



**COLUMBUS GEORGIA
CONVENTION & TRADE CENTER**

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

JUNE 20, 2025

12:00 PM

**BOARDROOM
(SECOND LEVEL)**

A G E N D A

- I. CALL TO ORDER – CHAIRMAN JONATHAN PAYNE**
- II. APPROVAL OF MINUTES**
 - A. REGULAR MEETING – MAY 22, 2025**
- III. FINANCIAL REPORT – NICHOLE LEWIS**
 - A. MAY 2025**
- IV. CATERING UPDATES – HAYLEY TILLERY**
 - A. MAY 2025**
- V. SALES REPORT – HAYLEY TILLERY / MORGAN MOORE**
 - A. MAY 2025**
- VI. FACILITY UPDATE – HAYLEY TILLERY**
 - A. PARKING GARAGE – UPDATE**
 - B. HVAC ARP PROJECT – UPDATE**
 - C. INTERNET – UPDATE**
 - D. CARPET RENOVATION PROJECT – UPDATE**
- VII. ADJOURNMENT**



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**MINUTES OF THE MONTHLY MEETING
JUNE 20, 2025
12:00 PM**

The monthly meeting of the Columbus Iron Works Convention and Trade Center Authority was held Friday, June 20, 2025, at 12:00 Noon in the Boardroom of the facility.

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

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

CALL TO ORDER

At 12:02 PM, Chairman Jonathan Payne called the meeting to order and welcomed members and staff.

APPROVAL OF MINUTES

A. REGULAR MEETING – MAY 22, 2025

Chairman Jonathan Payne asked the members if they had received and read the minutes from the previous regular meeting dated May 22, 2025. With no additions or corrections to be made, Chairman Jonathan Payne made the motion to approve the minutes as presented. John Stacy second the motion, which was carried out unopposed by all members.

FINANCIAL REPORT – NICHOLE LEWIS

A. MAY 2025 – See attached report.

Chairman Jonathan Payne made a motion to approve the May 2025 Financial Report as prepared and presented by Finance Manager R. Nichole Lewis. Vice Chairman Jessica Gray second the motion that was carried unopposed by all members.

CATERING UPDATES / OAK VIEW HOSPITALITY GROUP - HAYLEY TILLERY

A. MAY 2025 Average client survey score for catering based on 7 surveys was a 99.4.

SALES REPORT – HAYLEY TILLERY / MORGAN MOORE

A. MAY 2025 – See attached report.

Executive Director Hayley Tillery briefly went over the sales report for the month of May 2025. Hayley stated there were 22 call-in clients, 15 walk-in clients, 53 planning kit requests and 14 requests for proposals with 19 contracts issued. Adding there were 78 event days during the month with just over 24K attendees.

Hayley shared the May client survey report, which contained 7 surveys with an overall score of 98.3%. **See attached report**

Executive Director Hayley Tillery highlighted a few events that took place during the month of May to include: Muscogee County Teacher of the Year Banquet, Visit Columbus National Travel and Tourism Week, Muscogee County Student Athletes Awards Ceremony, Point University Spring Commencement, Gulf South Hot Tub Expo as well as the GA Chapter of Government Management Information Sciences (GA GMIS) and Community Planning Institute (CPI) Spring 2025 Conferences. Hayley added that the city-wide impact was \$415,830.

Executive Director Hayley Tillery also recognized Jordan Tillotson, Marketing Coordinator for being Champion of the Month, an honor given by her peers.

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

FACILITY UPDATE – HAYLEY TILLERY

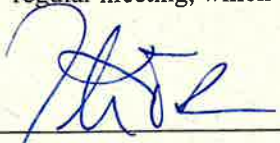
- A. PARKING GARAGE UPDATE** Executive Director Hayley Tillery stated that she did not have any new information to report. Adding that, she continued conversations with the city council and other stakeholders in the historic district and would resume discussions in fall.
- B. HVAC ARP PROJECT UPDATE** Executive Director Hayley Tillery stated that the project was at a standstill waiting for one major part.
- C. INTERNET UPDATE** Executive Director Hayley Tillery reported that Net Planner was still working to fine tune digital signs, adding she would continue with Lightspeed Data Link as a backup for at least another month.
- D. CARPET RENOVATION PROJECT UPDATE** Executive Director Hayley Tillery reported the carpet renovation project was a little behind due to staffing. Adding that she hoped the project would be near completion by the next meeting in August.

