
- Terminal Project Payments to vendors through September 2021 exceeds \$18 million
- June 2021- last draw from construction loan for terminal project payments; Loan Balance is less than \$3.1 million as of October 21, 2021.

The audited financials are estimated for release within the next three weeks.

Goals going forth:

- Update Accounting software and streamline processes
- Implement additional automated banking services
- Produce monthly budget to actual financial reports
- Research additional grant revenue opportunities
- Improve the tracking of grant revenue and grant spending

Mrs. Pamela Knight asked if there were any questions. No questions presented.

### **FLIGHTWAYS COLUMBUS (FBO)**

Ms. Michele Renfroe provided the following Flightways Columbus report:

- **Fuel Volume Report:**

We pumped 91,522 gallons of Jet A fuel in September 2021. Our total volume increased 120% compared to last year's numbers. We sold 8,316 gallons of Avgas which was a volume increase of 43% year over year. Our self serve volume is still increasing in sales as well. Classic Air and government gallons sold had an increase of over 200% by volume. The Airline uplifts are continuing to increase significantly as well as Jet A contract fuel.

- **Fuel Supplier and Training:**

Our Avfuel logo sign on the ramp side of the building has been installed and we are working on having our Flightways logo made and installed on the side of all of the refuelers.

All of the employees have started training on the Avfuel training system. This system covers human factors, customer service, fueling on the ramp, contract fuel cards as well as the customer fuel base who have contract and retail fuel cards under the Avfuel program.

- **Hangars:**

During this month we are in the process of relocating River City Aero Club and several tenants that are shifting from our semi-corporate hangar to single t-hangars. We have updated the hangar waiting list as well as calling tenants that have been on the list to lease several hangars in the past year that are available at this time. We are also in the process of working with several customers that have purchased aircraft and have filled out a waiting list application. We have has some movement with the hangar changes that has caused some hangars to come available so this is good news for the customers that have been on the list for a while.

The contractors have completed the office space and has begun work on the restrooms in hangar 13 as well as ordered materials for pigeon mitigation for hangar 11, 13. The ramp section of the doors on hangar 12 at the top opening has the first brush prototype installed. We are waiting on more material to be delivered so the installation can continue. We will keep you updated on how this prototype is working once all doors have been completed.

**Comparative Airport List:**

<b>October 15th 2021</b>					
<b>Airport ID</b>	<b>Name</b>	<b>FBO</b>	<b>Jet A +</b>	<b>100LL FS</b>	<b>100LL SS</b>
MCN	Middle Georgia Regional	Lowe Aviation	\$5.65	\$5.30	\$5.00
GVL	Lee Gilmer Memorial	Champion	\$5.59	\$6.49	\$5.23
GVL	Lee Gilmer Memorial	Lanier/Champion	~	\$6.23	\$5.23
HSV	Huntsville International	Signature	\$6.87	\$6.54	-
DHN	Dothan Regional Airport	Aero-One Aviation	\$6.08	\$5.88	-
ECP	NW Florida Beaches Intl	Sheltair	\$6.32	\$7.05	-
CHA	Lovell Field Airport	Wilson Air Center	\$6.22	\$6.73	-
MDQ	Huntsville Executive	Executive Flight Center	\$4.64	\$5.38	-
VPC	Cartersville Airport	Phoenix Air	\$4.09	\$4.95	-
FFC	Atlanta Regional Airport	Falcon Field	\$4.59	\$4.99	-
<b>CSG</b>	<b>Columbus Airport</b>	<b>Flightways Columbus</b>	<b>\$5.65</b>	<b>\$5.90</b>	<b>\$4.75</b>
		<b>Average</b>	<b>\$5.56</b>	<b>\$5.95</b>	<b>\$5.15</b>



PIM	Pine Mountain	3.99	4.79	4.49
EUF	Eufaula	5.15	~	5.00
LGC	Lagrange-Callaway	4.05	4.95	4.65

