

**MINUTES AT THE REGULAR MEETING OF THE COLUMBUS AIRPORT
COMMISSION HELD AT THE COLUMBUS AIRPORT
WEDNESDAY, MARCH 23, 2022**

The following commission members were present for the entire meeting:

<u>NAME</u>	<u>EXPIRES</u>
Mr. Art Guin, Vice Chairman	December 31, 2025
Mr. Don D. Cook, Treasurer	December 31, 2022
Mr. Carl Rhodes Jr., Secretary	December 31, 2024
Mrs. Dannell Marks, Commissioner	December 31, 2026

Legal Counsel: Mr. Don Morgan

Staff Members Present:

Amber Clark, C.M., Airport Director
Michele Renfroe, FBO Manager
Daniel Thomas, Maintenance Manager
Andre Parker, Chief of Public Safety
Sonya Overton, Director of Marketing & Air Service Development
Troy Pair, Facilities Supervisor
Khalfani Walker, Landscaping Technician
Blake Fulford, Operations Technician
Adrian Sellers, Project Coordinator
Mona Mitchell, Hospitality Team Member
Suzanne Adams, Hospitality Team Member
Kimberly Williams, Hospitality Team Member
Monica Stone, HR Manager
Cameron Hagan, Facilities Technician
Anthony Pugh, Hospitality Supervisor
Marshall Upshaw Jr., Landscape Supervisor
Karlene Donahue, Flightways CSR
Anna Phillips, Administrative Coordinator
Eric Rivers, Operation Supervisor
Travis Hope, Flightways Line Technician
Pam Knight, Director of Finance
Shaundra Goodwin, Security Specialist

Others present:

Bud Allen: Allen Development Group Inc.; Robert Boehnlein: Columbus Aero Service Inc.; Jacob Redwine: Holt Consulting; Brian Thompson: RS&H; Pete Novak: RS&H; Adam Nicholas: MacFarland Johnson

Mr. Don D. Cook called the March 23, 2022 Commission Meeting by Visual and Zoom to order at 9:32 am:

Well, first of all, I want to say good morning to everyone. We're going to do things a little differently, until we have a quorum, and once we have a quorum, we'll actually go into the voting process of this. So, as you look at the agenda this morning, it's going to kind of flip a little bit to the director's update and other matters, and once we have a quorum, I will officially call the meeting, and we'll begin the voting process on those items.

Mr. Cook asked if everyone was okay with that? There were no comments.

Mr. Cook proceeded:

Alright, sounds good to me. So, with that being said, welcome to the meeting, the unofficial non quorum part of the meeting, and we will begin with the director's update.

DIRECTOR'S UPDATE

Finance Director Report

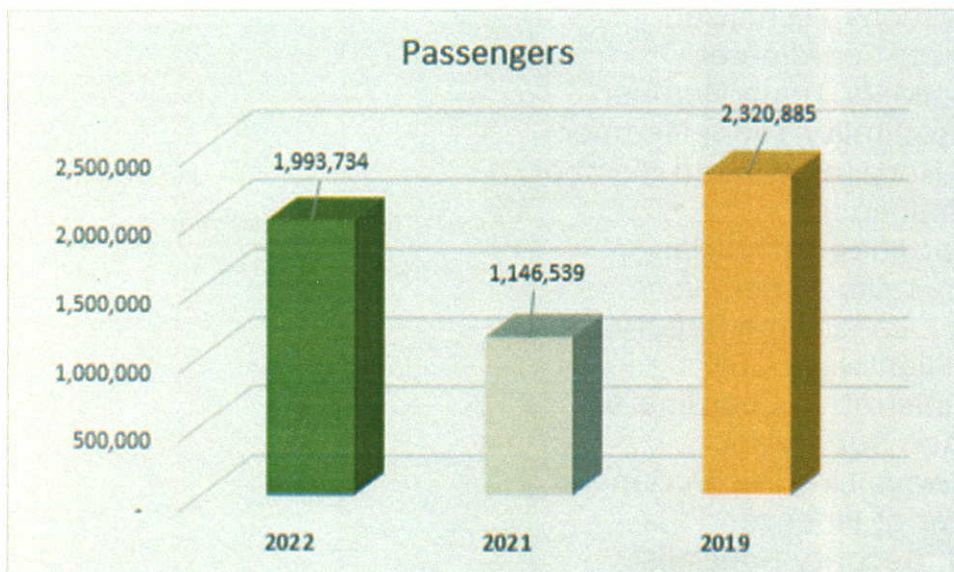
Ms. Amber Clark stated that we would start with Mrs. Pam Knight, the Director of Finance, for the finance report.