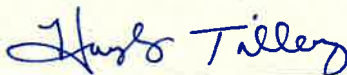
Executive Director Hayley Tillery also shared with the members her Overview of Recent Events, to include current and completed facility projects and employee updates. **Please see the attached report.**

Hayley reminded the members that the Authority would not meet in July but would hold a combined July/August meeting on August 28, 2025.

ADJOURNMENT

With no further items of business to discuss, Chairman Jonathan Payne adjourned the meeting at 1:00 PM. The next regular meeting, which is held monthly on the fourth Thursday, will be held Thursday, August 28, 2025.


Jonathan Payne, Chairman
Columbus Iron Works Convention and
Trade Center Authority


Hayley Tillery, Executive Director
Columbus Georgia Convention and
Trade Center



COLUMBUS GEORGIA CONVENTION AND TRADE CENTER

FY 25- APRIL 2025 FINANCIAL HIGHLIGHTS

R. Nichole Lewis

REPORT 1 – REVENUE SUMMARY

UPDATED

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

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

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

REPORT 2 – APRIL 2025 PROFIT & LOSS STATEMENT

- REVENUES
 - Operating Revenue
 - The catering commission for April was \$125,843, \$95,825 more than our estimate.
 - Space Rental was \$203,339.
 - The equipment rental was \$24,482.
 - Total Operating Revenue of \$370,707.
 - Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$122,398.
 - Total Revenue of \$493,104 for April 2025.
- EXPENSES
 - Labor Cost
 - Total labor expenses were \$111,082.
 - Operating Expenses
 - Contractual services were \$30,727. The escalator maintenance and testing was \$19,585.
 - Vehicle expenses were \$5,153 due to obtaining a new transmission for our pickup truck.
 - Natural gas was high, at \$26,359, to do Liberty utilities fixing the under billing they have done in the past few months due to new equipment they installed not communicating correctly.
 - Utilities was a total of \$63,705 for the month.
 - Total Operating Expenses were \$109,255.
 - Other Expenses
 - The total other expenses were \$7,364.
 - Total Expenses were \$227,702.
- NET PROFIT
 - Net Profit for April 2025 was \$265,402.

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

➤ REVENUES

- Operating Revenue
 - Equipment Rental was \$201,660.
 - Space Rental was \$1,613,160.
 - Total Operating Revenue of \$2,643,745.
- Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$1,336,592.
- Total Year to Date Revenue of \$3,980,337 as of April 2025.

➤ EXPENSES

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

➤ NET PROFIT

- Total Year to Date Net Profit as of April 2025 was \$1,739,668. With the Reserves Projects and Bond Payments, our year-to-date net profit is \$925,403.

REPORT 4 – FY 2025 YTD FIVE YEAR COMPARISON

➤ Revenue

- Space Rental is 32% higher than the 5-year average.
- Other Revenue is 7% higher than the average.
- Total Revenue YTD is 18% higher than the average.

➤ Expenses

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

➤ Net Profit

- Net Profit with bond payment is 2% Higher than the average.



COLUMBUS GEORGIA CONVENTION AND TRADE CENTER FY 25- MAY 2025 FINANCIAL HIGHLIGHTS

R. Nichole Lewis

REPORT 1 – REVENUE SUMMARY

- May 2025, there were 78 event days, 53 events, and 24,302 attendees.
- Church of the Highlands was charged a total of \$58,992 for May 2025.
- Top Events

May 2025		May 2024 (Last Year)	
Event	Total Revenue	Event	Total Revenue
Georgia Chapter of Government Management Information Sciences (GA GMIS) Spring Conference	\$98,282	Georgia Republican Party State Convention	\$187,644
Aarmor Ball	\$47,280	Teacher of the Year Gala	\$55,481
Southeastern Synod of Evangelical Lutheran Church of America Conference	\$44,914	COTH Sunday Service	\$34,371

- F&B Revenue was \$402,590; Operations Revenue was \$209,332; Total Revenue was \$611,922.
- May 2024, there were 56 event days with 22,121 attendees and a Total Revenue of \$510,436.

REPORT 2 – MAY 2025 PROFIT & LOSS STATEMENT

- REVENUES
 - Operating Revenue
 - The catering commission for May is approximately \$50,000 due to OVG moving to a new accounting system and still catching up.
 - Space Rental was \$177,556.
 - The equipment rental was \$19,516.
 - Total Operating Revenue of \$259,332.
 - Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$170,416.
 - Total Revenue of \$429,748 for May 2025.
- EXPENSES
 - Labor Cost
 - Total labor expenses were \$173,940.
 - Operating Expenses
 - Contractual services were \$9,817.
 - Vehicle expenses were \$44.
 - Utilities was a total of \$40,090 for the month.
 - Total Operating Expenses were \$59,167.
 - Other Expenses
 - The total other expenses were \$20,345. This includes the hot water replacement in the building.
 - Total Expenses were \$253,452.
- NET PROFIT
 - Net Profit for May 2025 was \$176,296.