### Hangar Waiting List

CSG Hangar Waiting List			
Updated 10/15/21			
<b>CSG Tenant Priority Move</b>			
AJ Jain	5/9/2019	Twin/Single	Bonanza
Greg Auten	7/29/2019	Single	Bonanza
<b>CSG Tenants Hangar to Hangar Requested</b>			
Richard Knapp	10/27/2016	Single	Mooney
Chris Badcock	7/14/2019	Single	Cherokee
Ben Marshon	6/15/2020	Single	Bonanza
Robert Boehnlein	12/14/2020	Twin	172
Jason McKenzie	5/28/2021	Single	182
Woody Gilliam	9/1/2021	Single	Piper Arrow
<b>Single Hangar Requested</b>			
ZLT Samuel Evans	8/20/2019	Single	Silvaire 8E
Richard Bailey	10/27/2019	Single	Cherokee 180
Earl Ingram	11/13/2019	Single	Mooney 20R
Mark Miller	10/31/2020	Single	Cherokee 140
Shannon Kay	12/3/2020	Single	Cherokee 160
Ronald Newcomb	1/26/2021	Single	Van's
Andrew Hill	6/1/2021	Single	Cessna 172G
Mark Lugash	9/15/2021	Single	RV 7
Justin Grimes	10/18/2021	Single	RAI-6 Foxtrot
Michael Henley	10/18/2021	Single	Champ
<b>Twin Hangar Requested</b>			
Nick Meyer	7/21/2021	Twin	Cessna 172
<b>Customers Waiting To Purchase Aircraft</b>			
Bill Buck	4/7/2016		Single
Paul Watson	4/11/2016		Single
Omar McCants	4/30/2018		Single
Reed Hovie	11/19/2018		Single
David Lewis	3/25/2019		Single
Elijah Figueroa	10/28/2019		Single
Daniel Holley	1/10/2020		Single
Thomas Henegar	2/19/2020		Single
Michael Knautz	5/20/2020		Single
John McLemore	6/16/2020		Single
Tim Villegas/Shroff	6/22/2020		Twin
Caroline Rimes	7/13/2020		Single
Don Jones	9/29/2020		Single
Jay Parker	3/11/2021		Single
Mark Wrigglesworth	6/8/2021		Single
Kenny Fuller	8/19/2021		Single
Ronald Russell	10/5/2021		Single

Ms. Michele Renfroe asked if there were any questions. No questions presented.

### HUMAN RESOURCES

Ms. Monica Stone provided the following update report:

**Promotion:** Eric Rivers, Airfield Operations Supervisor

**New Hires:** D. Dawson II – Firefighter Anticipated: DOH 11/13/2021

L. Copeland – Line Service Technician (Part-Time) Anticipated:  
DOH 11/22/2021

**Terminations/Resignations: (2)**

Employee Name	Job Title	Department	Status
Mary Scarbrough	Office Manager	Administration	Resignation
Basil Garcia	Line Service Technician (Part-Time)	Flightways	Resignation

**Vacant Positions: (7)**

Vacancies	Job Title	Department	Status
1	Line Service Technician (Part-Time)	FBO/Flightways	Interviewing
1	Airfield Maintenance Technician	Maintenance	On Hold
1	Airfield Operations Technician	Maintenance	Posted – Internally Only
1	Firefighter	Public Safety	Interviewing
3	Police Officers	Public Safety	Interviewing

\*Public Safety has implemented a realignment

**Human Resources Areas**



**Compensation**

- Developing a Compensation Model for Public Safety Department/working with Chief Parker
- Dr. Bryant completed Phase 1 working on Phase 2



**Compliance**

- Developing a Succession Plan for Columbus Airport (on-going)
- Reviewing Employee Manual (on-going)



**Employee Engagement**

- Vaccination Initiative until December 31, 2021



**Recruitment**

- Scheduling interviews for vacant positions with Managers



**Retention**

- Creating a culture of recognition and feedback: 2021 Culture Survey emailed to all employees Survey Opened: September 14<sup>th</sup> – September

22<sup>nd</sup> 19 employees responded

- Thankful Survey for Team Members to complete what are they thankful for “job, position and department” November employee meeting

Ms. Monica Stone asked were there any questions or comments. No questions or comments were presented.