Mrs. Knight said good morning to everyone and provided the following update report:

Financial Report: How is Aviation (CSG) financially post-pandemic?

Numbers to Review

TSA screened passengers March 16th (Nationally)



2021 was 50% of the base, pre-Covid pandemic year 2019.
2022 is 86% of the base, pre-Covid pandemic year 2019.

Columbus Airport Numbers:

February Revenue Highlights

- Passenger Facility Fee Revenue used to pay for Airport Improvement Projects is **averaging over \$22,000 per month in FY22** compared to an average of less than \$9,000 per month in FY21. CSG has collected over \$80,000 in PFC revenue from American Airlines. PFC revenues are also dedicated to paying down the \$3,055,000 owed on the Terminal Renovation Project.
- CSG **collected \$4,353,980 of the \$4,393,691 in grant revenue receivables from FY21** have been collected. Over \$100,000 of the grant revenue receivable collected were from 2019 & 2020.
- **Over \$1.0 million of the \$1.8 million in grant revenue earned in FY22 is COVID grant revenue and not obligated to funding projects.** These funds are to assist will improving airport cash position, negatively impacted from decreased revenue. CSG payroll reports were submitted for reimbursement to claim these funds.

- **Delta's FY22 common use space monthly average** is \$8,200 compared to **FY21** common use space monthly average \$4,600... \$3,600 more revenue each month
- Total 12 months of Parking Revenue FY21: \$156,702
- **Total Parking Revenue as of 8 months in FY22: \$239,420;**
- **Current Projected Parking Revenue for FY22 \$320,00** (conservative)
- **Most Parking Revenue, since system installed in 2017 is \$281,722 (FY19)**
- **Car Rental Revenue YTD February 2022 is over \$80,000 greater than YTD February 2021.**

REVENUE TO CSG FROM CAR RENTAL AGENCIES

	YTD FEB	YTD FEB	YTD FEB	YTD FEB	YTD FEB	YTD FEB
FISCAL YEAR	ENTERPRISE	NATIONAL	AVIS	BUDGET	HERTZ	TOTAL ALL AGENCIES
2019	107,985	72,962	101,386	67,507	141,702	491,542
2020	111,311	112,227	98,721	83,956	172,693	578,908
2021	114,194	56,647	112,848	101,400	100,089	485,178
2022	128,946	57,801	139,298	75,974	165,701	567,720
BUDGET FY22	139,388	80,780	128,597	117,399	163,900	630,064

FBO FINANCIAL REPORT- YTD FEBRUARY 2022			
	ACTUAL YTD	BUDGETED YTD	VARIANCE
REVENUE	1,922,958	1,580,350	342,608
COGS	712,872	651,922	(60,950)
NET SALES	1,210,086	928,428	281,658
LABOR	310,765	401,412	90,647
OPERATING	136,941	136,093	(848)
MTNC & INSPECTIONS	45,457	75,061	29,604
TOTAL EXPENSES	493,163	612,566	119,403
NET INCOME	716,923	315,862	401,061

OVERALL EXPENSES ARE BELOW BUDGET AND BEING REVIEWED WEEKLY. SOME LINE ITEMS ARE OVER, WHILE OTHER LINE ITEMS BELOW BUDGET.

A LESS DETAILED, P/L SUMMARY WILL BE PROVIDED IN APRIL. A DEPARTMENTAL LINE-ITEM REPORT WILL BE PROVIDED WITH THE FY23 BUDGET RECOMMENDATION.

Mrs. Knight stated:

We're looking very good on our expenses. We'll have more details on the expense side next month. I just wanted to touch on the revenue because

that's what I feel like is key to staying where we are financially right now, and kudos to everybody who has made that happen.

Mr. Cook replied:

Well, Mrs. Knight, I didn't want to interrupt you because you just kept coming on that roll of good news, good news on good news. We certainly appreciate your effort and all your expertise that you bring to us. We know that you labor hard to look at those numbers, so we can just simply get down to the bottom line. Thank you so much, and Ms. Clark if you want to add something to that, but I just want to give you all the accolades.