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

➤ REVENUES

- Operating Revenue
 - Equipment Rental was \$221,176.
 - Space Rental was \$1,790,716.
 - Total Operating Revenue of \$2,903,077.
- Tax/Other Source Revenue
 - Total Tax/Other Source Revenue is \$1,507,008.
- Total Year to Date Revenue of \$4,410,085 as of May 2025.

➤ EXPENSES

- Labor Cost
 - Total labor expenses were \$1,449,000.
- Operating Expenses
 - Contractual services were \$158,097.
 - Repairs and Maintenance to the Building is \$46,169.
 - Utilities were \$526,508.
 - Total Operating Expenses were \$875,752.
- Other Expenses
 - Total other expenses were \$462,916.
- Reserve Fund Expenses
 - Total Reserve Fund is \$520,718.
- Total Year to Date Expenses were \$3,308,385.

➤ NET PROFIT

- Total Year to Date Net Profit as of May 2025 was \$1,915,964. With the Reserves Projects and Bond Payments, our year-to-date net profit is \$1,101,700.

REPORT 4 – FY 2025 YTD FIVE YEAR COMPARISON

➤ Revenue

- Space Rental is 32% higher than the 5-year average.
- Other Revenue is 7% higher than the average.
- Total Revenue YTD is 18% higher than the average.

➤ Expenses

- Labor Costs are 15% higher than the 5-year average.
- Repairs and Maintenance to the Building is 39% lower than the average.
- Utilities are 24% higher than the average.
- Total expenses are 23% higher with the added expenses.

➤ Net Profit

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

MAY 2025 SALES RECAP



MONTHLY REVENUE

Trade Center Revenue **\$209,332**

Total Revenue **\$WAITING ON CATERING**

CITY WIDE IMPACT

(Sent from the Columbus Visitor's Bureau)

\$415,830

MONTHLY SALES

Does not include Catering Sales

CONFERENCES

	Event Days	Sales
2025	12	\$54,832
2024	4	\$71,242

CONSUMER/ TRADE SHOWS

	Event Days	Sales
2025	7	\$21,604
2024	1	\$18,602

MEETINGS

	Event Days	Sales
2025	9	\$2,280
2024	11	\$4,278

RELIGIOUS

	Event Days	Sales
2025	10	\$56,898
2024	8	\$48,575

SOCIAL

	Event Days	Sales
2025	39	\$81,187
2024	27	\$52,949

SPORTS/ ENTERTAINMENT

	Event Days	Sales
2025	0	\$0
2024	0	\$0

WEDDINGS

	Event Days	Sales
2025	1	\$3,160
2024	2	\$5,172



FY25 24,302

vs

FY24 22,016

FY25 May attendee count is up by 2,286 people compared to FY24.

SALES INQUIRIES

INQUIRIES **104**

CALL-INS 22

WALK-INS 15

PKR'S 53

RFP'S 14

CONTRACTS SENT

19

OVERALL SURVEY SCORE

98.3%

Based on 7 surveys

Conference/Convention Event Leads

Event Leads	FY26	FY27	FY28+
# of Events	19	9	3
Total Attendees	6,200	9,680	1,575
Total Rental Revenue	\$171,415	\$125,615	\$73,300

Leads Converted to Business					
Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
October	2025	FY26	150	\$5,000	2025 Bike-Walk-Live Summit
November	2027	FY28+	1000	\$27,000	Georgia School Counselors Association GSCA 2027
Fiscal Year 2026 (July 2025-June 2026)					
Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
July	2025	FY26	300	\$3,000	Roots & Routes Indo-US Chamber of Commerce Inc.
August	2025	FY26	150	\$4,000	Georgia Mental Health Consumer Network Annual Conference
August	2025	FY26	35	\$600	Safety, Security, and Wellness Workshop
September	2025	FY26	150	\$4,800	Georgia Power Hydro Conference
September	2025	FY26	35	\$600	Political Advocacy Workshop
September	2025	FY26	40	\$600	Superintendent Professional Development Program (SPDP) Session
October	2025	FY26	300	\$7,200	Leadership Institute 20th Anniversary
November	2025	FY26	1500	\$12,000	Georgia Medicaid Fair
November	2025	FY26	1500	\$29,415	SkillsUSA Georgia Fall Leadership Conference
February	2026	FY26	200	\$21,000	2026 GHPCO Annual Conference
February	2026	FY26	175	\$7,000	Georgia Cancer Summit
March	2026	FY26	75	\$6,600	Child Support Attorneys Training Conference
March	2026	FY26	200	\$7,800	National Association of Negro Business and Professional Women's Clubs 2026 Southeast Conference
April	2026	FY26	150	\$7,900	Georgia Association of Marriage and Family Therapy Conference 2026
April	2026	FY26	250	\$9,400	2026 GACCP Spring Meeting
April	2026	FY26	200	\$4,900	GA PRIMA Conference
May	2026	FY26	40	\$600	Superintendent Professional Development Program (SPDP) Session
June	2026	FY26	300	\$19,000	GACS Convenience Store and Petroleum Show