## **MAINTENANCE DEPARTMENT**

Mr. Daniel Thomas provided the following update report:

Good morning, everyone, I hope all is well with you.

- I want to congratulate Eric Rivers as he is our new Airfield Operations Supervisor in the Maintenance Department.
- The Maintenance Department changed out our front parking lot sidewalk lights from white to pink for the month of October for Breast Cancer Awareness.
- The Maintenance Department would like to thank Brian, Pete, Jamal, Julian, and everyone with RS&H, Ryan, Bob, and David, with Sauer, Girrad, and Camaris with Benchmark, and all the other sub-contractors for the hard work they completed during the Columbus Airport Terminal Renovation Project.
- I would like to say a special thank you to Adrian Sellers for the hard work she has completed coordinating with the contractors on this project. Great job, Adrian.
- We have met with several contractors who will be completing repairs and improvements on our hangars. We are using contractors for the repairs outside of the maintenance department's skill level as well to complete these work orders in a timely manner. We apologize to our GA Community for how long this process has taken. We are on track, ensuring that we select contractors who will give high-quality and professional results to exceed our GA community's expectations. I want to thank everyone for their patience during this process.
- Hanger 7 has a roof coating being applied by a roofing contractor. We started with hanger 7 first because of the amount of rust on top of the roof that has to be addressed sooner than later to stop the roof leaks.
- Hangar 14-B and 3-F had new LED light fixtures that put out 26,000 light lumens. These are the same lights that we install in the CRASH stations bay. They worked very well there, so we are testing them out in these two hangars. If they perform well in these two hangars, we will begin installing these types of lights in all hangars.
- The Columbus Airport is finding ways to be greener. For example, we are experimenting with a battery-operated Husqvarna Auto mower that is charged by using a solar panel docking bay. It uses GPS and a mapping program for the area to cut and maintain the grass. Some of you may have already seen this mower in action in a field on Earnie Shelton Dr. The mower is autonomous. However, the user still has complete control and can monitor the unit through a cell phone app or computer. We are excited and have high hopes for the testing phase of this mower.
- The Runway 13/31 Safety Area, NAVAIDs, and Marking Project is about to begin this month. Runway 13/31 will be closed at different times throughout this project, and I will open FAA NOTAMS when this occurs. Please check your emails as I will coordinate with Sonya Overton and Adrian Sellers, our Director of Marketing and Air service Development and Project Coordinator, on any closures and/or information relating to this project.
- The Hospitality Division received and using our new mop machine for our new airport terminal floors.

· The maintenance department wants to wish everyone a very safe and happy Thanksgiving Holiday.

## **MARKETING**

Ms. Sonya Overton provided the following update report:

### Marketing Report

- We submitted our semi-annual report for our Small Community Air Service Development grant to the D.O. T. This report is a part of our requirement for receiving the grant providing updates on the new Air Service, how we are doing and our next steps for acquiring and continuing air service at CSG.
- We had a meeting with Colonel Alexis Rivera Espada who is the acting Garrison of Fort Benning military base along with his staff members Charles Auer and Tiffani Migliore. We met to discuss our partnership with the base as well as supporting each other to make sure that our soldiers are recognized and transitioning properly. We will be working together for a military liaison here in the terminal as well as our U.S. Armed Forces gate area, fueling and other ideas as to what we could do to strengthen our relationship.
- Marketing for American Airlines continues with more direct mail pieces to different area codes, new email blasts as well as a new video for choosing Columbus Airport, your hometown airport. Online marketing efforts also continue for mobile ads and social media content. Numbers are rising per American.
- We attended the Takeoff air service development conference on November 1st. We received updates from American Airlines on current route service from Charlotte and Dallas and will continue to monitor service. We also spoke with additional airlines concerning possible new route service at CSG.
- The Website RFP is currently in circulation. We have received over 20 inquiries concerning the RFP and plan to have a healthy response. The pre bid meeting was November 8th, proposals are due December 2nd.
- New Terminal celebration was Thursday, October 21st from 6p-8p with refreshments, prizes and giveaways. We had a good turnout and received lots of praise for the new look.
- Columbus Airport and Flightways Columbus participated in the Auburn Business Aviation Days, November 9-11th. The Director spoke to students at the University about jobs in Aviation. We exhibited at Auburn Airport for Commercial and General Aviation.