Ms. Clark stated:

I do want to say yes, thank you Mrs. Knight. That was a great report. We love to hear that, but as Mrs. Knight said, I just want to collectively say thank you to everybody. You know obviously American was a big piece in that—so, obviously Mrs. Sonya Overton working on air service and Mrs. Michele Renfroe with the FBO. I mean all of our other departments, they may not be revenue generators, but they're definitely helping cut back their expenses. So, I just want to say congratulations everybody. We did this all together, so thank you very much, and let's keep it going.

Mr. Cook added to Ms. Clark's statement:

I just wanted to say it takes everybody. I mean because if you're not greeted properly or the place doesn't look good when you drive up, everyone is contributing. So, if your name isn't mentioned, or you see all the newspapers and articles or different things, know that that is you, and that you are a part of it, and you bring that value to everything, and that's everyone who works at the airport. So, thank you all for what you do.

Ms. Clark asked if the Commission had any questions? There were none.

Flightways Columbus

Mrs. Michele Renfroe provided the following update report:

- **Fuel Volume Report:**

Flightways sold 84,743 gallons of Jet A fuel in February 2022. Our total volume increased 87% compared to last year's numbers. We sold 7,304 gallons of Avgas which was a volume increase of 61% year over year. Our self-serve volume also had a significant increase in sales as well. Classic Air increased by 270% and government gallons sold had an increase of 46% by volume. American Airlines fuel volume for February 2022 was 27,219 while Delta Airlines had a slight decrease of 2,834 gallons year over year with their monthly uplift being 13,391 gallons.

- **Hangars:**

The contractors have completed the 2 restrooms in hangar 13 except for the handicap bars which are on order and will be installed when they come in. They continue to put final touches on the last restroom that will be used by the EAA chapter for their meetings.

The netting material for pigeon mitigation has been completed in hangar 13 except one opening on the side with the offices. This section is about a 50 by 12 ft section that will be complete when the additional material

arrives. When the additional material arrives, the contractor will begin the same process in hangar 11 to separate the bays with the netting.

The maintenance department continues to work on installing new LED lights in hangar 21E. Once the lights have been installed, we will continue to move forward with other hangars on the lighting upgrades.

We have leased all of our single hangars and currently have 1 twin size hangar open for lease. At the moment we do not have anyone on the waiting list for the twin size hangar but will be renting a large bay to a tenant with multiple airplanes as well as a tenant that is waiting for a single hangar to come available. In our larger hangar we have 2 bays currently open for lease.

• **Employees:**

Flightways Columbus staff came together for a night of bowling, food and fun. Katelynne, Karlene, Jenny, Tego, Travis and myself had a blast being able to compete against each other to see who could get the most strikes or gutter balls. It was great to spend time outside of work and just have fun and encourage each other just to do our best whether we received gutter balls or strikes. This is something we are going to try and do once a quarter to get out and spend time as a team.

Comparative Airport List:

Fuel Price Comparison					DATE: 03/14/2022
Airport Identifier	Name	Jet A +	AvGas	SS100L	FBO COMPANY NAME
CSG		\$6.20	\$6.35	\$5.25	Flightways Columbus
MCN (478) 788-3491	Macon	\$6.05	\$6.15	\$5.65	Lowe Aviation
GVL (770) 532-4136	Gainesville	\$5.79	\$6.59	\$5.33	Champion Aviation
GVL (678) 989-2395	Gainesville	~	\$6.60	\$5.60	Lanier Flight Center
HSV (256) 772-9341	Huntsville	\$7.84	\$6.99	~	Signature
DHN (334) 983-4541	Dothan	\$7.17	\$6.89	~	Aero One Aviation
ECP (850) 233-4717	Panama City	\$6.90	\$7.55	~	Sheltair
CHA (423) 855-2299	Chattanooga	\$7.22	\$7.35	~	Wilson Air Center
MDQ (256) 828-1403	Dwntwn Huntsville	\$4.97	\$6.27	~	Excutive Flight Center
VPC (770) 382-9800	Cartersville	\$4.99	\$5.69	~	Phoenix Air
FFC (770) 487-2225	Falcon Field	\$6.11	\$6.54	~	Atlanta Regional Airport
AVERAGE		<u>\$6.34</u>	<u>\$6.66</u>	<u>\$5.53</u>	
PIM (706) 663-2083	Pine Mountain	\$4.59	\$5.25	\$4.99	
EUF (334) 687-2051	Eufaula	\$5.95	~	\$5.00	
LGC (706) 884-2121	Lagrange	\$4.60	\$5.15	\$4.85	