June	2026	FY26	600	\$25,000	GS3 Annual School Safety Summit Conference
Fiscal Year 2027(July 2026-June 2027)					
Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
October	2026	FY27	4000	\$8,000	GARBA Festival
November	2026	FY27	1500	\$29,415	SkillsUSA Georgia Fall Leadership Conference
November	2026	FY27	1800	\$20,000	Georgia HOSA FLC 2026
December	2026	FY27	900	\$3,900	ERA Real Estate Foster & Bond Conference
January	2027	FY27	100	\$9,200	Georgia Council of Supervisors of Mathematics Conference 2027
March	2027	FY27	750	\$22,000	Christian Product Expo (CPE)
March	2027	FY27	130	\$7,500	Georgia Association of Floodplain Management Conference
March	2027	FY27	200	\$12,000	2027 Georgia Emergency Communications Conference
April	2027	FY27	300	\$13,600	Georgia Economic Developers Association SPRING WORKSHOP 2027
Fiscal Year 2028+ (July 2027+)					
Event Month	Calendar Year	Fiscal Year	Attendees	Rental Revenue	Event Name
August	2027	FY28+	650	\$24,700	11th Armored Cavalry's Veterans of Vietnam and Cambodia Reunion
October	2027	FY28+	500	\$13,600	GRPA 2027 State Conference
October	2027	FY28+	425	\$35,000	National Onsite Wastewater 2027 Conference



COLUMBUS GEORGIA CONVENTION & TRADE CENTER

Overview of Recent Events

Date: June 20, 2025

Current Projects

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

Completed Projects/Updates

Facilities and Operations:

- Outsourced change of 100-gallon water heater to a tankless system. Included benefits are a longer life span (estimated 20 years) and more energy efficient over time.
- Repaired leaking drainpipes between the 1st and 2nd floor in south hall admin office, in-house, cost savings of over \$4,000 (parts cost was \$46)
- Repaired hydraulic lift in house, cost savings of over \$1,000. (parts cost of \$164.66)
- Replaced motor on AH#10, in-house, cost savings of \$2,250. (parts cost of \$750.38)
- Courtyard Fountain - Fully cleaned by replacing the sand and parts in the filter, draining the top parts of fountain & cleaning them, and deep cleaning bottom portion of fountain.
- Courtyard Fountain - Repaired fountain pool motor in house - cost of new 15hp replacement motor upwards of \$2,000. Our team was able to locate the faulty wiring and re-wire the whole unit.
- Replaced pulley to air handler #13 & air handler #2 in house, parts total cost \$147.17, would cost at least \$300 to call 1st Mechanical, not including labor & parts
- Replaced broken actuator gas valve and controller in boiler #2 - Quoted at \$7,000 - (parts cost of \$1885.89)
- Replace a main breaker in kitchen that supplies power to combi ovens.
- Replaced over 20 air vents in main kitchen with new plastic models that will eliminate any rust build up and provide increased kitchen ventilation.
- Replaced over 50 lights in the facility that provides better guest experience as well as moving towards more energy-efficient lights.
- Increased our total maintenance & operations staff from 15 to 22 out of 25 total positions bringing us the closest to being fully staffed since Covid.

Employee Updates

Active Job Postings - TOTAL: (3) Positions Open

Operations:

- One (1) Event Attendant Crew Leader – Advertised
- Two (2) part-time Events Attendant – Advertised with candidates available for interview

New Hires and Promotions:

- | | |
|--|-----------------------------------|
| • Javari Douglas, Events Attendant I - FT | • Diamond Johnson, Custodian – FT |
| • Christopher Malcomb, Events Attendant I – PT | • Wesley Hurst, FM Worker - PT |

Authority Meeting Agenda

- July – No meeting – FY will be processing and reported in August
- August 28th

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