Ms. Sonya Overton as if there were any question. No questions were presented.

## **PUBLIC SAFETY**

Ms. Amber Clark provided the following updated report:

Good morning, I hope everyone is well and enjoying the cooler weather.

Equipment/Facilities



- The new truck bay lighting installed by the Maintenance Department is amazing and a huge step up from our previous lighting. Not only are the new lights brighter but energy efficient as well.
- Repairs to Crash 12 have begun. CAS will be doing repair work during the weekends. Daniel Thomas will assist by providing a hoist that will make the repairs much easier.

#### Staff

- I would like to recognize all of our Public Safety staff members for their continued hard work and dedication. We have been experiencing a staffing shortage for a while. Our Officers and Firefighters have stepped up and made a difficult situation manageable. Their deeds and sacrifices do not go unnoticed. I want to personally say "Thank you".
- We have interviewed and advanced a firefighter candidate to the background phase of processing.

#### Training

- Earlier this month we conducted our Public Safety staff completed Use of Force & De-escalation training.
- Now that the terminal renovation is near completion, we plan to conduct a terminal familiarization walkthrough with our mutual aid agencies. This will provide our partners with knowledge of the terminal's new layout providing for a quick and efficient response should the need arise.
- The Peace Officers Standards and Training Council (POST). POST is implementing an Officer Resiliency Program designed to provide officers with the life skills and abilities to overcome adversity, manage stress, and thrive in their personal and private lives. I have been selected to attend the course which will be hosted in Watkinsville, GA on November 16 – 18. The training and lodging are provided by the Ga POST Council and is limited to 20 attendees. Mental health is an important matter within the Public Safety ranks. I look forward to bringing back the information and sharing with our staff and local partners.

Ms. Amber Clark asked if there were any questions. No questions.

#### **TERMINAL UPDATE**

Ms. Adrian Sellers provided the following update report:

Exterior –

1. Punch list items

Phase C (Baggage Return and Rental Car Counters) -

1. Electrical and Communications rooms are on-going

Overall items

1. PA System On-going
2. Door Hardware Install Completed 11/12
3. Touch up paint Completed 11/12

4. Access Control On-going
5. Potable Water cabinet will be onsite mid Dec. water is in place
6. Pet relief FRP (Fiberglass Reinforced Panels) punch list items
7. Electrical Punchlist is On-going
8. Completed Owners Training along with management staff for turnover

Other Items

- There was a Pre-Construction meeting on Oct.7th for Safety Area and Markings of Runway 13-31 to starts Nov 1st.
- Master Plan meeting Sep 21st as well as a site visit for our (AIP) Airport Improvement Program for the year, I will update you all on start date for it.


Ms. Sellers asked if there were any questions. No questions presented.

With no other matter Mr. Cook motion to adjourn meeting at 10:16AM.

Motion by Mr. Art Guin to adjourn the November 17, 2021 Columbus Airport Commission Meeting; seconded by Mr. Carl Rhodes and unanimously approved by the Commission. Ayes: 4 / No: 0



Amber Clark, Airport Director/Assistant Secretary



Mr. Don Cook, Chairman