Hangar Waiting List

CSG Hangar Waiting List			
Updated 3/01/22			
CSG Tenant Priority Move			
AJ Jan	5/9/2019	Twin/Single	Bonanza
Greg Auten	7/29/2019	Single	Bonanza
CSG Tenants Hangar to Hangar Requested			
Richard Knapp	10/27/2016	Single	Mooney
Chris Badcock	7/14/2019	Single	Cherokee
Ben Marshon	6/15/2020	Single	Bonanza
Robert Boehlein	12/14/2020	Twin	172
Woody Gilliam	9/1/2021	Single	Piper Arrow
Single Hangar Requested			
ZLT Samuel Evans	8/20/2019	Single	Silvaire BE
Richard Bailey	10/27/2019	Single	Cherokee 180
Shannon Kay	12/3/2020	Single	Cherokee 180
Ronald Newcomb	1/26/2021	Single	Vans
Andrew Hill	6/1/2021	Single	Cessna 172G
Mark Lugash	9/15/2021	Single	RV 7
Shannon Franklin	11/10/2021	Single	Helicopter
Randall Terry	12/21/2021	Single	Tiger
Neil Brinson	2/4/2022	Single	Bonanza
Twin Hangar Requested			
Nick Meyer	7/21/2021	Twin	Cessna 172
Customers Waiting To Purchase Aircraft			
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 Wigglesworth	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

Concerning the Fuel Price Comparison Report, Mrs. Renfroe stated:

As everybody knows, fuel has went up. If you see it at the gas station going up, it is definitely going up on the aviation side as well, but we are doing our best to keep our prices in line where we need them.

Mrs. Renfroe asked if the Commission had any questions? There were none.

Human Resources

Ms. Monica Stone gave the following update report:

Promotion: None

New Hires: None

Terminations/Resignations: Cameron Hagan, Facilities Maintenance Technician

Vacant Positions: 9

Vacancies	Job Title	Department	Status	Closing Date
1	Facilities Maintenance Technician	Maintenance	Posted	03/18/2022
1	Customer Service Representative	Flightways/FBO	Re posted	Opened until filled
1	Airfield Maintenance Technician	Maintenance	On Hold	On Hold
4	Firefighter	Public Safety	Recruiting	Opened until filled

2	Police Officers	Public Safety	Recruiting	Opened until filled
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*Public Safety has implemented a realignment

Compensation

- Submitted proposed compensation model for review and approval to Finance Department
- Working on Compensation Pay Structure for Public Safety

Compliance

- Updated version of employee manual will be available in April

Employee Engagement

- Employee Meeting: Updates by Airport Director

Recruitment

- Accounting Coordinator offer extended - waiting on background check
- Line Service Technician offer extended – waiting on background check

Retention

- The proposed compensation structure submitted for review to Finance Department

Ms. Stone announced Mr. Cameron Hagan’s resignation as the facilities maintenance technician. Ms. Stone stated that CSG will miss him and thanked him for his commitment to the airport team.

Ms. Stone informed the commission of nine vacancies and noted:

There may be some changes we’re looking at doing, some things different with public safety.

Ms. Stone asked if the Commission had any questions? There were none.

Ms. Clark stated:

I just want to clarify that the nine openings that we have are not all in public safety. We do have a few in public safety, but Ms. Stone pointed out we might be looking at a creative way of filling those positions, so stay tuned, and we’ll give you an update on that.

I did also want to mention that at our monthly meeting this past month, we have put out a challenge for our team to memorize their mission, vision, and values, and many of them had already done this, but we wanted to make it fun. So, we have four teams that were chosen at random, so it’s not departments against each other or people who spend a lot of time together with each other. It’s random, and so, they’re competing against each other for their entire time to be able to come and recite to me the mission, vision, and values memorized. I can gladly say that we have about one fourth of our entire team that has come and done it so far. They have about twenty more days to get it done, but whatever team wins will be at Stars and Strikes playing some laser tag and maybe getting some gutter balls with Mrs. Renfro over there and her team. So, we’re really excited about it, but I

just want to say that I am very proud because I have seen a lot of you step out of your comfort zone, but as we've mentioned, it's just so important to really know your organization's mission, vision, and values because how can you live it every day, if you don't know it. So, where we're going with that, and I just want to say to all of you that I'm so proud, and if you haven't come and said it, I'm here all day, so I'll see you later.

Ms. Clark asked if the Commission had any questions on Ms. Stone's report? There were none.

Maintenance

Mr. Daniel Thomas provided the following update report:

Good morning everyone, and I hope everyone is doing well.

- The Facilities Division installed 15 new 1000 lumen LED pole lights on the back commercial apron. These lights have made working on the commercial ramp safer now at night.
- Airfield Operations Division is still working on the few discrepancies identified in our yearly FAA inspection. The weather has been a factor in fixing these issues as we do not want to cause more issues while trying to fix the issue we already have.
- The Airfield Operations, Facilities, and Landscaping Division came together to repair and replace a broken stormwater drain grate on the GA ramp. All that is needed is to paint the drainage grate before we can remove the low-profile barricades.
- The Maintenance Department would like to wish Cameron Hagan best wishes on his new career choice as today March 23, 2022, is his last day with us as an employee with the Columbus Airport. We will miss him and want to thank him for all he has done in the Maintenance Department.

Mr. Thomas asked if the Commission had any questions? There were none.

Marketing

Mrs. Sonya Overton provided the following update report:

- We're currently working on the Marketing budget and plans for FY 2023 as we continue to promote American Airlines and using CSG versus other sources of travel.
- New signage is going up in the terminal, as we work towards effective communication for passengers concerning the opening of the security checkpoint and airline counters. We will also be creating regular announcements that also speak to these openings.

- New logo change on badges have been approved. We will be using the new logo moving forward and arranging times for staff to update their badges.
- We are currently developing the Kids Play area. Signage as well as other safety measures are currently in the works. Once everything is in place, we will send out a press release and officially open the area.
- We are currently working on a new catchment study to update our information since the arrival of American Airlines and to prepare ourselves for the next Air Service Development conference. Marketing continues to promote the current service.
- Staff participated in the first all virtual STEAM conference. The conference went well but had a few hiccups per Let's Grow Steam staff. We were able to share our feedback. Thank you to all staff who participated in this event and created presentations in order to educate the kids on areas of Math and Engineering which was this year's focus.

Mrs. Overton stated that she really appreciated the team coming together, noting that a lot of people stepped out of their comfort zones to put together the presentations mentioned and get in front of a room full of teenagers and elementary school kids. Mrs. Overton thanked them for dedicating their time and just proving that teamwork does work, even in virtual situations.

Mrs. Overton concluded her report, and Ms. Clark asked if the Commission had any questions? There were none.

Project Coordinator

Ms. Adrian Sellers provided the following update report:

Overall Items

1. Door Hardware (Cores on 9 doors are still outstanding)
2. Access Control On-going
3. Potable Water cabinet has an arrival date of 3/14/22. Will schedule installation when the cabinet is on hand.
4. Waiting on the arrival for 2 replacement doors

RWY 13/31

- RWY 13/31 has a return target date of Monday, April 4th

Master Plan & Disadvantaged Business Enterprise Program (DBE)

- Working with McFarland Johnson to get the needed information to complete the Master Plan is still ongoing.
- Amber and I have been meeting with Chamber members from Columbus, Harris County, and East Alabama to partner with them and see how we can help get the word out to DBE businesses in the area to exceed our goal in partnering with these businesses. We are looking to host a session every quarter with our DBE Consultant, Mrs. Taffy Pippin, so that she can help educate and assist any business that may need it going through the application process.

Ms. Sellers stated that the potable water cabinet was installed and thanked Daniel.

Ms. Sellers asked if the Commission had any questions? There were none.

OTHER MATTERS

Mr. Cook asked if there were any other matters, or if anyone else would like to bring something forth to the Commission?

Mr. Cook asked Mrs. Renfroe how many gutter balls and strikes her team got? He stated he was curious as to who won.

Mrs. Renfroe responded:

I was on the bottom, I think for all of the games that we played. I think overall we did good. I think each one of us ended up getting strikes along the way at some point and some spares, but I think we all had our fair share of gutter balls along the way.

Mr. Cook informed Mrs. Renfroe that if she needed someone to come and throw some gutter balls, call him.

Mrs. Renfroe said they would be glad to have him, and it would add to the mix of the fun, for sure.

Mr. Cook stated:

Well, I would tell you. I've been with the airport almost twenty years now, and I would just cheer to hear you guys getting along, and these types of things have been my greatest dream to hear you guys doing what you're doing. So, keep continuing to live your best life, and every time you pass the airport, know that you make a difference. I know that you're young, and you don't know how much history you're making in this community, but ten years from now you'll look back and realize what you've really did because Covid was a world-wide event, and we're finally coming out of it. You guys stayed together and did a super, super job on staying focused on what we're doing. So, whatever you do, whatever sector, whatever you're responsible for, know that you made a difference. So, I can give you accolades all day.

We're waiting now to make sure we have three commissioners online, so we can do the votes on items one, two and three. So, if you want to take a drink of water or hold, we'll just sit quietly, so I'm not here trying to do a monologue. So, in other words, feel comfortable getting off of camera.

The meeting took a brief pause.

Mr. Cook asked if Ms. Clark was present?

Ms. Clark responded that she was and that Mr. Art Guin would be joining in just a moment.

Mr. Cook replied:

We'll still need enough for a quorum. I know that somebody can't vote, so we may not have enough for a quorum.

Ms. Clark stated:

We will. We're not voting on the one that would be affected, so we should still have a quorum for the other three items.

Mr. Cook asked if the Commission was voting on items one and two?

Ms. Clark responded that the Commission would be voting on items one, two, and three. Ms. Clark stated that she had another item, but she didn't put it on the agenda.

Mr. Cook stated to those present in the meeting:

The Commission is required to have at least three voting commissioners on, which is a quorum, in order to vote on any matters that go in effect. So, if you just joined in, we're just doing a little tap dance for a moment.

Ms. Clark asked if Mr. Guin could hear okay? Mr. Guin responded that he could. Ms. Clark thanked him for joining.

Mr. Cook asked what other commissioners were online, to make sure everyone else heard their voice.

Mr. Carl Rhodes, Jr. responded that he was present.

BUSINESS OF THE MEETING

Mr. Cook called the March 23, 2022, Commission Meeting by Visual and Zoom to order at 10:04 am.

CONSIDER ADOPTION OF THE MINUTES FOR THE REGULARLY SCHEDULED COMMISSION MEETING ON FEBRUARY 23, 2022

Mr. Cook asked to consider adoption of the minutes for the meeting of February 23, 2022, and if there was any discussion. No discussion.

Mr. Cook entertained a motion to approve the minutes.

Motion by Mr. Guin to approve the minutes for the February 23, 2022 Columbus Airport Commission Meeting; seconded by Mr. Rhodes, Jr. And unanimously approved by the Commission. Ayes: 3 / Nays: 0

CONSIDER APPROVAL OF NEW SUB-LEASE FOR HANGAR PREVIOUSLY OCCUPIED BY STARK AVIONICS

Mr. Cook invited Ms. Clark to share a little bit about the item before moving to a vote.

Ms. Clark stated:

I'm going to give a little background and then going to introduce Mr. Bud Allen who is here to represent this voting option. So, Mr. Bud Allen, or Allen Development Group, does have a ground lease with the Columbus Airport, and Allen Development Group did build a hangar on that plot of land. It's been operational for many years, and Stark Avionics has been sub-leasing that hangar from Allen Development Group and operating Stark Avionics.

Stark will no longer be operating in that hangar, and so, Mr. Bud Allen with Allen Development Group has come forward and would like to request to move his jet into that hangar, as well as sub-lease half of that hangar out to a tenant on the field. So, I've asked him to come here and request that of the Commission and receive consent from the Commission on whether to proceed or if the Commission has any questions. So, now I'm going to turn it over to Mr. Allen and go ahead and let him talk about his sub-lease request.

Mr. Allen stated:

Good morning. Bud Allen here. Almost twenty years ago, we leased this land from the airport, and I built a hangar, and I leased it to John Stark Avionics for the last nineteen and a half years. He's been a wonderful tenant, hate to see him go, but he's moving to Florida, and he's opened his operations down there, and he's kind of beginning to wind down. So, he's given me the property back. We originally had a 25-year land lease with two, three, five-year options. I am requesting under Section 28 of our ground lease to now sub-lease the hangar facilities to Columbus Aero Services. We are going to move our personal jet into part of it. He's going to lease about $\frac{3}{4}$ of the balance under a five-year lease. Any questions that you've guys have got, I would be happy to try and answer.

Mr. Cook responded:

First of all Bud, thank you for coming here and sharing that information with us and being one of the guys that make us good. So, we appreciate you.

Mr. Cook asked Mr. Don Morgan if he had anything that he needed to add to the conversation?

Mr. Morgan replied:

I'm sorry. I'm sorry. I was on mute. All I said was that I don't really have anything to add. This is certainly within the Commission's authority to allow Mr. Allen's sub-lease. He's done what he is supposed to do and asked for the prior consent of the Commission.

Mr. Cook asked Ms. Clark if Mr. Allen brought this to the Commission with her approval and request for approval?

Ms. Clark responded yes.

Mr. Cook entertained a motion to approve the new sub-lease.

Motion by Mr. Guin to approve the new sub-lease for the hangar previously occupied by Stark Avionics; seconded by Mrs. Dannel Marks and unanimously approved by the Commission. Ayes: 4 / Nays: 0

Mr. Cook welcomed Mr. Allen aboard.

Mr. Allen replied:

If I could just take a moment, I just want to tell you guys how much I appreciate Mrs. Renfroe and Ms. Clark and the great job they do out there at the airport. We base our jet here. We fly it on medevac charters. We just have a great team out there, and I just want you guys to know how much I appreciate the hard work that they do—the 3 am callouts to get our plane out of the hangar. They're just always on top of everything, and I just want you guys to know how much we appreciate them. Thank you.

Mr. Cook responded thank you and how they appreciate the kind words. Super team.

CONSIDER APPROVAL OF ADVERTISING CONTRACT WITH DEPARTURE MEDIA

Mrs. Overton presented the following on the item:

Good morning, again. The Columbus Airport Commission submitted an RFP seeking experienced, highly motivated, and creative advertising companies that could demonstrate a successful track record of establishing and maintaining revenue producing advertising programs within the airport facilities in May 2021 to CSG's advertising program. The concession opportunity consists of developing, constructing, installing, operating, maintaining, and selling indoor terminal advertising services, outdoor advertising signage, and nontraditional advertising on airport property. We received several inquiries and questions from local and national agencies, but only received one submission from Departure Media who has a standing track record working with small and non-hub airport advertising.

Due to the small response, we followed up with other agencies to find out why they chose not to submit a proposal. Responses received were Covid-related, advertisers spending less money, size of our airport, low enplanement and deplanement numbers, and the lack of confidence that they would make a profit here at CSG. Departure Media has had several site visits since August 2021 taking pictures of the terminal, several walkthroughs, and have met with marketing discussing businesses in the market, local contacts, and connections to identify the levels of success.

Departure Media would provide all materials, labor, installation, and uninstallation of all advertising signage with little to no damage to the newly renovated terminal at no additional costs to CSG. The Director of Marketing would work closely with Departure Media to approve all advertising before installation. Terms have been sent to the Commission prior to the meeting, based on the factors, as well as the ability for Departure Media to send their staff into our market and local business to business sells. I recommend to the Commission to enter into a contract with Departure Media to provide advertising services and nonaeronautical revenue for the Columbus Airport.

Mr. Cook thanked Mrs. Overton and asked the Commission if they had any questions? There were none.

Mr. Cook entertained a motion to enter into a contract with Departure Media.

Motion by Mr. Guin to approve entering into a contract with Departure Media; seconded by Mrs. Marks and unanimously approved by the Commission. Ayes: 4 / Nays: 0

Mr. Cook stated:

I want to thank everyone for taking the time and for you guys and the Commissioners. I know it's tough with everybody doing a thousand different things to come together and make this happen. So, I'm really pleased we were able to make this happen. I know Mr. James Barker is out there doing great things.

CONSIDER APPROVAL OF INCREASING THE CUMULATIVE CREDIT CARD LIMIT TO THE AGENDA

Mr. Cook asked Ms. Clark if she had anything else for the group.

Ms. Clark responded:

Actually, I was going to see if there was a way that I could add something to the agenda, now that we have Mrs. Marks, Mr. Guin, and you. We would

have a quorum without Mr. Rhodes, Jr having to abstain. Could we add the item that was previously sent to the Commission for review?

Mr. Cook entertained a motion to add the item to the agenda.

Motion by Mr. Guin to approve adding the item to the agenda; seconded by Mrs. Marks and unanimously approved by the Commission. Ayes: 4 / Nays: 0

CONSIDER APPROVAL OF INCREASING THE CUMULATIVE CREDIT CARD LIMIT

Mr. Cook invited Ms. Clark to share the item on the agenda.

Ms. Clark stated:

Currently, the airport uses Synovus for our purchasing credit cards, and our total aggregate limit for those cards is around \$20,000. Most departments do have their own cards, which are used to purchase travel, education, or operational goods and services. Due to Covid, there's been inflation, an increase in goods and services, and we're finding that about mid-way through the month we're reaching that accumulative credit limit, and it's costing us to be unable to either travel or purchase items as needed.

So, our Director of Finance has had conversations with Synovus, and looking at our organizational size and the rate of inflation, a recommendation of moving that accumulative credit limit up to \$70,000 was made. Our Finance Director is supportive of that, and I would like to recommend the Commission's approval to move up to an accumulative average of \$70,000, so that we would not have these issues with our credit cards anymore.

Mr. Cook asked the Commission if they had any questions or comments for Ms. Clark?

Mr. Guin responded:

Yes, quick question for that. I'm looking through the attendees. I see Mrs. Knight is on.

Ms. Clark confirmed that she is, and she would gladly answer any questions. Mr. Guin continued:

You addressed part of it in advance, Ms. Clark, by saying that Ms. Knight had already reached out and gave her blessing, which is usually what I would look for. Mrs. Knight, I just assume that the fact that we're tripling this, all that's in line with airports of our size. You don't have concerns or any risks related to this. Is that correct?

Mrs. Knight replied:

No. Currently, if everybody's card was maxed out, like today, it would be \$57,000. So, our balance is \$20,000, and a lot of people have like \$5,000. A couple of people have a \$10,000 limit. So, two weeks into the cycle, we're seeing it maxed out, especially when it's travel season because if just one or two people have maxed their card out, then our overall limit is maxed out. So, we had a meeting with Synovus, whether we should go for purchasing cards or do other things. This was something they recommended to us for the issues we're running into because they said this limit has been at that limit for years, and they were surprised it's still such a low limit.

We're moving to a new platform where Ms. Bernadette Zuber and I can up a person's limit for a given month when they're traveling and lower it back down, and we could do that today, and it would up it, and then go back a week from now to lower it. So, the new platform we're moving to is going to give us control also.

Ms. Clark stated:

One thing that Mrs. Knight didn't mention is that we are requesting a couple of additional cards. Mrs. Knight does not have a card. A couple of other department heads or departments need a general card for their departments. So, that's why it's an excess of \$50,000.

Mr. Guin responded:

Okay, that's helpful, and that makes sense to know that anybody spending or traveling is all being cashed and totaled under one single account, if you will, our balance. So, I think that's reasonable, and it makes sense to me, as long as Mrs. Knight is comfortable with it. You know she feels that she has control over it, and spending doesn't get completely out of whack where we can't control it, but this does not sound like an excessive amount to me at all, so I'm certainly supportive of it.

Mr. Cook asked the Commission if they had any other questions? There were none.

Ms. Clark called to move to entertain a motion to approve increasing the cumulative credit card limit to \$70,000.

Mr. Cook entertained the motion.

Motion by Mr. Guin to approve increasing the cumulative credit card limit to \$70,000; seconded by Mrs. Marks and unanimously approved by the Commission. Ayes: 3 / Nays: 0

Mr. Cook asked Ms. Clark and anyone else if they had anything additional to present. There were no additional matters.

Mr. Cook thanked everyone and the Commissioners, stating that he appreciated them for coming. Mr. Cook thanked everyone for their patience. Mr. Cook asked for a motion to adjourn the meeting.

Motion by Mr. Guin to adjourn the meeting; seconded by Mrs. Marks and unanimously approved by the Commission. Ayes: 4 / Nays: 0.

Meeting adjourned at 10:19 am.

Amber Clark 5/25/22
Amber Clark
Airport Director

James W. Barker 5/25/22
James W. Barker